Quincy College Catalog 2022-2023

August 17, 2022

Quincy, Plymouth, and Online*

www.quincycollege.edu | 800.698.1700

The information in this publication is provided solely for the convenience of the reader, and Quincy College expressly disclaims any liability which may otherwise be incurred. While every effort has been made to ensure the accuracy of the information contained in this publication, the College reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, or any other subject addressed in this publication. For the most up-to-date version, please visit: quincycollege.edu/catalog

*All Quincy College programs, except for nursing, allied health, and related selected programs, can be completed online.

Type of school: Quincy College is a fully accredited two-year college awarding Bachelor's Degrees, Associate Degrees, and Certificates of completion in a wide variety of studies.

Founded: 1958

President: Richard DeCristofaro, Ed.D.

Locations: Presidents Place, 1250 Hancock Street.
Quincy, MA 02169 Saville Hall, 24
Saville Avenue. Quincy, MA 02169
Plymouth Campus: 36 Cordage Park Circle. Plymouth, MA 02360

Main Telephone: 617-984-1700 (Quincy Campus)

Numbers: 508-747-0400 (Plymouth Campus)

Website: www.quincycollege.edu

Civility Statement
Quincy College was founded on the belief that learning is a lifelong activity, and that education can improve the quality of life for individuals and society. The College values freedom of expression and recognizes the constitutional and statutory rights of students and staff. It is the intent of the College to promote and foster an atmosphere and environment conducive to the academic mission of the institution. Quincy College is a community of individuals. As such, we should always strive to recognize the dignity and worth of each member of the community, regardless of status (student, administrator, support staff, faculty member). It is the College's belief that one should treat every other individual, irrespective of status, rank, title, or position, with dignity and respect.

Non-Discrimination

Quincy 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.

Quincy College is an academic community dedicated to openness, tolerance and respect. Our doors and programs are open to all students and employees without regard to age, race, religion, sex, marital or parental status, national origin, veteran status, physical or mental disability or sexual orientation. The College does not discriminate in its education programs or in admissions to, access to, treatment in, or employment in its programs and activities. For more information on the Equal Opportunity and Non-Discrimination Policy, please refer to the Policy Manual, Policy 3.02, and in this Catalog.

Quincy College strives to not only meet, but exceed all federal, state, and local statutes governing equal opportunity and inclusion. All questions, concerns, or complaints regarding the College's Affirmative Action/Title VI or Sexual Harassment/ Title IX policies should be forwarded to Jessica Cherry/General Counsel, Presidents Place, 1250 Hancock Street, Quincy, MA 02169, by calling 617-984-1774, or by email at jcherry@quincycollege.edu. College employees may also contact Elizabeth M. LaForest, Human Resources EEO Coordinator, at 617-984-1610, or by email at elaforest@quincycollege.edu.

Inquiries regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or Sexual Harassment/Title IX policies should be forwarded to Meghan Cassidy, Associate Vice President of Student Success and Partnerships, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169, by calling 617-984-1724 or by email at mcassidy@quincycollege.edu. Quincy College is in full compliance with MGL, Chapter 269 Section 17, 18, and 19 and hazing is prohibited in Quincy College. For more policy information, please refer to the Policy Manual, Policy 6.12, and in this Catalog.

-Equal Opportunity/Affirmative Action Employer
The annual crime report and security policy is distributed to stakeholders in the last week of September and is also available on our website.

School Profile

Based on Fall 2021 data

Students Enrolled	2,722 (Headcount) 1,580 FTE (Fall)
Gender Ratio	64% Female 36% Male
Ethnicity	46% White 25% Black or African-American 10% Hispanic or Latinx 7% Asian 3% International Students 2% Two or More Races < 1% American Indian or Alaskan Native <1% Native Hawaiian or Other Pacific Islander 7% Race/Ethnicity Unknown 44% Students of Color
Age Range	14-74
Average Age	28
Average Class Size	15
Retention Rate (Fall to Fall)	2015-2016: 55% 2016-2017: 57% 2017-2018: 58% 2018-2019: 51% 2019-2020: 48% 2020-2021: 56%
Graduation Rate (IPEDS 150%)	Fall 2013 Cohort: 13% Fall 2014 Cohort: 13% Fall 2015 Cohort: 16% Fall 2016 Cohort: 16% Fall 2017 Cohort: 16% Fall 2018 Cohort: 14%
Students Employed	68%
Graduates (2021-2022 academic year)	522
Full-time student awarded any Financial Aid (Based on Fall 2021)	71%

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Academic Calendar Summary 2022-2023*

Last Updated August 16, 2022

FALL SEMESTER, 2022

New Adjunct Faculty Orientations	Aug 31
Faculty Non-Instructional Days (4 days)	Aug 31, Sep 1, 2, & 6
Labor Day-College Closed	Sep 5
Semester Begins (Courses Active on Canvas)	Sep 7
Add/Drop Period for 15-wk Classes	Sep 7-16
Columbus Day-College Closed	Oct 10
Veterans' Day-College Closed	Nov 11
Last day to withdraw to receive a grade of "W" (Flex courses please see Registrar Office)	Dec 2
Thanksgiving Recess begins Wednesday Classes end at 4 PM	Nov 23
Thanksgiving Recess-College Closed	Nov 24, 25, 26
Finals	Administered on the last scheduled class
Semester Ends	Dec 23
Winter Break Begins	Dec 24
Christmas Observed-College Closed	Dec 26
New Year's Eve-College Closed	Dec 31

WINTER INTERSESSION (ONLINE)

New Year's Day Observed-College Closed	Jan 2
Intersession begins/ends	Dec 28-Jan 15
Add/Drop Period	Dec 28-Jan 3
Last day to withdraw to receive a grade of "W"	Jan 9

SPRING SEMESTER, 2023

New Adjunct Faculty Orientations	Jan 10
Faculty Non-Instructional Days (4 days)	Jan 11, 12, 13, & 17
Martin Luther King, Jr. Day-College Closed	Jan 16
Semester begins (Courses Active on Canvas)	Jan 18
Add/Drop Period for 15-wk Classes	Jan 18-27
Presidents Day Holiday-College Closed	Feb 20
Spring Break (No Classes)	Mar 13-18; College Closed Mar 13 and Mar 17
Spring Holiday weekend-College Closed	April 7 & 8
Last day to withdraw to receive a grade of "W" (Flex courses please see Registrar Office)	April 14
Patriots' Day-College Closed	April 17
Finals	Administered on the last scheduled class
Semester Ends	May 15
Student Scholarship Presentation	TBD
Faculty Non-Instructional Days (4 days)	May 17, 18, 19, and 22
Spring Nurses Pinning	TBD
Spring Commencement	May 19 (Friday)
Memorial Day-College Closed	May 29

*Calendar Summary is for traditional semester. Flex courses are listed separately on pages 5-6.

SUMMER SESSION I, 2023 (5 WEEKS)

Semester Begins	June 5
Add and Drop Period	June 5-9
Juneteenth-College Closed	June 19
Last day to withdraw to receive a grade of "W"	June 23
Independence Day-College Closed	July 4
Semester Ends	July 9

SUMMER SESSION I, 2023 (10 WEEKS)

Semester Begins	June 5
Add and Drop Period	June 5-9
Juneteenth-College Closed	June 19
Independence Day-College Closed	July 4
Last day to withdraw to receive a grade of "W"	July 21
Semester ends	Aug 13

SUMMER SESSION II, 2023 (5 WEEKS)

Semester Begins	July 10
Add and Drop Period	July 10-14
Last day to withdraw to receive a grade of "W"	July 28
Semester ends	Aug 13

SUMMER SESSION III, 2023 (3 WEEKS)

Semester Begins	Aug 14
Add and Drop Period	Aug 14-15
Last day to withdraw to receive a grade of "W"	Aug 25
Semester ends	Sep 3

*Calendar Summary is for traditional semester. Flex courses are listed separately on pages 5-6.

FALL SEMESTER, 2022

One day a week classes (14 class sessions; 3h/session)

Mondays	Sep 12 – Dec 19	(Last day for Add/Drop is Sep 23)
Tuesdays	Sep 20 – Dec 20	(Last day for Add/Drop is Sep 23)
Wednesdays	Sep 14 – Dec 21	(Last day for Add/Drop is Sep 23)
Thursdays	Sep 15 – Dec 22	(Last day for Add/Drop is Sep 23)
Fridays	Sep 09 – Dec 23	(Last day for Add/Drop is Sep 23)
Saturdays	Sep 10 – Dec 17	(Last day for Add/Drop is Sep 23)

Begin and End dates of the 7 and 10 week Online classes

First 7-week	Sep 07 – Oct 30	(Last day for Add/Drop is Sep 16)
Second 7-week	Nov 02 – Dec 23	(Last day for Add/Drop is Nov 14)
10-week	Oct 05 – Dec 18	(Last day for Add/Drop is Oct 14)

First 7 Weeks On-Campus: **(15 class sessions; 2.5h/session – Last day for Add/Drop is September 23)**

Monday/Wednesday: Wednesday, September 7, 2022 – Monday, October 31, 2022

Tuesday/Thursday: Thursday, September 08, 2022 – Thursday, October 27, 2022

Second 7 Weeks On-Campus: **(15 class sessions; 2.5h/session – Last day for Add/Drop is November 14)**

Monday/Wednesday: Wednesday, November 02, 2022 – Wednesday, December 21, 2022

Tuesday/Thursday: Tuesday, November 01, 2022 – Thursday, December 22, 2022

10 Weeks On-Campus (Evening) (10 class sessions; 4h/session – Last day for Add/Drop is October 14)

Monday: October 03, 2022 – December 12, 2022 (10 sessions)

Tuesday: October 04, 2022 – December 06, 2022 (10 sessions)

Wednesday: October 05, 2022 – December 14, 2022 (10 sessions)

Thursday: October 06, 2022 – December 15, 2022 (10 sessions)

10 Weeks On-Campus (Day) **(20 class sessions; 2h/session – Last day for Add/Drop is October 14)**

Monday/Wednesday Wednesday, October 05, 2022 – Wednesday, December 14, 2022

Tuesday/Thursday Thursday, October, 06, 2022 – Thursday, December 15, 2022

SPRING SEMESTER, 2023

One day a week classes (14 class sessions; 3h/session)

Mondays	N/A	
Tuesdays	Jan 31 – May 09	(Last day for Add/Drop is Feb 10)
Wednesdays	Feb 01 – May 10	(Last day for Add/Drop is Feb 10)
Thursdays	Feb 02 – May 11	(Last day for Add/Drop is Feb 10)
Fridays	Jan 27 – May 12	(Last day for Add/Drop is Feb 10)
Saturdays	Jan 28 – May 13	(Last day for Add/Drop is Feb 10)

Begin and End dates of the 7 and 10 week Online classes

First 7-week	Jan 18 – Mar 12	(Last day for Add/Drop is Jan 27)
Second 7-week	Mar 22 – May 14	(Last day for Add/Drop is Mar 31)
10-week	Feb 22 – May 14	(Last day for Add/Drop is Mar 03)

First 7 Weeks On-Campus: **(15 class sessions; 2.5h/session – Last day for Add/Drop is January 27)**

Monday/Wednesday: Wednesday, January 18, 2023 – Wednesday, March 08, 2023

Tuesday/Thursday: Thursday, January 19, 2023 – Thursday, March 09, 2023

Second 7 Weeks On-Campus: **(15 class sessions; 2.5h/session – Last day for Add/Drop is March 31)**

Monday/Wednesday: Wednesday, March 22, 2023 – Monday, May 15, 2023

Tuesday/Thursday: Thursday, March 23, 2023 – Thursday, May 11, 2023

10 Weeks On-Campus (Evening) (10 class sessions; 4h/session – Last day for Add/Drop is March 03)

Monday: N/A

Tuesday: February 21, 2023 – May 02, 2023

Wednesday: February 22, 2023 – May 03, 2023

Thursday: February 23, 2023 – May 04, 2023

10 Weeks On-Campus (Day) **(20 class sessions; 2h/session – Last day for Add/Drop is March 03)**

Monday/Wednesday Wednesday, February 22, 2023 – Wednesday, May 10, 2023

Tuesday/Thursday Thursday, February 23, 2023 – Tuesday, May 09, 2023

Quincy College is accredited by the New England Commission of Higher Education (NECHE), which is a regional accreditation agency for colleges and universities in six New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont, and which is also affiliated with institutions in Greece, Switzerland, Lebanon, Bulgaria, Bermuda, and Morocco.

Accreditation of an institution by NECHE 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 the necessary resources to achieve its stated purpose 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 NECHE is not partial but applies to the institution as a whole. As such, it is conferral of accreditation is not guaranteed for every course or program offered, or of the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Quincy College is authorized by The Board of Higher Education of the Commonwealth of Massachusetts to award the Degrees of Associate in Arts and Associate in Science and Certificates of Completion and is approved by the Board of Higher Education for the training of veterans and their dependents.

Accreditation: New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803
781-425-7785

The Surgical Technology Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs. You may contact the CAAHEP for more information on the web at www.caahep.org, by mail at 25400 US Highway 19 North Suite 158 Clearwater, FL 33763, or by telephone at 727-210-2350.

The Quincy College Associates Degree Medical Laboratory Technician Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). You may contact NAACLS for more information on the web at: www.naacls.org or 5600 N. River Road Suite 720, Rosemont, IL 60018-5119, or by calling 847.939.3597. Graduates of the MLT program are eligible to sit for the Medical Laboratory Technician (MLT) examination through the American Society for Clinical Pathology (ASCP) Board of Certification.

The Physical Therapist Assistant Program at Quincy College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 800-999-2782; email: accreditation@apta.org; website: http://www. capteonline.org.

The Quincy College Associate in Science Degree in Nursing program has initial approval granted by BORN. Full approval will be granted by BORN following the graduation of the 2021 ASN class, along with a NCLEX®-RN pass rate of 80% or better. It is important for you to know that as a graduate of the Quincy College ASN program, you will remain eligible to write the NCLEX®-RN. For more information contact BORN on the web at http://www.mass.gov/dph/boards or at 239 Causeway Street, Suite 200, 2nd Floor, Boston, MA 02114, or by phone at (617) 973-0800 or (800) 414-0168.

Quincy College's Practical Nurse Certificate program has initial approval granted by BORN. Full approval will be granted by BORN following the graduation of the 2019/2020 PN class, along with a NCLEX® PN pass rate of 80% or better. For more information about this status please visit https:// quincycollege.edu/program/practical-nursing/

You may also contact BORN for more information on the web at http://www.mass.gov/dph/boards or at
239 Causeway Street, Suite 200, 2nd Floor, Boston, MA 02114, or by phone at (617) 973-0800 or (800) 414-0168.

Mission Statement:
Quincy College offers open-access and selective programs focusing on academic achievement and excellence, fostering diversity, providing economic opportunity, promoting community involvement, and supporting lifelong learning.
We foster valuable learning relationships that inspire students to realize their educational and professional futures.

Values:
At Quincy College, we are committed to the following values:
• Student learning and achievement.
• Excellence in teaching.
• Mutual respect, responsibility, and collaboration.
• Individual and institutional integrity.
• Diversity of people and perspectives.

Located only minutes from Boston, the Quincy campus is conveniently located in historic Quincy Center. Our academic buildings are less than one block from the Quincy Center T Station, providing our students with a short and hassle-free commute to class.

In addition to high-quality education from top instructors, the Quincy campus offers all of the resources students will need including student advising, student activities, student services, computer labs and Wi-Fi access, art studio, a library, tutoring, a career center, nursing and health science labs, the QC bookstore, and much more. Presidents Place in Quincy Center houses the President's Office, the Welcome Center, Academic Affairs, Administration and Finance, Marketing, Human Resources, the Division of Liberal Arts, Nursing, and Professional Programs, our Exercise Science facility, all of the student service departments - Admissions, Academic Advising, Anselmo Library, Registrar's Office, Financial Aid Office, International Student Services, Business Office, Student Life Office, Student Success Coaching, Military and Veteran Services, the Nicastro Learning Center, the Career Center, Workforce Development, the Testing Center, as well as classrooms and many faculty and Deans' offices. Saville Hall, also in Quincy Center, houses classrooms, art studios, laboratories, facilities, and Natural and Health Science faculty offices.

To Reach Presidents Place, Quincy Center:

From I-93 (North): Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2.1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.

From I-93 (South/Route 3): Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the Presidents 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.

From Route 3A (South): Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.

By public transportation: Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Presidents Place.

To Reach Saville Hall, Quincy Center:

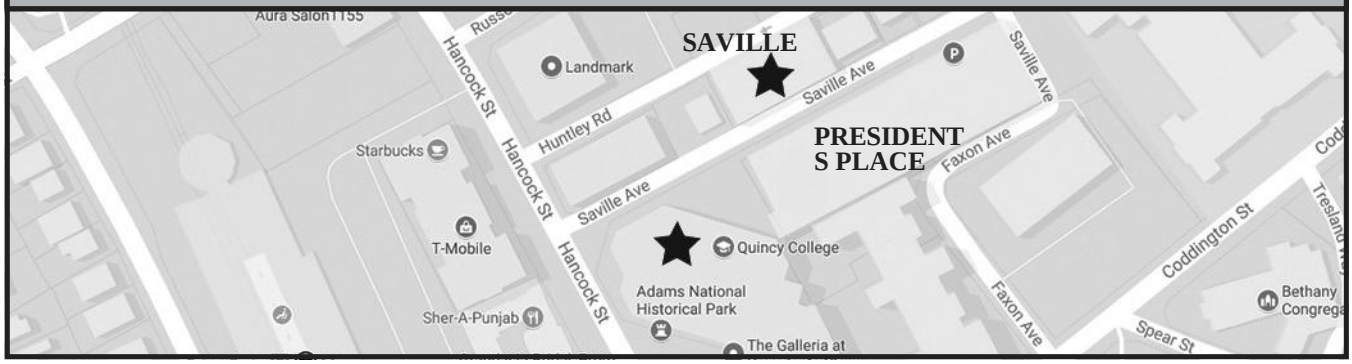
From I-93 (North): Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2.1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. The brick building with the black awning is Saville Hall.

From I-93 (South/Route 3): Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the Presidents 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. The brick building with the black awning is Saville Hall.

From Route 3A (South): Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. The brick building with the black awning is Saville Hall.

By public transportation: Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Saville Avenue.

QUINCY CAMPUS: PRESIDENTS PLACE & SAVILLE HALL



The Quincy College, Plymouth Campus is conveniently located off of Route 3. The Plymouth Campus offers students an exceptional learning experience. The Plymouth Campus is located at Cordage Park, historically a vibrant, world-renown and bustling rope factory. Quincy College at Plymouth offers Associate Degree programs and Certificate programs in conjunction with the Quincy Campus.

The Plymouth Campus offers bright classrooms, a state-of-the-art nursing wing and a Syndaver lab. The Syndaver lab, one of two in Massachusetts, provides Plymouth Campus students a tangible learning opportunity. There is a friendly atmosphere and supportive staff, to assist with all student needs at the Plymouth Campus. Additional information about the Plymouth Campus by calling 617-984-1660 or at quincycollege.edu/plymouth. All rights, privileges, and responsibilities that apply to students at Quincy College apply to students of Quincy College at Plymouth.

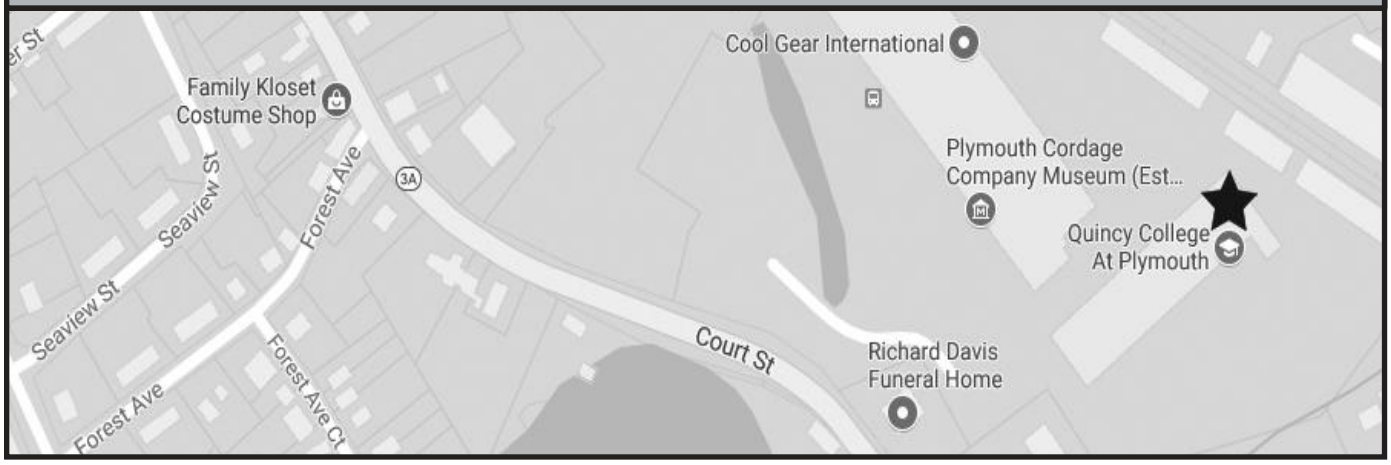
To Reach Plymouth Campus:

From the North: Follow 93 South to MA-3 South toward Braintree/Cape Cod. Take Exit 18 (RT-3A) Kingston/N. Plymouth. At top of off-ramp, take a left toward North Plymouth. Follow 3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.

From the South: Follow MA-3 North toward Braintree. Take the Smith Lane exit (Exit 17) toward Rocky Nook. Turn right at Crescent St. Turn right at RT-3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.

From the West: Take US-44 East to Commerce Way exit to Cherry St / N. Plymouth. Turn left at Commerce Way. Turn right at Nicks Rock Rd. Continue on Cherry St. Turn left at Court St. / RT-3A. Turn right at Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park. Public transportation is available, and the commuter rail stop (Kingston Line) can be accessed by a 10-minute taxi or Uber ride to the campus. Additionally, public buses through GATRA are available.

PLYMOUTH CAMPUS



Coming Soon-New Educational Site at 122 Arlington Street in Boston.

As a public two-year college, our admission policy reflects our belief that anyone with the potential to benefit from a college education should have the opportunity to obtain one. We consider the total individual, not just grades and test scores, in our admission process.

Admission Procedures for Non-Nursing, Natural & Health Sciences Applicants
Admission procedures for non-nursing, natural and health sciences applicants are streamlined to provide better service to students who are degree seeking and interested in graduating from Quincy College. These procedures assist students in identifying, planning, and achieving their educational and career goals. Quincy College admits students on a rolling basis, as soon as applications are complete. For more information, go to quincycollege.edu/apply-now/

All Matriculating (Degree/Certificate Seeking) Students:

- Submit an application either online or in the Office of Admissions.
- All matriculating (degree/certificate seeking) students must be high school graduates or equivalent. Proof of high school completion must be submitted to the Office of Admissions.
- Admission to the College and a program will be confirmed by an acceptance letter.
- SAT or ACT scores are not required.
- All accepted students must take a placement/advising test to measure proficiency in English and Mathematics.
- Students will be eligible to register for classes after an advising session with an advisor.
- All matriculating (degree/certificate seeking) students must register for IDS 167 First Year Seminar in the first semester. (In some cases, this may be waived; for exceptions, please see an advisor).
- Students must be matriculating to receive financial aid. Consult with a financial aid advisor in regard to the financial aid application process.
- Registration is completed through the Registrar's Office and may be completed online, in person, or by mail by paying tuition and registration fees, along with submitting the Matriculating Registration form.

All Non-Matriculating (Non-Degree Seeking) Students:
If you are not seeking to graduate from Quincy College, planning to transfer your credits to another institution, taking a class for personal enrichment/professional development, or if you are a high school student and your guidance counselor supports your collegiate level course.

- Apply as a Non-Matriculating student through the Admissions Office.
- Register in the Registrar's Office: tuition and registration fee are required at the time of registration.
- You may earn a maximum of 30 credits as a non-matriculating (non-degree/certificate seeking) student towards a degree program and 15 towards a certificate program. The credits earned appear on a student's transcript and may be transferable to another institution.
- It is highly recommended to take a placement test/advisor assessment to measure proficiency in the subject areas of English and Mathematics.
- Please check with Financial Aid Office if you are eligible for any loan program.

Change of Status:
Students who wish to change their status from non-matriculating (non-degree/certificate seeking) to matriculating (degree/certificate seeking), must fill out a new application with the Admissions Office either online or in person, and submit the required fees and documents.

Early Admission (Policy 4.06)
Quincy College admits students who have not yet graduated from high school.
The early admissions program serves two distinct populations of students:

1. Students with above average ability and maturity may be accepted by Quincy College at the end of their sophomore year in high school. With the high school's approval, Quincy College credits can be transferred to the high school to complete high school diploma requirements and college credit is earned at the same time.
2. Seniors who do not have enough credits to graduate from high school may enroll as special students in college courses and, with their high schools' permission, transfer the credits back to their high school to complete graduation requirements. The credits earned will also count toward a college degree should the student decide to continue his or her education and be accepted into Quincy College.

a. In both cases, a written recommendation from the applicant's high school guidance office is required and should be submitted with the non-matriculating application for admission.

Who Can Apply (Open Enrollment Policy 4.01)
As an open enrollment institution, Quincy College admits students to its certificate and associate degree programs who have completed high school or the equivalent. A General Education Diploma (G.E.D) or HiSET may be substituted for a traditional high school diploma in all cases. Quincy College also provides opportunities for high school students through Dual Enrollment and its Early College High School.

Some programs of study have additional prerequisites that must be satisfied to be considered for admission. Nursing, Practical Nursing, Physical Therapist Assistant, Medical Laboratory Technician, Radiological Technology, Surgical Technology, Phlebotomy, and Phlebotomy Technician are selective programs.

In addition, to enter into the third year of the Bachelor of Science in Business Management from another institution of higher education, a student must have a college GPA of 2.0 or above. To enter into the Bachelor of Science in Business Management from high school, a student must have a high school GPA of 2.0 or above.

How to Apply for General Enrollment:
Step One - Application Form
(All Returning Quincy College Students May Skip to STEP THREE.)
All matriculating (degree/certificate seeking) students who have never attended Quincy College must first complete and submit an application form, either online or by mail to: Quincy College, Admissions Office, Presidents Place, 1250 Hancock Street, Quincy, MA 02169. The phone number is 1-800-698-1700 or 617-984-1710. For admissions to the Plymouth Campus, please send your application and fee to: Quincy College, 36 Cordage Park Circle, Plymouth, MA 02360. The phone number is 508-747-0400.

Request that your high school forward an official transcript of your grades to Quincy College. Students with a high school equivalency certificate may substitute an official copy of their HiSET/G.E.D. test scores for the high school transcript. While a high school diploma or HiSET/G.E.D. is not required to attend classes at Quincy College, they are a requirement for graduation.

All full-time students must provide an official immunization record for the following: Tetanus/Diphtheria/Pertussis, Measles, Mumps, Rubella, Hepatitis B, and Meningococcal. For more details, see the Immunization Policy in the College Policy section of this catalog or at quincycollege.edu.

Note: SAT or ACT scores are NOT required for admission.

Step Two - Quincy College Placement Assessment (Academic Placement Policy 4.08)
All new matriculating (degree/certificate seeking) students are assessed with placement tests (Accuplacer, LOEPS, or other appropriate tests) prior to enrolling in courses. Students whose skills are deemed insufficient to successfully handle college-level work will be advised to take developmental academic courses in the subject area of deficiency. Developmental courses carry college credits per course but do not fulfill requirements for graduation. Students are placed into the appropriate courses based on standard criteria available through the Office of Admissions. The Placement Assessment is administered several times a week and can be scheduled by calling the Admissions Office at 617-984- 1710 or in Plymouth at 508-747-0400.

Rules Guiding English Course Registration: Effective July 2022

All students entering Quincy College without a prior college-level English course must take the Accuplacer exam for English Placement. Students' scores on the exam (Reading and Writing) will determine which English course(s) they must pass before moving forward to the next course in the sequence.

The Accuplacer exam consists of a Reading and a Writing component. Placement is based on these scores.

Reading Score	Course	Writing Score	Course
200-236	ENG 094 Foundations of Reading	200-249	ENG 090 Basic Comp
237-252	ENG 090 Basic Comp	250-300	ENG 101 English Comp I
253-300	ENG 101 English Comp 1		

ENG 094 Foundations of Reading – Reading score of 200-236

- Students placing into ENG 094 Foundations of Reading will be required to co-register for ENG 090 Basic Composition (assuming a writing score of 200-249).
- ENG 094 and ENG 090 must be taken during the same semester. This process will provide a semester of concentrate developmental reading and writing instruction and help ensure that students have the opportunity to enroll in college-level ENG 101 by their second semester.

ENG 090 Basic Composition – Reading Score of 237-252 and Writing Score of 200-249

- Students scoring between 237-252 on the Reading exam and 200-249 on the Writing exam must enroll in ENG 090 Basic English.

ENG 101 Composition I

- Students scoring between 253-300 on the Reading exam and 250-300 on the Writing exam may enroll in ENG 101 Composition I. Students who have successfully passed ENG 090 (and ENG 094 if required) are also eligible to register for ENG 101.

ENG 102 Composition II

- Students who have successfully passed ENG 101 Composition I are eligible to register for ENG 102.

Step Three - Registration Form

Both new and returning students must submit a registration form to enroll in desired courses. Students should include course number and section (ENG-101-01); course title (English Composition); day (Mon/Wed); and time (8:00am-9:15am). Payment must be received, in full, at the time of registration. Quincy College students may register online, by visiting the Registrar's Office or by mailing a registration form with payment to: Quincy College, Registrar's Office, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169 or the Plymouth Campus at 36 Cordage Park Circle Plymouth, MA 02360.

Returning students may register online through the "Campus Portal" on the College's website at quincycollege.edu. They may also fax their registration forms with credit card information to 617-984-1794 in Quincy, 508-747-8169 in Plymouth.

Dual Enrollment Program:

The Dual Enrollment Program provides high school students with the opportunity to earn college credit from Quincy College while they are still in high school. The College works with several high school partners to align the curriculum for various honors/ advanced level courses that are offered at the high schools. In addition, Quincy College works with all dual enrollment instructors at the high school to ensure that they meet the same credentials of Quincy College instructors in an effort to deliver

a similar experience as to what would be offered at the College. Dual enrollment students are introduced to the academic expectations and rigor of a college course, while still receiving the support of high school instructors and counselors. Students who complete a dual enrollment course with a final grade of a "C" or higher, will receive a Quincy College transcript that reflects their college credit.

Step Four - Health Insurance Waiver (Health Insurance Policy 6.08)
Since September 1, 1989, the Massachusetts Mandatory Health Insurance Law requires that students enrolled in 9 credits or more must be covered by a health insurance policy before they begin classes at any college in the Commonwealth of Massachusetts. Quincy College offers enrolled students a student accident and sickness insurance plan at a special rate. Students not covered by another health insurance policy before the start of classes are required to purchase this policy in order to attend classes. Students with another insurance policy must complete a Health Insurance Waiver.
If you have any questions, please contact the Quincy College Business Office at 617-984-1630.

Admission To Nursing and Selective Natural & Health Sciences Programs
(Allied Health Admissions Policy 4.03)

Admission to Associate Degree Program in Nursing

1. Student calls, goes online, attends a Nursing Information Session, or comes into the Office of Admissions to review the application process for the Associate in Science Degree in Nursing Program
2. Student must complete the following prerequisites courses with a "C" or better to be eligible to apply for admissions:

Prerequisite Requirements – 17 credits	Credits
ENG 101 English Composition I	3 credits
Math Elective (MAT 103 College Algebra or MAT 107 Statistics)	3 credits
BIO 111 General Biology w/ Lab	4 credits
BIO 131 Anatomy & Physiology I	4 credits
BIO 132 Anatomy & Physiology II	4 credits

3. NOTE: HESI A2 Exam will be required for fall 2023 applicants to the ASN program. For more information, call 617-405-5990.

4. Applicant must attend a Nursing Information Session prior to submitting an application.

5. Application must be submitted within the published application period online via the Quincy College website.

6. Incomplete applications will not be accepted. Completed application includes the following:
   - Official high school transcript or GED
   - Official college transcript(s) if prerequisites not taken at Quincy College
   - $50 Application Fee (Non Refundable)
   - Qualifying scores on the HESI A2 Exam
   - Evidence of attendance at Nursing Information Session
   - Submitted writing sample
   - Pre-admission Interview may also be requested by Nursing Admission Committee.

7. Applications are reviewed and ranked using a rubric for the following components:
   - HES A2 Exam performance level
   - Prerequisite course grades
   - Prior certification or work in a healthcare setting (optional)
   - Writing sample content

Applicants will receive an admissions decision via email 2-4 weeks after the scheduled deadline for submission of applications.

8. All admitted students are required to:
   - Pay a seat deposit and matriculation fee
   - Register for an account in CastleBranch (Compliance Vendor for Confidential Documents)
     - Submit to a state and federal CORI check
     - Complete the required drug testing via CastleBranch protocol
     - Complete and submit to CastleBranch all required health and immunizations requirements
     - Submit proof of current Basic Life Support for the Healthcare Provider via AHA certification
   - Attend a scheduled Nursing Program Orientation
   - Meet with the Education Services Associate

Admission Process to the Practical Nursing Certificate Program

1. Student calls, goes online, attends a Nursing Information Session, or comes into the Office of Admissions to review the application process for the Associate of Science Degree in Nursing Program.

2. Student must complete the following prerequisites courses with a "C" or better to be eligible to apply for admissions:

Prerequisite Requirements – 7 credits total *	Credits
HSC 149 Applied Anatomy & Physiology for Health Care Professions	4 credits
MAT 103 College Algebra	3 credits
Note: *A 3 credit course of the same topic and content of a 1 credit course, may be considered for transfer/or replacement to meet the requirement of a 1 credit course.	

3. Student schedules the TEAS test at the ATI website (www.atitesting.com). Assessment Technologies Institute of Essential Academic Skills (ATI TEAS®) is a requirement for application to the program. The following ATI TEAS® standards must be achieved for consideration to the PN Program: Math: 50% or higher, English 55% or higher, Reading Comprehension 65% or higher.

4. Application must be submitted within the published application period online via the Quincy College website.

5. Applications are reviewed for completeness and applicants are notified of incomplete applications.
   A completed application includes the following:

   - Official high school transcript or GED
   - Official college transcript(s) if prerequisites not taken at Quincy College
   - $50 Application Fee (Non Refundable)
   - Qualifying scores on the TEAS test
   - Attendance at a Nursing Information Session
   - Writing Sample
   - Pre-admission Interview may also be requested by Nursing Admission Committee.

6. Applications are reviewed using a rubric for the following components:
   - TEAS performance
   - Pre-requisite course grades
   - Prior Work History or certification in healthcare field
   - Writing sample content

7. Applicants will receive an admissions decision via email 2-4 weeks after the scheduled deadline for submission of applications.

8. All admitted students are required to:
    - Pay a Seat Deposit and Matriculation Fee
    - Register for an account in CastleBranch (Compliance Vendor for Confidential Documents)
        a. Submit to a state and federal CORI check
        b. Complete the required drug testing via CastleBranch protocol
        c. Complete and submit to CastleBranch all required health and immunizations requirements
        d. Submit proof of current Basic Life Support for the Healthcare Provider via AHA certification
    - Attend a scheduled Nursing Program Orientation
    - Meet with the Education Services Associate

Admission To Medical Laboratory Technician Program

Applications: Applications are accepted between April 1 to July 31 on a rolling basis for fall classes and August 1 to December 15 for spring classes.

Admission Process:

1. The application packet requests the following information from the student:
    A. College Placement Scores:
    Minimum scores needed for admission to the Medical Laboratory Technician Program:
    Reading Comprehension: 253
    Sentence Skills: 250
    Arithmetic: 260
    or successful completion* of ENG 101 (or equivalent) and college level math
    (MAT 103 or higher) with a "C" or better.
    B. Transcript of prerequisite course work
    C. Written personal statement **
    D. Summary of work history in healthcare field.
    * Successful Completion of course means earning a "C" or better. | ** No more than 500 words.

2. After successful completion of the College placement test as needed and completion of the program pre-requisites the student completes an application packet and submits it to the Admissions Office by the deadline dates and pays an application fee.

3. Incomplete applications are not accepted. Completed applications include the following:
    - Official high school transcript
    - Official college transcript (if applicable and if pre-requisites were not taken at Quincy College)
    - $50.00 Application Fee (non-refundable)
    - Qualifying scores on College Placement test or evidence of successful completion* of ENG 101 (or equivalent) and college level math (MAT 103 or higher) with a "C" or better.

4. Applicants are notified of acceptance, rejection, or wait-list enrollment via Admissions by August 15 for fall semester and December 31 for spring semester.

5. Once the cohort is filled a wait list is generated.

6. The wait list does not carry over from one semester to the next. The wait list is only maintained until the start date of the program in the cohort start semester.

7. If a student is not admitted one year and wants to be considered for the next year, she/he must reapply for the next year.

8. Once a student is admitted, he or she is required to provide a seat deposit applicable to the first semester tuition, and a non-refundable matriculation fee.

9. Students admitted into the MLT Program are required to attend a mandatory orientation.

10. All admitted students are required to complete a 1) NHS Student Health Records form, 2) Create an account in Castle Branch and upload NHS Student Health Records form and accompanying documentation into Castle Branch, 3) CORI check, and 4) course registration forms. These actions must be completed by the stated deadline date or students will lose their seat in the program.

- Complete Health Forms through CastleBranch- Admitted students must have a health form completed by their physician one month prior to the start of the program. A complete health form includes the following documentation:
  - Medical history
  - Complete physical
  - A negative Mantoux within two months of the first MLT class. This documentation must include date and results. If Mantoux is positive, then a chest x-ray is required within the past seven years and a current letter from student's physician indicating no active disease.
  - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
  - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
  - Varicella (Chicken Pox) documentation of positive titer or two live doses
  - Hepatitis B – documentation of positive titer or three doses of vaccine.
  - Flu - documentation of one dose of flu vaccine every flu season.
  - Covid19 vaccination or medical exemption.

- CORI/National Background Check - Since the MLT Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law at the time of admission to the Program and again within three months of clinical placement. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. In addition, enrolled students are required to submit a National Background Check via CastleBranch, no earlier than three months, but prior to, clinical placement. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI/National Background Check guidelines. Please be advised that admission to the Quincy College MLT Program, is specifically conditional on a satisfactory CORI check. Admission into the MLT Program which requires a clinical practicum, does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College MLT program. For more information on the CORI process, please see the CORI policy 4.03a on page 52.

- Course Registration Forms - Students admitted into the MLT Program must have their course registration forms signed by the appropriate program Chair. Registrar's Office does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.

  Note: No student will be assigned a clinical practicum placement until they have successfully completed all required MLT coursework, all required college core and other program courses, and completed all health and immunization records in Castle Branch, CORI and National Background Checks.

11. Clinical partners reserve the right to deny clinical placement to students lacking complete clinical immunization or health records. Students unable to participate in the clinical portion of the program may not meet the necessary program requirements for graduation.

12. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.

13. In order to maintain a reserved seat in the MLT Program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one semester to the next.
    Documents and activities that must be submitted and completed by a specific deadline date include:
    - Application
    - Mandatory Orientation
    - Seat Deposit
    - Health Form
    - CORI
    - Registration Form

14. Transfer Students: To transfer into the MLT program at Quincy College students must:
    - Follow all policies for transfer detailed in the college's transfer policy,

- Submit an official academic transcript to the Office of Admissions as part of the application process.
- Have at least a 'C' in prerequisite academic courses.
- MLT courses from another MLT program will not be accepted for credit towards the Quincy College MLT Program. Transfer students will be required to complete all MLT course at Quincy College.
- Meet with the chairperson before acceptance in the program is complete.

15. Clinical Failure
    If a student is applying to the MLT Program which includes a clinical experience, and the student has a previous clinical failure, then the following process is followed:

    - The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
    - If the student's clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
    - If the student's clinical failure record is more than three years ago, then the student may apply without the recommendation of the Chair.
    - A decision is communicated to the Office of Admissions within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.

Admission to the Phlebotomy and Phlebotomy Technician Programs

Applications: Applications are accepted on a rolling basis.

Admission Process:

1. The application requests the following information from the student:
    A. College Placement Scores: Minimum scores needed for admission to the Phlebotomy Program:
    Reading Comprehension: 253
    Sentence Skills: 250
    or successful completion of ENG 101 with a "C" or better.
    B. Summary of work history in the healthcare field. If no work history, then a personal statement regarding desire to work in the healthcare field.
    C. Transcript of any Quincy College credits completed with a minimum grade of a "C".
    D. Official high school transcript.
    E. $50 application fee.

2. After successful completion of the College placement test as needed and completion of the program pre-requisites the student completes an application packet and submits it to the Admissions Office by the deadline dates and pays an application fee.

3. Incomplete applications will not be accepted.

4. Applicants are notified of acceptance, rejection, or wait-list enrollment via Admissions by the end of August for fall semester and end of December for spring semester

5. Once the cohort is filled a wait list is generated.

6. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program.

7. If a student is not admitted and wants to be considered for the next cycle, she/he must reapply.

8. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a nonrefundable matriculation fee.

9. Students admitted into the PHB Program are required to attend a mandatory orientation.

10. All admitted students are required to complete a 1) NHS Student Health Records form 2) Create an account in Castle Branch and upload NHS Student Health Records form and accompanying documentation into Castle Branch, 3) CORI check, and 4) course registration forms. These actions must be completed by the stated deadline date or students will

lose their seat in the program.

- Complete Health Forms through CastleBranch- Admitted students must have a health form completed by their physician one month prior to the start of the program. A complete health form includes the following documentation:
  - Medical history
  - Complete physical
  - A negative Mantoux within two months of the first Phlebotomy class. This documentation must include date and results.
  - If Mantoux is positive, then a chest x-ray is required within the past seven years and a current letter from student's physician indicating no active disease.
  - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
  - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
  - Varicella (Chicken Pox) documentation of positive titer or two live doses
  - Hepatitis B – documentation of positive titer or three doses of vaccine.
  - Flu - documentation of one dose of flu vaccine every flu season.
  - Covid 19 vaccine as required

• CORI/National Background Check - Since the Phlebotomy Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law at the time of admission to the Program and again within three months of clinical placement. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. In addition, enrolled students are required to submit a National Background Check via CastleBranch, no earlier than three months, but prior, to clinical placement. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI/ National Background Check guidelines. Please be advised that admission to the Quincy College Phlebotomy Program is specifically conditional on a satisfactory CORI check. Admission into the Phlebotomy Program, which requires a clinical practicum, does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College Phlebotomy Program. For more information on the CORI process, please see CORI policy 4.03a on page 52.

• Course Registration Forms - Students admitted into the Phlebotomy Program must have their course registration forms signed by the appropriate program Chair. Registrar's Office **does not** accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.

Note: No student will be assigned a clinical practicum placement until they have successfully completed all required Phlebotomy coursework, all required college core and other program courses, and completed all health and immunization records in CastleBranch, CORI and National Background Checks.

11. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.

12. Clinical partners reserve the right to deny clinical placement to students lacking complete clinical immunization or health records. Students unable to participate in the clinical portion of the program may not meet the necessary program requirements for graduation.

13. In order to maintain a reserved seat in the PHB Program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific deadline date include:

- Application
- Mandatory Orientation
- Seat Deposit
- Health Form
- CORI
- Registration Form

14. Note: Clinical Failure
    - If a student is applying to the PHB Program which includes a clinical experience, and the student has a previous clinical failure, then the following process is followed:
    - The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
    - If the student's clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
    - If the student's clinical failure record is more than three years ago, then the student may apply without the recommendation of the Dean.
    - A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.

Admission to Physical Therapist Assistant Program

Admission Process:

1. Student must complete the following prerequisites courses to be eligible to apply for admissions:
    - College level General Biology w/ lab or Anatomy & Physiology I w/ lab and a grade of "C" or better equaling 4 Credits. (For high school applicants, a high school biology course with a "B" (80%) or better equaling 4 Credits will satisfy the prerequisite requirements)
    - Demonstrated competency of placing into English 101 through the standardized college placement test* or completion of English 090 or equivalent
    - Demonstrated competency of placing into Math 107 through the standardized college placement test* or completion of MAT 097 with a "C" or better
    - Completion of ATI TEAS exam with no minimum score requirement
    - Official high school transcript or HiSET/GED records or original diploma (if completed outside the United States, high school transcripts/diplomas must be evaluated by CED)
2. Student schedules the ATI TEAS exam at the ATI website (www.atitesting.com).
3. Application must be submitted within the published application period.
4. Completed application includes the following:
    - Official Proof of High School Completion due to High School Diploma, GED/HISET, or CED evaluation.
    - Official college transcript(s) if prerequisites not taken at Quincy College
    - $50 Application Fee (Non-Refundable)
    - Scores on the ATI TEAS Exam
    - Work History validation, if applicable
    - Evidence of certification or licensure as a healthcare provider / previous experience in healthcare (if applicable)
5. Applications are reviewed and ranked on a point-based system:
    - Overall GPA
    - ATI TEAS performance level
    - Prerequisite course grades
    - Observation hours in physical therapy
    - Accuracy and completion of application
    - Previous College Degree
      Certification / Licensure as a Health Care Provider and/or previous healthcare experience if applicable

6. Applicants will receive an admissions decision 3-4 weeks after the scheduled deadline for submission of applications.
    - All admitted students are required to:
    - Complete Health Forms through CastleBranch
    - Submit to a CORI check
    - Attend PTA Orientation
    - Present CPR Certification
    - Pay a seat deposit and matriculation fee
    - Complete all program sign off sheets

Admission to Surgical Technology Program

Applications: Applications are accepted between January 1 and June 1 on a rolling basis for fall classes.

Admission Process:

1. Student schedules the College Placement test
   Minimum scores needed for admission to the Surgical Technology Program:
   - Reading Comprehension: 253
   - Sentence Skills: 250
   - Arithmetic: 260
     or successful completion of ENG 101 with a "C" or better, and MAT 103 (or higher) with a grade of "C" or better.

2. After successful completion of the College placement test or successful completion of ENG 101 and MAT 103 with a "C" or better, and completion of prerequisite course work, the student submits an application packet by the deadline dates and pays an application fee.
3. Incomplete applications are not accepted. Completed applications include the following:
   - Official high school transcript
   - Official college transcript (if applicable, and if prerequisites were not taken at QC)
   - $50.00 Application Fee (non-refundable)
   - Qualifying scores on Admissions Exam
4. Applicants are notified of acceptance, rejection, or wait-list enrollment via Admissions by the beginning of July for fall semester.
5. Once the cohort is filled a wait list is generated.
6. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program in the cohort start year (September 1st full time program).
7. If a student is not admitted one year and wants to be considered for the next year, she/he must reapply for the next year.
8. Once a student is admitted, he or she is asked to provide a seat deposit applicable to the first semester tuition, and a non-refundable matriculation fee.
9. Students admitted into the SUR Program are required to attend a mandatory orientation.
10. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
    - Health Forms - Admitted students must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program's mandatory orientation. A complete health form includes the following documentation:
      - Medical history
      - Complete physical
      - A negative Mantoux within two months of the first SUR class. This documentation must include date and results. If Mantoux is positive, then a chest x-ray is required within the past seven years and a current letter from student's physician indicating no active disease.
      - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
      - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
      - Varicella (Chicken Pox) documentation of positive titer or two live doses
      - Hepatitis B – documentation of positive titer or three doses of vaccine within the past 10 years.
      - Flu - documentation of one dose of flu vaccine every flu season.
      - Covid19 vaccination as required.

11. Clinical partners reserve the right to refuse and/or reject students with incomplete vaccination records. Students unable to receive or provide immunization records must meet with the Program Director. Students unable to participate in the clinical portion of the program may not meet necessary program requirements for graduation.

    - CORI - Since the SUR Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to the Quincy College SUR Program is specifically conditional on a satisfactory CORI check. Admission into the SUR Program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required

clinical course work are ineligible for graduation from the Quincy College SUR program. For more information on the CORI process, please see CORI policy 4.03a page 52.

- Course Registration Forms - Students admitted into the SUR Program must have their course registration forms signed by the appropriate program Chair. Registrar's Office does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.

12. Some clinical partners require drug screening of students placed at their facility. These providers reserve the right to refuse and/or reject students whose drug test does not meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete their clinical practicum are ineligible for graduation.

13. In order to maintain a reserved seat in the SUR Program, specific deadline dates must be met for each of the activities or items listed below. If a student misses a deadline, he/she will be notified of his/her removal from the list of accepted students. The next student on the wait list will be notified of his/her acceptance into the program. The wait list does not carry over from one year to the next.

Documents and activities that must be submitted and completed by a specific deadline date include:

- Application
- Mandatory Orientation
- Seat Deposit
- Matriculation Fee
- Health Form
- CORI
- Registration Form

14. Note: Clinical Failure
    - If a student is applying to the SUR Program which includes a clinical experience, and the student has a previous clinical failure, then the following process is followed:
    - The student is provisionally accepted according to the admissions criteria and a seat is held until final disposition is determined.
    - If the student's clinical failure record is within three years of the start (September) of an academic year in which the student failed, then the student is advised that he/she will need a recommendation letter from the Chair and/or Coordinator of the program as part of their application packet.
    - If the student's clinical failure record is more than three years ago, then the student may apply without the recommendation of the Dean.
    - A decision is communicated to the Admissions Office within two weeks of receiving written notification that a student with a previous clinical failure has applied to the program.
15. Transfer Students
    - Surgical technology credits from other institutions are not accepted for credit towards the Quincy College Surgical Technology Program.
    - Transfer students will be required to complete all SUR courses at Quincy College.

International Students (International Student Admissions Policy 4.04)

The procedure for admitting international students is as follows:

1. The student requests an international student application packet by e-mail, phone, mail, walk-in or downloads from our website at quincycollege.edu/student-services/international-student-services/.

2. Student sends completed application and application fee to the International Student Services Office. If the student is outside the US at the time of application, he/she must provide TOEFL, or IELTS test scores for proof of English proficiency.

3. The application is reviewed, and the checklist is completed to confirm that all necessary documents are included. The checklist consists of the following:
    - Original or certified copy of secondary school or college diploma with English translation
    - Original financial statement that is no more than 6 months old (certified letter from bank or bank statements conversion to US dollars)
    - Completed Affidavit of Support Form (if applicable)
    - Proof of birth date and country of citizenship as indicated on passport or birth certificate

- English Proficiency:
  (a) TOEFL score sent directly from ETS (code 3713), minimum scores: 423 (written), 113 (computer), 38 (IBT)
  (b) IELTS score of 4.5 and above
  (c) If in the US, score of 69 and above on the Quincy College Placement test or completion of English Composition I at a US College or University. If a student has not met the English proficiency on the LOEPS exam, the student is advised to attend English language classes and acceptance to Quincy College remains conditional until the proficiency level is met.
  (d) Waiver: The proof of language proficiency is waived for English speaking applicants from Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Canada, Grenada, (British) Guyana, Jamaica, Kenya, New Zealand, Nigeria, United Kingdom, St. Kitts & Nevis, South Africa, Trinidad and Tobago, and Zimbabwe.
- Physicians Immunization Verification Form

For transfer students only:

- Official transcripts from United States Colleges and Universities you have attended
- Completed International Student Transfer Form
- Copy of your current I-20, as well as any previous I-20's you have been issued
- Copies of your current visa and I-94 card, as well as any extensions or previous changes of visa status since your last entry in the United States.

4. If an application is incomplete, an email is sent to the student listing what documents are missing. Please note the email used is the email that the student provided on the application.
5. Once a student has been accepted, an acceptance letter is emailed to the student. Please note the email used is the email that the student provided on the application. Included in the email are instructions on setting up express mail or authorization to pick up the I-20 packet. All I-20s must be given directly to the student via mail or in person pick up.
6. Once a student has received an acceptance letter one of these steps is taken:
   a. If the student is overseas, the International Office mails a packet with an acceptance letter, Initial Form SEVIS Form I-20, SEVIS I-901 fee information, health insurance information and visa interview document.
   b. If the student is transferring in from another college in the US, additional materials are provided with his/her application, a completed transfer form from the previous school is returned to the International Office and the immigration record is transferred to Quincy College where a new SEVIS Form I-20 is issued to the student.
7. Once all visa issues have been settled, students may proceed to advising and registration. All international students are required to take the LOEPS exam for placement and advisement purposes prior to registration. Only students who show proof of English and math proficiency by submitting a transcript showing completion of English Composition I and College Algebra with a "C" or better are exempt from taking the exam.
8. Advising of all international students is done in the International Student Office, including course selection, and degree program options. An advising sheet is completed for all international students regarding degree programs and requirements. All international students must be cleared for registration by an international advisor prior to enrolling.
9. New international students must attend the International Student Orientation prior to class start. During this orientation new international students receive information regarding immigration regulations, school policies and procedures and other necessary information.
10. Returning international students are eligible for institutional scholarships.
    (a) Institutional Scholarships-a selection committee from the college community reads and selects finalists. The scholarships are offered during the spring semester and the awards are for the following fall semester. These scholarships are available for use at Quincy College and cannot be transferred to another school. (Please see International Office for criteria and eligibility)

For students applying to the Bachelor of Science in Business Management, the following are required:

- Completed International Student Admissions Application Packet.
- Official high school diploma or foreign equivalent, submitted as originals or certified copies. If documents are not in English, an official English translation must be submitted along with your documents. Students must submit an evaluation by CED or WES upon request. For transfer credits, all overseas transcripts must be evaluated through CED or WES.
- All international applicants are required to provide proof of your English Proficiency: If you are overseas, you must provide proof of the following English Proficiency scores: TOEFL (IBT) 60, Duolingo 85 or I.E.L.T.S. 5 or above. If you are in the United States, you are not required to submit a TOEFL score, but you must Score 95 or

above on the Quincy College Placement test; or Have completed an English Composition I course at U.S. college or university.

- Copy of your passport, current I-20, as well as any previous I-20s you have been issued.
- Copy of your current visa and I-94 card, as well as any extensions or previous changes of visa status since your last entry into the United States.
- An original financial statement showing sufficient funds in a bank account to cover total educational and living expenses for one year, dated within six months. The amount must be a minimum of $27,000.

For students applying for English language training, the following are required:

- Completed international student admissions packet
- An original financial statement showing sufficient funds in a bank account to cover total educational and living expenses for one year, dated within six months. The amount must be a minimum of $24,400. If a student receives financial support from a sponsor, a notarized affidavit of support form must be completed and submitted stating that the sponsor will be responsible for your educational and living expenses for the duration of your studies at Quincy College. Your sponsor's official bank statement, dated within 6 months, will also need to be submitted.
- Copy of your passport or birth certificate
- Current I-20, as well as any previous I-20s you have been issued.
- Copy of your current visa and I-94 card, as well as any extensions or previous changes of visa status since your last entry into the United States
- Completed physician's immunizations verification form.
- Completed international student transfer report, if you are transferring from another institution.

Transfer Credit Policy (Policy 4.05)
Quincy College welcomes transfer students and those with advanced knowledge of subject areas.

Credits earned at other accredited, degree-granting institutions may be applied toward the degree or certificate program at Quincy College. Enrolled students can transfer credits to Quincy College by contacting their former colleges/universities to request official transcripts. Official transcripts can be sent through U.S. mail, an electronic transcript vendor or a secure, online exchange from the sending institution.

Transcripts should be sent via Mail: Quincy College Admissions ATTN: Transcript Evaluation
1250 Hancock Street Quincy, MA 02169 Email: admissions@quincycollege.edu
To qualify for transfer credits, courses must correspond to offerings at Quincy College and a minimum grade of "C" earned. Students are required to provide a catalog or an official course description from the institution where the credits were earned. In addition, the subject matter in some disciplines change over time and as such, qualifying transfer credit courses must be current as determined by Quincy College (refer to Transfer Credit Expiration).

Maximum Transfer Credits Allowed
- A maximum of 75% of the total number of credits, required for a Certificate may be awarded as transfer credits toward that Certificate.
- A maximum of 45 transfer credits from all sources may be awarded toward an Associate Degree.
- A maximum of 90 transfer credits from all sources may be awarded toward a Baccalaureate Degree.

CLEP and ACT.PEP Examinations
Quincy College recognizes that many people have acquired skills from work experience or private study. Students who demonstrate this knowledge by satisfactory performance on the College Level Examination Program Subject Examination (not a CLEP General Examination or American College Testing exam) will be awarded credits for that subject, based on the American Council in Education scoring recommendations.

Although Quincy College is not a testing site, the Admissions Office can provide information regarding specific subject exams accepted by the College and the procedures for having exam results evaluated. Students awarded credit will be required to pay a per credit fee.

Principles of Transfer
1. Institutions

Courses are accepted from institutions of higher education that are accredited by any regional accrediting associations in the United States, (e.g. NECHE). Academic course work from foreign institutions is also considered. Many foreign institutions use a different system for assessing learning than is practiced in the United States. In such cases, transcripts must be evaluated by an

Educational Credential Evaluator. Evaluated transcripts must be sent directly to Quincy College in a sealed envelope. Any fees involved with Educational Credential Evaluation are paid by the student.

2. Grades and Courses

A course must be graded a "C" or better to transfer to Quincy College. Academic support courses, remedial courses, vocational courses, learning support courses, courses with essentially nonacademic content and courses that are precollege level or taken in high school are not transferable.

3. Subject Matter Equivalency

Courses considered for transfer must possess content that approximates the content of courses offered at Quincy College. A student may be asked to supply the course outline from the other institution for verification of content compatibility.

4. Quarter-Semester Credit Conversion

All credits accepted by Quincy College are transposed to semester credit hours. One-quarter credit is equal to two-thirds of a semester credit.

5. Transfer Course Expiration

Science courses must be completed within five years to be eligible for transfer to Quincy College. Computer Science courses must be completed within seven years to be eligible for transfer to Quincy College.

6. Alternative Means of Earning Credits

- Credits for College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Educational Support (DANTES) are granted, if the student scores at or above the American Council on Education's (ACE) recommended score.
- High School Advanced Placement scores may be applied as earning credit if the subject score is 3 or higher through the College Board AP exam.
- Military training may be accepted as credits based upon proper documentation of the student's military education. Credit is awarded based upon the American Council on Education's recommendations and the needs of the student's program.
- Experiential Learning credits are accepted based on committee approval.

7. Residency Requirement

To be eligible for a Quincy College degree or certificate, a student must complete*

- at Quincy College, a minimum of 30 credits for a baccalaureate degree, 15 credit hours for an associate's degree program, or 25% of the required credit hours for the certificate program;
- their last semester at Quincy College;
- and satisfy all certificate program requirements.

*Exceptions are made based on the requirements of the particular programs.

8. GPA Calculations

Transfer credits are not included in GPA calculations.

9. Appeal Process

Students have the right to appeal decisions made by the Registrar's Office with regard to their transfer credit. An appeal should be made in writing at the Registrar's Office. The appeal will be forwarded to the academic dean for a decision.

10. Questions

Any questions on transfer procedures, policy, or individual transfer requests or issues should be directed to the Registrar's Office.

Prior Learning Assessment (PLA) Credits (Policy 4.05b)

PLA credits may be awarded for already acquired college-level learning in a variety of non-traditional settings. Credits are not awarded simply for experience but for the learning obtained from the experience. This learning is judged to be equivalent to what would be gained through Quincy College coursework. All credit earned must be approved by the PLA Review Committee. As part of the consideration for these credits, faculty will evaluate and map learning outcomes and achievement in alignment with New England Commission of Higher Education (NECHE) accreditation requirements.

This opportunity applies only to specific courses in QC's Bachelor of Science programs, as well as specific courses in QC's Associate in Science in Criminal Justice, and Associate in Science in Criminal Justice: Law Enforcement.

Bachelor's Degree: Students can transfer up to 90 credits to Quincy College for a bachelor's degree program. A maximum of 12 of these credits may be earned through the PLA portfolio review process.

Associate of Science in Criminal Justice/Associate of Science in Criminal Justice Law Enforcement: Students can earn up to 9 credits total through PLA: 6 credits from Police Academy courses, and up to 3 credits through a Portfolio Evaluation Process of CJS 101 Introduction to Criminal Justice.

PLA credits should be considered and discussed as part of a student's transfer credits at the time of enrollment. Interested students should contact their career and academic advisor for more information. Additional charges may be applicable.

Bachelor of Science Guidelines

Students must:

- Be admitted or enrolled as a third-year student (60 or more earned credits) as part of a Bachelor of Science degree program.
- Be in good academic standing (Cannot be on probation and must have a cumulative GPA of at least 2.0)
- Provide a resume that demonstrates the type of experience appropriate for academic college-level credit assessment to be evaluated as part of the portfolio.
- Refer to "How to Apply for PLA Credits through the Portfolio Evaluation Process" for next steps and additional costs.

Associate in Science Criminal Justice Guidelines

Students must:

- Be enrolled in either the Associate in Science Criminal Justice or Criminal Justice: Law Enforcement.
- Provide evidence to the Registrar's office of successful completion of the Academy course "Criminal Law" (equivalent to Quincy College CJS 109-Criminal Law) and/or "Policing" (equivalent to Quincy College CJS 104-Law Enforcement and Society).
- Up to three additional credits can be earned through the Portfolio Evaluation Process for CJS 101 Introduction to Criminal Justice. Refer to "How to Apply for PLA Credits Through the Portfolio Evaluation Process" for next steps and additional costs.

How to Apply for PLA Credits Through the Portfolio Evaluation Process.

Students interested in applying for PLA credits should take the following steps:

- Prepare a resume of relevant experience and meet with the Dean of Liberal Arts and Professional Programs to identify the courses for which PLA credit might be earned based on your experience. (Note: For Criminal Justice students, CJS 101 Introduction to Criminal Justice-3 credits) is the only course eligible for Portfolio Evaluation).
- Obtain from the Dean the relevant course outline(s) and the document "Information and Instructions Regarding applying for PLA credits".
- Submit the Portfolio Evaluation Fee of $200 along with your application, resume, portfolio, and other required documents to the Enrollment Office.
- If your portfolio is determined to be satisfactory, you will be informed.
- A transcription fee of $100 per credit must be paid for the approved PLA credits to appear on your transcript.
- If your portfolio is determined not to be satisfactory, you will be informed of the denial, and you may meet with the Dean to identify omissions or issues with your portfolio presentation.

Re-Admission (Policy 4.07)
Students who leave Quincy College in good academic standing and with no outstanding financial obligations to the College will be automatically readmitted for future semesters upon their application to the Admissions Office except in Nursing, Medical Laboratory Technician, Surgical Technology and PTA Programs. Readmitted students, who have been out of school for more than two consecutive semesters, must fulfill current program requirements for graduation. Those taking up to two semesters off may re-enroll under current program requirements or their original program requirements provided their original required courses are still offered by Quincy College and have not substantially changed.

Students must indicate in writing at the time of their re-enrollment if they wish to follow original program requirements; otherwise, current requirements will apply. Students in the Associate Degree in Nursing Program must complete all program requirements within four years of their first nursing course. Students in the Practical Nurse Certificate Program must complete all program requirements within four years of their first nursing course.

Transcript Request Process
A sealed/digitally certified copy of your transcript is required to transfer grades to another school. Quincy College has authorized Parchment to provide transcript request services. In order to request this official transcript, you must first create an account through Parchment and follow the instructions for the transcript request.

Transcripts will be mailed or emailed to the address requested. $10 per a transcript by email or $12.50 per a transcript by mail. On the spot transcript pick up service is available at the Registrar's Office for a $15 per a copy fee.

Quincy College will mail/email your sealed transcript to any U.S. address/email address within 5-7 business days. The transcript will be mailed/emailed to the address indicated on your request.

If you attended Quincy College before 1995, your transcript is retrieved from our archives and may take up to two weeks to send. For all such requests, please provide your date of birth, your maiden name (if applicable) and the program you were in. Please provide a phone number in case we need to contact you.

Transfer Services
Among the most popular of these services are articulation agreements that Quincy College maintains with several area colleges.

Articulation Agreements
Quincy College also maintains articulation agreements with other colleges. Under these agreements, students who take certain courses at Quincy College, and receive at least the minimum required grade for each course as required by the partner institution. Quincy College has agreements with institutions in the Boston-area and beyond to help students transition from their associate degree to a bachelor degree program. For additional information, please visit our website at https://quincycollege.edu/ transfer/.

Financial Aid Process (Policy 8.01a)
Quincy College encourages all students to apply for financial aid. The College realizes that higher education today is often a financial burden for their families, whatever their income. Our financial aid policy recognizes the need of the middle-income family as well as others. Financial aid is awarded on the basis of demonstrated financial need and the student's status at Quincy College. We are happy to assist every student who applies for financial aid.

Financial Aid Rules, Regulations, Rights, and Responsibilities

Application Procedures

1. Log on to fafsa.gov. Click "Start here" to complete the federal application (FAFSA).

2. Important: Be sure to include the Quincy College Federal Title IV school code 002205 on the FAFSA. Answer all questions. Put in zeros if a question does not apply to you. If you are eligible, be sure to use the IRS Retrieval tool to enter your tax information.

3. You will receive an e-mail or letter (if an e-mail address is not provided) requesting additional documentation if necessary. Please provide these documents to us immediately so that your file can be completed. When ALL documents are submitted, your file will be reviewed for accuracy. If an error is found on your Student Aid Report, we must send the corrected information back to the Department of Education electronically for you. Once the corrections are returned to us, we will determine your eligibility and issue an award letter to you by mail. Your financial aid award can also be viewed on your student portal.

4. In order to be eligible for aid, you will need to provide the Office of Admissions with your high school diploma, official final transcript or GED/HiSET. It is your responsibility to provide all requested documents.

5. Read your award letter and other information sent to you very carefully. Follow the instructions for completing the process if you are offered a student loan.

   May 1st - FAFSA deadline for consideration regarding Mass Grant state aid.
   May 1st - FAFSA priority deadline for consideration regarding federal aid.
   May 31st - Last day to submit all information necessary to complete financial aid for the previous academic year. We also encourage all students to submit any information for the new/upcoming academic year by this date as well.

   We understand that the Financial Aid process can be confusing and/or overwhelming. If you have any questions, please contact our office at 617-984-1620 or email financialaid@quincycollege.edu. We are here to help you.

General Eligibility Requirements
1. You must be a U.S. citizen or an eligible non-citizen (Permanent Resident)
2. You must be enrolled in a degree or certificate program.
3. You must not be in default on a student loan or owe a refund on any other federal/state aid program.
4. You must be in good academic standing and making Satisfactory Academic Progress in accordance with the Satisfactory Academic Progress Policy.
5. You must not be receiving financial aid at another college or university during the same semester.

Students who change their major, students with prior associate degrees who return to school to study in another area, or students who transfer from another institution, shall be treated as new students relative to time periods allowed for completion of their degree within the limits of Title IV regulations.
The following will NOT be considered as credits successfully completed:
- "F" Failure
- "I" Incomplete
- "W" Withdrawal

Incomplete ("I") grades are calculated as failing ("F") grades unless the course has been satisfactorily completed within one semester. Courses that are repeated will count in the calculation of hours attempted and completed hours earned if the student receives a passing grade; however, only the highest grade received for the course will be included in the calculation of the GPA.

Verification

1. The Department of Education has suspended 22-23 verification requirements for certain tracking groups. The college reserves the right to request additional documentation upon further review of your 22-23 FAFSA.

2. For those students selected for verification, the College is required to complete the process of verification before it makes a disbursement of financial aid.

3. Students failing to provide the required documentation within the specific time period may lose their financial aid for the semester and/or the academic year.

4. Financial Aid regulations require the Financial Aid Office to review and request documents from students and parents (If required). Documents that may be requested include but are not restricted to the following:
    a. Official Federal Tax Return Transcript
    b. IRS Verification of non-tax filing
    c. Financial Aid Information Form: (It should be noted that all students receiving financial aid must complete this form even if they are not selected for verification.)
    d. Verification Worksheet Form

5. Completion of Verification- This process may result in a recalculation of a student's Expected Family Contribution (EFC). If this occurs the student will receive a new student aid report from the Department of Education. A recalculation may also result in a change of financial aid eligibility.

6. Once the verification of a student aid report is completed, a student will receive an award letter. This is the offering of financial aid and outlines what type of financial aid a student is eligible to receive for the current school year.

Awarding of Aid

1. All financial aid is awarded on the basis of demonstrated financial need. Financial information reported on a properly completed Free Application for Federal Student Aid (FAFSA) is sent to the Department of Education, the MASSGrant program, and to the student.

2. The Pell Grant program and the MASSGrant program make their own financial aid awards based on their own criteria of financial need.

3. Massachusetts has its own deadline for receipt of completed FAFSA results. If the Commonwealth of Massachusetts does not receive results by May 1st, then a student may not be eligible to receive a MASSGrant. Other eligibility requirements must be met.

4. Financial Aid amounts received in one year may not always be awarded in future years. Eligibility is always re-determined each year. Students must reapply for financial aid each year they plan to attend.

5. Quincy College awards all campus-based aid (College work-study and Supplemental Educational Opportunity Grants) using the following method:
    a. A student's financial aid eligibility is equal to the estimated financial need as determined by the Free Application for Federal Student Aid (FAFSA) and the student's Cost of Attendance at Quincy College.
    b. The Pell grant, MASSGrant and other aid (such as loans) are subtracted, and the new figure is the student's adjusted financial need. Due to limited funds, all students showing adjusted financial need may not receive awards.
    c. Students filing late applications for aid will be considered after aid is awarded to those who applied by the required deadlines.

Cost of Attendance

1. Students may receive financial aid to cover the cost of tuition, fees and other expenses related to their education, such as books and supplies. The total of all these expenses is called the Cost of Attendance. A student's combined financial aid from all sources may not exceed the Cost of Attendance for his/her program.

1. Students do not always receive enough aid to cover costs. In the event this occurs, students should seek alternative loan options to cover the remaining balance. There is no guarantee that a student will be eligible for one of these loans. Alternative loans are usually credit-based loans. Students may also contact the Business/Student Accounts Office to determine if they are eligible for a payment plan.

Disbursement of Financial Aid

1. If a student is awarded a PELL Grant and does not enroll for 12 credits (full-time) for a semester, then the Pell Grant is reduced according to the actual number of credits enrolled.

2. Students who complete late applications are required to pay for their classes. When aid is credited to their account, a refund may be issued, if one is due to the student, in the amount of aid posted.

3. MASS Grants are credited toward tuition when the Financial Aid Office receives a payment roster from OSFA.

4. Students who pay their tuition and later complete the award process will be issued checks in the amount of their awards later in the semester.

Return to Title IV Refund Policy (Policy 8.10)

The calculation of the return of Title IV Funds is determined by the date that the student withdraws, which is:

- The date the student began Quincy College's withdrawal process;
- The date the student officially notified the institution of intent to withdraw;
- The midpoint of the enrollment period for a student who leaves without notifying the institution (an unofficial withdrawal);
- The student's last date of attendance at a documented academically related activity.

Title IV aid and all other aid is earned during the time a student is attending Quincy College. The percentage of aid earned is determined by dividing the number of days a student was enrolled by the number of days in the semester, up to the 60% point. Return of Title IV funds is no longer necessary after that point. If the student withdraws from all courses after the 60% point in the semester, Title IV aid is viewed as 100% earned. However, if a student withdraws prior to that 60% point, the student may owe part of his or her financial aid if the Financial Aid Office determines the student has received an amount larger than the earned amount.

The refund policy for state financial aid is the same as the federal policy; however, 100% of state aid is earned at the 50% point. The term "Title IV Funds" includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- William D. Ford Direct Subsidized Loan
- William D. Ford Direct Unsubsidized Loan
- Federal PLUS Parent Loan

In accordance with federal regulations, financial aid funds are returned and allocated in the following order:

- Unsubsidized
- Subsidized
- PLUS
- Federal Pell Grant
- Federal SEOG Program
- Other Title IV programs
- Other state, private, and institutional aid
- The student

Quincy College will return any funds necessary to Title IV programs upon completing the calculation. It is possible that a student who receives financial aid and withdraws will owe a balance to the Quincy College Business Office and may be required to repay funds to the U.S. Department of Education. The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Financial Aid Office if you have any questions about this policy.

Other things to consider before withdrawing:

- Following the proper withdrawal process is important to avoid difficulty with future enrollment, satisfactory academic progress, and financial aid eligibility.
- Students receiving a grade of "F" for all classes in a semester will be subject to retraction of aid per federal regulation. Any balance that results is the responsibility of the student.
- Students that stop attending all classes and fail to complete an official withdrawal form will receive a grade of "F" for each registered class. This will result in a Return to Title IV funds calculation. An outstanding balance may occur and is the responsibility of the student.
- If a Mass Grant or other state aid is expected but not received on the date of withdrawal, it is automatically canceled.
- A student is not considered "officially withdrawn" until he/she completes a withdrawal form. This form can be obtained from the Registrar's Office and at the Plymouth Campus administration office.
- This policy applies to all students regardless of enrollment status (full and part time).

Satisfactory Academic Progress (Policy 8.09)

Federal Financial Aid regulations require that Quincy College establishes, publishes, and applies reasonable standards for measuring students' satisfactory academic progress in their educational programs. The qualitative and quantitative standard used to monitor academic progress must be cumulative and must include all periods of the student's enrollment including periods for which the student did not receive financial aid.

Quincy College assesses the following qualitative and quantitative information for all students at the end of each fall and spring term:

1. Cumulative GPA (Minimum GPA of 2.0)
2. Number of credits attempted (Maximum allowable is 90)
3. Rate of completion (2/3 credits attempted must be completed successfully)

Note: Failure to meet the Quincy College Satisfactory Academic Progress may result in the loss of financial aid eligibility.

Cumulative GPA:

(The Qualitative Measure of Satisfactory Academic Progress [SAP])

In order to meet SAP standards for financial aid, students must have a 2.0 GPA. If the student has not achieved the necessary GPA, he/she will be given one semester of academic warning (probationary period). By the end of the semester, the student's GPA must be 2.0. If the student's GPA does not improve to the required level after the probationary period, he/she will lose the student's financial aid eligibility.

Transfer students must meet the minimum cumulative/term GPA requirement for all terms enrolled at Quincy College.

Students enrolled for the purpose of earning a second Associate Degree or a Certificate must maintain a cumulative/term GPA of 2.0 for all terms of enrollment.

Credits Attempted and Credits Earned:

(The Quantitative Measure of SAP)

Students receiving financial aid must successfully complete 2/3 of all attempted credits (67%). Federal regulations allow students to receive aid for 150% of the published length of an undergraduate program. Quincy College publishes in its catalog that students can earn the AA/AS degree by completing 60 credits (other than Nursing and Health Sciences). Students at Quincy College, therefore, may receive aid for a maximum of 90 credits. Once a student has attempted 90 credit hours at Quincy College (including transfer credits), she/he is no longer eligible to receive financial aid and this standing may not be appealed.

Transfer credits that are accepted by Quincy College are not included in the rate of completion but are counted towards maximum credits. Quincy College reviews SAP progress for all students at the end of each fall and spring semester and sends notices to students of any deficiencies that may exist. Deficiencies can result in the loss of financial aid.

Policies Regarding Course Work:

Incomplete Grades

Students who receive a grade of "Incomplete" may not meet the minimum GPA requirements. Students are advised to contact the Financial Aid Office to find out if it is appropriate to file an appeal. They should also contact the Financial Aid Office when the grade of "Incomplete" has been replaced by a letter grade. If the course work to resolve the grade of "Incomplete" is not adequately completed in one semester, the grade changes to an "F" and is included in the calculation of GPA.

Dropped Credits: Students who drop classes after the end of the Add/Drop period of any semester may encounter difficulties in meeting SAP standards. Students considering dropping classes after this refund period should consult with the Financial Aid Office to review the impact of dropping a course on their future eligibility for financial aid.

Withdrawal from all Course Work: Students who withdraw from all courses should consider its impact on their Financial Aid award and their SAP status and discuss this with the Financial Aid Office.

Repeated Course Work: A student may receive financial aid for repeated coursework up to two attempts that result in a passing grade. Credits for repeated courses count only once as credits earned and only once in a student's GPA; however, all credits are counted as attempted credits. The highest grade in a repeated course is used in calculating the GPA.

Remedial Course Work: Remedial courses are considered the same as credit courses for tuition, full-time academic standing and for SAP. Although these courses do not count towards degree completion, these courses are included in the calculations of the 2/3 completion requirement and in the maximum limit of 90 credits attempted. Financial aid may be paid for up to 30 non-degree credits.

Notification of Loss of Eligibility:

If there is any deficiency under the SAP policy, the Financial Aid Office sends notices to students receiving financial aid at the end of each fall and spring semester. Students who fail to meet the minimum SAP requirements may be ineligible to receive aid in a subsequent semester.

The student has the right to appeal the denial of financial aid (appeals will not be reviewed for any student who is not a FAFSA filer and is seeking a loan from a private lender). The appeal should be submitted no later than the midpoint of the semester for which the student is enrolled, or it may be denied. Appeals submitted in the last week of the semester will not be reviewed.

Please visit the Financial Aid page of the College website (http://quincycollege.edu/tuition/financial-aid/) to access a Financial Aid Appeal Form. The SAP committee will review your appeal for reinstatement of aid. Their decision will be based on the strength of your appeal, the documentation submitted, and your academic record. If your appeal is approved, you will be notified by mail or e-mail. The SAP review Committee is chaired by the Vice President for Registrar's Office and the Associate Vice President for Financial Aid.

If the appeal is not approved, the student will not receive financial aid until SAP requirements are met. All decisions of the SAP committee are final.

SAP Holds:

When a student fails to meet the SAP policy and loses financial aid eligibility, a HOLD is placed on the student's record that prevents the student from receiving any further financial aid. This hold does not prohibit the student from registering for classes. If an appeal is filed and approved, the hold is removed, and the student is eligible to receive the financial aid.

Financial Aid: Types of Assistance (Policy 8.02)

Federal Pell Grant

The Federal Pell Grant is a need-based program that is available to undergraduate students who have not obtained a Bachelor's Degree. Federal Pell Grants do not need to be repaid. Pell Grant amounts are determined by a student's enrollment status and Expected Family Contribution (EFC). The actual amount that a student receives will be determined after the add/drop period of each semester.

Federal Supplemental Opportunity Grant (FSEOG)

FSEOG is a need-based program and is awarded to students showing the greatest need based on their EFC. Those with a zero EFC will receive these funds first. FSEOG is a grant that does not need to be repaid. Funds are limited and are awarded on a first- come, first-served basis.

MassGrant
MassGrant is a need-based program that is awarded to eligible students by the Office of Student Financial Assistance via roster to Massachusetts residents who had their Free Application for Federal Student Aid (FAFSA) processed by May 1. Students must be enrolled full-time (at least 12 credits throughout the entire semester) to receive the MassGrant, as well as meet other eligibility requirements.

Massachusetts Part Time Grant
The Mass Part Time Grant is a need-based program awarded to Massachusetts residents enrolled in at least six, but not more than 11 credit hours. These students must also be Pell eligible. Funds are limited and are awarded on a first come, first-served basis.

Federal Direct Plus Loan
The Federal Plus Loan is not guaranteed. It is a credit-based loan, based on your parents' credit. The parent is the borrower and is responsible for repayment. Students are required to complete and submit a FAFSA before PLUS loans are certified and processed. PLUS loans are available to parents of dependent students only. To apply for a Parent PLUS Loan go online to www.studentloans.gov, complete the Entrance Loan Counseling and click on "Complete PLUS Request Process". If approved after credit check is performed, the parent must complete the Master Promissory Note (MPN), before the loan can be certified and processed. Repayment begins 60 days after the second disbursement of the loan. A parent borrower can request to defer payment during the student's enrollment period.

Federal Direct Stafford Subsidized Loan
The Federal Stafford Loan Program is need-based and must be repaid. To be eligible, a student must be enrolled at least half- time (6 credits each semester). The Federal Government pays the interest that accrues while the student is in school and during the periods of deferment. Repayment begins six months after a student ceases to be enrolled at least halftime at an eligible institution, withdraws from school or drops below 6 credits while in attendance. The interest rate is variable and is set annually on July 1st of each year. Students must go online to www.studentloans.gov to complete a Loan Entrance Counseling Session and fill out a Master Promissory Note (MPN) in order to receive these funds. Our office will be notified by the Department of Education when your completed loan is ready. Note: You will not receive your loan unless these steps are completed.

Federal Direct Stafford Unsubsidized Loan
The Unsubsidized Stafford Loan differs from the Subsidized Stafford Loan in that the student is responsible to pay the interest that accrues while in school and during deferment periods. Students may request delay of repayment of the interest until entering repayment of this loan however interest will still accrue during the deferment period.
Note: Students who have received Stafford loans must complete an exit counseling session with the Financial Aid Office prior to graduation. Any student who does not complete the required exit counseling will not receive their diplomas, transcripts, etc. until session is completed. Withdrawn students must also complete an exit counseling session.

Federal Work Study Program
Work study positions are located on campus in the college offices. Students must be making Satisfactory Academic Progress to be awarded work study. Positions are extremely limited. Even if you are awarded work study it does not ensure that there is a position available.

Alternative Loan Sources
Students requiring additional financial assistance must seek private funding. This type of funding is usually credit based and may require the student to have a co-borrower. These types of loans may have higher interest rates and other requirements. Eligibility and repayment options are determined by the lender.

Academic Scholarships
The Academic Scholarship Program is offered during each spring semester. Funds are for use in the following fall semester. These scholarships are available for use at Quincy College only and cannot be transferred to another school. A selection committee from the Quincy College community determines the award recipients. Applications are made available in the financial aid office, at the Plymouth campus, and online. Announcements for these scholarships will be posted on the College campus monitors, online, and on bulletin boards on campus in both Quincy and Plymouth.

Institutional Aid varies from year to year. Please inquire with the Financial Aid office to inquire if any aid is currently available.
For details on these and other policies, please visit the Financial Aid Office or call 617-984-1620.

College Tuition

(Number of credits vary by class. Check Course Descriptions for more information)

	Cost per credit	Avg. #Credits	Avg. Cost
Computer Science and Technology	$302/credit	x 3 credits	= $906
Fine Arts, and Music	$271/credit	x 3 credits	= $813
First Year Seminar (IDS 167/3 credit course)	$257/credit	x 3 credits	= $771
Liberal Arts, and Business	$257/credit	x 3 credits	= $771

Nursing And Natural & Health Sciences Tuition

(Number of credits vary by class. Check Course Descriptions for more information)

	Cost per credit	Avg. #Credits	Avg. Cost
Aquaculture Credits (AQC credits only)	$422/credit	x 3 credits	= $1,266
Biotechnology & Good Manufacturing Practice (BTC credits only)	$430/credit	x 3 credits	= $1,290
Exercise Science (EXS credits only)	$433/credit	x 3 credits	= $1,299
Health Sciences (HSC credits only)	$277/credit	x 3 credits	= $831
Math	$262/credit	x 3 credits	= $786
Medical Laboratory Technician (MLT credits only)	$422/credit	x 3 credits	= $1,266
Nursing (RNU credits only)	$889/credit	x 3 credits	= $2,667
Phlebotomy (PHB credits only)	$401/credit	x 3 credits	= $1,203
Physical Therapist Assistant (PTA credits only)	$950/credit	x 3 credits	= $2,850
Practical Nursing (PNU credits only)	$333/credit	x 3 credits	= $999
Radiologic Technology	$715/credit	x 3 credits	= $2,145
Sciences (Organic Chemistry 4hourlab)	$284/credit	x 5 credits	= $1,420
Sciences (with 2 hours lab)	$284/credit	x 4 credits	= $1,136
Surgical Technology (SUR credits only)	$660/credit	x 3 credits	= $1,980

Tuition must be paid in full at the time of registration for all courses. Cash, personal checks, American Express, Discover, MasterCard and Visa are acceptable forms of payment. Quincy College cannot accept starter checks or checks without an address. A Photo ID is required for all transactions.

College Fees

(Fees are non-refundable.)

Account/Registration Reactivation Fee	$100
Application (Non Nursing, and Natural & Health Sciences)	$50
CLEP/ACT-PEPRate	$155/course*
Portfolio Evaluation Application and Review	$200/application*
Portfolio Evaluation Transfer Fee	$100/credit*
Graduation Fee	$150
Graduation Late Fee	$75
Health Insurance (9 or more credits)	Varies***
High School Student Rate	$160/credit*
Late Payment	$75
Non-US Resident Student Fee	$195/credit
Nursing, and Natural & Health Sciences Admissions Test	$25
Nursing, and Natural & Health Sciences Applications	$50
Nursing, and Natural & Health Sciences Deposit (Non-Refundable)	$250
Nursing, and Natural & Health Sciences Matriculation Fee	$125
OPT Processing Fee	$250
Parking Permit	Varies
Payment Plan Fee	$50
Quincy/N. Quincy high school student rate	$285/3-credit course*
Registration Fee	$120/semester
Returned Check Fee	$100/each
Senior Citizen Rate (65 and older)	$201/3-credit course*
Student Locker Fee	$50/semester
Student Picture ID (required for library, computer labs, and tutoring services)	$30 per ID
Student Picture ID replacement	$30 per ID
Surgical Technology Test Fee	$247
Transcript Fee (digital copy)	$10
Transcript Fee (by mail) First Copy	$10
Transcript Fee (on the spot pick up/same day)	$15
Technology Fee	$39/credit**
Veteran Discount Tuition	$148/credit*

* Excludes select program credits:
(Nursing, MLT, Phlebotomy, Biotechnology, Radiologic Technology, Surgical Technology, Exercise Science, Engineering, and PTA).
* Excludes lab portion of Natural Science courses.
Only covers the first 3 credits. Fourth and fifth credits are at current normal rates.
** The Physical Therapy Assistant Program is excluded from this fee.
*** Students who are covered by another health insurance plan may waive this fee by submitting a waiver form to the Business Office within 15 days of the start of the semester.

Note: Tuition and fees are subject to change. Fees are non-refundable. The most up to date tuition and fees can be found online at quincycollege.edu/tuition.

Health Insurance
All students who are enrolled in 9 or more credits in the fall or spring semester, or who plan to enroll in 9 or more credits in a semester (generally 3 courses), are required to have basic health insurance. By law, Quincy College automatically charges all students who are registered for 9 or more credits with this health insurance fee. If a student has comparable health insurance (most HMO and PPO plans qualify), then the student must complete a waiver online for the College to remove these charges from the student's account. If you have any questions, please contact the Quincy College Bursar's Office at studentaccounts@quincycollege.edu. For more information go to the Business Office and Student Accounts page of the website

Note: The Massachusetts Free Care Program (Free Care) is not acceptable as qualified student health insurance.

Withdrawal
A student desiring to withdraw from a course or the College must complete an official withdrawal form. This form is certified by the Registrar's Office. Please keep a copy for your records. Failure to attend class or merely giving notice to an instructor is NOT considered an official withdrawal. If the student withdraws, a grade of "W" is recorded on his/her transcript. Withdrawal requests are not accepted by phone or online.

Payment Options
All tuition and fees must be paid for at time of registration with cash, check, credit card (American Express, MasterCard, Visa or Discover), bank debit card or by having approved Financial Aid in place (e.g., federal/state grants, loans, and scholarships). Students can also be enrolled with pre-approved payment plans or third-party arrangements (e.g., VA benefits, employer tuition reimbursement programs).

Students enrolled under financial aid, deferred payment plan, or third-party arrangements are reminded that the student is responsible for full tuition, fees, and bookstore charges and will not be permitted to register for future semesters, graduate, receive transcripts or diplomas until balance is paid in full. Students are urged to speak with the Student Accounts Office at Presidents Place for any further guidance.

Any unpaid student balances will be placed on hold and students will not be permitted to receive diplomas, transcripts, participate in graduation or be allowed to register for further semesters. In addition, should balances remain unpaid, the College reserves the right to begin collection proceedings against the student, including referral to collection agencies and reporting to credit bureaus. Should this happen, the student will be responsible for all costs associated with collecting said account, up to 40% of the principle balance, as allowed by Massachusetts General Laws.

Academic Advising

Academic Advisors are located on the Quincy campus and are also available to meet with students virtually over Zoom. The Advisors will gladly schedule a one-on-one appointment to help you select your academic schedule for an upcoming semester. Appointments with Academic Advising are through Calendly, which is the office's online scheduling system. The office also welcomes student walk-ins if you are on campus and would like to stop in for academic advising.

Current students may view the names of their Faculty Advisor and their Academic (Professional) Advisor at the bottom of their unofficial transcript - accessible on the QC Portal. To meet with your Faculty Advisor, please contact him or her to schedule an appointment.

The Office of Academic Advising is open Monday through Thursday from 8:00am to 6:00pm and Friday from 8:00am to 4pm. Should you have any questions or if you would like to request a time to meet with an advisor, please call us at 617-984-1720 in Quincy. An official Quincy College student ID is required to access services in the Academic Advising Office.

Academic Tutoring

Quincy College provides academic tutoring and support to help diverse learners from all backgrounds and abilities reach their academic goals by assisting students to become better learners and master academic material. Virtual drop-in tutoring through the QC Virtual Tutoring Center in Canvas and limited in-person tutoring helps students in Math, Science, Nursing, Physical Therapist Assistant, Computer Science, English and writing in any subject area. These free tutoring services are provided by Quincy College's professional and peer tutors. NOTE: An official Quincy College student ID is required to access tutoring services on campus.

Quincy College offers **Smarthinking** online tutoring service to our students. Online tutors are available on a drop-in basis or by appointment 24/7 to provide academic support in a variety of subjects including, but not limited to, Computer Science, Math, Science, Health Sciences, Accounting, Reading, Writing and Essay Review. Study aids are also available. Access Smarthinking by logging into Canvas, select your academic class and find the Smarthinking link on the left-side menu; or find the link on the access page in the QC Virtual Tutoring Center in Canvas. All students are provided with 3 credit hours of tutoring each semester. For more information, or to add more hours to your account, call Josie Smith at 617-984-1643 or email jsmith@quincycollege.edu.

Student Accessibility Services

Student Accessibility Services works with the campus community including our academic departments, faculty and staff, to provide equal access and opportunity to educational programming and services for students with disabilities. Parking spaces designated as handicapped spaces are available under Saville Hall, in the Presidents Place garage and at the Plymouth Campus. Services are determined individually, based on federal guidelines and Quincy College policies. Our goal is to minimize the impact of the disability by providing reasonable accommodations for the student to meet course outcomes. Any student with a documented disability who is seeking an accommodation should contact Student Accessibility Services at sas@quincycollege.edu or call (617) 984-1682. For more information, visit https://quincycollege.edu/student-services/sas/.

Compliance regarding services for students with disabilities under the Americans with Disabilities Act should be forwarded to Meghan Cassidy, Associate Vice President of Student Success and Partnerships at Presidents Place, 1250 Hancock Street, Quincy, MA 02169, (617) 984-1724 or email sas@quincycollege.edu.

Military And Veteran Services
Quincy College is compliant with all requirements of Veterans Benefits and Transition Act of 2018 (Section 103 Public Law 115-407). Veterans, veteran dependents, and active-duty service members are able to use their federal education benefits here at Quincy College. Programs we provide are approved to administer include all chapters of the GI Bill®, Survivors & Dependents Educational Assistance, Tuition Assistants, VA Work Study, and MyCAA. Staff members are available to assist students with all aspects of adjusting to civilian life: applying for educational benefits, admissions counseling, academic advising, financial management, disability services, and referral to outside agencies as required.

Appointments can be made by calling (617) 984-1643, or by emailing veterans@quincycollege.edu.

Veterans and Transfer Credits
Quincy College adheres all VA regulations regarding 38 CFR21.4253(d)(3) sited below. All records pertaining to the transfer credits for veteran students are held with the registrar's office after being processed by admissions and the Military and Veteran Services Associate.

> 38 CFR 21.4253(d)(3)
> An approved institution must maintain a written record of previous education and training of the veteran or eligible person, which clearly indicates that appropriate credit has been given by the school for previous education and training, with the training period shortened appropriately. The record must be cumulative in that the results of each enrollment period (term, quarter, or semester) must be included so that it shows each subject undertaken and the final result (i.e. passed, failed, incomplete or withdrawn).

Veteran's Benefits (Policy 6.06)
Quincy College is approved for the training of veterans and their dependents under post 9/11 G.I. Bill®, the Montgomery G.I.Bill, Veterans Educational Assistance, Dependents Educational Assistance or other V.A. Programs.

Veterans Benefits and Transitions Act Of 2018 Section 103
Under the Veterans Benefits and Transitions Act of 2018 Section 103 any covered individual* who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post 9/11 GI Bill ® benefits

- Is required to provide a Certificate of Eligibility (COE) or statement of benefit prior to the first day of classes.
- Is required to provide a written request to have their VA educational benefits certified for the semester.
- Is required to provide any additional information necessary to properly certify enrollment by Quincy College.
- May be responsible for additional payment to Quincy College for any costs not covered by the VA educational benefits.

Quincy College will not impose any penalty on any covered individual because of the individual's inability to meet his/her financial obligations to Quincy College due to the delay disbursement of funding from the VA under chapters 31 or chapter 33 VA. Such penalties include the assessment of late fees, denial of access to classes, libraries or other institutional facilities, or the requirement that the covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his financial obligations to the institution due to the delayed disbursement funding from the VA under Chapter 31 or 33.

Quincy College permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

- The date on which payment from VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

*A covered individual is any individual who is entitled to educational assistance under the Post 9/11 GI Bill ® (Chapter 33) and Vocational Rehabilitation & Employment (Chapter 31).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

Veterans Access, Choice and Accountability Act Of 2014 (Amended by PL 116-315 § 1005)

- For courses, semesters, or terms beginning after August 1, 2021, public institutions of higher education must charge qualifying veterans, dependents, and eligible individuals tuition and fees at the rate for in-state residents. Any institution not meeting this requirement will be disapproved by the U.S. Department of Veterans Affairs (VA) for the Post-9/11 G.I. Bill and the Montgomery G.I. Bill.
- As amended, 38 U.S.C. 3679(c) requires that the following individuals be charged the in-state resident rate:
    - A veteran using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 31 (Vocational Rehabilitation) or Chapter 33 (Post-9/11 G Bill), of 38 U.S.C. who lives in the state in which the institution is located (regardless of his/her formal state of residence).
    - Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the state in which the institution is located (regardless of his/her formal state of residence).
    - Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person must be using educational benefits under Chapter 30, Chapter 31 or Chapter 33 of 38 U.S.C.
    - Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the state in which the institution is located (regardless of his/her formal state of residence).

Military/Veteran Credit Evaluation
Quincy College uses the American Council on Education (ACE) military program guidelines for the evaluation of educational experience in the Armed Services as the primary method for evaluating and awarding academic credit for military occupation, training, experience and coursework.

Veteran Tuition Discount
Any veteran who is not covered 100% by a VA education benefit can receive a veteran tuition rate of $148.00* per credit. In order to receive the discount, the veteran must provide the Military and Veteran Services Office with a copy of their signed DD214.

*Does not include Computer Science, Science labs or Nursing, Surgical Technology, Medical Laboratory Technician, Physical Therapist Assistant, Radiologic Technology, Biotechnology Courses or Natural and Health Sciences classes.

Bookstore
The College Bookstores stock all required textbooks for courses offered at the College. Payment for books, textbook rentals, and all other items may be made by cash, check, credit cards or extra financial aid funds. The bookstore sells both new and used textbooks and accepts textbook returns as per their policy.

Course supplies other than textbooks may also be purchased in the bookstore. A variety of items such as greeting cards, sweatshirts, T-shirts, backpacks, calendars, and MBTA passes are available for purchase. For store hours please visit the Barnes & Noble page at the Quincy College website.

Barnes & Noble - Quincy Campus
1250 Hancock Street. Quincy, MA 02169
(617) 405-5952

Computer Laboratories

Quincy College maintains computer laboratories at the Quincy and Plymouth campuses.

The Quincy campus computer laboratories are used as follows:

- Hours of open lab time for registered students are posted each semester
- An open lab is available for students in the Anselmo Library during regular hours.
- Printer Kiosks are available for student use in Presidents Place and Saville Hall

The Plymouth Campus laboratory is used as follows:

- As both a classroom and an open lab according to the posted schedule.
- Computers are also available in the Plymouth Library, Student Lounge, and Tutoring Center for student use.

Students using the open laboratories are required to:

- Show a current student photo ID card.
- Sign in and out of the labs.
- Obey posted rules as well as any instructions from the lab monitor.
- Bring flash drives to save documents.
- Refrain from bringing food or beverages into any computer laboratory or classroom.

Failure to obey these requirements may result in loss of open lab privileges. Students are urged to use the virus protection programs on the computers to check their flash drives before using them. Students who intentionally introduce viruses onto the computers or otherwise damage computer equipment will be subject to strict disciplinary procedures.

Quincy College Libraries

Quincy College libraries are full-service facilities providing print and electronic books and journals, DVDs, CDs, streaming videos, research databases, reference assistance and interlibrary loan. Access to all library materials and services is available onsite at either the Quincy Campus Anselmo Library or the Plymouth Campus Krovitz Library, or online via the library's website: www.quincycollegelibrary.org. Quincy College is a member of the Old Colony Library Network (OCLN). OCLN provides access to print and electronic books, DVDs and electronic magazines from 28 libraries on the South Shore.

Librarians are available to assist both in-person and on-line with research projects, finding credible sources, information literacy instruction, and much more via phone, email, live chat and virtual reference appointments.
Both libraries are equipped with wireless access, computer lab and/or individual student workstations, a variety of study seating and Collaboration Rooms that can be reserved for group study and projects. Each library contains photocopiers and printers.

A valid student ID is required to access the libraries, access the print management system and to use the resources available through the Old Colony Library Network. Off-campus access for online library resources is available to the QC community by using your MyQC portal username and password. Online access to the QC Libraries' website available 24/7 at www.quincycollegelibrary.org.

Quincy: The Anselmo Learning Commons and Library is located on the third floor of Presidents Place. The library is named in honor of former Quincy School Committee member Francis Anselmo, a longtime friend and benefactor of Quincy College.

Plymouth: The Bella S. Krovitz and Robert W. Krovitz Library is located in Cordage Park. The library is dedicated to the memory of these individuals who demonstrated skilled leadership and guidance to the founding trustees of the College.

Non-Discrimination Statement

In accordance with federal civil rights law, Quincy College does not discriminate in its educational programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, physical and/or mental disability, age, religion, medical condition, veteran status, marital status, genetic information, or any other characteristic protected by institutional policy or state, local, or federal law. The requirement of non-discrimination in educational programs and activities extends to employment and admission. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX and Section 504, relative to student matters is Meghan Cassidy, Associate Vice President of Student Success and Partnerships, mcassidy@quincycollege.edu or 617-984-1724 and Title IX, Section 504, and Title VI relative to employee related matters is Elizabeth M. LaForest at elaforest@quincycollege.edu or 617-984-1610.

Orientation (Policy 6.01)
Our Orientation Programs are designed to familiarize new students with the organization, services and facilities at the College. The emphasis of the program is an introduction to life at the College. The program provides the student with an opportunity to meet members of the administration, staff, and fellow students. Orientation topics include the Core Curriculum, program requirements and scheduling, Student Services, Student Life and Student Rights and Responsibilities.

For information on new student orientation, please call 617-984-1724 or email mcassidy@quincycollege.edu.

Note: Once accepted into a Nursing, Natural or Health Sciences Program, students are required to attend a separate mandatory orientation program.

Academic Amnesty (Policy 5.16)
Students who have had a break in enrollment for at least two academic years may, upon application for readmission, file a written petition with the Registrar for academic amnesty. For more policy information, please refer to the Policy Manual, Policy 5.16.

Academic Integrity (Policy 5.15)

Academic Integrity Statement
In keeping with our mission, Quincy College will foster a high standard of academic honesty for student, faculty, and staff and will seek to preserve the rights of our entire College community. As part of our academic integrity policy, all members will adhere to the basic values of mutual respect and responsibility as well as individual and institutional integrity. Students will be informed about those actions that constitute a breach of integrity and about those sanctions that may result from academic dishonesty. In the interests of promoting the best environment for learning, we, the community of Quincy College, pledge to advance the principles of honor and integrity in all of our actions. For more policy information, please refer to the Policy Manual, Policy 5.15.

Academic Probation Policy (Policy 5.07f)

Definitions

Good Academic Standing
Quincy College considers students to be in good academic standing when they have achieved academic progress by maintaining a cumulative grade-point average (GPA) above those set for academic warning and academic probation. The cumulative GPA, to be in good standing, is a minimum 2.00.

Academic Warning
A student will be placed on academic warning, one time, for the first semester they fall out of good-standing by failing to achieve the minimum GPA of 2.00.

Academic Probation
A student will be placed on academic probation for the semester following the warning semester, if they still remain below the cumulative GPA standards of SAP. Students on Academic Probation are required to complete a Probation Contract with an academic advisor.

Academic Suspension
Any student having not shown improvement by SAP standards while on Academic Probation will be suspended from the college with the right to appeal. SAP standards require students to have a 2.0 GPA and a completion rate of 67% at the end of the semester. Students on Academic Suspension will receive notice of their suspension, in a timely manner, from when their cumulative GPA is updated, to reflect their most recent final grades at the end of the fall or spring semester. This notice will inform the student that he/she is prohibited from attending Quincy College for the following semester. A student may enroll in courses at another accredited institution to show satisfactory academic progress for a full semester before returning to Quincy College. The grades earned at the other institution will be considered in determining if the student may return to Quincy College. Upon the student's return to Quincy College, the student will remain on Academic Probation during the semester of his/her return, and the student will be required to follow the protocol of the institution's Academic Probation procedure.

Academic Suspension Appeal

Students placed on Academic Suspension have the right to appeal their suspension. Students wishing to appeal must submit a written letter of appeal to the Chief Academic Officer (CAO) within fifteen (15) business days of receiving the notice of their suspension. The student will also be required to meet with an Academic Advisor to discuss a plan for improvement.

Academic Probation Contract

The Academic Probation Contract (formerly referred to as the Academic Improvement Plan), is a comprehensive plan that guides the student's meetings with their Academic Probationary Advisor. This resource helps students anticipate their current and future course schedules, the classes that they need to take in order to complete their degree, as well as Quincy College student support services that will help them achieve academic success.

Quincy College establishes, publishes, and applies reasonable standards for measuring students' satisfactory academic progress in their educational programs. The qualitative and quantitative standard used to monitor academic progress must be cumulative and must include all periods of the student's enrollment as well as periods of enrollment for which the student did not receive financial aid.

Quincy College assesses the following quantitative information for all students at the end of each fall and spring term:

1. Cumulative GPA (Minimum GPA of 2.0).
2. Number of credits attempted (Maximum allowable is 150% of program requirements).
3. Rate of completion (2/3 credits attempted must be completed successfully with a C or above).

Note: Failure to meet the Quincy College Satisfactory Academic Progress (SAP) may result in the loss of financial aid eligibility.

The first semester the student has not achieved the necessary GPA and completion rate; he/she will be given one semester of academic warning. After the one time warning period, if the student has not shown any progress in their cumulative GPA and completion rate, the student will be placed on Academic Probation. The student can receive federal aid while on probation. Students on probation will be required to meet with their academic advisor and Financial Aid to fill out an Academic Probation contract to ensure that they are aware of what will be expected for that semester's outcomes. If the student shows positive progress while on Academic Probation, but is still below SAP standards, they will remain on Academic Probation.

If the student does not show improvements after any probation semester, the student will then be placed on Academic Suspension with the option to submit a written appeal to the College's Chief Academic Officer (CAO) within fifteen (15) days of receiving the notice of their suspension. Upon receiving the letter of appeal, the College's CAO, with assistance from the Office of Academic Advising, will review all materials and make the final decision regarding student's Academic Suspension Appeal. The student may also need to consult Financial Aid about their eligibility for aid.

Below is a breakdown of outcomes from a SAP Suspension Appeal

• If the appeal is approved by the Chief Academic Officer the student would then have one more semester to work on improving their GPA and Completion rate. If the student shows improvements at the end of the semester, the student would remain on Academic Probation. However, if at any point the student begins to decline again, they could be academically suspended.

• If the student is not approved for the Financial Aid Appeal, but approved for the Academic Suspension Appeal, they would be allowed to take an additional semester of courses but would be required to pay out of pocket since financial aid is suspended. If the student shows improvement at the end of the semester, the student would return to Academic Probation. However, if at any point the student begins to decline again, they could be academically suspended.

• If the Academic Suspension Appeal is denied the student would be academically dismissed for one semester. In this semester away, students may take courses at a different college to show academic improvement, but are not required to. Transfer credit may be considered if the student chooses to return to the college. If the student chose to return to the college after the semester away, they would have to complete an application for reinstatement which would be reviewed by academic advising and approved by the Chief Academic Officer. When the student returns after being reinstated, they will return to the college on Academic Probation as long as they are not meeting SAP standards.

Note: When a student returns from an academic suspension from SAP, they may be eligible to return to the college but does not mean they would be eligible for federal aid. Students who are not eligible for federal aid would be required to pay out of pocket. For Financial Aid eligibility, refer to Financial Aid Process (Policy 8.01a) and Satisfactory Academic Progress (Policy 8.09)

Add/Drop Policy (Policy 5.11)
A student wishing to drop or add a course may do so by the deadline established in the Academic Calendar by completing an Add/Drop form and submitting it to Registrar's Office. For more policy information, please refer to the Policy Manual, Policy 5.11.

Attendance And Performance (Policy 5.05)
It is the responsibility of all students to attend classes in order to achieve a successful level of performance. Attendance, grading and performance requirements for each course will be announced at the beginning of each semester and stated in the course syllabus. Attendance records will be kept in order to provide verification as needed. The college reserves the right to withdraw students for lack of attendance.

Audit A Class (Policy 5.05A)
With some exceptions, Quincy College students may audit a class to provide an opportunity to learn, to brush up or update knowledge about a subject. For more policy information, please refer to the Policy Manual, Policy 5.05A.

Course Selection (Policy 5.12)
Upon successful completion of a course, a student may not enroll in a lower-level course in the same subject for academic credit. Any exceptions to this policy must be in the form of a written approval from the Chief Academic Officer.

Degree/Certificate Requirements (Policies 5.01/5.02)

Degree Requirements
Quincy College awards degrees to students who have earned a high school diploma or a recognized equivalent and have met degree requirements as approved by the Quincy College Board of Governors and recommended by the President. For more policy information, please refer to the Policy Manual, Policies 5.01 and 5.02.

Final Grade Appeal Process (Policy 5.14)
A student who believes that he/she has received a final grade that is not justified may apply to the Academic Review Committee for evaluation of his/her final grade. The purposes of the final grade appeal process are to ensure fairness and academic soundness in the grading process, and to eliminate the inappropriate use of the student grievance procedure for grade disputes. A disputed grade does not constitute a violation of a student's rights and is therefore not subject to the student grievance procedure.

Basic Assumption
Each faculty member clearly states his/her grading policy on the course syllabus. Grading is at the discretion of the individual faculty member in accordance with the faculty member's grading policy and applicable College policies. For more policy information, please refer to the Policy Manual, Policy 5.14.

Grade Report Procedure
Quincy College will no longer mail printed grade reports to students unless specifically requested. Students can login to view and print their grades from the "Campus Portal" through the QC website www.quincycollege.edu. Students will be blocked from viewing their final grades on the "Campus Portal" until they complete each of their active course evaluations, or until three weeks after the course ends.

In order to have access to the "Campus Portal," a student needs to apply for a user account.

Please e-mail registrar@quincycollege.edu the following information:

- Your full name
- Student ID#
- A telephone number where you can be reached
- The last four digits of your SSN (not required for International students)
- Your date of birth
- Zip Code

The Mission Support & Technology department will e-mail you your username and password to access the "Campus Portal."

Final grades cannot be obtained in advance from the Registrar's Office. Students cannot access their grades if there is a hold on their accounts because of unpaid tuition, fees, or unreturned library books.

Grading System (Policy 5.07)
Final grades are issued to students in letter grades at the end of each semester as follows:

Letter Grade	Percentage	Grade Point Average (GPA)
A	93 and above	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D	60 - 69	1.0
F	Below 60	0.0
I	Incomplete	0.0
W	Withdrawal	0.0
AUD	Audit	0.0

Intent To Graduation Procedure
In order to graduate from Quincy College, a student must submit an Intent to Graduate Application Online from the Campus Portal along with the $150 free per program. If you have completed or are about to complete 60 credits or more for an associate degree or the required number of credits for a certificate program, you may apply for Intent to Graduate. The last day to apply for Intent to Graduate is posted each semester. Applications submitted after the deadline will be subject to a late fee of $75 per application and may result in other consequences such as your name may not appear in the graduation program and diploma will not arrive in time for the graduation ceremony.

Note: A GPA of 2.00 or greater is required to graduate from Quincy College. Students must fulfill all obligations (i.e., financial, library, etc.) due to the College. Students may earn two degrees, one in Associate in Science and one in Associate in Arts.

All matriculating (degree/certificate seeking) students must set up a time with an advisor every semester, before registering for classes, to make sure you are progressing toward completing your requirements. A student can locate the names of their faculty and professional advisors by viewing their unofficial transcript on the QC portal.

Graduate With Honors (Policy 5.10)
Academic honors are awarded at commencement and are based on the student's cumulative grade point average (GPA). Graduates having a 3.25 to 3.49 cumulative grade point average will graduate cum laude. Graduates having a 3.50 to 3.74 cumulative grade point average will graduate magna cum laude. Graduates having a 3.75 to 4.0 cumulative grade point average will graduate summa cum laude.

Dean's List (Policy 5.08)
Students whose semester GPA is 3.75 or above and who complete six or more credits within that semester are included on the Dean's List.

Holds (Policy 5.07e)
Holds prevent students from accessing services at Quincy College. They may be placed on student records for a variety of reasons and must be removed by the initiating office. A student may have holds placed on the student record that could affect registration, enrollment, financial aid, campus services, and/or release of academic transcripts for the following reasons: Failure to comply with admission or academic provisions; Failure to settle financial obligations with the College; Failure to respond to official notices; Disciplinary holds; Academic Probation holds.

Incomplete Grades (Policy 5.07a)
Faculty members may assign an "Incomplete" grade when a student has completed a substantial portion of the expected coursework (typically 80%-90% of the work) but *fails* to complete a final assignment or examination just prior to the end of the course. Incomplete grades should only be given when there is a reasonable cause for why the student was unable to complete the work.

Selective Admissions programs have their own standards that must be upheld in respect to Incomplete grades.
The "Incomplete" status should be requested in writing by the student and approved by the instructor and should specify the amount of time needed, explain the reason why an Incomplete status is necessary, and list all the work that must be completed to obtain a final grade. The student will send this request to their instructor by email, and the instructor will then send an official Incomplete Form to the Registrar. *

If an emergency circumstance prevents the student from responding or communicating at the end of the semester, the instructor may choose to initiate the Incomplete process, but the student must provide a written request as soon as they are able. When instructors initiate an Incomplete, they should again send the Incomplete Grade Form to the registrar and immediately notify the student in writing with a list of all the work that must be completed in order to obtain a final grade in the course. *

When the student has completed the missing work, the instructor will submit to their dean a "Change of Grade" form, indicating the final course grade. Incomplete grades not made up by the end of the following semester will automatically become an "F" grade (The "I" will become an "F" grade).

**After a student obtains an "Incomplete" status from an instructor, the student should continue to have access to the LMS course materials, and if not, the instructor must provide any course materials that are required to complete the grade.*

Independent Study (Policy 5.13)
Quincy College recognizes that scholars have unique interests and provides for those who would like to pursue special research projects under the guidance of a faculty member. Independent study is not intended to be a substitute for a regular course, but rather an opportunity for a student to work in a special area related to their field of endeavor in depth and with specific objectives. To qualify for Independent Study, students with 30 earned credits from Quincy College must have a 3.0 average in their area of specialty and at least a cumulative 2.7 average overall. No student may pursue more than three credits per semester to a total of six independent study credits while earning an Associate Degree. The acceptance of an independent study is optional on the part of the instructor. Approval for an Independent Study is initiated with the academic dean and finalized upon the signature of the chief academic officer. The fee for independent study credits will be the same as that of a regular course and the grade issued will be in accordance with the college's grading system. Under unusual circumstances, students may be permitted to take a college credit-bearing course for which an independent study format is used. Ordinarily, an independent study may not be taken if the course is a laboratory science or skill course (Biology, Paramedic Education, etc.), is offered during the semester in which the request is made, lacks a detailed outline and/or individualized instruction material.

Internships
Internship experiences provide students with opportunities to apply the concepts learned through readings and class discussions to the workplace environment. Internships serve as a capstone course in a student's educational program.
They may only be taken after the student completes a significant portion of specialized training in his or her major and achieves a qualifying grade point average of 3.0. All internships carry three credit hours and are recognized as program electives within majors at Quincy College. Student must have completed 30 credits towards a degree with 15 of those completed at Quincy College. A signed agreement between Quincy College and the internship site must be in place prior to the start of the internship experience. Students must also meet program specific prerequisites for internship. Students must receive written approval from the appropriate dean prior to registering for an internship. For more information on internships, please contact Rachel Sanon, Director of Career Services, via email at *rsanon@quincycollege.edu*, or by phone at 617-984-1757.

Make-Up Examinations (Policy 5.07d)
Make-up of examinations must be arranged and proctored by the instructor involved or student support services. No charges will be made to students who present a doctor's certificate of illness or in the case of two exams scheduled for the same time. In other cases, a make-up fee may be assessed.

Matriculation Policy (Policy 5.00)
A matriculating, or degree/certificate seeking student is one who has been admitted to an academic program and who has registered for a course or courses within the curriculum. If a student does not enroll in a 3-credit course for two consecutive years, the student must file an application for readmission with the Office of Admission. For more policy information, please refer to Policy Manual. All matriculating students should meet with their academic advisor before registering for classes every semester. This is to ensure that the student is taking the appropriate steps and making reasonable progress toward completing the requirements of their program(s). For more policy information, please refer to the Policy Manual, Policy 5.00.

Repeating Courses (Policy 5.07c)
If the student repeats a course, only the higher grade is calculated into the cumulative grade point average, but both grades will appear on the transcript. For courses where students have earned a passing grade, credit is awarded for one course only. Courses with the higher grade will be indicated as a "repeat" on the student's official transcript. Students using Federal Financial Aid may only repeat a course they previously passed for a higher grade one additional time. Repeating courses taken in a previous semester may affect certain federal and state benefits, various financial aid programs, loans, scholarships and social security benefits, in addition to athletic eligibility and veteran's benefits. The Veterans Administration will not pay for a repeated course in which a passing grade has been previously earned.

Variance To Program Requirements (Policy 5.03)
Academic programs are planned to ensure that students receive broad-based exposure to the kind of learning that deepens understanding, sharpens analytical thinking, and enhances their ability to communicate with others, as well as to provide students with a firm groundwork in their chosen field of study. Variance requests seek to substantiate or waive courses specific in the program requirements and are considered in special circumstances in the sole discretion of the appropriate academic dean. For more policy information, please refer to the Policy Manual, Policy 5.03.

Verification Of Student Identity for Distance Education (Policy 5.18)
This policy establishes processes to verify that the student who registers in distance education or correspondence education courses or programs is the same student who participates in and completes the course or program and thus receives the academic credits. Quincy College offers online courses in which student identity verification protocols include a secure login and password for course work and group discussion. For more policy information, please refer to the Policy Manual, Policy 5.18.

Withdrawal/ Refund Schedule (Policy 7.05)

I. Policy

Students who have officially withdrawn in writing from the school will receive a refund of tuition according to the following. Please note the following refund policies:

10 and 15 Week Semester Courses:
- 100% 7 working days since the start of class*

Special Sessions 5 and 7 Week Courses:
- 100% 3 working days since the start of class*

Non-Credit Courses:
- 100% prior to the second-class meeting*

*** Start of classes for the semester and not the start date of individual class.**

II. Definition:

Special sessions include 10-week, 7- week, 5 week, tandem, flex, and lifelong learning courses.
Please reach out to the student accounts office for questions regarding this policy.

Unused Funds
In the event that a credit balance occurs on a student's account, the Student Accounts Office will create a refund check as follows: All unused funds that occur as a result of Title IV financial aid must be credited back to the student within 14 days of the time the credit occurred. All excess credit balances that occur as a result of all other forms of payments will be returned to the payer unless otherwise specified in writing. The College performs monthly account audits to identify credit balances that are due to the student or third-party payer. At that point in time, the College issues a refund check.

Students have the responsibility to view their accounts by logging into their Quincy College online student account. They may also visit or call the Bursar's Office.

Withdrawal Policy (Policy 5.07b)
A student desiring to withdraw from a course or from the College must complete an official withdrawal form. Failure to attend class or merely giving notice to an instructor is not considered an official withdrawal. If the student withdraws, a "W" classification is recorded on his/her transcript.

The effective date of the withdrawal to determine a tuition refund will be the date that the official form is received.

Students who withdraw from any or all classes must do so in writing through the Registrar's Office. The office may require the student to get an approval from his/her advisor. No withdrawals are official until recorded by the Registrar's Office.
No withdrawals are permitted after the last day to withdraw listed in the Academic Calendar.

Tuition Rates for Undocumented Residents
The Massachusetts Department of Higher Education recently clarified those circumstances under which certain individuals, though not legally in the United States, may be eligible for in-state tuition at Massachusetts' public universities and community colleges. This policy has been implemented at Quincy College, effective retroactive to April 1, 2013.

This policy prevents certain persons who are not legally in the United States, and who meet certain very specific criteria, from being charged the "Non-US Resident Student Fee," commonly referred to as the International Student Fee.

To be eligible for this status, an individual must meet all of the following criteria:

- was under the age of 31 as of June 15, 2012;
- came to the United States before reaching his/her 16th birthday;
- has continuously resided in the United States since June 15, 2007, up to the present time;
- was physically present in the United States on June 15, 2012, and at the time of making the request for consideration of deferred action with the United States Citizenship and Immigration Services (USCIS);
- is currently in school, has earned a high school diploma or a recognized equivalent, has met degree requirements, or is an honorably discharged veteran of the Coast Guard or Armed Forces of the United States; and
- has not been convicted of a felony, significant misdemeanor, three or more other misdemeanors, and does not otherwise pose a threat to national security or public safety.

If a student meets all of the above Deferred Action for Childhood Arrivals (DACA) criteria and possesses a valid Employment Authorization Document (also known as a work permit) issued by the federal government, that student will, for purposes of tuition and fees, not be subject to payment of "Non-US Resident Student Fees".

Campus Security

Timely Warning (Policy 11.01)
In the event that a situation arises, either on or off campus, that in the judgment of the President of the College (or his designee) or the Quincy or Plymouth police departments constitutes an ongoing or continuing threat, a campus wide "timely warning" notification will be issued. The notification will be issued through the College email system; text to students, faculty and staff; on the College's website www.quincycollege.edu.

These notifications will be prepared and approved by the President of the College and distributed to the community by Mission Support & Technology, Administrative Services & Facilities, and Communications & Marketing. Follow-up information will be disseminated via aforementioned systems throughout the duration of the crisis as deemed appropriate.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, thereby requiring more immediate notification, the President of the College or his designee will coordinate with the Office of Mission Support & Technology for additional methods of dissemination.

Anyone with information warranting a timely warning should report the circumstances by phone to 857-225-1934.

Reporting The Annual Disclosure of Crime Statistics (Policy 11.02)
The Office of Institutional Research and Assessment, in conjunction with Administrative Services & Facilities, prepares the annual disclosure of Crime Statistics to comply with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on our website at www.quincycollege.edu. This report is prepared in cooperation with local police in Quincy and Plymouth. Quincy College is a department of the City of Quincy and does not maintain a separate police force. We have no residence halls.

Each year in the fall, a letter is sent to all students advising them of the availability of the Crime Statistic Report on the website. The college will also send notifications to all staff and faculty about the availability of this report on the website with their October paycheck. Copies of this report may also be obtained from the Office of Administrative Services & Facilities or by calling 857-225-1934. All prospective employees will be informed on our job postings that the crime report is available on the Institutional Research & Assessment page of our website.

The Office of Institutional Research and Assessment, in conjunction with Administrative Services & Facilities maintains and reports statistics concerning the occurrence of the following criminal offenses that have been reported to campus authorities or local police during the most recent calendar year as well as the two preceding calendar years:

a. Murder and Non-negligent Manslaughter
b. Negligent Manslaughter
c. Forcible and Non-Forcible sex offenses
d. Robbery
e. Aggravated assault
f. Burglary
g. Motor vehicle theft
h. Arson
i. Hate Crimes
j. Domestic Violence
k. Dating Violence
l. Stalking

Campus security also maintains and reports statistics concerning the occurrence on campus of any arrests or referrals for disciplinary action for the following crimes:

a. Liquor law violations
b. Drug abuse violations
c. Weapons violations

The Resource Officers from Administrative Services & Facilities work closely with the Quincy Policy Department. It is college policy to report all serious crimes to the Quincy Police Department and to cooperate fully in the prosecution of those involved regardless of their status on campus.

Reporting of Criminal Offenses (Policy 11.03)
For all EMERGENCIES, including fire, medical emergencies and emergencies of a criminal nature, dial 911 from the nearest available telephone, providing the operator with as much detail on the incident as possible, including specific location.

After a report is made to the police by calling 911, faculty and staff should provide a verbal report of the incident to Security, at 857-225-1934. A written report must then be provided to the General Counsel using the online Incident Reporting System.

Any suspicious activity in and around campus should be reported by calling the above number.
You may also report a crime to the following individuals:

Jessica Cherry, J.D., Chief of Staff	Presidents Place	617-984-1774
Servet Yatin, Provost & CAO	Presidents Place	617-984-1719
Meghan Cassidy, AVP of Student Success and Partnerships	Presidents Place	617-984-1724

For all off campus crimes, please report to local police.

For all non-emergencies, please contact Security, at 857-225-1934. In addition, non-emergency, non-academic based incidents, including but not limited to, missing items, stolen property, student misconduct including altercations with other students,

faculty, or staff, intoxication, drug abuse, parking and motor vehicle incidents, unsecured doors or property, vandalism, fire alarms, safety issues, and non-compliance with the Americans with Disabilities Act, should be reported to the General Counsel in written form, using the online Incident Reporting System referenced above.

A log of reportable incidents, including emergencies and non-emergencies cited above, shall be maintained by the General Counsel, and, if appropriate, the General Counsel shall refer each report to the appropriate Quincy College staff person for further information and/or resolution. In such a case, further status/information regarding the incident should be communicated back to the General Counsel in accordance with timelines set forth in the procedures that are attached to this policy but that are not made a part of this policy.

Voluntary Confidential Reporting Procedures
If you are the victim of a crime and do not want to pursue action within the College or the criminal justice system, you may want to consider making a confidential report. With your permission, Security can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to aparticular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner arecounted and disclosed in the annual crime statistics for the institution.

Limited Voluntary Confidential Reporting
Quincy College has no written policy about Limited Voluntary Confidential Reporting. Instead, those procedures are the purview of the Police Department.

Campus Facilities - Security, Access, And Maintenance (Policy 11. 04)
Quincy College is strongly committed to maintain safety on campus. All campus buildings in Quincy and Plymouth are accessible to the campus community, guests and visitors during normal business hours, Monday through Friday. During non- business hours access to all College facilities is by Access Control systems (issued to Executive Staff). Video security has also been implemented on both the Quincy and Plymouth campuses for additional security.

Computer laboratories, science laboratories, and nursing medical supply rooms are controlled by access control cards when not in use and are not open to students unless there is a teacher, supervising staff member, or lab monitor present.

Each building and parking area also has safe levels of exterior lighting. Our parking lots at Presidents Place, our Plymouth campus, and on the first-floor level of Saville Hall, as well as pedestrian walkways have exterior lights. Exterior lighting on rental buildings in Quincy and Plymouth are well positioned to provide adequate illumination. Resource officers and custodians regularly survey and maintain existing lights.

Both during the day and at night, the Quincy campus has resource officers who patrol our grounds. In Plymouth, Quincy College resource officers patrol the campus as well as receive supplemental support from the landlord for our campus, who provides security throughout the evenings. Resource officers and custodians regularly check the security of the doors.
Students are required to carry their Quincy College Identification (ID) card at all times while on campus. Students must produce their ID cards when so asked by a college official. No solicitation is allowed on campus. Buildings are opened at least 45 minutes before the start of the first class of the day and are locked not more than 45 minutes after the last class of the day.

Vehicles are ticketed or towed as per the parking policy. Visitors may park in designated spaces. Quincy College has no residence halls. Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have had security surveys conducted of them and security enhancements were made where appropriate.

Members of the College community are encouraged to report any facility deficiencies to 857-225-1934.

Law Enforcement Authority and Interagency Relationships (Policy 11.05)
Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. In case of an emergency, the emergency number 911 is called. Information is exchanged and Campus Services is in close contact with the local police.

The Quincy College Security office has the authority to ask persons for identification and to determine whether individuals have lawful business at Quincy College. Resource Officers have the authority to issue parking tickets in the City of Quincy, which are deposited with the City's Treasurer's office. Criminal incidents are referred to local police. All crime victims and witnesses are strongly encouraged to immediately report the crime to college officials or directly to police. Prompt reporting will assure

timely warning notices on-campus and timely disclosure of crime statistics.

Procedures For Reporting a Crime or Emergency (Policy 11.06)
Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents by filing an incident report or by calling 857-225-1934. In case of an emergency, please call 911 directly.

All incident reports are forwarded to respective heads of departments for resolution. If assistance is required from the police or fire department, Administrative Services & Facilities will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Student Success Coaches, will offer the victim a variety of services including 24-hour hotlines.

The Student Success Coaching Office has information about resources and the information is made available in the event students become the victim of a crime. All crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.

All reports will be investigated. As a department of the City of Quincy, the College does not have procedures for voluntary, confidential reporting of crime statistics. Violation of the law will be referred to law enforcement agencies and when appropriate, to the College Disciplinary Committee for review. When a potentially dangerous threat to the College community arises, timely warnings will be issued through email announcements, notices posted on our website, text messages, in-class announcements, or other appropriate.

Drug-Free and Alcohol-Free Workplace Policy (Policy 11.07)
It is the policy of Quincy College to maintain a drug-free and alcohol-free workplace and learning environment. Quincy College seeks to maintain an environment that is safe and secure and that promotes productivity for all students and employees. Since the possession and/or use of alcohol or illegal drugs on any building or property occupied or used by Quincy College, or at any event sponsored by Quincy College may impair the health and safety of students and employees, inhibit the personal and academic growth of students, lower the productivity and the quality of the work performed by employees, and undermine the public's confidence in the College, a strong policy prohibiting such possession and/or use has been established. In limited instances, alcohol may be permitted at a college sponsored event by an authorized representative of the College.

No student, employee of the College (including student employees), or visitor shall possess, unlawfully use, manufacture, distribute, dispense, or sell illegal drugs or controlled substances (as defined in the Controlled Substance Act, 21 U.S.C. Section 812) for other than their intended, prescribed purpose, nor shall any student, employee of the College (including student employees) or visitor possess or consume alcohol while on any property or building occupied by Quincy College or at any event or activity sponsored by Quincy College. Such action is absolutely prohibited in accordance with college policy and applicable federal and state law. In limited instances, alcohol may be permitted at a college sponsored event by an authorized representative of the College.

It is the policy of Quincy College to enforce all federal, state, and municipal laws pertaining to illegal drugs, controlled substances, and alcohol and to seek prosecution of any individual who violates the various laws cited in this policy, as well as to initiate disciplinary action against any individual who violates this policy.

Security Awareness and Crime Prevention Programs
Right now, Quincy College is capable of releasing information to the College community through broadcast e-mails, two-way radios, and text messages. Each building is under surveillance through closed circuit cameras whose tapes can be reviewed in case of an incident.

During orientations in Fall and Spring, students are informed of the services offered by Quincy College. Presentations will outline ways to maintain personal safety. They will also be informed about the crime statistics on campus and areas surrounding the campus.

A common theme of all awareness and crime prevention programs will be to encourage students and employees to be aware of their responsibility for their own security and the security of the others.

In addition to the above-mentioned sessions, information will be disseminated to students and employees through crime prevention awareness packages, security alert posters and articles in the College newspaper.

See Policy 11.08 in the Policy Manual for the Security Awareness and Crime Prevention Program policy.

Addressing Off-Campus Criminal Activity (Policy 11.09)
Quincy College is a department of the City of Quincy and has no police officers with full arrest powers on campus. When a Quincy College student is involved in an off-campus offense, the incident is handled by the local, state, or federal law enforcement. Information is regularly exchanged, and Administrative Services & Facilities is in close contact with the local police.

Issuing An Emergency Notification (Policy 11.11)
Quincy College will immediately notify the campus upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus.

Upon confirmation by the President of the College (or his designee) or the Quincy or Plymouth police departments that an event is currently occurring on or imminently threatening the campus, Quincy College will issue an emergency notification. The notification will be issued through the college e-mail system; text to students, faculty, staff; and on the College's website, www.quincycollege.edu.

These notifications will be prepared and approved by the President of the College and distributed to the community by the Mission Support & Technology and Communications & Marketing Departments. If the President of the College or his designee deems necessary, given the immediate circumstances of the crime, more immediate notification may be required. In this situation, the President or his designee will coordinate with the Mission Support & Technology department for additional methods of dissemination.

Anyone with information warranting an emergency notification should report the circumstances to Police by dialing 911 or Security, by phone at 857-225-1934.

Emergency Response (Policy 11.12)
In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Quincy College community, upon confirmation by the President of the College (or his designee) or the Quincy or Plymouth Police Departments, Quincy College will immediately notify the campus community.

The President or his designee will take into account the nature and location of the incident and the safety of the community and determine the appropriate content of the notification. The only reason Quincy College would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to assist a victim, contain the emergency response to the emergency, or otherwise mitigate the emergency.

Once determined that a notification is appropriate and the content is approved, the President will direct the distribution of the notification to the College community by the Mission Support & Technology and Communications & Marketing Departments. Notifications may be distributed through the College email system, text messages, and posting on the College website (http://quincycollege.edu). Messages will be sent to all community members on the affected campus(es) and will contain only a very brief description of the type of emergency along with instructions on how to protect yourself, if applicable. After the initial alert message, additional information may also be distributed through the notification systems.

Immediately upon the Administration's learning significant emergency or dangerous situation, Quincy College will immediately notify local police departments and other authorities, and when appropriate, coordinate and communicate with these local authorities to monitor the situation and provide instruction/information to the College and larger community.

The College's emergency notification systems will be tested annually.
Additional emergency response and action shall be governed by the relevant provisions of the Quincy College Safety and Security Plan. Download the Emergency Response Guide via www.quincycollege.edu/emergency-information.

Statement Addressing Sex Offender Registration (Policy 11.13)
In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy act of 1974, Quincy College is providing a link to the Massachusetts Sex Offender Registry Board. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Massachusetts, convicted sex offenders must register with the Sex Offender Registry Board maintained by the Executive Office of Public Safety and Security.

The Massachusetts Executive Office of Public Safety and Security is responsible for maintaining this registry. For more information go to Sex Offender Registry Board site.

If you have questions regarding access to sex offender information, you may contact General Counsel, Jessica Cherry, Chief of Staff. by email: jcherry@quincycollege.edu or phone: 617-984-1774.

The Massachusetts Sex Offender Registry Board (SORB) provides information on Level 2 and Level 3 sex offenders via the Internet pursuant to Chapter 6, Sections 178C – 178P, of the Massachusetts General Laws. Registry information so provided shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for the purposes of committed a crime or threatening to commit a crime against a sex offender or of engaging in illegal discrimination or harassment is prohibited and is punishable by imprisonment or fine or both. (M.G.L. Ch. 6, Section 178N and Ch. 275, Section 4)

Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses (Policy 11.14)
Quincy College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Quincy College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Criminal Offender Record Information (CORI) Policy (Policy 4.03a)
Where Criminal Offender Record Information (CORI) checks are a part of a general background check for clinical or other placement of students, the following practices and procedures will be followed:

1. CORI checks will only be conducted as authorized by the Department of Criminal Justice Information Services ("DCJIS") and M.G.L. c. 6 § 172, and only after a CORI acknowledgement form has been completed. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.

2. All CORI obtained from the DCJIS is confidential, and access to the information will be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. Quincy College must maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.

3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI at Quincy College will review and will be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

   Additionally, since Quincy College is an agency required by MGL c. 6, s. 171A, to maintain a CORI Policy, all personnel authorized to conduct criminal history background checks and/or to review CORI information will review, and will be thoroughly familiar with, the CORI Policy.

4. CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be consistent with this policy and any applicable law or regulations.

5. If a criminal record is received from the DCJIS, the authorized individual will closely compare the record provided by the DCJIS with the information on the CORI acknowledgement form and any other identifying information provided by the applicant, to ensure the record belongs to the applicant.

   If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.

6. If Quincy College is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified in accordance with DCJIS regulations 803 CMR 2.18. The applicant shall be provided with a copy of the criminal record and the College's CORI policy. The source(s) of the criminal history will also be revealed. The subject

will then be provided with an opportunity to dispute the accuracy of the CORI record. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided with a copy of DCJIS' Information Concerning the Process for Correcting a Criminal Record.

7. If Quincy College reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in Section 4 of this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but may not be limited to, the following:
   - Relevance of the crime to the position sought;
   - The nature of the work to be performed;
   - Time since conviction;
   - Age of the candidate at the time of the offense;
   - Seriousness and specific circumstances of the offense;
   - The number of offenses;
   - Whether the applicant has pending charges;
   - Any relevant evidence of rehabilitation or lack thereof; and
   - Any other relevant information, including information submitted by the candidate or requested by the hiring authority.

8. Quincy College will notify the applicant of the decision and the basis of the decision in a timely manner.

9. All CORI obtained from the DCJIS is confidential and can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the subject.

Fraud Assessment Policy (Policy 9.14)

Background

This policy is being established to allow Quincy College to develop the controls that will aid it in the detection and prevention of fraud against Quincy College. It is the intent of Quincy College to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope of this Policy

This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, and/or any other parties with a business relationship with Quincy College. The Chief Financial Officer (or the individual designated to perform the duties of the Chief Financial Officer) is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

Policy

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities.

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team should be familiar with the types of improprieties that may occur within his/her area of responsibility and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to S.V.P Administration and Finance, who coordinates all investigations with the legal department and other affected areas, both internal and external.

Decisions to prosecute or refer the examination results to appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decision on disposition of the case.

There are three general categories of fraud risk: fraudulent financial statements, misappropriation of assets and corruption. Like any other organization, Quincy College relies on Mission Support & Technology to conduct business, communicate, and process financial information. As a part of risk identification process, a weekly report of "Override of Controls" will be shared with the Vice Presidents and the President.

Actions Constituting Fraud

- Any dishonest or fraudulent act.
- Misappropriation of funds, securities, supplies, or other assets.

- Impropriety in the handling or reporting of money or financial transaction.
- Profiteering as a result of inside knowledge of college activities.
- Disclosing confidential and proprietary information to outside parties.
- Disclosing to other persons activities engaged in or contemplated by the College.
- Accepting or seeking anything of material value from outside vendors or persons, except gifts less than US $50 in value.
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.
- Any similar or related irregularity. (Irregularities, concerning an employee's moral, ethical, or behavioral conduct should be resolved by the immediate supervisor and Employee's relations in Human Resources)

Investigation Responsibilities

The Chief Financial Officer (CFO) (or the individual designated to perform the duties of the Chief Financial Officer) has the primary responsibility for the investigation of all suspected fraudulent acts as specified in this policy. If the evidence substantiates that the fraudulent activity/ies has/have occurred, the Vice President will notify the President who would notify the Finance and Facility sub-committee of the Board.

Decisions to prosecute or refer the report to appropriate law enforcement and/or to other agency for independent investigation will be made in conjunction with legal consul and senior management.

Reporting Procedures

It is the responsibility of every employee, supervisor, manager and executive to immediately report suspected misconduct or dishonesty to their supervisor, unless the conduct involves the supervisor or the employee is otherwise uncomfortable notifying the supervisor, in which case the individual may make a report to another manager or to Human Resources. The supervisor who receives the report in turn must report this to their supervisor and CFO. Any reprisal or retaliation against any employee or other reporting individual because that individual, in good faith, reported a violation is, strictly forbidden.

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

Employees with supervisory and review responsibilities at any level have additional deterrence and detection duties, especially following three:

- First, they must become aware of what can go wrong in their area of authority.
- Second, they must put into place and maintain effective monitoring, review, and control procedures which will prevent acts of wrongdoing.
- Third, they must put into place and maintain effective monitoring, review, and control procedures which will detect acts of wrongdoing promptly should prevention efforts fail.

If the complaint is against Vice Presidents, the contact is the President, if the complaint is against the President, Chairman of the Board of Governors should be contacted. The employee or other complainant may remain anonymous. All employees reporting any fraud will be protected under applicable laws.

All inquiries concerning the activity under investigation should be directed to the investigation person. No information concerning the status of investigation will be given out. The proper response should be: "I am not at liberty to discuss the matter."

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do by the legal department with the involvement of HR.
- Under normal circumstances, the process will generally be completed within 30 days of the fraudulent report.

Assessment of the likelihood and significance of identified fraud risk:

Assessing the likelihood and significance of each potential fraud risk is a subjective process. All fraud risks are not equally likely, nor will all frauds have significant impact. Quincy College has compiled a list of all possible fraud risks that may occur on campus in Appendix A. An annual review of exposures will be helpful in further evaluation of these assessments. The areas that need this assessment include Accounting, Purchasing, Contracting and Mission Support & Technology.

Quincy College has identified following fraud risks: Financial Reporting:

- Inappropriately reported revenues
- Inappropriately reported expenditures
- Inappropriately reflected balance sheet amounts including reserves
- Concealing misappropriation of assets
- Concealing unauthorized receipts and expenditures

Misappropriation of Assets:

- By employees
- By vendors
- By former employees and other outside the organization
- By students

Corruption:

- Bribery and gratuities.
- Aiding and abetting fraud by other parties (e.g., vendors)
- Conflict of interest
- Embezzlement

Quincy College Student Code of Conduct Policy (Policy 6.16)

Quincy College ('the College') strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct ("the Code of Conduct") fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

This Student Code of Conduct reasonably limits some activities and prohibits certain behavior that could interfere with the classroom setting, the orderly operation of the college and the pursuit of its goals and values. Each student shall be responsible for reading and complying with the Student Code of Conduct, which shall be developed, maintained and implemented by the President or his/her designee. The Student Code of Conduct shall be published as a College procedure and made available to students through the College Catalog and the College website.

Quincy College Student Code of Conduct Procedure

I. Introduction

The College strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The Code of Conduct is intended as a framework of acceptable student behavior and prohibited conduct. It should not be regarded as an exhaustive list of prohibited conduct, nor should it be construed as a contract between the student and the College. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

II. Definitions

1. The term Accused Student means a student who is alleged to have violated a college policy or the Code of Conduct.

2. An Administrative Disposition is a resolution of the complaint mutually agreed upon by the CCO and the Accused Student in an Administrative Hearing. By agreeing to the Administrative Disposition, the accused student waives his/her right to a Judicial Board Hearing and an appeal of the resolution.

3. A Classroom will include classrooms, laboratories, libraries, clinical sites, and any other learning space on the College Premises or used by Quincy College.

4. The Code of Conduct Officer (CCO) is the college official responsible for receiving all incident reports, determining whether further action is warranted, referring the matter to staff and/or an external third party for further action as needed, and investigating or causing to be investigated the alleged violation of college policy or the Code of Conduct.

5. College Community means any student, faculty, staff, college official or guest of the college.

6. A College Official is any person employed by the college acting under the authority of the college.

7. A College Partnership is an outside company or facility that the college has an agreement or contract with, such as facilities or companies for clinical placements or internships or rentals for college sponsored events.

8. College Premises are all buildings and grounds owned, leased, operated, occupied on a regular basis, controlled or supervised by the College.

9. A College Sponsored Activity is any activity on or off campus authorized or supervised by the College, including but not limited to clinical placements, internships, student activities and college events.

10. A Day as outlined in the Judicial Process means a college workday which is defined as only Monday through Friday, exclusive of holidays and other College closures.

11. A Faculty Member is any full or part time instructor, assistant professor, associate professor, professor, adjunct professor, adjunct instructor, clinical instructor, laboratory instructor or librarian employed by the college to conduct academic activities.

12. An Incident Report is a form that can be completed in writing by any person who alleges that he/she has been harmed by a student who has violated college policy or the Code of Conduct, or by any person who witnesses a student violate college policy or the Code of Conduct, or a report taken by a member of the College staff relating what said witness(es) reported to him/her and reduced to writing.

13. The Judicial Appeals Officer is designated by the President to hear appeals filed by students who have been found responsible for violation of college policy or of the Code of Conduct by the Judicial Board.

14. The Judicial Board is comprised of members of the Judicial Committee who conduct a fair and impartial hearing, when a determination has been made by the CCO that a violation of policy or the Code of Conduct has been determined to have occurred. The Judicial Board is appointed by the President.

15. The Judicial Committee is comprised of faculty and staff trained by the Judicial Appeals Officer to serve on a Judicial Board. The Judicial Committee is appointed by the President.

16. The President is the President of Quincy College or his/her designee.

17. A Student is any person enrolled in or accepted for any course or academic program at the college, full or part time, credit or non-credit.

III. Code of Conduct Violations

A student shall be subject to college disciplinary/judicial procedures under this policy for violating this code of conduct and/or College policies, including but not limited to the following:

1. Endangering the health and/or safety of the college community by:
    a) Intentionally or negligently causing physical/bodily harm or the threat of physical/bodily harm to any person or to the college community in general.
    b) Harassing, intimidating, stalking, bullying or coercing, either verbally, physically, in writing or by electronic means (i.e., email, social media, etc.) any person.
    c) Engaging in behavior that infringes or is intended to infringe upon the rights of others.
    d) Engaging in lewd, indecent and/or obscene behavior, including possession of pornographic/obscene materials on campus and/or downloading or uploading pornographic material on college computers and/or college social media sites; or engaging in consensual sexual or inappropriately intimate behavior on campus or at a college activity or event.
    e) Possessing firearm(s), explosives, dangerous chemical(s), or other dangerous and/or illegal weapon(s) or instruments on the college premises or at a college activity or event with the exception of law enforcement officers carrying service weapons.
    f) Tampering with fire and/or safety equipment or activating a false fire alarm or bomb threat.

2. Obstructing or disrupting the normal operations of the college or college sponsored activities by conduct, including but not limited to:

a) Hindering the free flow of pedestrian or vehicular traffic, blocking entrance, exit or access to any college premise or college partnership facilities, stairway or hallway.
b) Acting in a manner that interferes with or disrupts classroom, laboratory, library, or clinical experiences or that is in violation of the faculty member's syllabus or otherwise disrupts academic or administrative activities.
c) Dressing in a manner that inappropriately exposes body parts or otherwise disrupts the academic environment causes undue attention to an individual student.
d) Inciting or otherwise causing others to disrupt the normal operations of the college or college sponsored activities.

3. Using or being under the influence of alcohol while on college premises or at college sponsored events and activities except as authorized in accordance with official college policy; possessing or distributing alcoholic beverages while on campus or college sponsored events.

4. Using or being under the influence of, possessing, manufacturing, distributing any illegal drug, marijuana, narcotic, hallucinogen or similar chemical agent, including the inappropriate or unlawful use, distribution or possession of prescription drugs, in any quantity, that is prohibited by law.

5. Any unauthorized use of electronic or other devices to make an audio recording of any person while on College property or at a college event or activity without the express consent of the person, any violation of the College's acceptable use policies.

6. Engaging in unauthorized or illegal gambling on campus or at college sponsored events, either in person or by computer.

7. Failing to comply with the directions of a college official, faculty member or law enforcement officer acting in accordance with their duties, including but not limited to failing to, when requested to do so, present a valid, current Quincy College identification.

8. Forging, altering or misusing any college document, record or means of identification including student identification card, username, pin code or password, college portal and email access.

9. Defacing, damaging or destroying college property, including but not limited to graffiti or tagging; attempted or actual theft or unauthorized removal of college property or the property of another person, member of the college community / college partnership, or other personal or public property.

10. Possessing or duplicating keys, mechanical or electronic, to college premises without authorization; or entering college premises outside of normal business hours without authorization.

11. Engaging in acts of Hazing as outlined in Massachusetts General Laws, Chapter 269, section 17.

12. Engaging in Hate Crimes as defined and prohibited by the laws of the Commonwealth of Massachusetts and United States codes.

13. Abusing the disciplinary process by:
    a) Falsifying, distorting, or misrepresenting information to a conduct officer or judicial body and/or attempting to influence or coerce another to falsify, distort, or misrepresent information to a conduct officer or a judicial body.
    b) Disrupting or interfering with the orderly conduct of a disciplinary/judicial procedure.
    c) Attempting to discourage an individual's participation in or use of the disciplinary/judicial system.
    d) Attempting to influence the impartiality of a member of the disciplinary/judicial system before or during the disciplinary/judicial process.
    e) Harassing, intimidating or attempting to harass or intimidate a party or witness scheduled to appear before a conduct officer or judicial body and/or harassing or intimidating or attempting to harass or intimidate a conduct officer or a member of the disciplinary/judicial system.
    f) Influencing or attempting to influence another person to commit an abuse of the disciplinary/judicial procedure.
    g) Failing to comply with sanctions imposed under the Code of Conduct.

14. Violating published college policies, rules or regulations as outlined in the college policy manual, college catalog, student handbook, or on the college website not otherwise enumerated herein.

15. Violating any local, state or federal laws on college premises or at any college sponsored activity not otherwise enumerated herein.

Additional Considerations:
Violation of the Law: Students who engage in behavior that violates local, state and/or federal law may be subject to civil and/or criminal proceedings in addition to the college disciplinary/judicial procedures.

Complaints Alleging Sexual Misconduct: Complaints regarding sexual misconduct will be addressed following the process and procedures laid out in the Sexual Harassment Policy 3.03.

Off Campus Behavior:
The college reserves the right to take disciplinary action against a student for off campus conduct when such conduct poses a direct or indirect threat or adversely affects the college community, if the conduct poses a threat to another member of the college community or if the student is charged with a violation of local, state or federal law.

IV. Disciplinary Process
Student Due Process Protections: Students accused of violating the Code of Conduct are entitled to the following procedural protections:

1. To be given notice of the alleged violation;
2. To be informed of the substance of the information or evidence against him/her;
3. To be given an opportunity to respond to the charges;
4. To be informed of the results of any hearing;
5. To be given a resolution of the charges in accordance with the Code of Conduct;
6. To be given an opportunity to appeal as outlined in the Code of Conduct;
7. To be informed of additional procedural protections for certain disciplinary procedures as described below.

Although the above protections should normally precede any disciplinary consequence, in emergency situations the student may be summarily removed from the College, with notice and other appropriate procedural protections to follow as soon as possible.

Disciplinary Process Steps:
1. Immediate and Interim Discipline

a) Interim Suspension

i. The President or his/her designee may issue an interim suspension prior to a hearing for the following reasons:

a. To ensure the safety and well-being of the college community.
b. To ensure the preservation of college property.
c. To ensure the student's own safety or well-being.
d. If the student poses an ongoing threat of disruption of or interference with the normal operations of the college.

ii. During an interim suspension, the student may be denied access to the college facilities and college activities, including classes.

iii. Interim suspensions will take effect immediately upon the direction of the President or his/her designee. The student will be notified of the interim suspension by an email to the student's Quincy College e-mail account and by letter. Refusal to accept receipt of the notification shall not negate or postpone the interim suspension.

iv. The interim suspension will remain in effect until the hearing and a final decision has been made regarding the alleged violation of policy or the Code of Conduct or until the President or his/her designee determines the reason for posing the interim suspension no longer exists.

v. In the event of an interim suspension, the CCO will make every attempt to expedite the judicial process.

b) Removal from Classroom

i. A Faculty Member or College Official may, for the sole purpose of maintaining order in the classroom, order that a student leave the classroom.

ii. If a Faculty Member or College Official orders a student to leave the classroom, the Faculty Member or College Official must, at the first opportunity but in any event not later than the same day on which such action occurred, submit, by means of the Quincy College incident reporting system, an incident report thoroughly describing such action and the circumstances surrounding it.

iii. In the event that a Faculty Member or College Official who orders a student to leave the classroom intends for the resulting absence to last beyond the class meeting during which the order to leave occurred, that will be considered an interim suspension governed by the provisions above and may not take effect unless and until the President or his/her designee so orders.

c) No Contact Order

i. If, upon the credible allegation that a student has violated college policy(ies) and/or the Code of Conduct, the CCO may, subject to the requirements set forth below, issue a No Contact Order to the student against whom the allegation has been made.

ii. A No Contact Order may be issued by the CCO only for the purpose(s) of providing for the safety, protection, and/or well-being of the college community.

iii. A No Contact Order will apply to a student against whom it is issued on all college premises, at any college activity or event, and on any service or instrumentality offered or sponsored by Quincy College including, but not limited to, the Quincy College portal or Quincy College on-line course(s).

iv. The CCO shall, not later than one (1) day after the day on which the CCO has determined that a No Contact Order is appropriate, send to the student against whom the No Contact Order is issued, written notice of such No Contact Order via the student's Quincy College e-mail account and by letter to the student's last known address. This written communication shall include the identity of the member or members of the college community that the Order has been issued to protect, the nature of such Order, and the consequences thereof.

v. Nothing in this subsection (1) (c) shall be construed to prevent a No Contact Order to also be imposed as a sanction, as set forth in in this Code of Conduct.

d) Any Other Measure Deemed Appropriate by the CCO

i. If, upon the credible allegation that a student has violated college policy(ies) and/or the Code of Conduct, the CCO may, at his/her sole discretion impose other interim disciplinary measures not otherwise referenced in Section IV (1) in this Code of Conduct and judicial process.

ii. In order to impose such other interim disciplinary measures, the CCO must be convinced that such measures are reasonable and necessary for the safety, protection, or well-being of the college community, college or college premises, or the maintenance of the normal operation of the college or any of its functions or activities.

iii. Such other interim disciplinary measures may be imposed by the CCO only if in his/her reasonable judgment the specific interim disciplinary measures cited above is inadequate to appropriately address a particular matter.

iv. Such other interim disciplinary measures include but are not limited to verbal warning; written warning; restrictions/loss of privilege(s); probation; all as defined below in Sanctions.

v. In the event that the CCO institutes such other interim disciplinary measure(s), the CCO shall, not later than one (1) day after the day on which the CCO has determined that such measures are necessary, send to the student against whom such measures are imposed, written notice of the charges and such measures via the student's Quincy College e-mail account and by letter to the student's last known address. This written communication shall, as specifically as reasonable, include the charges and the nature of such measures and the consequences thereof.

2. Filing of the Complaint and Investigation

a) Any member of the college community may file a complaint against a student for alleged violations of the Code of Conduct or other college policies by completing an Incident Report. Incident reports should be filled out completely outlining the following:

i. Identity of the accused student(s)
ii. Date, time and place of alleged violation

iii. Policy or section of the code of conduct allegedly violated
iv. A narrative thoroughly describing the manner in which the Code of Conduct or subject College policy was violated by the accused student(s)
v. Names and contact information of witnesses

b) All Incident Reports alleging a violation of policy, or the Code of Conduct must be submitted to the CCO within five (5) days of the discovery of the alleged violation. The CCO, at his/her discretion, may accept complaints after the five (5) daytime period if he/she feels circumstances warrant a late filing.

c) As part of an investigation, within two (2) days of receiving the incident report, the CCO will notify, by the student's Quincy College e-mail account and by letter, the accused student of the alleged violation and request that the student meet with him/her to respond to the allegation. The accused student has five (5) days from date of notice to contact to the CCO and arrange a meeting. The meeting must take place within two (2) days after contact is made or otherwise within a reasonable time period as determined by the CCO. In the event that the accused student fails to contact the CCO within five (5) days, the CCO will review the facts and evidence and reach a determination without the accused student's response.

d) The CCO will also talk to the complainant and witnesses to determine if the evidence supports the alleged violation. In reaching his/her determination regarding a complaint, the evidentiary standard to be used by the CCO will be that of "preponderance of the evidence."

e) Upon completion of the investigation, if no violation has appeared to have taken place, the CCO shall dismiss the complaint and notify the accused student and the complainant that the complaint has been dismissed.

f) Upon completion of the investigation, if the CCO determines that a violation exists, the CCO will inform the accused student in writing, by completing a Statement of Charges letter, that a violation of the policy or the Code of Conduct has occurred, and that judicial action will be taken. In the Statement of Charges letter, the student will be requested to contact the CCO within five (5) days to request a hearing. The Statement of Charges letter will outline the two procedural options that are available:

i. Administrative Hearing - At an administrative hearing with the CCO, the accused student may elect to admit responsibility for violating policy or the Code of Conduct and accept a sanction given by the CCO. The student shall sign the Administrative Disposition form and waive his/her right to a Judicial Board Hearing and to any right of appeal. If the student chooses the Administrative Hearing, he/she has the right not consent to the Administrative Disposition if he/she does not agree with the violation or sanction. Under such circumstances, the student may request a Judicial Board Hearing.

ii. Judicial Board Hearing – If the accused student does not agree to an Administrative Hearing or administrative disposition cannot be agreed upon, the accused student can request a hearing with the College Judicial Board.

g) In the event that the accused student does not contact the CCO regarding the Statement of Charges letter, the default disciplinary process will be a Judicial Board Hearing.

3. The Judicial Committee and the Judicial Board

a) The college shall have a Judicial Committee comprised of faculty and staff trained by the Judicial Appeals Officer to serve on the Judicial Board. The Judicial Board shall be comprised of two (2) faculty members and one (1) staff member and a Chair. The Chair will not participate in the deliberations. The President shall appoint the Judicial Board members for each hearing as well as a Chair for that proceeding from among the Judicial Board Committee.

b) A hearing with the Judicial Board shall be scheduled by the CCO not later than five (5) days following an accused student's request for a hearing or in the case of the student not responding to the Statement of Charges letter. The CCO shall notify the student of the Judicial Board Hearing date by an email sent to the student's Quincy College e-mail account or in writing via letter to the student's last known address.

c) The accused student shall have the right to:
i. Be provided with a copy of the Statement of Charges letter outlining the alleged violation of policy or the

code of conduct.

ii. Be provided with a copy of the original Incident Report.

iii. Present witnesses and to question other witnesses who participate in the hearing as outlined in the Hearing Procedures.

iv. Present relevant information and evidence.

v. Be assisted by one advisor, including legal counsel, of the accused student own choosing and at the accused student's own expense. The advisor's role is limited to advising the accused student directly. Advisors are not permitted to participate directly in the Judicial Board Hearing. Any advisor that violates these terms may be asked to leave by the Judicial Board Chairperson.

d) In the event that the student elects not to appear before the Judicial Hearing Board, he/she waives the above rights. The Judicial Board will be presented with the Statement of Charges letter, the incident report and the witnesses present and will deliberate based on the information the Board obtained during the hearing.

e) In Judicial Board matters involving more than one accused student, the Chair may permit at his/her discretion individual hearings for each accused student.

4. The Judicial Board Hearing

a) All Judicial Board Hearings shall be conducted in private. Those in attendance shall include the Chair, Judicial Board Members, the CCO, the complainant, the accused student and his/her selected advisor. Witnesses will not be present during the entire hearing. Each witness will be called in during the hearing to give their statement and to be questioned regarding their statement and then be excused.

b) There shall be an audio or video recording created of all hearings. The record shall be the property of the College.

c) The Chair shall preside over the hearing. All procedural questions are subject to the final decision of the Chair. All testimony and questioning shall be at the direction of the Chair. The Chair may limit or exclude testimony to the extent that such testimony is repetitive or not relevant to the matter before the Judicial Board.

d) A hearing shall proceed as follows:

i. The Chair will have the CCO present the Statement of Charges on behalf of the college and complainant. The CCO will submit a copy of the original incident report and any other evidence, documents, materials and/or witnesses in support of the Statement of Charges.

ii. The accused student can then respond to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.

iii. The Judicial Board may question each party, their witnesses and/or review all evidence presented. The Judicial Board has the discretion to request additional evidence, documents, materials or information from either party.

iv. Neither party is allowed to question witnesses directly. After each witness has been questioned by the Judicial Board, the parties will be given the opportunity to ask questions by presenting the questions through the Chair. The other party will be asked to respond unless the Chair determines that the question is not relevant.

v. The Chair will give the CCO and the accused student the opportunity to make final statements prior to dismissal from the hearing.

e) Deliberations shall be conducted in a closed session of the Judicial Board immediately after the hearing. The Judicial Board shall determine by a majority vote whether the accused student has violated the policy, or the Code of Conduct based upon the evidence presented and the preponderance of evidence.

f) If the determination that the accused student is responsible for violating policy or the Code of Conduct, the Judicial

Board shall recommend an appropriate sanction to the Chair. At this point, The Judicial Board may consider any previous violations and sanctions to determine the current sanction.

g) Within two (2) days of the conclusion of a hearing, the Chair shall issue a written decision outlining the Judicial Board's findings and sanction, if any, to the accused student and the CCO.

h) All records related to the disciplinary proceedings shall be maintained in accordance with the Family Education Rights and Privacy Act (FERPA).and housed in the office of the CCO.

5. Sanctions

a) A student found in violation of the college's Code of Conduct or College policy shall be subject to one or more of the following sanctions (none of these sanctions is intended to take the place of or limit the use of legal proceedings that may be available to the parties):

i. Verbal Warning - Student is given a verbal warning and a notation is made in the student's disciplinary file.

ii. Written Warning - Student is given a letter stating that he/she has violated college policy, or the Code of Conduct and the letter is placed in the student's disciplinary file.

iii. Restrictions/Loss of Privileges – Student is denied certain privileges or restricted from using college services for a specified length of time.

iv. Community/Educational Service – Student is required to complete a specified number of hours of community or college service.

v. Restitution - Student is required to provide compensation for loss, damage or injury. Restitution can be monetary, replacement materials or in the performances of services.

vi. Probation – Probation is for a designated period of time and student is informed that any violations of college policy or Code of Conduct while on probation will result in more severe disciplinary sanctions.

vii. Suspension – Student is separated from the college for a specified period of time after which the student is eligible to return. The student will not be entitled to a refund or to have academic accommodations made to complete work missed during a suspension. Students are not allowed to attend classes, attend college activities or be on campus during their suspension. Student must apply to the CCO for re-admittance.

viii. Revocation of Admission to Specific Degree Program – Student's acceptance to a specific degree program(s) can be revoked or denied. Student would still be allowed to attend the college, but not for obtaining specific degrees.

ix. Expulsion – Student is permanently terminated from the college and will not be allowed to enroll at the college at any future time. The student will not be eligible for any refund from the college. The Expulsion will be placed on the student's transcript.

6. Appeal

i. The hearing was not conducted in conformity with the prescribed procedures.

ii. New information that was reasonably unknown to the accused student at the time of the hearing, and which is sufficiently relevant such that it could alter the Judicial Board's decision has been discovered.

iii. There existed a demonstrable bias by a member of the Judicial Board.

iv. The sanction imposed is disproportionate to the severity of the violation.

a) The college Judicial Appeals Officer shall issue a written decision within five (5) days of receiving the appeal. The Judicial Appeals Officer may accept, reject or modify the Judicial Board's decision or sanction.

b) Judicial Appeals Officer's decision shall be final.

Drug-Free Workplace Policy (Policy 3.04)

Policy

It is the policy of Quincy College to maintain a learning environment and workplace that is free of illegal drugs and alcohol. Quincy College seeks to maintain an environment that is safe and secure and that promotes productivity for all students and employees. Since the inappropriate and/or illegal use of alcohol and other drugs on college property or at college activities may impair the health and safety of students and employees, inhibit the personal and academic growth of students, lower productivity and the quality of work performed by employees, and undermine the public's confidence in the College, a strong policy prohibiting such use has been established.

An employee of the College (including student employees) shall not unlawfully use, possess, manufacture, distribute, dispense,or sell illegal drugs or controlled substances (as defined in the Controlled Substance Act, 21 U.S.C. Section 812) or alcohol while eon duty or on Quincy College's premises or while conducting company business off the premises. Such action is absolutely prohibited in accordance with the College policy, and state and federal law.

It is the policy of Quincy College to enforce all state and federal laws pertaining to controlled substances and to prosecute individuals who violate those laws on college property.

Procedures

Any employee who violates this policy will be subject to disciplinary action up to and including termination and may have legal consequences. For unit employees, this disciplinary action will be in accordance with the relevant provisions of the applicable collective bargaining agreement. Disciplinary action may include suspension from employment, mandatory participation in an alcohol/drug abuse assistance or rehabilitation program as a condition of continuing employment, or termination of employment. Violations of criminal law will also be reported to the appropriate law enforcement agency.

Any employee who is convicted of a workplace violation of any criminal drug statute must notify the Vice President for Human Resources of that conviction in writing no later than five days after such conviction. If the employment of an employee so convicted is partially or fully federally funded, the College will notify the federal agency providing those funds of the conviction as required by law.

College Policies

Quincy College recognizes drug and alcohol dependency as an illness and a major health problem. Drug abuse is also a potential health, safety, and security problem. Employees (including student employees) needing assistance in dealing with such problems are encouraged to find the appropriate help. Employees who are enrolled in any of the health insurance plans offered through the Quincy College Group Insurance Plan should consult their plan booklets or service offices to determine which programs may be paid through their health insurance. The Human Resources Department can provide information regarding Employee Assistance Programs (EAP). This matter will be held in the strictest confidence. All members of the College community are urged to carefully and seriously reflect on their personal responsibility to remain drug and alcohol free, and to demonstrate care and concern for others who may be experiencing a substance abuse problem through timely intervention and referral.

Individuals with drug or alcohol addictions are entitled to reasonable accommodations that permit the individual to perform the essential functions of the individual's job. Reasonable accommodations may include such things as permitting the individual to attend counseling or providing the individual with leave in order to participate in rehabilitation services or to otherwise control his/her addiction. Should an employee require a reasonable accommodation, s/he should contact Human Resources.

Hazing Policy (Policy 6.12)
Hazing is prohibited at Quincy College.

Massachusetts General Laws, chapter 269, Section 17, makes it a crime to organize or participate in hazing.

Chapter 269: Section 17. "Whoever is a principal organizer in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. There is term "hazing" as used in correction for not more than one year, or both such fine and imprisonment. The term "hazing", as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endanger 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 which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation … consent shall not be available as a defense to any prosecution under this section."

Massachusetts General Laws, Chapter 269, Section 18, makes it a crime to fail to report hazing.

Chapter 269: Section 18. "Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars."

Hazing as defined above and the failure to report hazing are also prohibited by Quincy College policy. Violations are subject to the Disciplinary Process and may result in penalties up to and including expulsion from Quincy College, in addition to criminal penalties.

Chapter 269: Section 19. "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 which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however that an institution's compliance with this section's requirements that an institution issue 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 acknowledgement 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 and each public or private institution of post-secondary education shall file, at least annually, a report with the board 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 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 in the student handbook or similar means of communicating the institution's policies to its students. The Board of Higher Education 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 which fails to make such report."
As required by Massachusetts General Laws Chapter 269, section 19, the College shall annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student a copy of Massachusetts General Laws Chapter 269,

Sections 17 – 19.

As required by Massachusetts General Laws Chapter 269, section 19, the College shall file, at least annually, a report with the Massachusetts Board of Higher Education certifying that the College 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 Massachusetts General

Laws policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the College's policies to its students.

Identification Card Policy (Policy 6.10)

All students must have a Quincy College photo ID card. Dates and times for taking pictures for an ID will be posted on the college website, campus portal and on bulletin boards on campus. Payment for photo ID can be made in the Student Accounts/Registrar's Office in the Welcome Center in Quincy or Main Entrance Reception Desk in Plymouth or Online on the Campus Portal. A valid ID is required to receive your Student Photo ID from the Office of Campus Services.

This ID card serves as proof of identification on campus and is required to gain access to the Quincy College library and computer labs. Students are expected to always carry a Quincy College photo identification card with them while on campus. Returning students may have their old identification card validated by receiving a current semester sticker. These required stickers are available through the Office of Student Records and Registrar. Students may contact the Security Office at 857-225-1934 if they have any questions regarding identification cards.

If you have lost your ID card, you must purchase a replacement card. Damaged or defective ID cards will be replaced at no charge at the Security Office in Quincy and Main Entrance Reception Desk in Plymouth.

There is a fee for replacement of Quincy College issued identification cards.

Immunization Policy (Mass. Public Health Requirement)

All full-time students (taking 12 credits or more) and all international students must submit proof of immunization by completing an Immunization Form within one month of admission to Quincy College. The Immunization Form is available on the website or at the Registrar's Office.

It is strongly recommended that this form be submitted at the time of registration. State law (M.G.L. c. 76 15, 105 CMR 220.000 and 603 CMR 18.05) requires the following immunization:

1. One (1) booster of Tetanus/Diphtheria/Pertussis vaccine within the last 10 years (Tdap)
2. Two (2) does of MMR > 28 days apart or documented laboratory-confirmed immunity to measles and mumps and rubella
3. Three (3) doses of Hepatitis B - series must be in process, with laboratory confirmation after 3rd vaccine
4. Two (2) doses of varicella or serologic evidence of immunity, or laboratory confirmation of disease
5. One dose of MenACWY (formerly MCV4) required for all full-time students 21 years of age or younger administered on or after the 16th birthday. Meningococcal B vaccine is not required and does not meet this requirement.

For students graduating from United States high schools, this report should be with the school nurse. In case the immunization report is not available, a serum report from your Primary Care Physician, showing immunity because of antibodies to MMR and Hepatitis B, is also accepted. Please read the Immunization Form for certain exceptions on medical or religious grounds. NOTE: Nursing and Allied Health Programs have additional requirements. Nursing, Medical Laboratory Technician, and Physical Therapist Assistant students must complete registration with Castlebranch and upload all requirements to obtain a seat.

Equal Opportunity and Non-Discrimination Policy (Policy 3.02)

In accordance with Quincy College's commitment to equal opportunity in education and employment, and to promoting equal opportunity and ensuring that students, employees, applicants for admission and employment have equal opportunity, Quincy College prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, ancestry, ethnicity, physical or mental disability, sexual orientation, gender identity, genetic information, military service, veteran status, marital status, genetic information, pregnancy or pregnancy-related condition and any other legally protected category. This policy extends to all rights, privileges, programs, and activities.

The coordination and implementation of this policy is the responsibility of the Associate Vice President of Student Success and Partnerships and Human Resources. Individuals requesting information or needing to report complaints or concerns are

encouraged to contact the College. The following is important contact information for students, employees, applicants, or anyone seeking to gain information or bring forward a complaint or concern.

Meghan Cassidy, Associate Vice President of Student Success and Partnerships
Phone: (617) 984-1724
mcassidy@quincycollege.edu

Elizabeth M. LaForest, Human Resources EEO Coordinator
Phone (617) 984-1610
elaforest@quincycollege.edu

Students and employees may also contact:
Jessica Cherry, Esq. Chief of Staff
Phone: (617) 984-1774
jcherry@quincycollege.edu

I. General

a. Anti-Discrimination Commitment and Confidentiality

Quincy College is committed in spirit as well as in action, to not only meet, but also to exceed all federal, state and local statutes governing equal opportunity and inclusion. The College is an academic community dedicated to openness, tolerance and respect. Our doors are open to all students and employees, and it is our policy to guarantee equal employment and educational opportunities without regard to age, race, creed, color, religion, gender, marital or parental status, national origin, ancestry, ethnicity, veteran status, military service, sexual orientation, gender identity or expression, pregnancy and pregnancy-related medical conditions, genetic information, physical or mental disability and any other legally protected categories.

The College is committed to maintaining and promoting a policy of non-discrimination in all aspects of its educational programs and employment. The College does not discriminate and does not permit discrimination in any aspect of the College existence, including but not limited to its education programs or in admissions to, access to, treatment in its educational programs, or employment in its programs and activities and does not tolerate discrimination.

As is discussed more in the below policy, all investigations of violations of this policy will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

b. Commitment to Providing Reasonable Accommodations - Accommodations of Individuals with Disabilities; Accommodation of Religious Beliefs, Pregnancy and Pregnancy Related Conditions

For additional information, please also see other College's Policies on Student Accessibility and Accommodations

In accordance with Section 504, the Americans with Disabilities Act, and all other State and Federal laws, the College prohibits any form of discrimination against persons with disabilities and is committed to providing equal access to individuals with disabilities and ensuring that students, employees, and others with disabilities, are not denied access to programs or activities, employment opportunities, property and facilities, or any other aspect of the College employment and/or education.

In accordance with all applicable laws and policies (including the ADA, Section 504 and State laws), the College provides accommodations to persons with disabilities to ensure access to college, which includes but is not limited to, programs, employment, activities, facilities, and any other aspect of the College and College experience.

The college is committed to and also will provide reasonable accommodations in accordance with laws for religious beliefs, pregnancy and pregnancy-related conditions. Please see College policies for more information.

c. Procedures

As discussed more below and in other policies, the College will investigate any complaints or concerns of violation of this policy. Investigations will be conducted in accordance with this or any other applicable policy and law, such as the College's Sexual Harassment Policy, Title IX, Title VI, Section 504, and the state and federal workplace anti-discrimination laws.

As noted above, all employee questions, concerns, or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or regarding the College's Affirmative Action policies should be forwarded to Human Resources. Inquiries regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 should be forwarded to Meghan Cassidy, Associate Vice President of Student Success and Partnerships at 617-984-1774. Please also see other College Policies addressing Accommodations.

d. Employee Responsibility

In accordance with laws and policies, all College employees (including student employees) have the responsibility to:

- Ensure that his/her conduct does not discriminate against other employees, students, applicants for employment, applicants for admission or any other individuals in the workplace;
- Confidentially and thoroughly cooperate in any investigation of alleged discrimination by providing any/all information they possess concerning the matter being investigated;
- Not retaliate against any individual who puts forth a claim of discrimination or cooperates with an investigation of an allegation of discrimination; and
- Actively participate in the College's efforts to prevent and eliminate discrimination in the workplace and learning environment.

e. Coordination with other Policies

This policy applies to all services, education programs, employment practices and employment programs sponsored by the College and incorporates by reference and where applicable, the requirements of Federal Executive Orders 11246 and 11375 as amended; the Civil Rights Act of 1964 as amended; the Civil Rights Restoration Act of 1988; the Civil Rights Act of 1991; Title IX of the Higher Education Amendments of 1972, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the Family and Medical Leave Act of 1993; applicable state laws.

This policy is in addition to other College policies addressing anti-discrimination and accommodations, including but not limited to college policy on Sexual Harassment, reasonable accommodations, and student accessibility. Please also see College Policies which further address accommodations to all individuals, including applicants, employees, students and guests, which allow them equal access to educational opportunities, the ability to perform the essential functions of a job, equal access to the application process (students and employees).

In the event of an inconsistency between this policy and the law, the law will govern.

II. Quincy College Policy and Campus Responsibility

These procedures are designed to implement Quincy College's policies which require equal opportunity for all members of the Quincy College community and prohibit harassment of any member of the Quincy College community. Quincy College is committed to enforcing the requirements of applicable federal and state laws, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Chapter 151B of the Massachusetts General Laws. Furthermore, it is the policy of Quincy College to promote a college community that is free of harassment of any type, including sexual harassment. Harassment consists of conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, ethnicity, disability, veteran status, military status, pregnancy or pregnancy-related medical condition, or genetic information. Quincy College will not tolerate harassing conduct that affects employment or educational condition or interferes unreasonably with an individual's school or work performance, or that creates an intimidating, hostile, or offensive work or school environment. Harassment of employees or students occurring on campus, in connection with work-related travel, and/or at Quincy College sponsored events will not be tolerated. Furthermore, retaliation against an individual who has complained about harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Quincy College takes allegations of harassment and violations of equal opportunity seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, Quincy College will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline. Each campus is responsible for disseminating and enforcing the policy and procedures so that each member of the college community is aware of the policy and held responsible for his/her behavior.

Equal Opportunity - Definition

"Equal opportunity" means the right to enjoy equal opportunity in employment, admission to, and participation in Quincy College's programs and activities, the provision of College services, and the selection of vendors who provide services or products to Quincy College, without regard to an individual's race, color, religion, sex/gender, age, sexual orientation, gender identity and expression, national origin, ancestry, ethnicity, pregnancy or pregnancy-related medical condition, disability, military, veteran status or any other legally protected category.

Discriminatory Harassment - Definition

Discriminatory harassment prohibited by the College includes any inappropriate verbal or physical conduct toward an individual(s) on the basis of race, color, religious creed, national origin, sex, gender, sexual orientation, ancestry, ethnicity, age, disability, disability, genetic information, veteran status, military status, gender identity or expression, pregnancy and pregnancy- related medical condition, or any other characteristic protected by law (referred to as "Protected Class").

Discriminatory harassment can take any number of forms and may include, but is not limited to, the following:

- Verbal harassment (including if made electronically); e.g., suggestive, insulting or derogatory comments, epithets, innuendoes, sounds, jokes, teasing or slurs based on any of the above categories, and sexual propositions or threats.
- Physical harassment; e.g., assault, impeding or blocking movement, or any unwanted physical contact or interference with normal work or movement, including touching, pinching, brushing the body, sexual contact or assault when directed at an individual because of any of the above categories.
- Nonverbal harassment; e.g., derogatory posters, cartoons, suggestive objects, pictures, letters or drawings; also such actions as leering, whistling, or obscene gestures based on any of the above categories.
- Display or circulation of written materials or pictures that are degrading to a person or group as previously described; and
- Verbal abuse or insults about, directed at, or made in the presence of an individual or group as previously described.

Sexual Harassment: For information regarding Sexual Harassment, please refer to the Quincy College Sexual Harassment Policy and Procedures in Accordance with the Violence Against Women Act.

Prohibited Retaliation - Definition

Retaliation against an individual who makes a report of harassment prohibited by this policy or cooperates in an investigation of a complaint regarding such harassment will not be tolerated. Retaliation is unlawful and is a serious violation of this policy and should be reported immediately

An individual who has engaged in a protected activity is protected against retaliation. A protect activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes or College policy; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute. Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with Human Resources, the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of these Equal Opportunity and Anti-Harassment Complaint Procedures. The complaint of retaliation will be treated as a new and separate complaint.

Confidentiality

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

Complaint Procedures

When a complaint is received, the College will promptly investigate the complaint in a fair and expeditious manner.
These complaint procedures are available to any member of the Quincy College community who believes that he or she has been discriminated against or harassed, and/or believes that s/he has facts or information indicating a potential violation of this policy. In addition, applicants; visitors; guest lecturers; contractors, their agents and employees may use these procedures where applicable to bring complaints against members of the Quincy College community whom they believe have engaged in discrimination or harassment or retaliation in the course of the educational, work or other official activities of Quincy College, such as sporting events or lectures. Members of the Quincy College community includes, of students, faculty, and other full and part-time employees of Quincy College. These procedures are available regardless of whether the person alleging discrimination or harassment, or retaliation (the "complainant") has filed a complaint with any outside agency or court.

The Provost/Chief Academic Officer will be notified whenever the person accused of discrimination or harassment,or retaliation (the "respondent") is a Quincy College student.

The Director of Human Resources will be notified whenever the person accused of discrimination or harassment, or retaliation (the "respondent") is a Quincy College faculty or staff member.

Those found to be in violation of Quincy College's discrimination or harassment, or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment. Students may also be issued oral reprimands, put on disciplinary probation, suspended from Quincy College for a stated period of time, and/or expelled from Quincy College.

In investigating complaints under this procedure, Quincy College may impose discipline for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and may take corrective action even if the conduct does not rise to the level of violating Quincy College's equal opportunity and anti-harassment policies.

Investigations which fall within the scope of certain laws or procedures will be conducted accordingly. This includes the College Sexual Harassment Policy and Procedures as well as Federal Grievance Procedure Requirements under Title IX, Section 504, the Americans with Disabilities Act, Age Discrimination Act, and Title VI.

The primary responsibility for ensuring that a proper investigation and resolution of discrimination or harassment or retaliation complaints rests with individuals responsible for complaints in various areas.

Initiating Complaints
Any individual has the right to file a complaint with the College. This may be done in writing or orally.
Complaints may be brought to any of the following individuals:

Meghan Cassidy
Associate Vice President of Student Success and Partnerships
Phone: (617) 984-1724
mcassidy@quincycollege.edu

Elizabeth M. LaForest, Human Resources EEO Coordinator
Phone (617) 984-1610
elaforest@quincycollege.edu

Students and employees may also contact:
Jessica Cherry, Esq. Chief of Staff
Phone: (617) 984-1774
jcherry@quincycollege.edu

In the event an individual is not comfortable with contacting one of the above individuals, they may also contact a member of management or faculty member, who has a responsibility to forward the complaint to the proper coordinator and/or department for processing.

Notwithstanding any provision of this policy, Quincy College reserves the right to investigate and take action on its own initiative in response to behavior and conduct which may constitute discrimination or harassment or retaliation or otherwise be inappropriate, regardless of whether an actual complaint has been filed.

Complaint Investigation
All complaints will be promptly, thoroughly, and fairly investigated in accordance with appropriate procedures and applicable laws. Investigations which fall within the scope of certain laws or procedures will be conducted accordingly. This includes the College Sexual Harassment Policy and Procedures as well as Federal Grievance Procedure Requirements under Title IX, Section 504, the Americans with Disabilities Act, Age Discrimination Act, and Title VI.

Subject to other policies and procedures, investigation of complaints shall generally include, but not necessarily be limited to, interviews with the individual alleging harassment or discrimination, the person alleged to have committed misconduct, and other individuals or parties as appropriate. The investigation will be conducted in such a manner as to maintain the confidentiality. Upon completing the investigation of a complaint, the College will communicate to the extent appropriate to the complainant and to the person alleged to have committed misconduct regarding the results of the investigation. If the College finds that inappropriate conduct has occurred, the College will act promptly to eliminate the conduct and where it is appropriate, also impose disciplinary action, such as listed below.

For more policy information, please refer to the Policy Manual, Policy 3.03 for specific investigation procedures.

State and Federal Remedies
In addition to the above, reporting parties who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College's complaint process does not prohibit an employee from filing a complaint with these agencies. Each agency has a specific time period for filing a claim: the EEOC allows 300 days; and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident; The OCR allows 180 days (maybe longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

U.S. Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone 1-800-669-4000, Fax 617-565-3196, TTY 1-800-669-6820

Massachusetts Commission Against Discrimination (MCAD)
Boston Office: One Ashburton Place, Room 601
Boston, MA 02108
Phone 617-994-6000, TTY 617-994-6196

Students may also file complaints with the Massachusetts Commission Against Discrimination at the address listed above or with the United States Department of Education's Office for Civil Rights (OCR).
Office for Civil Rights (OCR)
U.S. Department of Education 8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: 617-289-0111, Fax: 617-289-0150

For the complete policy and related forms please view the Quincy College Policy Manual at quincycollege.edu/policy-manual

Parking Regulations (Policy 6.04)

Parking Lot Locations:

Quincy College has limited parking for students at Presidents Place. In order to park there, a student must buy a parking permit each semester from the Registrar's Office in Presidents Place. Parking permits are available for purchase two weeks before the start of the semester on a first come first serve basis. A parking permit, however, does not guarantee a space. Parking is on a first come, first served basis.

- Parking at Saville Hall is for staff and faculty.
- Handicap and visitor parking is available at Presidents Place and Saville Hall.
- Quincy College at Plymouth has free parking available at Cordage Park.

Violations for Saville Hall and Presidents Place:

1. Parking violations include:
   a. Parking in a designated handicapped space without a handicapped license plate, an official handicapped permit from the Registry of Motor Vehicles or authorization from the Director for Administrative Services & Facilities. Able-bodied persons using handicapped plates are also subject to ticketing.
   b. Student parking in the Saville Hall garage (except handicapped).
   c. Illegal parking such as double parking, not parking within a lined space, parking in an unauthorized space, blocking an aisle or otherwise obstructing the flow of traffic.
2. Cars violating any of the above rules may be towed at the owner's expense.
3. Quincy College will have no responsibility in any litigation with the City of Quincy concerning the receipt of parking tickets or other violations.
4. Any student who shows a pattern of repeated violations of college parking policy or any student whose vehicular actions endanger the safety of other students or property may have his/her parking privileges revoked by the College.

Persona Non Grata Policy (Policy 3.06)

In matter of clear and present possible physical harm by any Quincy College student, employee or visitor toward another individual at the College, the College President has authority to declare an individual, or individuals, persona non grata at the College. Such individuals are immediately suspended from classes and from employment and, if on campus, will be escorted off campus, and shall not return to the campus without permission and escort unless and until such status is removed by the President or as a result of a special hearing board.

Each individual declared as persona non grata shall have such status communicated to him/her by the College President in writing. Such written communication shall state the reason for such actions and indicate that within five class or business days a special hearing board will be assembled to hear and review this matter. Each student, employee or visitor shall also be informed of his/her right to counsel at such hearing, to present information or evidence and to make written and/or verbal statements.

In all such cases the individual(s) will have the right to a special College hearing within five class days of the persona non grata notification. A special hearing board shall be appointed consisting of three members, including one administrator, one contract faculty member appointed by the College President, and one student appointed by the College President, with two members present being a quorum. By majority vote of a quorum, the special hearing board will recommend to the President that the assigned persona non grata be removed or continued. If the persona non grata is removed and the individual is allowed to return, the individual may then be charged through the regular Administrative Disciplinary Procedure for any offenses committed. A student who has been declared persona non grata has no right to a refund as a result of their being placed on that status. The President of the College has the option of having any case heard by the Board of Governors in lieu of the special review (hearing) board cited above.

Racial Harassment Policy (Policy 3.02a)

I. ***Policy:*** Quincy College is dedicated not only to learning, but also to the development of ethnically sensitive and responsible programs and persons. Because the College prepares individuals for participation in an increasingly diverse world, the climate of college life must be one in which academic freedom prevails along with respect for and tolerance of cultural, ethnic, racial, and religious differences. The College seeks to achieve these goals through sound educational programs and conduct policies that encourage effective collaborations, productive individual contributions and professional responsibility. Racial harassment, clearly in conflict with the general mission of this College, is strictly prohibited.

II. ***Definition:*** Racial harassment includes, but is not limited to, verbal, physical, or written abuse directed towards an individual or group on the basis of race or racial affiliation. While some examples of racial harassment such as physical

and verbal assaults are easily identified, more frequent and generalized instances such as blatant or subtle graffiti and insensitive use of language, including epithets and humor, often go unacknowledged. Both types, however, can be equally damaging and, depending on the circumstances, can be considered by definition to be a form of discrimination.

As a public institution, the College policies must be consistent with existing state and federal constitutions and civil rights laws. In keeping with the College's role as an educational institution, however, the College policy regarding racial harassment is stringent in defining unacceptable behavior.

Beyond state law and college regulations, Quincy College sees as part of its educational mission the responsibility for creating an open environment, which develops and nurtures respect for cultural and linguistic differences and seeks to educate its members of the need for all types of diversity within its community.

III. ***Procedures:*** If an employee feels that he/she has been a victim of racial harassment he/she is encouraged to contact the Executive Staff Team Member of his/her program or department and the Director for Human Resources. In keeping with the applicable federal and state regulations, the same procedures as outlined under the Sexual Harassment Policy shall apply.

Sexual Harassment Policy and Procedures in Accordance with The Violence Against Women Act (Vawa) (Policy 3.03)

Sexual Harassment Policy
Quincy College is committed to providing a productive learning environment in which students can pursue their educational goals. Sexual harassment undermines this commitment and affects the ability of students to focus on their educational achievement. Therefore, Quincy College will not tolerate nor condone any form of sexual harassment. Quincy College students are prohibited from engaging in sexual harassment, as defined below. No one shall be retaliated against for participating in the College's complaint resolution procedure in good faith as a complainant, a witness, an investigator, or in any other capacity. The following sections detail the official policy of Quincy College in regard to acts of sexual harassment as set forth in Title IX of the Education Amendment Act of 1972, the Violence Against Women Act and its Reauthorization, the Campus SaVE Act, the Clery Act, and other related laws. For more policy information, please refer to the Policy Manual, Policy 3.03.
Updated: 8/7/2020

Tobacco and Smoke-Free Policy (Policy 3.05)
Quincy College (QC) is committed to providing and maintaining a safe and healthy environment for its students, employees and visitors. In view of this commitment, QC is a tobacco-free institution. The use of tobacco products (including e-cigarettes) is prohibited on all property that is owned, operated, leased, occupied, or controlled by QC. In addition, smoking, tobacco use and e-cigarette use is prohibited in online classrooms or during virtual educational and in all events and/or activities sponsored by QC. Each member of the QC community including but not limited to students, faculty, staff, student employees and volunteers is responsible for observing and adhering to the smoke and tobacco-free policy.

For the purposes of this policy, the following definitions shall apply:

E-Cigarette Use (also known as Vape, Vaping): means any form of electronic smoking or use of Electronic Nicotine Delivery Systems.

Electronic Nicotine Delivery System (also known as e-cigarettes): means an electronic device, whether for one-time use or reusable, that can be used to deliver nicotine or another substance to a person inhaling from the device including, but not limited to, electronic cigarettes, electronic cigars, electronic cigarillos, electronic pipes, vaping pens, hookah pens and other similar devices that rely on vaporization or aerosolization; provided, however, that "electronic nicotine delivery system" shall also include any noncombustible liquid or gel that is manufactured into a finished product for use in such electronic device; provided further, that "electronic nicotine delivery system" shall also include any component, part or accessory of a device used during the operation of the device even if the part or accessory was sold separately; provided further, that "electronic nicotine delivery system" shall not include a product that has been approved by the United States Food and Drug Administration for the sale of or use as a tobacco cessation product or for other medical purposes and is marketed and sold or prescribed exclusively for that approved purpose.

Tobacco Product: means a product containing or made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff, electronic cigarettes, electronic cigars, electronic pipes, electronic nicotine delivery systems or any other similar products that rely on vaporization or aerosolization regardless of nicotine content in the product; provided, however, that "tobacco product" shall also include any component, part or accessory of a tobacco product; and provided further, that "tobacco product" shall not include a product that has been approved by the United States Food and Drug Administration for the sale of or use as a tobacco cessation product or for other medical purposes and is marketed and sold or prescribed exclusively for the approved purpose.

Smoking (or Smoke): means the inhaling, exhaling, burning or carrying of a lighted or heated cigar, cigarette, cigarillos, mini-cigars, hookah, pipe or other tobacco product intended for inhalation in any manner or form, including the use of e-cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization.

Use of tobacco products, smoking and/or e-cigarette use will not be permitted on Quincy College premises or at any event or social activity sponsored by Quincy College. This includes: campus buildings, parking structure, parking lots, grounds areas, and in all QC owned, leased, or rented vehicles.

Exception: Students, staff, faculty, and visitors may smoke in their own personal vehicle, with the windows completely rolled up, if on QC property.

The sale, advertising, promotion, or distribution of tobacco products is also prohibited on all college owned or leased property. Tobacco Products will not be sold on campus either through vending machines or campus establishments.

Any employee who violates this policy will be subject to the appropriate disciplinary action up to and including termination. Any student who violates this policy would be subject to a disciplinary process according to Policy 6.16 (Student Code of Conduct Policy). For unit employees, this disciplinary action will be in accordance with the relevant provisions of the applicable collective bargaining agreement. Disciplinary action may include suspension from employment, mandatory conditions of continuing employment, or termination of employment.

Individuals with addictions are entitled to reasonable accommodations that permit the individual to perform the essential functions of the individual's job. Reasonable accommodations may include such things as permitting the individual to attend counseling, or providing the individual with leave in order to participate in rehabilitation services or to otherwise control his/her addiction. Should an employee require a reasonable accommodation, s/he should contact Human Resources.
It is the policy and intent of Quincy College to enforce all municipal, state and federal laws on College property as well as to initiate disciplinary action against any individual who violates this policy.

Student Grievance Procedure (Policy 6.14)

At Quincy College, we attempt to resolve student complaints within our academic and administrative departments. Note: Students with concerns about grades should first refer to Policy 5.14: Final Grade Appeal Process. For all Sexual Misconduct related matters, please refer to the Policy 3.03: Quincy College Sexual Harassment Policy and Procedures in Accordance with the Violence Against Women Act.

On-Campus Students

The grievance procedure has specific number of days in each phase, which is to be understood as the maximum time before the next phase is initiated. However, the time limits may be extended up to five additional days by mutual agreement of the parties involved at each level of the grievance.

Note: The number of days in each step refers to class days not calendar days during fall and spring semesters only. Intersession and summer sessions are not considered class days for this purpose. During intersession and summer sessions, the term "days" shall mean business days (Monday through Friday, excluding holidays).

1. Informal Resolution Process
    a) The student may first discuss his/her grievance with the individual against whom the grievance exists.
    b) If the grievance is not resolved between the individuals involved, the student may begin the Initiation of Formal Academic or Social Grievance outlined below. This action must be taken within thirty days of the original incident

2. Initiation of Formal Academic or Social Grievance

Step One: If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the appropriate Dean.

a) If the grievance is directed against a Dean, the grievance shall be presented to the Provost/Chief Academic Officer.
b) If the grievance is directed against a Vice President, the grievance shall be presented directly to the President.
c) If the grievance is directed against the President, the grievance shall be presented directly to the Board of Governors.
d) The student will receive a response to his/her grievance at Step One within seven days.

Step Two: If the grievance is not resolved by the Dean (or other level when applicable) within seven days, the grievant shall formally and in writing present it to the Provost/Chief Academic Officer. The Provost/Chief Academic Officer must respond in writing within seven days with his/her decision to the grievant.

Step Three: If the grievant is not satisfied with the resolution at Step Two, he/she may formally and in writing appeal to the President. The selection of the committee to hear a student grievance will be as needed. The President will appoint neutral and objective individuals from the following representative groups:

- Administrators 1 (acting as Director)
- Faculty members 1
- Students 1

Each committee member will receive a written report of the grievance with the supporting statements and evidence. Within seven days after receiving the written grievance, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. Within seven days after the hearing, the committee will inform the Director of its decision and the reasons for the decision, in writing. The Director will inform both parties of the committee's decision in writing.

Step Four: Within seven (7) days of the grievance committee's decision at Step Three, the grievant or the respondent may formally and in writing appeal the decision to the College President. That appeal is to be accompanied by the original grievance and copies of all subsequent written statements, evidence, and decisions. The President will make his/her decision known to all parties within seven days after receiving the appeal.

Note: The grievant may withdraw his/her grievance at any phase of the process provided that all concerned parties are notified in writing.

3. Confidentiality Policy

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Adherence to confidentiality is expected of all individuals directly and indirectly involved with the investigation process and its final determination.

If a grievant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, including the grievant.

If the College honors the request for confidentiality, a grievant must understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the accused may be limited.

Statement Against Retaliation

An individual who has engaged in a protected activity is protected against retaliation. A protected activity consists of the following: 1) opposing a practice made unlawful by one of the employment discrimination statutes; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under the applicable statute.

Any individual who believes they are the victim of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with the provisions of the Equal Opportunity and Anti-Harassment Complaint Procedures. The complaint of retaliation will be treated as a new and separate complaint.

Student Records (Policy 6.15)

Quincy College follows and enforces all federal and state laws protecting the confidentiality and security of student records. The Family Educational and Privacy Rights Act, also known as the "Buckley Amendment," is enforced by all departments on campus and applies to all academic, financial and other student records. Student's age 18 or older may see their own records, but only in the presence of a college employee (viewing one's own records may require an appointment, which will be scheduled within 48 hours of the request). The College will not release information to individuals outside the College without the student's written permission, except in case parental requests involving students under the age of 18 or in cases in which the College is required to comply with a request from legal authorities. For more policy information, please refer to the Policy Manual, Policy 6.15.

This shall constitute public notice that, under both state and federal law, Quincy College may disclose certain information, commonly referred to as directory information, from the educational records of students at Quincy College upon the request of third parties.

Directory information shall include the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

The student has the right to refuse to allow Quincy College to designate any of the above types of information as directory information. The student must notify Quincy College in writing no later than October 1 in the fall semester or February 1 in the spring semester of any given year that he or she does not want any or all of those types of information designated as directory information. Said written objections should be filed with the Registrar's Office. Where no written objection is submitted by the student within the time period stated above, the aforementioned directory information may be released without the student's consent.

Student Education Records (FERPA)

The regulations for the Family Educational Rights and Privacy Act of 1974, more commonly known as the "Buckley Amendments" are codified in Part 99 of Title 34 of the Code of Federal Regulations (34CFR 99). This act sets forth requirements for the privacy of student education records, and provides certain rights to students concerning these records, including the right to inspect and review these records; the right to have these records amended; and the right to have some control over the disclosure of information from the record.

Quincy College maintains records on each student who is attending or has attended the college. Maintenance of these records is necessary to support the College's educational requirements, as well as to serve educational goals of our students. The College recognizes that personally identifiable information must be kept private. It does not allow access by persons other than appropriate Quincy College employee, personnel working on behalf of Quincy College and the student in question, unless the student has specifically granted permission for such access, or disclosure otherwise allowed under the law.

Releasing information to Third Parties:

Under the conditions that allow an institution to release personally identifiable information from its record without a student's written consent, the College may disclose such information to:

- The U.S. Citizenship and Immigration Services;
- Immigration and Custom Enforcement for purpose of SEVIS;
- Military recruiters whom request "student recruiting information";
- Accreditation organizations carrying out accrediting functions;

- The parents of a student whom is a dependent for income tax purposes;
- Persons providing written and signed permission from a student;
- Persons or organizations providing financial aid to students;
- Parents regarding the student's violation of any federal, state, or local law, or any institutional policy, including the use of alcohol or a controlled substance, if the student is under the age of 21;
- State and local officials to whom such information must be reported or disclosed;
- Officials of other institutions to which a student is seeking admission;
- Persons in compliance with a judicial order or lawfully issued subpoena. The College will make a sincere effort to notify the student before sending the records out.
- Appropriate persons in health or safety emergency where this information is necessary to protect the health of a student or other individuals.
- A victim of an alleged perpetrator of crime of violence or a non-forcible sex offense.
- Authorized representatives of federal or state supported educational programs; for the enforcement or compliance with federal legal requirement; Secretary of Education and U.S. Attorney General for law enforcement purpose only.
- Representatives of Veteran's Affairs for students who receive assistance.

A student who believes that his/her rights under FERPA have been violated may, file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Academic Record Changes (Policy 5.17)
Any student who suspects that an error with regard to the recording of information on the official record has been made, should file written notice of the error immediately with the Director of Student Records & Registrar. Records are assumed to be correct if a student does not report the error to the Director of Student Records & Registrar within one academic year of the completion of the course. At that time, the record becomes permanent and cannot be changed.

Note: Student contesting a grade should refer to the Policy Manual, Policy 5.14.

Retention And Disposal of Records
All records are maintained and disposed in accordance with certain provisions. The MASS Department of Education, in keeping with the intent of 603 CMR 23.06, recommends that the time limit for destruction of records should be not less than 60 years for a transcript and not less than five years for a temporary record. This limit, however, does not apply to records of students enrolled before 1975. For more policy information, please refer to the Policy Manual, Policy 6.15A.

Proper Attire in Science Laboratory Courses (Policy 3.07)

I. Policy: Safety in science laboratory courses is something that Quincy College takes very seriously, as science laboratory courses present a host of chemical and biological hazards not found in the typical classroom. Paramount to safety in laboratory courses is the use of proper attire each time a student attends class. For the purposes of this policy, a "science laboratory course" is defined as any course that meets in the one of the Saville Hall or Plymouth Campus Science labs.

It is ultimately the student's responsibility to ensure that he/she is dressed in proper attire, which includes closed-toed shoes, long pants or a long skirt, and shirts or blouses that do not allow excessive exposure of the skin. Students will not be admitted to the lab with open toe or backless shoes.

Examples of improper attire include, but are not limited to:

1. Shorts
2. Short skirts or short dresses (above knee height)
3. Sandals
4. Open-toed or backless shoes
5. Rubber clogs with holes (ex: Crocs™)
6. Loose or baggy clothing
7. Loose neckties
8. Shirts or blouses that allow midriff or chest exposure
9. Low-hanging jewelry such as long necklaces or long earrings

II. Procedures: If a student attends a science laboratory course without wearing proper attire, he/she will be asked to leave and may only return when he/she has changed into proper attire. At the instructor's discretion and per the

guidelines set forth in his/her syllabus, a violation of this policy may carry an academic penalty not to exceed the penalty for missing one class meeting.

III. In addition to the aforementioned Quincy College lab safety rules for all on-campus Course labs accomplished on the premises of both Quincy College campuses, students are required to read, understand, and accept all affiliated QC vendors at home lab kit's safety precautions, safety procedures, and safety guidelines when using those vendors' lab kits both on campus and at home. Students have a responsibility to read these at home lab kits' safety instructions and to follow their safety requirements without exception.

IV. Other: Students enrolled in select programs including Medical Laboratory Technician, Physical Therapy Assistant, Phlebotomy, and Surgical Technology should refer to their Program Handbook for guidelines regarding proper attire in the science laboratory courses.

Service Animal Policy (Policy 3.08)
Quincy College generally permits service animals assisting individuals with disabilities in all facilities maintained by the College. Quincy College complies with the American Disabilities Act (ADA) regulations related to "service animals." Please note that "emotional support animals" do not provide a specific service and are not permitted on the campus. (See the ADA regulations for more information.)

Service Animals
As of March 15, 2010, The Americans with Disabilities Act (ADA) regulations defines "service animal" as any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of an individual with a documented disability, including: physical, sensory, psychiatric, Traumatic Brain Injury (TBI), Post-Traumatic Stress Disorder (PTSD), intellectual, or other mental disabilities.

Type of Work a Service Animal May Provide
The work performed by a service animal must be directly related to its handler's disability. Examples of work performed by service animals include, but are not limited to:

- Assisting individuals who are blind or have low vision with navigation and other tasks.
- Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
- Providing non-violent protection or rescue work.
- Pulling a wheelchair.
- Assisting an individual during a seizure.
- Alerting individuals to the presence of allergens.
- Retrieving items such as medicine or the telephone.
- Providing physical support or assistance with balance and stability to individuals with mobility disabilities.
- Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Services that do not qualify as work or tasks performed by a service animal include:

- Crime deterrent effects
- The provision of emotional support, comfort, or companionship, often referred to as "therapy" or "companion" animals

Service Animal Documentation
Consistent with Massachusetts law, all service animals on campus shall possess a valid animal license. All service animals should be properly vaccinated and wear a current license and rabies vaccination tag.
It is recommended that a service animal wear some type of recognizable symbol identifying it as a service animal. However, there is no requirement for documentation to prove that the animal has had particular training or is a certified service animal.

Where Service Animals are Allowed
Under the ADA and state regulations, service animals are allowed to accompany people with disabilities in all areas of the college where students, faculty or members of the public are normally allowed to go. People who use service animals will not be segregated from or treated less favorably than other students.

However, it may be appropriate to exclude a service animal from certain sterile environments where the presence of a

service animal may compromise the environment. For example, a service animal would be allowed in classrooms, administrative buildings, and dining areas. They may be excluded from research areas, labs, mechanical room/custodian closets, or where the animal's presence may constitute a danger, or a fundamental alteration of the program or activity conducted in the area. In such circumstances, the person with the disability would be considered for all reasonable accommodations. Access to restricted areas may be granted on a case-by-case basis by contacting the Student Accessibility Services Coordinator at the designated campus.

This policy applies only to facilities owned by the College or under its control. Please be aware that there may be restrictions imposed on the use of service animals in non-college facilities, such as hospitals, science laboratories or other clinical locations. Such restrictions are established by the individual facilities according to their own policies and procedures and the College has no control over such restrictions.

Health, Hygiene, Cleanliness, Allergies & Fear
Service animals must be clean. Daily grooming and occasional baths should be utilized to keep the animal's odor to a minimum. Adequate flea prevention and control must be maintained. If a service animal's odor is offensive to other individuals, the handler will be requested to bathe the service animal prior to returning to the College. A service animal's handler must clean up after the animal. If due to the disability the handler is unable to do so, the handler shall make alternative arrangements to do so.

Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the college.

Public Etiquette Rules
There are only two questions that can be asked of a person with a service animal:

1. Is the animal required because of a disability?
2. What work or task has the animal been trained to perform?

However, these questions may not be asked if the tasks performed by the animal are obvious. For example, if a service animal is pulling a wheelchair or guiding a person who is blind. Additionally, the person with the service animal should not be asked if the animal has been certified, trained or licensed.

Members of the public should avoid:

- Petting a service animal, as it may distract the animal from its work.
- Feeding a service animal.
- Deliberately startling a service animal.
- Calling or attempting to attract the attention of a service animal.
- Attempting to separate a service animal from its handler.

Control of a Service Animal
The College is not responsible for the care or supervision of a service animal. A service animal must be under the control of its handlers at all times. A service animal shall have a leash or tether, unless the handler is unable because of a disability to use a leash or tether, or the use of such would interfere with the service animal's safe, effective performance of its work or tasks. Under those circumstances, where a service animal is not tethered, the service animal must be otherwise under the handler's control (i.e., voice control, signals, or other effective means).

Exclusion and Removal of a Service Animal from College Property
The College may direct an individual with a disability to remove a service animal from the premises if the animal:

- Is out of control and its handler does not take effective action to control the animal (including if/when the animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process).
- Is not housebroken, is ill, or presents a reoccurring offensive odor.
- Is not properly licensed and/or vaccinated.

If the College removes a service animal from its premises, it shall afford the individual with a disability the

opportunity to participate in its programs or activity without having the service animal on the premises.

Questions and Complaints
For questions regarding service animals, please speak with a Quincy College Student Accessibility Services Coordinator at (617) 984-1682. Any person who believes that his/her right to use a service animal on College property has been violated may file a complaint with the Associate Vice President of Student Success and Partnerships, at 1250 Hancock St., Quincy, MA 02169; by calling (617) 984-1724; or by emailing mcassidy@quincycollege.edu

Associated Faculty (Policy 10.38)
From time to time the College may benefit from the use of qualified instructional personnel who are not employees of the College. Examples would include employees of the Quincy Public Schools (or other secondary schools) who teach in dual enrollment courses or employees of vendors providing specialized instruction to the College on a contractual basis. Such faculty members receive no compensation from the College and hold the title of "Associated Faculty." Such Associated Faculty members may be provided with a Quincy College identification card, access to college online teaching resources, and instructional duties under the supervision of a dean or the dean's designee.

Student Rights and Responsibilities (Policy 3.01)
As a microcosm of a democratic society, a college has many responsibilities to its community. Not the least of these should be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the procedures whereby necessary changes are brought about through an orderly process.

The College itself is a community and must abide by the rights and regulations of the community and the laws by which it is governed. All those who enjoy the rights of participation in that community must also accept the responsibilities of its membership. A basic responsibility of those who enjoy the rights of citizenship is to respect the rights and regulations of the community.

The faculty has the responsibility to maintain an intellectual, fair, and safe environment for learning, and the administration the responsibility for overseeing and facilitating education, social and public service programs. The President may suspend students for cause. The faculty may send a student to an appropriate college official for cause.

The student is encouraged to participate in some form of student government that provides all students a voice in college affairs. All students are eligible to participate, as well as hold office.

A. Students have a right to:
1. Write, publish, and disseminate their views, provided such forms of expression do not interfere with or disrupt the educational process or the rights of others.
2. Assemble and voice their views peacefully on college property with prior administrative approval. The use of slander and obscenity is prohibited. The expression of such opinions will not interfere with the rights of others, will not interfere with the freedom of others to express themselves, and will not interfere with the operations of the College.
3. Enjoy privacy and confidentiality as members of the college community. No information in the student's record will be released to any source without the student's written consent, other than directory information, as required by law.
4. Review their college record with reasonable notice in the presence of a faculty member or administrator.
5. Belong to or refuse to belong to any organized group within the college.
6. Have representation and voice on all committees of the college having to do with academic standards, student affairs, and curriculum matters.
7. Obtain an education of the highest available quality.
8. Participate in all financial aid programs available at the college, providing eligibility requirements are met.
9. Receive fair and equal treatment by faculty, staff, and the administration in all college matters such as instruction, evaluation, and services.
10. Receive due process in any grievance or disciplinary procedure.

B. Students have the responsibility to:

1. Be knowledgeable of and comply with the policies and procedures of the College and the Student Government.
2. Be knowledgeable of and comply with the regulations and laws of duly constituted civil agencies within the community of which the College is a part.
3. Meet course requirements. Students are free to take reasoned exception to views expressed.
4. Dress and behave in an appropriate manner that does not present safety hazards or cause disruptions.
5. Carry and be prepared to show official identification card at all times on college grounds.
6. Conduct themselves in a responsible fashion at off-campus events/learning activities.
7. Obey lawful instructions of college personnel.

The Student Code of Conduct and additional student related policies and procedures can be viewed in the Student Handbook. Download a copy of the Student Handbook via https://quincycollege.edu/student-handbook

Address/Name Change Procedure

It is in your own interest to update your address. All mail, such as news about upcoming events, is sent to your address on file. If you have recently moved or your name has changed, please complete the Change of Name/Address Form on the Student Portal.

*Please be sure to include your apartment number, new telephone number and e-mail address when completing the Change of Name/Address Form. For name changes, proper court documents are required.

*International students must fill out this form at the International Student Services Office. The change must be reported to the Office within 10 days of moving so that the change can be recorded in SEVIS.

*F-1 students must inform the Department of Homeland Security within 10 days of a change in name or address [8 CFR 265. 1]. F-1 students can satisfy their obligation by informing their International Student Services advisor (Designated School Official) of any change of name or address, within 10 days of the change by submitting the Change of Name/Address Form. F-1 students must provide a copy of their F-1 nonimmigrant passport to validate any change to biographical information fields. Completed forms may be dropped off at the International Student Services office, sent by email to international@quincycollege.edu, or mailed to The International Student Services Office, Quincy College, Presidents Place, 1250 Hancock Street, Quincy, MA 02169. Additional information may be required when submitting the Change of Name/Address Form.

Verification Letter for Insurance and Apartment Rentals Procedure

Our institution has authorized the National Student Clearinghouse to act as our agent for verifications of current student enrollment. Please visit the Clearinghouse online at www.studentclearinghouse.org or call them at 703-742-4200. If you have further questions, please contact Registrar's Office at 617-984-1650. If you need written Enrollment Verification letter, you may submit an Enrollment Verification Form to the Registrar's Office with a government issued ID or a Quincy College ID. Request made before the start of the semester are Pre-Enrollment Verification, only after the add/drop period students may request the Official Verification Letter.

Verify A Degree or Enrollment Procedure

Quincy College has authorized the National Student Clearinghouse to act as our agent for verifications of student enrollment for those students who have graduated from 2000 - present. Please visit the Clearinghouse online at www.studentclearinghouse.org or call them at 703-742-4200.

Students who graduated prior to 2000 may contact Registrar's Office to receive degree and enrollment status by calling 617- 984-1650, faxing the request to 617-984-1794 or writing to "Verification" Registrar's Office, Quincy College, Presidents Place, 1250 Hancock Street, Quincy, MA 02169; or email registrar@quincycollege.edu.

Information regarding a graduate or current student may be obtained through Registrar's Office. You can contact Registrar's Office to receive degree and enrollment status by calling 617-984-1650, faxing your request to 617-984-1794 or writing to: "Verification," Registrar's Office, Quincy College, Presidents Place, 1250 Hancock Street, Quincy, MA 02169. Any other types of verification must be submitted in writing or the appropriate form with student's consent through the Registrar's Office.

Lost & Found
Students may check for missing valuables or personal belongings at the following locations:

- *Quincy Campus*: Presidents Place, 3rd Floor Resource Office, or Saville hall, Room 101
- *Plymouth Campus*: Front Desk

Quincy College will not return or refund missing or lost items. Please do not leave valuables or personal belongings unattended.

Service Learning and Volunteerism
Service learning and volunteer activities at Quincy College are designed to facilitate the engagement of students in activities where some service or good work is performed; address or meet a college or community need; allow students to learn about how their service makes a difference in themselves and in the lives of the service recipients; and/or connect service activities to academic learning. Activities presently include but are not limited to Father Bill's Essential Needs Drive, Quincy College Health and Wellness Expo, Interfaith Social Service Walk/Run, Blood Drives, DOVE, My Brother's Keeper, and service-learning options in selected academic courses.

Student Activities
Quincy College is committed to providing students with personal development opportunities outside the classroom that foster leadership skills, critical and creative thinking, cultural appreciation, and community involvement. An ever-evolving array of student activities includes Student Government, honor societies, performing and creative arts, an international student organization, and opportunities for participation in college governance. For general information regarding student activities, or to access the student activities calendar, which is also posted on the Quincy College website, contact the Office of Student Life at *studentlife@quincycollege.edu.*

Policy On Student Organization (Policy 6.03)
Student organizations provide students with an opportunity to learn leadership skills, supplement formal academic experience, and pursue diverse interests. Quincy College encourages students to assemble, form and belong to organizations that promote and develop their common interests.

Quincy College will recognize student organizations whose purposes are consistent with our mission and are open to all students regardless of age, race, color, sex, religion, national origin, disability or sexual orientation. There shall be a nondiscriminatory clause in the constitution and by-laws of all student organizations.

Types of Organizations
A recognized student organization shall be defined as a group of Quincy College students joined together in the pursuit of a common purpose. Quincy College has identified the following types of organizations that may seek recognition:

Academic: organizations that select members on the basis of achievement or interest in a particular discipline.
Cultural: membership centered on a particular cultural interest.
Service: membership geared towards volunteer/service projects.
Hobby/Special Interest: membership centered on a particular hobby or special interest.
Arts: membership centered on the production and/or viewing of fine and performing arts

The following nationally recognized organization is in existence on campus and is being subsidized:

- Phi Theta Kappa International Honor Society

Requirements for Student Organizations

1. New organizations are required to complete a Club Formation Packet and submit it to Student Life for club recognition. Existing clubs must complete a Club Activation Form each year in order to keep their club recognition.

2. Organizations must identify a faculty or staff member who will act as an advisor, and ask that individual to submit, in writing, notice that he/she agrees to oversee the organization.

3. Membership is limited to Quincy College students only. Clubs may have affiliate members such as faculty or staff; however, affiliate members do not count towards the number of students required to form a club.

4. Organizations must have a minimum of 5 students.

5. Only degree or certificate seeking students in good judicial, academic, and financial standing with Quincy College are eligible for leadership roles within the organization.
6. Organizations and their members have a responsibility to adhere to Quincy College policies while on campus or at any college/club sponsored event.
7. All meetings are to be arranged at a time and place that least disturbs the academic environment. Organizations must make those events and meetings open to the Quincy College community.
8. Organizations must disclose any external affiliation (e.g., National Honor Societies) and provide their constitution and by- laws to the Director of Student Life.
9. Dues may be required only for organizations that are affiliated with a national, international, state or regional chapter that require dues as part of chapter recognition. All record of dues must be maintained by the organization and a copy must be given to Student Life for the club file. If the chapter must have a bank account for dues, the Club Advisor must be on the account as the signature authority.
10. Organizations may not enter into agreements to use the Quincy College seal, name, or official reference without first obtaining written permission from the appropriate College authority.

Starting a Club/Organization
A club/organization may be recognized by the College to use College name, facilities, equipment and other services according to policies and procedures and to sponsor programs and activities which are consistent with the organization's purpose.

A club/organization can apply for recognition by completing a "Club Formation Packet" which can be obtained from the Student Life Office. This paperwork will require the club's purpose, membership roster, advisor contract and a constitution. Please submit completed paperwork to the Director of Student Life.

The club/organization will be required to maintain a record of their meetings and any financial transactions, if applicable, and must submit these records when asked. Clubs/organizations may not fundraise without prior approval from the College.

Honor Societies
Phi Theta Kappa Honor Society (All Disciplines)
Phi Theta Kappa is an international honor society that recognizes and encourages the academic achievement of students at two- year colleges. Alpha Pi Psi Chapter of Phi Theta Kappa is the Quincy College chapter. To be eligible for membership, a student must have completed a minimum of 12 hours of coursework with an overall grade point average of 3.5 or higher, and maintain a 3.5 GPA throughout their enrollment at Quincy College. More information is found on ptk.org

Clubs/Organizations
For the current list of clubs and organizations please go to Clubs & Organizations.

Student Lockers
Student Lockers are offered on the Quincy Campus only. Locker rentals are $50 per semester; rental rates will not be prorated no matter the date of rental. Students will be provided a lock for their locker. Quincy College will not accept responsibility for damage or loss of contents in any locker. Quincy College reserves the right to terminate this agreement and open a locker, with or without the consent of the renter, at any time, for security violations, student misconduct and/or cases of emergency. If interested in renting a locker, stop by the Office of Student Life or contact studentlife@qc.quincycollege.edu.

Student Lounge
There is a student lounge on both the Quincy Campus and the Plymouth Campus for students to relax between classes. The lounges have microwaves available for students to heat food. There are also computers and copiers available for use. Students must follow the Student Lounge Expectations when in the student lounge.

Other co-curricular and extracurricular activities that the college has offered recently include: Welcome Back Party, QC Club Fair, Alcohol Prevention Seminar, Domestic Violence Panel, Sexual Assault Awareness Week, and International Education Week.

For a list of active clubs and a monthly calendar of events, please stop by the Student Life Office located in Presidents Place or check the college website.

Other Activities

Student Involvement in College Governance

Student involvement in the governance of Quincy College is available and encouraged in several ways. The Quincy College Senate includes representation of the various constituencies of the College, including students. Additionally, the committees of the Senate also call for student membership. These committees are Academic Policies and Procedures, Curriculum, Assessment, and Student Life. The Program Review Committee, which twice a year undertakes comprehensive reviews of the College's various academic programs, also provides for student membership and participation.

Academic Recognition

Quincy College is committed to providing activities that support the academic goals of the institution. Whether it is a celebration of academic achievement or a school sponsored workshop, these activities offer the opportunity for both academic and personal development.

Honors Convivium

Honors Convivium is held annually in the spring in recognition of those students who have achieved a superior cumulative grade point average prior to their last semester at the College. In addition to the Magna Cum Laude (3.50 – 3.74 cumulative GPA) and Summa Cum Laude (3.75 – 4.0 cumulative GPA) academic honors, numerous memorial scholarships are awarded to students.

Professional Recognition Ceremonies

Three times a year (January, May and June), Professional Recognition Ceremonies are held for Nursing and Health Science students who have successfully completed their respective Nursing and Health Sciences programs. Students in the Associate Degree Program in Nursing, and the Practical Nurse Program are awarded a pin or certificate indicating their entrance into their professional community.

Internships and Career Development Services

Career Development Counseling

This is an interactive process where students are assisted in discovering the career that will provide optimum personal satisfaction. Assistance is provided to students individually or in small groups. That includes, resume writing and cover letter assistance, explore and evaluate the student's academic and employability skills including strengths and concentration, additional career readiness training, work experience, special interests, skill sets and personal traits. During that process students receive assistance and guidance related to interviewing skills and job search skills. Alumni are also encouraged to use the services for assistance in job search and career change.

Internships and Career Development Workshops

Throughout the year, Internship and Career Development hosts a variety of career related events to meet the needs of our students and alumni. Events include: Fall & Spring Career Fairs, Professional Etiquette, Interviewing Basics, Suit and Attire for Success, Using Social Media to Promote a Professional You, Alumni & Student Professional Networking Events and more! For more information, please refer to the QC calendar of events.

Online Resources & Career Self-Assessment (CAREER KIT: Job and Internship Database)

Businesses and organizations in a wide variety of fields post part- and full-time jobs along with available internship positions with the Career Development Services office. QC students and alumni can register in Handshake, create a profile, upload a resumé, access the listings, and send the resumé directly to employers. For more information in regard to Career Services please contact Rachel Sanon, Director of Career Services, via email at *rsanon@quincycollege.edu*, or by phone at 617-984-1757.

Workforce Development

Workforce Development Mission Statement

To serve as a catalyst and to foster collaboration between Quincy College and individual businesses or public sector, local agencies, associations and governmental agencies with the purpose of using the combined resources of all partners to create alternative educational program opportunities for non-traditional students in need of skills, education upgrades and training that is linked to regional economic development and labor force needs.

Vision
To provide high quality, affordable, Workforce Development and training educational opportunities and to equip low-income, underserved and unemployed individuals, families and youth in the South Shore region with the tools and knowledge that helps to prepare them for economic opportunities and career advancement.

Workforce Development fulfills its mission by providing:

- Excellent contextualized career programs that prepare students for workforce entry and postsecondary education advancement.
- South Shore businesses with customizing courses with innovative instructional models for specific employee training needs that lead to career advancement.
- Long-lasting career pathway opportunities to further education into Associate Degree programs at Quincy College, that promote the social and economic development of the region.
- High quality online non-credit course options for those who need flexibility in scheduling their training to better fit within their busy schedules.
- Community education courses for personal, professional, and lifelong learning.

Services provided:
Through the Workforce Training Fund, eligible employers can cover the cost of training their workforce. As a state training provider, the Workforce Development at Quincy College has the responsibility to provide low-cost, high-quality industry- specific workforce training for employees within our South Shore service area.

- Training Opportunities Program/Section 30

Allows unemployment insurance (UI) claimants to collect benefits while enrolled in full-time, approved training. The Department of Unemployment Assistance (DUA) waives the usual requirement to look for employment while customers attending training so they may develop marketable skills and then find suitable employment. Quincy College programs are approved and meet required criteria under Department of Unemployment Assistance, (DUA).

- Employer Recruiting Events

Includes activities related to recruiting and interviewing students both on and off campus from a variety of employers within many professional fields, to meet the employment needs of students in all majors. Employer representatives recruit and interview students both on and off campus from a wide variety of fields to meet the employment needs of students in all majors.

- SNAP Supplemental Nutritional Assistance Program

Supplemental Nutrition Assistance Program, Employment & Training (E & T) Program, formerly known as food stamps, is a nutrition program that helps low-income individuals and families buy food and stay healthy. The SNAP Employment and Training program is a job readiness program that prepares clients for employment by offering vocational training, career activities, and support services. College it's approved to provide its students with services related to applying or reapplying for food stamps for themselves as well as other family members. For information about application process and eligibility criteria, please contact the WFD office.

- Professional Development and Continuing Education

The WFD office offers online PD trainings to K-12 MA teachers and paraprofessionals.

For additional information visit, http://quincycollege.edu/workforce-development/ or contact the Vice President of Workforce Development and Community Engagement Kate Lopci at 617-984-1754.

Grants
Purpose: The purpose of the Grants Office at QC is to help faculty and staff of the college seek external funding in support of priorities that are not funded through the College's operating budget. The Grants Office supports the entire fund-seeking process, including funding source research, concept development, project development and budgeting, grant writing and proposal submissions to government or private funding sources. The goal is to enhance College academic offerings, the College environment, student accessibility and student access.

Grants Management Manual
As a recipient of federal awards, Quincy College (QC) is responsible for monitoring the programmatic and financial activities of its sub recipients to ensure proper stewardship of grantor funds in accordance with the rules and regulations as set forth by grantor agencies, Board of Governors, QC Financial and Administration Department, along with Institutional Workforce Development Office. The Grants Administration Manual contains Quincy College's policies and procedures in the administration of grants.

Alumni Affairs

The mission of the Quincy College Alumni Association is to connect and engage alumni with the Quincy College Community. Quincy College strives to strengthen alumni engagement with each other and with the College community by recognizing individual alumnae in their career and service achievements, while also coordinating networking events, student internships and employment opportunities for current Quincy College students. The College also aims to increase overall communication with alumni through traditional and social media outlets.

Stay connected and follow Quincy College Alumni on Facebook, Twitter, Instagram, and LinkedIn. Alumni can update their contact information at on our website.

For additional information, please call 617-984-1776.

Athletics

Home of the Granite

Athletics Mission Statement
The mission of the Quincy College Athletic program is to provide our student athletes with the opportunity to enhance their overall educational experience through participation in intercollegiate or intramural athletics. It is our belief that student athletes gain worthwhile experience in teamwork and leadership, while also developing character and integrity. The Athletic Department's goal is that each student athlete will be dedicated to success both in the classroom and on the playing fields. Finally, student athletes will act morally and socially responsible in their role as a representative of the Quincy College community.

NJCAA:
Quincy College Granite participates in the National Junior College Athletic Association (NJCAA) in Men's Basketball and Baseball.

Eligibility for NJCAA Athletics:
Eligibility to participate in a NJCAA sport in accordance with the by-laws of the NJCAA is as follows: the student-athlete must be in good academic standing in accordance with the rules and by-laws of the NJCAA, Region 21, and Quincy College. The student-athlete must be an amateur, who has not exhausted their eligibility.

General Academic Requirements:
In order to participate, a student-athlete must meet entrance eligibility requirements, enrollment requirements, and accumulation requirements, or meet qualifications for limited exceptions. Student–athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog. Classes utilized for any academic eligibility portion must be:

- Credit or credit equivalent bearing
- Approved by the College Governance Structure
- Listed in the college course archives system
- Listed on official college transcript

Entrance Eligibility:
A Student-Athlete must be a graduate of a high school with a state department of education approved standard academic diploma, state department approved general education diploma, or a state department of education approved high school.

Enrollment Eligibility:
Full-time Enrollment is defined by the NJCAA as 12 or more credit hours. Full-time enrollment must be established on the 15thcalendar day of the beginning of the regular term as listed on the college academic calendar and maintained. Student-Athletes must be enrolled full-time at Quincy College in order to participate in a NJCAA sport.

International Students:
Foreign Transcripts: Interpretation of Foreign Transcripts: Where translation of foreign transcripts is required, translation for the purposes of NJCAA eligibility is the responsibility of the student-athlete. Foreign transcripts of student-athletes who attended a foreign high school and whose high school credentials confirming graduation or completion of secondary education which is in a language other than English must be translated. Foreign transcripts of student-athletes who previously attended a foreign college or university and participated in intercollegiate or club athletics must be translated.

Club Teams:
Quincy College Athletics offers our students' participation in a competitive men's and women's cross country and soccer club teams. Club team membership does not require the eligibility rules of the NJCAA as you need only to be enrolled in Quincy College to participate. All skill levels are encouraged to come out and run. The team will be competing in Division 3 College cross country meets and local 5K road races.

Intramurals:
QC Athletics sponsors intramural leagues to promote wellness and encourage physical fitness. Leagues are formed depending on participation. All skill levels are encouraged to come out and play. All participants must be Quincy College students and show their student ID to participate.

For more information go to Granite Athletics or contact the Athletic Director at 617-984-1718

"The mission of the core curriculum at Quincy College is to provide students with a foundation of cognitive, communicative, and technical skills within an ethical framework essential for succeeding in both professional and educational endeavors in an increasingly diverse society."

At the completion of the core, students will be able to:

1. Articulate thoughts in English in a coherent, unified, well-structured manner.
2. Demonstrate a mastery of fundamental skills in using computer technology.
3. Draw logical conclusions from qualitative and quantitative data presented in both graphic and narrative form.
4. Access, process, and assess information efficiently
5. Demonstrate the relationship of oneself to society, both locally and globally.
6. Demonstrate an understanding of the interaction between nations in a global society, both in the present and in a historical context.

REQUIREMENTS (CORE)

I. **English and First-Year Seminar** (9 credits)

ENG 101	English Composition I
ENG 102	English Composition II
IDS 167	First Year Seminar

II. **Computer Science Core** (3 credits)

CSI 101	Introduction to Computers
CSA 213	Database Management
CSA 227	Website Design

*** Computer Science credits expire after 7 years for ALL PROGRAMS***

III. **Social Science/ Psychology Core** (3 credits)

PSY 101	General Psychology
PSY 216	Growth & Development
SOC 101	General Sociology
SOC 102	Contemporary Social Problems
ECO 201	Microeconomics
ECO 202	Macroeconomics

IV. **History/ Government Core** (3 credits)

HIS 101	US History I
HIS 102	US History II
GOV 201	American Government
GOV 211	State & Local Government

V. **Natural Science Core** (4 or 5 credits)

BIO 106	Nutrition with Lab
BIO 111	General Biology I with lab
BIO 112	General Biology II with lab
BIO 131	Anatomy & Physiology I with lab
BIO 132	Anatomy & Physiology II with lab
BIO 160	Marine Ecology
BIO 204	Genetics
BIO 251	Microbiology with lab
CHE 103	Forensic Science with lab
CHE 121	General Chemistry I with lab
CHE 122	General Chemistry II with lab
CHE 141	Introduction to Chemistry with lab
CHE 213	Organic Chemistry I with lab
CHE 214	Organic Chemistry II with lab
ENV 101	Introduction to Environmental Studies with lab
PHY 111	General Physics I with lab
PHY 112	General Physics II with lab

Note: Natural Science course credits expire after 5 years for liberal arts programs and expire after 5 years for Health Science and Nursing Programs.

VI. **Math Core s (3 or 4 credits)**

MAT 103	College Algebra
MAT 106	Quantitative Reasoning (transfer credits only)
MAT 107	Statistics
MAT 113	Precalculus
MAT 201	Calculus I
MAT 202	Calculus II
MAT 203	Multivariate Calculus
MAT 204	Calculus I B
MAT 205	Linear Algebra
MAT 206	Calculus II B
MAT 208	Multivariate Calculus B
MAT 209	Finite Math (transfer credits only)
MAT 210	Discrete Math (transfer credits only)
MAT 225	Differential Equations

ELECTIVES

I. **Humanities Electives**

ARA 101	Arabic I
ARA 102	Arabic II
ART 100	Fundamentals of Visual Art
ART 101	Basic Drawing
ART 102	Advanced Drawing
ART 103	Line, Color, Design
ART 110	Theatre Arts I
ART 111	Theatre Arts II
ART 112	Acting Workshop
ART 114	Improvisation
ART 115	Basic Painting
ART 116	Advanced Painting
ART 119	Photography I
ART 120	Photography II-Photojournalism
ART 150	Modern Drama
ART 155	Theatre Production
ART 201	Survey of Fine Arts I
ART 202	Survey of Fine Arts II
ART 229	American Film
ART 230	Arts and Society
CHN 101	Chinese I
CHN 102	Chinese II
ENG 111	Speech Communication
ENG 151	Shakespeare
ENG 201	English Literature I
ENG 202	English Literature II
ENG 204	Poetry
ENG 205	World Mythology
ENG 211	American Literature I
ENG 212	American Literature II
ENG 213	Environmental Literature
ENG 221	World Literature I
ENG 222	World Literature II
ENG 225	Creative Writing Workshop I
ENG 230	Journalism
ENG 231	Modern Novel

ENG 233	Crime & Detective Fiction
ENG 235	Survey of Women Writers
ENG 237	Introduction to Science Fiction
ENG 238	Literature of the Supernatural
ENG 239	Baseball Literature
ENG 240	Literature of War
ENG 251	Classical and Modern Drama
ENG 252	International Film
FRN 101	French I
FRN 102	French II
IDS 155	Critical Thinking
ITA 101	Italian I
ITA 102	Italian II
MUS 101	Fundamentals of Music
MUS 102	Class Keyboard
MUS 103	Music Theory I
MUS 104	Music Theory II
MUS 105	American Popular Music
MUS 107	Music Appreciation
MUS 109	History of Rock
MUS 110	Music Across Cultures
MUS 220	Band Management & the Music Business
PHL 101	Introduction to Philosophy
PHL 102	20th Century Philosophy
PHL 103	Medical Ethics
PHL 105	Introduction to Logic
PHL 108	Ethics
PHL 110	Religions of the World
PHL 113	Death and Dying
SPN 101	Spanish I
SPN 102	Spanish II
SPN 201	Spanish III

II. **Liberal Arts Concentration Electives (In addition to above)**

Literature Electives

ENG 151	Shakespeare
ENG 201	English Literature I
ENG 202	English Literature II
ENG 204	Poetry
ENG 211	American Literature I
ENG 212	American Literature II
ENG 213	Environmental Literature
ENG 221	World Literature I
ENG 222	World Literature II
ENG 231	Modern Novel
ENG 233	Crime and Detective Fiction
ENG 235	Survey of Women Writers
ENG 237	Introduction to Science Fiction
ENG 238	Literature of the Supernatural
ENG 239	Baseball Literature
ENG 240	Literature of War

III. **Natural Science Electives**

BIO 106	Nutrition with Lab
BIO 111	General Biology I with lab
BIO 112	General Biology II with lab

BIO 131	Anatomy & Physiology I with lab
BIO 132	Anatomy & Physiology II with lab
BIO 160	Marine Ecology
BIO 251	Microbiology with lab
CHE 103	Forensic Science with lab
CHE 121	General Chemistry I with lab
CHE 122	General Chemistry II with lab
CHE 141	Introduction to Chemistry with lab
CHE 213	Organic Chemistry I with lab
CHE 214	Organic Chemistry II with lab
ENV 101	Introduction to Environmental Studies with lab
PHY 111	General Physics I with lab
PHY 112	General Physics II with lab

Note: Natural Science course credits expire after 5 years for liberal arts programs and expire after 5 years for Health Science and Nursing Programs.

IV. **Social Science Electives** (3 credits)

ECO 201	Microeconomics
ECO 202	Macroeconomics
GOV 105	Introduction to Political Science
GOV 201	American Government
GOV 211	State & Local Government
GOV 213	The American Presidency
GOV 217	Comparative Government
GOV 290	Special Topics in Government
HIS 101	United States History I
HIS 102	United States History II
HIS 107	Colonial America
HIS 111	History of Western Civilization I
HIS 112	History of Western Civilization II
HIS 230	The French Revolution and Napoleon
HIS 240	History of the Cold War
HIS 250	The History of US Foreign Relations
HIS 260	The Civil War and Reconstruction
HIS 280	History of Plymouth
HIS 290	Special Topics in History
SOC 102	Social Problems
SOC 105	Sociology of Deviance
SOC 112	Interpersonal Communication
SOC 140	Aging in America
SOC 150	Women in Society
SOC 155	Race, Class, Gender and Social Justice
SOC 201	Cultural Anthropology
SOC 203	Sociology of the Family

Continue on the next page

V. **Behavioral Science Electives** (3 credits)

PSY 101	General Psychology
PSY 103	Child Development
PSY 200	Positive Psychology
PSY 201	Child Psychology
PSY 203	Adolescent Psychology
PSY 205	Psychology of Change
PSY 210	Psychology of Learning
PSY 212	Group Dynamics
PSY 215	Abnormal Psychology
PSY 216	Growth & Development
PSY 221	Health Psychology
PSY 280	Research Design & Methodology
PSY 230	Sport Psychology
PSY 231	Psychology of Gender & Culture
PSY 290	Introduction to Social Psychology
SOC 101	General Sociology
SOC 102	Contemporary Social Problems
SOC 105	Sociology of Deviance
SOC 112	Interpersonal Communication
SOC 116	Intercultural Communication
SOC 120	Sociology of Health, Illness, and Medicine
SOC 140	Aging in America
SOC 150	Women in Society
SOC 155	Race, Class, Gender and Social Justice
SOC 156	Media in Social Perspective
SOC 201	Cultural Anthropology
SOC 203	Sociology of the Family

Academic Year 2022-2023 Programs

Business

Accounting-AS, Cert
Business-AS
Business Management-AS, BS
Entrepreneurship-Cert
Hospitality Management-AS

Health Sciences and Administration

Central Processing Technology-Cert
Emergency Medical Technician-Cert
Exercise Science & Personal Training-AS, Cert
Foundational Fitness-Cert
Healthcare Administration-AS
Healthcare Foundation-Cert
Healthcare Administration: Medical Billing & Coding-Cert
Health Sciences-AS
Medical Laboratory Technician-AS
Nursing-AS
Phlebotomy-Cert
Phlebotomy Technician-Cert
Practical Nursing-Cert
Paramedic Education-Cert
Physical Therapist Assistant-AS
Radiologic Technology-AS
Surgical Technology-AS

Liberal Arts

Liberal Arts Behavioral Science-AA
Liberal Arts English-AA
Liberal Arts Fine Arts: Music & Theater-AA
Liberal Arts Fine Arts: Visual Arts -AA
Liberal Arts General Studies-AA
Liberal Arts Government-AA
Liberal Arts History-AA
Liberal Arts Humanities-AA
Liberal Arts Psychology-AA
Liberal Arts Social Sciences-AA

Science, Technology, & Math

Biology-AS
Biotechnology & GMP-AS, Cert
Computer Science-BS, Cert
Computer Science: Cyber Security-AS
Computer Science: Networking-AS, Cert
Computer Science: Programming-AS
Natural Science-AS

Social Science & Education

Criminal Justice-AS
Criminal Justice: Law Enforcement-AS
Early Childhood Education-AS, Cert
Elementary Education-AS
Human Services-AS
Elder Care-Gerontology-Cert
Social Work-Cert
Substance Addiction-Cert
Substance Addiction Assistant-Cert
Paralegal Studies-AS, Cert
Security Management-AS

ACCOUNTING
Associate in Science Degree

Program Description

The Accounting Program is a major that is designed to prepare students for entry-level accounting positions, or to provide further advancement for those already employed in the Accounting profession. The program design includes the core curriculum, a general business core, skills courses, and courses specific to the Accounting profession.

Program Outcomes

At the completion of this program, the student should be able to:

- Communicate effectively about accounting information.
- Perform basic mathematical calculations in accounting, finance, and general business.
- Discuss the role of accounting managers.
- Apply the fundamental principles and methods of financial accounting in analyzing business transactions.
- Identify the impact of business transactions upon financial statements.
- Use accounting information to support business decision making.
- Apply principles of cost accounting to analyze a firm's costs.
- Discuss Generally Accepted Accounting Principles (GAAP).
- Identify the impact micro and macroeconomic variables have upon businesses and their financial statements.
- Perform computerized financial analysis.
- Discuss the ethical issues faced by accounting majors.

Additional Information
1. Indicates course requires the completion of a prerequisite. 2. Business Law Elective: Complete either LAW 201 or LAW 235 3. Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116. Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
ACC 101 Accounting I	3 credits
ACC 102 Accounting II[1]	3 credits
ACC 201 Accounting III[1] (F)	3 credits
ACC 205 Managerial Accounting[1]	3 credits
ACC 209 Federal Taxation	3 credits
BUS 220 Business Ethics	3 credits
Business Law Elective[2]	3 credits
Communications Elective[3]	3 credits
ECO 201 Microeconomics	3 credits
ECO 202 Macroeconomics	3 credits
ENG 224 Writing for Professionals	3 credits
Program Elective	3 credits
Total credits required for graduation	**61 credits**

Program Electives	Credits
ACC 103 Forensic Accounting[1] (S)	3 credits
ACC 120 Introduction to Bookkeeping	3 credits
ACC 202 Accounting IV[1] (S)	3 credits
ACC 207 Municipal Accounting & Finance[1]	3 credits
ACC 301 Auditing[1] (S)	3 credits
CSA 217 Spreadsheet Design[1] (S)	3 credits
CSA 220 Computerized Accounting[1]	3 credits
FIN 202 Health Care Finance (F)	3 credits
FIN 215 Investments[1] (S)	3 credits
FIN 320 Principles of Finance[1]	3 credits
MAT 107 Statistics[1]	3 credits
MGT 235 Financing a Small Business (F)	3 credits
EXP 297 Internship	3 credits

ACCOUNTING
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
ACC 101 Accounting I	3 credits	
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ACC 102 Accounting II	3 credits	ACC 101
BUS 220 Business Ethics	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Business Law Elective	3 credits	
Math Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
ACC 201 Accounting III	3 credits	ACC 102
ACC 205 Managerial Accounting	3 credits	ACC 102
ECO 201 Microeconomics	3 credits	
History/Government Core	3 credits	
Natural Science Core w/ Lab	4 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
ACC 209 Federal Taxation	3 credits	ACC 102
ECO 202 Macroeconomics	3 credits	
ENG 224 Writing for Professionals	3 credits	
Communications Elective	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

ACCOUNTING
Certificate

Program Description

The Accounting Certificate is intended for those students who already have a certificate, associate's degree, or bachelor's degree in another discipline, as well as students without a degree who are already working in the accounting profession. It is also intended for those students with an accounting education from another country who wish to become proficient in the United States' accounting standards and practices.

Program Outcomes

At the completion of this program, the student should be able to:

- Communicate effectively about accounting information.
- Perform basic mathematical calculations in accounting and finance.
- Apply the fundamental principles and methods of financial accounting in analyzing business transactions.
- Identify the impact of business transactions upon financial statements.
- Use accounting information to support business decision making.
- Apply principles of cost accounting to analyze a firm's costs.
- Discuss Generally Accepted Accounting Principles (GAAP).

Program Requirements – 27 credits total	Credits
ACC 101 Accounting I	3 credits
ACC 102 Accounting II[1]	3 credits
ACC 201 Accounting III[1] (F)	3 credits
ACC 205 Managerial Accounting[1]	3 credits
ACC 209 Federal Taxation	3 credits
BUS 220 Business Ethics	3 credits
ENG 224 Writing for Professionals	3 credits
Program Electives	6 credits

Total credits required for graduation **27 credits**

Program Electives	Credits
ACC 103 Forensic Accounting[1] (S)	3 credits
ACC 120 Introduction to Bookkeeping	3 credits
ACC 202 Accounting IV[1] (S)	3 credits
ACC 207 Municipal Accounting and Finance[1]	3 credits
ACC 301 Auditing[1] (S)	3 credits
CSA 217 Spreadsheet Design[1] (S)	3 credits
CSA 220 Computerized Accounting[1] (S)	3 credits
FIN 202 Healthcare Finance (F)	3 credits
FIN 215 Investments (S)	3 credits
FIN 320 Principles of Finance[1]	3 credits
LAW 235 Law of Business Organizations[1] (F)	3 credits
MGT 235 Financing a Small Business (F)	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall S=Class is only offered in the Spring

ACCOUNTING
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

BEHAVIORAL SCIENCE CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Compose well-structured, unified and coherent expository assignments.
- Demonstrate information literacy through research assignments.
- Apply the principles of critical thinking to assess required readings and points of discussion.
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration.
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration.
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

Additional Information

1. Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
PSY 101 General Psychology	3 credits

Program Requirements – 36 credits total	Credits
Concentration Electives	18 credits
General Electives	6 credits
Literature Electives	6 credits
SOC 101 General Sociology	3 credits
Social Science Elective	3 credits

Total credits required for graduation **61 credits**

Concentration Electives	Credits
PSY 103 Child Development (F)	3 credits
PSY 200 Positive Psychology (F)	3 credits
PSY 201 Child Psychology (F)	3 credits
PSY 203 Adolescent Psychology (S)	3 credits
PSY 205 Psychology of Change (S)	3 credits
PSY 210 Psychology of Learning (S)	3 credits
PSY 212 Group Dynamics (S)	3 credits
PSY 215 Abnormal Psychology (F)	3 credits
PSY 216 Growth & Development (F)	3 credits
PSY 221 Health Psychology (S)	3 credits
PSY 230 Sport Psychology (S)	3 credits
PSY 231 Psychology of Gender & Culture (S)	3 credits
PSY 280 Research Design & Methodology (S)	3 credits
PSY 290 Introduction to Social Psychology (S)	3 credits
SOC 102 Contemporary Social Problems	3 credits
SOC 112 Interpersonal Communication	3 credits
SOC 140 Aging in America (F)	3 credits
SOC 150 Women in Society (F)	3 credits
SOC 155 Race, Class, Gender & Social Justice (S)	3 credits
SOC 201 Cultural Anthropology (F)	3 credits
SOC 203 Sociology of the Family (S)	3 credits

BEHAVIORAL SCIENCE CONCENTRATION
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
PSY 101 General Psychology	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Natural Science Core w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Behavioral Science Concentration Elective	3 credits	
Total	**16 credits**	

Semester 3	Credits	Pre-Requisites
Behavioral Science Concentration Elective	3 credits	
Behavioral Science Concentration Elective	3 credits	
General Elective	3 credits	
Literature Elective	3 credits	
Social Science Elective	3 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
Behavioral Science Concentration Elective	3 credits	
Behavioral Science Concentration Elective	3 credits	
Behavioral Science Concentration Elective	3 credits	
General Elective	3 credits	
Literature Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

BIOLOGY
Associate in Science Degree

Program Description

This program is for students who seek a career in biological sciences. Students will attain a solid foundation in science after taking introductory biology, chemistry, and math courses. Students will have the opportunity to hone their writing and critical thinking skills while taking courses from the liberal arts department. In the second year, students will take more advanced program electives to be better prepared to enter a bachelor's program. By the end of their studies, students should be prepared to continue their education in a four-year biology, biotechnology, or medically-related program or to enter the workforce in an entry-level position in biology.

Program Outcomes

At the completion of this program, the student should be able to:

- Apply knowledge of biological facts and concepts.
- Collect accurate and meaningful data and derive reasonable conclusions from its analysis.
- Apply analytical thinking and scientific method in designing experiments and problem solving.
- Analyze and apply fundamental concepts and techniques to scientific issues as part of team-based tasks.
- Synthesize information and show effective written, verbal, and graphical communication skills.

Core Requirements – 25 credits total	Credits
BIO 111 General Biology I w/Lab	4 credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
MAT 113 Precalculus[1] or higher level math course	3 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
BIO 112 General Biology II w/Lab[1]	4 credits
BIO 204 Genetics w/Lab[1]	5 credits
BTC 210 Biochemistry w/Lab[1]	4 credits
BTC 240 Seminar in Biotechnology	1 credit
CHE 121 General Chemistry I w/Lab[1]	4 credits
CHE 122 General Chemistry II w/Lab[1]	4 credits
MAT 107 Statistics[1]	3 credits
Program Electives	8 credits
General Elective	3 credits

Total credits required for graduation **61 credits**

Program Electives	Credits
BIO 131 Anatomy & Physiology I w/Lab[1]	4 credits
BIO 132 Anatomy & Physiology II w/Lab[1]	4 credits
BIO 160 Marine Ecology w/Lab (F)	4 credits
BIO 251 Microbiology w/Lab[1]	4 credits
CHE 213 Organic Chemistry I w/Lab[1] (F)	5 credits
CHE 214 Organic Chemistry II w/Lab[1] (S)	5 credits
ENV 101 Intro. Environmental Studies w/Lab (S)	4 credits
PHY 111 General Physics I w/Lab[1]	4 credits
PHY 112 General Physics II w/Lab[1] (S)	4 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

BIOLOGY
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BIO 111 General Biology I w/Lab	4 credits	
CHE 121 General Chemistry I w/Lab	4 credits	MAT 103
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
MAT 113 Precalculus or higher level math course	3 credits	MAT 103
Total	**17 credits**	

Semester 2	Credits	Pre-Requisites
BIO 112 General Biology II w/Lab	4 credits	BIO 111
CHE 122 General Chemistry II w/Lab	4 credits	CHE 121
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**17 credits**	

Semester 3	Credits	Pre-Requisites
BIO 204 Genetics w/Lab	5 credits	BIO 111
Computer Science Core	3 credits	
MAT 107 Statistics	3 credits	MAT 097
Program Elective	4 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
BTC 210 Biochemistry w/Lab	3 credits	CHE 121 and MAT 103
BTC 240 Seminar in Biotechnology	1 credit	BTC 220
General Elective	3 credits	
Program Elective	4 credits	
Total	**12 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

BIOTECHNOLOGY & GOOD MANUFACTURING PRACTICE

Associate in Science Degree

Program Description

The Biotechnology Program is designed to prepare students for entry-level positions in the biomanufacturing industry. Students will develop a broad laboratory science-based background through courses focused in the life and chemical sciences, and will obtain industry-specific knowledge in the areas of quality control (QC), process development (PD), and upstream and downstream processing, while following current, good manufacturing practices (cGMP). In addition, students will learn valuable laboratory techniques and instrumentation, and develop critical thinking skills. Upon successful completion of the program, students may enter the workforce directly as entry-level laboratory technicians or research assistants, or may transfer to a four-year university to continue their studies at the baccalaureate level.

Program Outcomes

At the completion of this program, the student should be able to:

- Practice ethical standards of integrity, honesty, and fairness in scientific practices and professional conduct.
- Apply appropriate computer software and hardware skills to accomplish biotechnology lab tasks.
- Demonstrate technical knowledge of specialized techniques and instrumentation relating to biomanufacturing.
- Communicate thoughts, orally and in writing, in a clear well-organized manner that effectively informs scientific principles and lab techniques.
- Perform basic molecular biology & biochemical techniques.
- Apply GMP documentation to biomanufacturing.
- Perform all aspects of upstream and downstream processing in biomanufacturing.
- Develop critical thinking skills to solve complex scientific problems.

Please note

Some courses in the curriculum for the degree may require prior completion of a prerequisite course that is not specifically required for the degree. In such cases, the prerequisite course must be completed even though it is not part of the degree requirement.

Core Requirements – 25 credits total	Credits
BIO 111 General Biology I w/Lab	4 credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
MAT 103 College Algebra[1]	3 credits
Social Science/Psychology Core	3 credits

Program Requirements – 40-41 credits total	Credits
BIO 251 Microbiology w/lab[1]	4 credits
BTC 101 Introduction to Biotechnology w/lab[1]	4 credits
BTC 210 Biochemistry w/lab[1]	4 credits
BTC 220 Biomanufacturing I[1]	4 credits
BTC 230 Biomanufacturing II[1]	4 credits
BTC 240 Seminar in Biotechnology[1]	1 credit
BTC 250 Biomanufacturing III[1] (S)	2 credits
CHE 121 General Chemistry I w/Lab[1]	4 credits
CHE 122 General Chemistry II w/Lab[1]	4 credits
Math Elective[2]	3 credits
PHL 103 Medical Ethics	3 credits
Program Elective	3-4 credits

Total credits required for graduation **65-66 credits**

Program Electives	Credits
BTC 260 Chromatography I[1] (S)	4 credits
BTC 270 Chromatography II[1]	4 credits
CHE 213 Organic Chemistry I w/lab[1] (F)	4 credits
ENV 101 Intro Environmental Studies w/lab (S)	4 credits
EXP 297 Internship	3 credits
PHY 111 General Physics I w/lab[1]	4 credits

Additional Information

All Biotech (BTC) courses should be taken sequentially; the Chair of Biotechnology & Good Manufacturing Practices Program should approve any changes. The Chair can be reached via phone (617) 405-5983

1. Indicates course requires the completion of a prerequisite.

2. Math Elective: Complete either MAT 113 or MAT 107.

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

BIOTECHNOLOGY & GOOD MANUFACTURING PRACTICE

Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BIO 111 General Biology I w/lab	4 credits	
Computers Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
MAT 103 College Algebra	3 credits	May require a prerequisite of MAT 097
Total	**17 credits**	

Semester 2	Credits	Pre-Requisites
BIO 251 Microbiology w/Lab	4 credits	BIO 111
BTC 101 Introduction to Biotechnology w/Lab	4 credits	CHE 121 and/or BIO 111
CHE 121 General Chemistry I w/lab	4 credits	MAT 103
ENG 102 English Composition II	3 credits	ENG 101
Math Elective	3 credits	
Total	**18 credits**	

Semester 3	Credits	Pre-Requisites
BTC 210 Biochemistry w/Lab	4 credits	CHE 121 and MAT 103
BTC 220 Biomanufacturing I	4 credits	BIO 111, CHE 121, and BTC 101
CHE 122 General Chemistry II w/Lab	3 credits	CHE 121
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
BTC 230 Biomanufacturing II	4 credits	BIO 111, BIO 251, CHE 121, and BTC 101, BTC 210, and BTC 220
BTC 240 Seminar in Biotechnology	1 credit	BTC 220
BTC 250 Biomanufacturing III	2 credits	BIO 111, BIO 251, CHE 121, and BTC 101, and BTC 220
History/Government Core	3 credits	
PHL 103 Medical Ethics	3 credits	
Program Elective	3-4 credits	
Total	**16-17 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

BIOTECHNOLOGY & GOOD MANUFACTURING PRACTICE
Certificate

Program Description

The Biotechnology Program is designed to prepare students for entry-level positions in the biomanufacturing industry. Students will develop a broad laboratory science-based background through courses focused in the life and chemical sciences, and will obtain industry-specific knowledge in the areas of quality control (QC), process development (PD), and upstream and downstream processing, all while following current, good manufacturing practices (cGMP). In addition, students will learn valuable laboratory techniques and instrumentation, and develop critical thinking skills. Upon successful completion of the program, students may enter the workforce directly as entry-level laboratory technicians or research assistants.

Program Outcomes

At the completion of this program, the student should be able to:

- Practice ethical standards of integrity, honesty, and fairness in scientific practices and professional conduct.
- Apply appropriate computer software and hardware skills to accomplish biotechnology lab tasks.
- Demonstrate technical knowledge of specialized techniques and instrumentation relating to biomanufacturing.
- Communicate thoughts, orally and in writing, in a clear well-organized manner that effectively informs scientific principles and lab techniques.
- Perform basic molecular biology & biochemical techniques.
- Apply GMP documentation to biomanufacturing.
- Perform all aspects of upstream and downstream processing in biomanufacturing.
- Develop critical thinking skills to solve complex scientific problems.

Program Requirements – 22 credits total	Credits
BTC 101 Introduction of Biotechnology w/Lab[1]	4 credits
BTC 102 Buffer and Media Preparation[1]	2 credits
BTC 103 Technical Writing in Biomanufacturing	3 credits
BTC 202 Protein Purification[1]	2 credits
BTC 220 Biomanufacturing I[1]	4 credits
BTC 230 Biomanufacturing II[1]	4 credits
BTC 240 Seminar in Biotechnology[1]	1 credit
MAT 103 College Algebra[2]	3 credits
Total credits required for graduation	**22 credits**

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. MAT 103 College Algebra may be taken during any of the threesemesters.

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

BIOTECHNOLOGY & GOOD MANUFACTURING PRACTICE
Certificate

Semester 1	Credits	Pre-Requisites
BTC 101 Introduction of Biotechnology w/Lab	4 credits	
BTC 102 Buffer and Media Preparation	2 credits	
BTC 202 Protein Purification	2 credits	
Total	**8 credits**	

Semester 2	Credits	Pre-Requisites
BTC 103 Technical Writing in Biomanufacturing	3 credits	
BTC 220 Biomanufacturing I	4 credits	
Total	**6 credits**	

Semester 3	Credits	Pre-Requisites
BTC 230 Biomanufacturing II	4 credits	
BTC 240 Seminar in Biotechnology	1 credit	
Total	**5 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
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Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

BUSINESS MANAGEMENT
Bachelor of Science Degree

Program Description

The Bachelor of Science in Business Management program is designed to provide knowledge and skills necessary for managerial positions. Through a combination of theory and real-world applications, students will develop competencies needed to determine and implement key strategic management decisions to align resources, improve communication, increase productivity, identify cultural challenges, and develop plans to overcome the challenges in the world of global business.

Program Outcomes

Upon successful completion of this program, students would be able to:

- Communicate effectively in the business environment using interpersonal, intercultural, and managerial communication skills.
- Assess operational and financial challenges using tactical, strategic and analytical skills.
- Evaluate key theories, models and applications within the business context.
- Identify leadership styles and best practices for leading the individual, the group, and the organization.
- Analyze businesses and organizational situations using ethical and socially responsible approaches to decision making.

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116.

3. CSA 213 Database Management (strongly recommended)

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

General Education Requirements - 40 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits
Humanities Electives	6 credits
Behavioral/Social Sciences Electives	9 credits

Program Requirements – 81 credits total	Credits
ACC 101 Accounting I	3 credits
ACC 102 Accounting II[1]	3 credits
BUS 101 Fundamentals of Business	3 credits
BUS 220 Business Ethics	3 credits
BUS 350 Global Business I: Strategic Planning and Decision Making[1] (S)	3 credits
BUS 450 Global Business II: Diversity, Equity and Inclusion[1] (F)	3 credits
BUS 401 Organizational Behavior[1] (F)	3 credits
ECO 201 Microeconomics	3 credits
ECO 202 Macroeconomics	3 credits
FIN 320 Principles of Finance[1]	3 credits
LAW 301 Business Law for Managers[1] (F)	3 credits
MAT 107 Statistics[1]	3 credits
MGT 201 Principles of Management	3 credits
MGT 360 Operations and Logistics Management[1] (S)	3 credits
MGT 401 Leadership Strategies[1] (S)	3 credits
MGT 430 Senior Capstone[1] (S)	3 credits
MKT 301 Marketing Management[1] (F)	3 credits
Communications Elective[2]	3 credits
Computer Science Elective[3]	3 credits
200-Level Program Electives	6 credits
300/400 Level Program Electives	6 credits
General Electives	12 credits
Total credits required for graduation	**121 credits**

200- Level Program Electives – 6 credits total	Credits
BUS 202 Principles of Customer Service (F)	3 credits
BUS 204 Human Relations in Organizations (F)	3 credits
BUS 211 International Business (S)	3 credits
FIN 202 Health Care Finance (F)	3 credits
FIN 215 Investments (S)	3 credits
HRM 202 Revenue Management (S)	3 credits

200- Level Program Electives Cont. – 6 credits total	Credits
HRM 205 Lodging Operations (S)	3 credits
HRM 207 Managing for Quality (S)	3 credits
MGT 202 Sales Management (S)	3 credits
MGT 230 Entrepreneurship & Small Business Management[1] (S)	3 credits
MGT 235 Financing a Small Business (F)	3 credits
MKT 201 Principles of Advertising (S)	3 credits
MKT 202 Principles of Marketing (F)	3 credits
EXP 297 Internship	3 credits

300/400- Level Program Electives – 6 credits total	Credits
MGT 330 Managerial Communication (F)	3 credits
MGT 203 Human Resources Management (S)	3 credits
MGT 406 Negotiations and Conflict Resolution (S)	3 credits
MGT 460 Business Intelligence & Analytics (F)	3 credits
MKT 330 Social Media Marketing (S)	3 credits

BUSINESS MANAGEMENT
Bachelor of Science Degree

Semester 1	Credits	Pre-Requisites
ACC 101 Accounting I	3 credits	
BUS 101 Fundamentals of Business	3 credits	
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ACC 102 Accounting II	3 credits	ACC 101
BUS 220 Business Ethics	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Computer Science Elective (CSA 213 strongly recommended)	3 credits	
Math Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
ECO 202 Macroeconomics	3 credits	
History/Government Core	3 credits	
MGT 201 Principles of Management	3 credits	
Natural Science Core w/ Lab	4 credits	
Program Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
Communications Elective	3 credits	
ECO 201 Microeconomics	3 credits	
MAT 107 Statistics	3 credits	MAT 097 or Equivalent
Program Elective	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

BUSINESS MANAGEMENT
Bachelor of Science Degree

Semester 5	Credits	Pre-Requisites
FIN 320 Principles of Finance	3 credits	ACC 102, MAT 103 (or above)
MKT 301 Marketing Management	3 credits	ENG 101, MKT 202
LAW 301 Business Law for Managers	3 credits	ENG 101, BUS 101
Social/Behavioral Science Elective	3 credits	
General Elective	3 credits	
Total	**15 credits**	

Semester 6	Credits	Pre-Requisites
BUS 350 Global Business I: Strategic Planning & Decision Making	3 credits	FIN 320, MKT 301
MGT 360 Operations & Logistics Management	3 credits	MGT 201, ECO 201, ECO 202
Social/Behavioral Science Elective	3 credits	
Program Elective	3 credits	
General Elective	3 credits	
Total	**15 credits**	

Semester 7	Credits	Pre-Requisites
BUS 450 Global Business II: Diversity, Equity & Inclusion	3 credits	MGT 201, BUS 101
BUS 401 Organizational Behavior	3 credits	ENG 102, MGT 201
General Elective	3 credits	
Humanities Elective	3 credits	
Social/Behavioral Science Elective	3 credits	
Total	**15 credits**	

Semester 8	Credits	Pre-Requisites
MGT 401 Leadership Strategies	3 credits	ENG 102, MGT 201
MGT 430 Senior Capstone	3 credits	All 100, 200 & 300-level required courses
Humanities Elective	3 credits	
Program Elective	3 credits	
General Elective	3 credits	
Total	**15 credits**	

BUSINESS
Associate in Science Degree

Program Description

The Business Administration program provides students the opportunity to develop various key skills essential for success in the business world or in an entrepreneurial endeavor. Students will explore the fundamentals of business using critical thinking, analysis, and communication skills. The purpose of the program is to prepare students for operational business positions, as well as allowing students to continue their education into a baccalaureate degree program.

Program Outcomes

At the completion of this program, the student should be able to:

- Communicate effectively using interpersonal, intercultural, and general communication
- skills.
- Interpret the impact of economic variables on individuals, businesses, and society.
- Analyze financial statements.
- Assess business strategies and construct a strategic business plan.
- Evaluate the effect globalization has on U.S. based businesses.

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. For program electives students may choose any 3 courses (9 credits) with a course prefix of: BUS, FIN, HRM, MGT, MKT.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
ACC 101 Accounting I	3 credits
ACC 102 Accounting II[1]	3 credits
BUS 101 Fundamentals of Business	3 credits
BUS 211 International Business (S)	3 credits
ECO 201 Microeconomics	3 credits
ECO 202 Macroeconomics	3 credits
MAT 107 Statistics[1]	3 credits
Humanities Elective	3 credits
Literature Elective	3 credits
Program Elective[2]	9 credits
Total credits required for graduation	**61 credits**

Program Electives	Credits
BUS 202 Principles of Customer Service (F)	3 credits
BUS 204 Human Relations in Organizations (F)	3 credits
BUS 220 Business Ethics	3 credits
MGT 330 Managerial Communications[1] (F)	3 credits
FIN 202 Health Care Finance (F)	3 credits
FIN 215 Investments (S)	3 credits
FIN 320 Principles of Finance[1]	3 credits
HRM 101 Intro to Hospitality Management (F)	3 credits
HRM 102 Conference, Meeting & Event Planning & Sales (F)	3 credits
HRM 104 Food & Beverage Management (S)	3 credits
HRM 110 Hospitality Sales & Marketing F)	3 credits
HRM 202 Revenue Management (S)	3 credits
HRM 205 Lodging Operations (S)	3 credits
HRM 207 Managing for Quality (S)	3 credits
MGT 201 Principles of Management	3 credits
MGT 202 Sales Management (S)	3 credits
MGT 203 Human Resources Management (S)	3 credits
MGT 230 Entrepreneurship & Small Bus. Management[1] (S)	3 credits
MGT 235 Financing a Small Business (F)	3 credits
MGT 201 Principles of Advertising[1] (S)	3 credits
MKT 202 Principles of Marketing[1] (F)	3 credits
EXP 297 Internship	3 credits

BUSINESS
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
ACC 101 Accounting I	3 credits	
BUS 101 Fundamentals of Business	3 credits	
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ACC 102 Accounting II	3 credits	ACC 101
BUS 211 Introduction to International Business	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Humanities Elective	3 credits	
Math Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
ECO 202 Macroeconomics	3 credits	
History/Government Core	3 credits	
Literature Elective	3 credits	
Natural Science Core w/ Lab	4 credits	
Program Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
ECO 201 Microeconomics	3 credits	
MAT 107 Statistics	3 credits	MAT 097 or Equivalent
Program Elective	3 credits	
Program Elective	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

BUSINESS MANAGEMENT
Associate in Science Degree

Program Description

The Business Management program is designed to prepare future leaders for various career opportunities in the field of management through dynamic class activities and real-world applications. This program will also enhance the skills and knowledge of those already employed in the management profession as well as prepare students to continue their education into a baccalaureate degree program.

Program Outcomes

At the completion of this program, the student should be able to:

- Communicate effectively using interpersonal, intercultural, and general communication skills.
- Apply the functions of management in real-world scenarios.
- Assess historical and emerging ethical issues in business.
- Evaluate the role of Customer Relationship Management (CRM) in successful business organizations.
- Interpret the impact of economic variables for individuals, businesses, and society.
- Analyze financial statements.

Additional Information
1. Indicates course requires the completion of a prerequisite. 2. For program electives students may choose any 3 courses (9 credits) with a course prefix of: BUS, FIN, HRM, MGT, MKT. 3. Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116. Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
ACC 101 Accounting I	3 credits
ACC 102 Accounting II[1]	3 credits
BUS 220 Business Ethics	3 credits
ECO 201 Microeconomics	3 credits
ECO 202 Macroeconomics	3 credits
MAT 107 Statistics[1]	3 credits
MGT 201 Principles of Management	3 credits
Communications Elective[3]	3 credits
Computer Science Elective	3 credits
Program Elective[2]	9 credits
Total credits required for graduation	**61 credits**

Program Electives	Credits
BUS 101 Fundamentals of Business	3 credits
BUS 202 Principles of Customer Service (F)	3 credits
BUS 204 Human Relations in Organizations (F)	3 credits
BUS 211 International Business (S)	3 credits
MGT 330 Managerial Communications (F)	3 credits
FIN 202 Health Care Finance (F)	3 credits
FIN 215 Investments (S)	3 credits
FIN 320 Principles of Finance[1]	3 credits
HRM 101 Intro to Hospitality Management (F)	3 credits
HRM 102 Conference, Meeting & Event Planning & Sales (F)	3 credits
HRM 104 Food & Beverage Management (S)	3 credits
HRM 110 Hospitality Sales & Marketing (F)	3 credits
HRM 202 Revenue Management (S)	3 credits
HRM 205 Lodging Operations (S)	3 credits
HRM 207 Managing for Quality (S)	3 credits
MGT 202 Sales Management (S)	3 credits
MGT 203 Human Resources Management (S)	3 credits
MGT 230 Entrepreneurship & Small Business Management[1] (S)	3 credits
MGT 235 Financing a Small Business (F)	3 credits
MGT 201 Principles of Advertising[1] (S)	3 credits
MKT 202 Principles of Marketing[1] (F)	3 credits
EXP 297 Internship	3 credits

BUSINESS MANAGEMENT
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
ACC 101 Accounting I	3 credits	
Math Core	3 credits	
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ACC 102 Accounting II	3 credits	ACC 101
BUS 220 Business Ethics	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Computer Science Elective	3 credits	
MGT 201 Principles of Management	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
ECO 202 Macroeconomics	3 credits	
History/Government Core	3 credits	
Communications Elective	3 credits	
Natural Science Core w/ Lab	4 credits	
Program Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
ECO 201 Microeconomics	3 credits	
MAT 107 Statistics	3 credits	MAT 097 or Equivalent
Program Elective	3 credits	
Program Elective	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

CENTRAL PROCESSING TECHNOLOGY
Certificate

Program Description

The Central Sterile Processing Technology Certificate is designed to provide entry-level training that will prepare graduates to function in the sterile supply processing and distribution areas of healthcare facilities. The program is based on theory and clinical instruction that will apply scientific principles to the specific work area. Theory classes with laboratory participatory classes will prepare students for clinical application of skills and knowledge in healthcare facilities. Together with clinical practicum experiences, it provides students with the preparation necessary to be eligible to sit for the International Association of Healthcare Central Service Material Management (IAHCSMM) certification exam.

Program Outcomes

At the completion of the program, the student should be able to:

- Apply the principles and techniques of decontamination to render medical devices safe to handle without protective attire (decontamination);
- Inspect, assemble, pack, and wrap medical devices in preparation for appropriate sterilization process and/or distribution (assembly);
- Safely select and perform proper sterilization techniques, validate sterility assurance level monitoring, and maintain sterilization integrity during storage (sterilization and sterile storage);
- Demonstrate professional conduct, communication, and work practices according to appropriate federal regulations, industry standards, and facility policies (professionalism and communication); and
- Integrate knowledge, skills, and dispositions acquired throughout the program to be prepared to function as a competent certified central sterile technician following guidelines established by IAHCSMM (practitioner).

Program Requirements – 18 credits total	Credits
CPT 111 Central Processing	5 credits
CPT 121 Central Processing Lab	1 credit
CPT 142 Central Processing Clinical Practicum	3 credits
HSC 140 Medical Terminology	3 credits
HSC 149 Applied Anatomy & Physiology for Health Care Professionals	4 credits
SUR 102 Microbiology for the Surgical Technologist (F)	2 credits
Total credits required for graduation	**18 credits**

Additional Information
Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

CENTRAL PROCESSING TECHNOLOGY
Certificate

Semester 1	Credits	Pre-Requisites
CPT 111 Central Processing	5 credits	
CPT 121 Central Processing Lab	1 credit	
HSC 140 Medical Terminology	3 credits	
SUR 102 Microbiology for the Surgical Technologist	2 credits	
Total	**11 credits**	

Semester 2	Credits	Pre-Requisites
HSC 149 Applied Anatomy & Physiology for Health Care Professionals	4 credits	
CPT 142 Central Processing Clinical Practicum	3 credits	
Total	**7 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

COMPUTER SCIENCE
Bachelor of Science Degree

Program Description

The Bachelor of Science in Computer Science program is designed to provide the knowledge and skills necessary for a career in computer science and related fields. Students will develop competencies needed to analyze, design, implement, and assess computing solutions using various programming languages, tools, paradigms, and technologies. The program provides students with a foundation of knowledge and understanding along with communication and technical skills within an ethical framework essential for succeeding in both professional and educational endeavors in an increasingly diverse society.

Program Outcomes

Upon successful completion of this program, students will be able to:

- Evaluate key theories, programming languages, tools, paradigms, and technologies within computer science.
- Analyze, design, and implement computing solutions at multiple levels of detail and abstraction.
- Assess functionality, usability, and performance of systems by applying quantitative and qualitative assessment techniques.
- Communicate complex ideas with others from diverse backgrounds.
- Create software using industry standards, considering social, legal, and ethical issues.
- Collaborate with others as a member of a team using a defined development process.

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. 200-level or above, not CS; BUS 220 Business Ethics Recommended.

3. 3 credits must be 300-level or above

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

General Education Requirements - 41 credits total	Credits
CSI 101 Introduction to Computers	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core/Elective	3 credits
Humanities Elective	3 credits
IDS 167 First Year Seminar	3 credits
MAT 103 College Algebra[1]	3 credits
MAT 113 Precalculus[1]	3 credits
MAT 204 Calculus I B[1]	4 credits
Natural Science w/ Lab Core/Elective	4 credits
Social Science/Psychology Core/Elective	3 credits
General Education Elective[2]	6 credits

Program Requirements – 67 credits total	Credits
MAT 210 Discrete Math[1] (S)	4 credits
CSI 116 Introduction to Programming	3 credits
CSI 107 C++ Programming[1]	3 credits
CSI 108 Advanced C++[1]	3 credits
CSI 218 Data Structures and Algorithms[1]	3 credits
CSA 213 Database Management	3 credits
CSI 226 Unix With Linux	3 credits
CSA 227 Website Design	3 credits
CSI 235 Computer Architecture[1]	3 credits
CSI 242 Computer Systems Security[1] (S)	3 credits
CSI 244 Networking I	3 credits
CSI 313 Advanced Database Management[1] (F)	3 credits
CSA 229 Web and Mobile Development With JavaScript[1] (F)	3 credits
CSI 311 Digital Computer Hardware[1] (F)	3 credits
CSI 318 Analysis of Algorithms[1] (S)	3 credits
CSI 340 Compiler Theory[1] (S)	3 credits
CSI 317 Operating Systems[1] (S)	3 credits
CSI 330 Graphics Programming/UI/UX [1] (F)	3 credits
CSI 480 Artificial Intelligence[1] (F)	3 credits
CSI 490 Software Engineering Capstone[1] (S)	3 credits
Program Electives	6 credits

Open Electives – 12 credits total [3]	Credits
Total credits required for graduation	**120 credits**

Program Electives – 6 credits total [3]	Credits
MAT 205 Linear Algebra[1] (S)	3 credits
MAT 206 Calculus II B[1] (F)	4 credits
ENG 350 Technical Communications[1] (F)	3 credits
CSI 150 Introduction to Game Development With Unity [1] (S)	3 credits
CSI 217 Introduction to Operating Systems (S)	3 credits
CSI 204 Web Programming with PHP and MySQL[1] (S)	3 credits
CSI 233 Java Programming[1] (F)	3 credits

Program Electives Continued

CSI 237 Advanced Java[1] (S)	3 credits
CSI 245 Networking II[1]	3 credits
CSI 246 Networking III[1] (S)	3 credits
CSI 255 C# Programming[1] (F)	3 credits
CSI 357 Android Development[1] (F)	3 credits
CSI 261 Robotics Programming[1] (F)	3 credits
CSI 262 Advanced Robotics Programming[1] (S)	3 credits
CSI 265 Linux System Administration[1]	3 credits
CSI 267 Amazon Web Services Academy Cloud Foundations[1] (S)	3 credits
CSI 450 Special Topics in Computer Science[1] (S)	3 credits
CSI 460 Programming Language Theory[1] (F)	3 credits
CSI 470 Big Data Analytics[1] (F)	3 credits
EXP 297 Internship	3 credits

COMPUTER SCIENCE
Bachelor of Science Degree

Semester 1	Credits	Pre-Requisites
ENG 101 English Comp I	3 credits	
CSI 101 Introduction to Computers	3 credits	
IDS 167 First Year Seminar	3 credits	
CSI 116 Introduction to Programming	3 credits	
CSI 244 Networking I	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
MAT 103 College Algebra	3 credits	Appropriate Placement Score or Completion of MAT 097
CSA 227 Website Design	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
CSI 107 C++ Programming	3 credits	CSI 116
CSI 226 Unix With Linux	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
CSA 213 Database Management	3 credits	
History/Government Core/Elective	3 credits	
Natural Science Core w/ Lab /Elective	4 credits	
MAT 113 Pre-Calculus	3 credits	MAT 103 OR Permission of Instructor
CSI 108 Advanced C++	3 credits	CSI 107
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
MAT 204 Calculus I B	4 credits	MAT 113
CSI 218 Data Structures and Algorithms	3 credits	CSI 108
CSI 235 Computer Architecture	3 credits	CSI 116
CSI 242 Computer Systems Security	3 credits	CSI 244 OR permission of instructor
Social Science/Psychology Core/Elective	3 credits	
Total	**16 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

COMPUTER SCIENCE
Bachelor of Science Degree

Semester 5	Credits	Pre-Requisites
CSI 313 Advanced Database Management	3 credits	CSA 213
Open Elective[1]	3 credits	
CSA 229 Web and Mobile Development With JavaScript	3 credits	CSI 116 and CSA 227
CSI 311 Digital Computer Hardware	3 credits	CSI 116
Humanities Elective	3 credits	
Total	**15 credits**	

Semester 6	Credits	Pre-Requisites
Open Elective[1]	3 credits	
CSI 318 Analysis of Algorithms	3 credits	CSI 218
CSI 340 Compiler Theory	3 credits	CSI 218
CSI 317 Operating Systems	3 credits	CSI 218 and CSI 226
MAT 210 Discrete Mathematics	4 credits	MAT 204
Total	**16 credits**	

Semester 7	Credits	Pre-Requisites
CSI 330 Graphics Programming/UI/UX	3 credits	CSI 218 and CSA 227
CSI 480 Artificial Intelligence	3 credits	CSI 218; MAT 210 (prereq or coreq)
Open Elective[1]	3 credits	
Program Elective[2]	3 credits	
General Education Elective (not CS) 200 level or above	3 credits	
Total	**15 credits**	

Semester 8	Credits	Pre-Requisites
General Education Elective (not CS) 200-level or above	3 credits	
CSI 490 Software Engineering (Capstone)	3 credits	CSI 218, CSI 226, CSI 330, and CSI 313
Program Elective[2]	3 credits	
Open Elective[1]	3 credits	
Total	**12 credits**	

1. At least 3 open elective credits must be 300-level or above

2. At least 3 program elective credits must be 300-level or above

COMPUTER SCIENCE
Certificate

Program Description

The Computer Science Certificate is designed for students interested in exploring the field of computer science. It provides students with general knowledge in the areas of computer programming, computer network technologies, database management, and website design through a survey of courses. Students can expand their knowledge further in an area of choice through the selection of electives.

Program Outcomes

At the completion of this program, the student should be able to:

- Summarize how computers, data processing, and networking have changed practices in society, business, science, and medicine.
- Describe the role of major hardware and software components of a computer.
- Apply structured methodologies to design, implement, document, test, and debug computer programs.
- Utilize common procedural and object-oriented programming language constructs.
- Describe the technologies used in computer networks.
- Design a relational database with queries, forms, and reports.
- Create web pages with HTML markup and style them with CSS.

Program Requirements – 24 credits total	Credits
CSI 101 Introduction to Computers	3 credits
CSI 107 C++ Programming[1]	3 credits
CSI 116 Introduction to Programming	3 credits
CSI 224 Networking I	3 credits
CSA 213 Database Management	3 credits
CSA 227 Website Design	3 credits
Program Electives	6 credits

Total credits required for graduation **24 credits**

Program Electives	Credits
CSA 229 Web and Mobile Development with JavaScript[1] (F)	3 credits
CSI 108 Advanced C++[1]	3 credits
CSI 150 Introduction to Game Development with Unity[1] (S)	3 credits
CSI 226 UNIX with Linux	3 credits
CSI 233 Java Programming[1] (F)	3 credits
CSI 245 Networking II[1]	3 credits
CSI 261 Robotics Programming[1] (F)	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring
C=Contact Advising at 617-984-1720 for more information.

COMPUTER SCIENCE
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

COMPUTER SCIENCE: CYBER SECURITY

Associate in Science Degree

Program Description

Cyber Security is a field that involves protecting the confidentiality, integrity and availability of information. The Cyber Security program is an interdisciplinary Associates Degree program. It incorporates business, networking, law, and computer programming courses for individuals preparing for a career in Cyber Security.

Program Outcomes

At the completion of this program, the student should be able to:

- Demonstrate security assessment techniques.
- Mitigate cyber threats identified using the risk management process.
- Explain the ethical responsibilities organizations have to protect an individual's private data and describe how to secure that data.
- Demonstrate knowledge of cybersecurity principles and methods.
- Design a secure network using firewalls, encryption, and other technologies.
- Configure and secure a Linux-based web server.
- Describe how to conduct an investigation, secure an incident, and prepare for an evidence search.
- Use forensic data acquisition tools.
- Describe the theory of operation for file systems and network intrusion detection/protection systems.
- Analyze various configuration, data, and log files.

Additional Information
1. Indicates course requires the completion of a prerequisite. NOTE: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
BUS 220 Business Ethics	3 credits
CSI 116 Introduction to Programming	3 credits
CSI 217 Introduction to Operating Systems (S)	3 credits
CSI 226 UNIX with Linux	3 credits
CSI 242 Computer Systems Security[1] (F)	3 credits
CSI 244 Networking I	3 credits
CSI 245 Networking II[1]	3 credits
CSI 265 Linux System Administration[1]	3 credits
CSI 266 Computer Forensics[1] (S)	3 credits
LAW 203 Cyber Law (F)	3 credits
Program Electives	6 credits
Total credits required for graduation	**61 credits**

Program Electives	Credits
CJS 212 Corporate Security Investigation (F)	3 credits
CJS 215 White-Collar Crime (S)	3 credits
CSA 213 Database Management	3 credits
CSI 107 C++ Programming[1]	3 credits
CSI 235 Computer Architecture[1]	3 credits
CSI 246 Networking III[1] (S)	3 credits
CSI 267 Amazon Web Services Academy Cloud Foundations (S)[1]	3 credits
CSI 311 Digital Computer Hardware[1] (F)	3 credits
PSY 215 Abnormal Psychology[1] (F)	3 credits

COMPUTER SCIENCE: CYBER SECURITY

Associate in Science Degree

Semester 1		Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Natural Science Core w/ Lab	4 credits	
Total	**16 credits**	

Semester 2	Credits	Pre-Requisites
CSI 116 Introduction to Programming	3 credits	
CSI 244 Networking I	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
BUS 220 Business Ethics	3 credits	
CSI 217 Introduction to Operating Systems	3 credits	
CSI 226 UNIX with Linux	3 credits	
CSI 245 Networking II	3 credits	CSI 244
LAW 203 Cyber Law	3 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
CSI 242 Computer System Security	3 credits	CSI 244
CSI 265 Linux System Administration	3 credits	CSI 226
CSI 266 Computer Forensics	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

COMPUTER SCIENCE: NETWORKING

Associate in Science Degree

Program Description

Computer and communication networks are a critical part of our world. The Computer Science Networking Program is designed to prepare students for a variety of entry-level positions in the computer science industry. The program includes the core curriculum, general computer science courses, and courses specific to networking.

Program Outcomes

At the completion of this program, the student should be able to:

- Describe the major hardware and software components of a computer system.
- Describe networking technologies used in computer networks.
- Compare and contrast various types of computer operating systems.
- Identify network boundaries and topologies within a network diagram.
- Explain the operation of various networking protocol features.
- Demonstrate the use of network monitoring and troubleshooting tools.
- Demonstrate configuration of networking devices, such as switches and routers.
- Analyze a given set of network diagnostic test results in order to identify a network problem.
- Design a network given a set of requirements and constraints.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab[2]	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
CSI 116 Introduction to Programming	3 credits
CSI 217 Introduction to Operating Systems (S)	3 credits
CSI 226 UNIX with Linux	3 credits
CSI 235 Computer Architecture[1]	3 credits
CSI 242 Computer Systems Security[1] (F)	3 credits
CSI 244 Networking I	3 credits
CSI 245 Networking II[1]	3 credits
CSI 246 Networking III[1] (S)	3 credits
SOC 112 Interpersonal Communication	3 credits
Business Elective[3]	3 credits
Program Electives	6 credits
Total credits required for graduation	**61 credits**

Program Electives	Credits
CSA 213 Database Management	3 credits
CSI 243 Server Based Operating Systems[1]	3 credits
CSI 265 Linux System Administration[1]	3 credits
CSI 267 Amazon Web Services Academy Cloud Foundations (S)[1]	3 credits
CSI 311 Digital Computer Hardware[1]	3 credits
Math Elective (MAT 107 or higher)	3 credits
EXP 297 Internship	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. Natural Science Core: Recommended to complete PHY 111 General Physics w/lab

3. Business Elective: Complete either BUS 202 or BUS 220.

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

COMPUTER SCIENCE: NETWORKING
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Natural Science Core w/ Lab	4 credits	
Total	**16 credits**	

Semester 2	Credits	Pre-Requisites
CSI 116 Introduction to Programming	3 credits	
CSI 244 Networking I	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
CSI 235 Computer Architecture	3 credits	CSI 116
CSI 217 Introduction to Operating Systems	3 credits	
CSI 226 UNIX with Linux	3 credits	
CSI 245 Networking II	3 credits	CSI 244
Program Elective	3 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
BUS 202 Principles of Customer Service	3 credits	
CSI 242 Computer System Security	3 credits	CSI 244 or permission of instructor
CSI 246 Networking III	3 credits	CSI 245
Program Elective	3 credits	
SOC 112 Interpersonal Communication	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

COMPUTER SCIENCE: NETWORKING
Certificate

Program Description

The Networking Certificate was designed for those students who are interested in learning the fundamentals of Networking or for those students who would like to enhance their networking careers. The program is 24 credits and can be completed in one academic year.

Program Outcomes

At the completion of this program, the student should be able to:

- Describe the major hardware and software components of a computer system.
- Describe networking technologies used in computer networks.
- Compare and contrast various types of computer operating systems.
- Identify network boundaries and topologies within a network diagram.
- Explain the operation of various networking protocol features.
- Demonstrate the use of network monitoring and troubleshooting tools.
- Demonstrate configuration of networking devices, such as switches and routers.
- Analyze a given set of network diagnostic test results in order to identify a network problem.
- Design a network given a set of requirements and constraints.

Program Requirements – 24 credits total	Credits
CSI 101 Introduction to Computers	3 credits
CSI 116 Introduction to Programming	3 credits
CSI 226 UNIX with Linux	3 credits
CSI 235 Computer Architecture[1]	3 credits
CSI 244 Networking I	3 credits
CSI 245 Networking II[1]	3 credits
CSI 246 Networking III[1] (S)	3 credits
Program Electives	3 credits

Total credits required for graduation **24 credits**

Program Electives	Credits
CSA 213 Database Management	3 credits
CSI 217 Introduction to Operating Systems (S)	3 credits
CSI 242 Computer System Security[1] (F)	3 credits
CSI 265 Linux System Administration[1]	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

COMPUTER SCIENCE: NETWORKING
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
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Financial Aid Office
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Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

COMPUTER SCIENCE: PROGRAMMING

Associate in Science Degree

Program Description

The Computer Science Program is designed to prepare students for a variety of entry-level positions in a networked environment within the computer science industry, and to provide additional training or further advancement to those already employed in the computer science profession. The program design includes the core curriculum, a general computer science core, skills courses, and courses specific to the computer science areas.

Program Outcomes

At the completion of this program, the student should be able to:

- Summarize how computers, data processing, and networking have changed practices in society, business, science and medicine.
- Describe the role of major hardware and software components of a computer.
- Apply structured methodologies to design, implement, document, test, and debug computer programs.
- Differentiate between procedural and object-oriented programming.
- Evaluate and implement various data structures to solve coding problems.
- Design a relational database with queries, forms, and reports.
- Describe the technologies used in computer networks.

Additional Information
1. Indicates course requires the completion of a prerequisite. NOTE: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring C=Contact Advising at 617-984-1720 for more information.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
MAT 103 College Algebra	3 credits
PHY 111 General Physics I w/Lab[1]	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
CSA 213 Database Management	3 credits
CSI 116 Introduction to Programming	3 credits
CSI 107 C++ Programming[1]	3 credits
CSI 108 Advanced C++[1]	3 credits
CSI 218 Data Structures and Algorithms[1]	3 credits
CSI 226 UNIX with Linux	3 credits
CSI 244 Networking I	3 credits
Program Electives	15 credits

Total credits required for graduation **61 credits**

Program Electives	Credits
ACC 101 Accounting I	3 credits
CSA 217 Spreadsheet Design[1]	3 credits
CSA 227 Website Design	3 credits
CSA 229 Web and Mobile Development with JavaScript[1] (F)	3 credits
CSI 150 Introduction to Game Development with Unity[1] (S)	3 credits
CSI 204 Web Programming with PHP and MySQL[1] (S)	3 credits
CSI 217 Introduction to Operating Systems (S)	3 credits
CSI 233 Java Programming[1] (F)	3 credits
CSI 235 Computer Architecture[1]	3 credits
CSI 237 Advanced Java[1] (S)	3 credits
CSI 255 C# Programming[1] (F)	3 credits
CSI 261 Robotics Programming[1] (F)	3 credits
CSI 262 Advanced Robotics Programming[1] (S)	3 credits
CSI 265 Linux System Administration[1]	3 credits
CSI 267 Amazon Web Services Academy Cloud Foundations[1] (S)	3 credits
CSI 311 Digital Computer Hardware[1] (F)	3 credits
MAT 113 Precalculus[1]	3 credits
MAT 204 Calculus I B[1] (C)	4 credits
EXP 297 Internship	3 credits

COMPUTER SCIENCE
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
CSI 116 Introduction to Programming	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
MAT 103 College Algebra	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
CSA 213 Database Management	3 credits	
CSI 107 C++ Programming	3 credits	CSI 116
CSI 244 Networking I	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
PHY 111 General Physics I w/Lab	4 credits	MAT 103
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
CSI 108 Advanced C++	3 credits	CSI 107
CSI 226 UNIX w/ LINUX	3 credits	
History/Government Core	3 credits	
Social Science/Psychology Core	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
CSA 218 Data Structures and Algorithms	3 credits	CSI 108
Program Elective	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

CORRECTIONS ADMINISTRATION
Certificate

Program Description

The Corrections Administration Certificate introduces students to the challenges and processes of administering criminal sanctions. The Certificate exposes students to a wide array of topics including juvenile justice, the impact of drug addiction on the correctional process, community corrections, managing a diverse and deviant population, and multiculturalism in Corrections, with required courses promoting a well-rounded correctional professional by combining both custodial and administrative topics, and the electives promoting individual interests in custodial or therapeutic practices. Successful completion will help prepare students for practice in Corrections at both governmental and private agencies.

Program Outcomes

At the completion of this program, the student should be able to:

- Explain the environment and influences impacting the field of juvenile and adult corrections including probation and parole.
- Describe how management theory and criminal justice philosophies inform correctional practices.
- Identify challenges of and responses to the deviant population within a correctional institution.
- Compare and contrast the custodial and therapeutic mission of corrections.
- Discuss the importance of interpersonal or intercultural communications to achieve the correctional mission.

Program Requirements – 27 credits total	Credits
CJS 107 Juvenile Delinquency	3 credits
CJS 202 Intro to Corrections (F)	3 credits
CJS 204 Probation, Parole and Community Corrections (S)	3 credits
CJS 206 Correctional Administration	3 credits
ENG 224 Writing for Professionals (F)	3 credits
Communications Elective[2]	3 credits
Corrections Electives[3]	3 credits
Program Electives	6 credits

Total credits required for graduation **27 credits**

Program Electives	Credits
CJS 108 Criminal Justice Ethics (F)	3 credits
CJS 122 Conflict and Dispute Resolution (F)	3 credits
CJS 225 Victimology (S)	3 credits
HSV 200 Human Behavior in the Social Environment (F)	3 credits
HSV 201 Counseling Skills (F)	3 credits
HSV 205 Substance Addiction Counseling	3 credits
HSV 260 Diverse Populations (S)	3 credits
PSY 215 Abnormal Psychology (F)	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. Communications Elective: Complete one of the following,ENG 111, SOC 112, or SOC 116.

3. Corrections Elective: Complete one of the following, CJS 113or HSV 251.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS

CORRECTIONS ADMINISTRATION
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

CRIMINAL JUSTICE
Associate in Science Degree

The Quincy College Criminal Justice Program is designed to prepare individuals for the various aspects of Criminal Justice in the region. The program options available to students offer several routes of preparation. In any Criminal Justice course, students may find themselves in classrooms with police officers, private security professionals, government agency staff, and prospective social scientists. Students are encouraged to carefully review each Criminal Justice track, and the options available within each, in order to more effectively identify the program best suited for their career and personal goals.

Program Description

The Criminal Justice Program is designed to assist students who anticipate transferring to Criminal Justice programs at Baccalaureate Degree-granting institutions. The purpose of the Program is to make possible transfer into such institutions and enhance the likelihood of students' success in those programs. The Criminal Justice Program allows the student greater flexibility in selecting courses that will match the program requirements of the school to which the student intends to transfer.

Program Outcomes

At the completion of this program, the student should be able to:

- Outline criminal justice policies and practices applied in the administration of justice.
- Identify how professional ethics facilitates equality and due process in adult and juvenile justice systems.
- Describe how criminological theory supports problem solving and examination into the nature and causes of crime.
- Summarize relationships between globalization and crime in America.
- Estimate the impact of criminal justice technology upon due process and equal justice.
- Describe contemporary threats, challenges, and social issues impacting the administration of justice.
- Summarize the evolution of the correctional system and community-based alternatives to incarceration.
- Illustrate major qualitative and/or quantitative methods used in criminal justice research.

Additional Information

1. Indicates course requires the completion of a prerequisite.
2. Natural Science Core: Recommended to complete CHE 103 Introduction to Forensics w/lab.
3. Humanities Electives: Please go the list of core courses and applicable elective courses by area starting page 87.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab[2]	4 credits
PSY 101 General Psychology	3 credits

Program Requirements – 36 credits total	Credits
CJS 101 Introduction to Criminal Justice	3 credits
CJS 103 Criminology	3 credits
CJS 107 Juvenile Delinquency (S)	3 credits
CJS 109 Criminal Law	3 credits
CJS 121 Criminal Procedure	3 credits
SOC 101 General Sociology	3 credits
General Elective	3 credits
Humanities Concentration Electives[3]	3 credits
Program Electives	12 credits

Total credits required for graduation **61 credits**

Program Electives	Credits
CJS 104 Law Enforcement & Society (F)	3 credits
CJS 105 Criminal Evidence & Investigation (S)	3 credits
CJS 108 Criminal Justice Ethics (F)	3 credits
CJS 111 Criminal Justice Administration (S)	3 credits
CJS 113 Drugs & Society	3 credits
CJS 117 Crisis Intervention & The Police (F)	3 credits
CJS 122 Conflict & Dispute Resolution (F)	3 credits
CJS 202 Introduction to Corrections (F)	3 credits
CJS 204 Probation, Parole & Community Corrections (S)	3 credits
CJS 211 Introduction to Security Procedures	3 credits
CJS 213 Security Administration (S)	3 credits
CJS 215 White-Collar Crime (S)	3 credits
CJS 221 Domestic Violence	3 credits
CJS 224 Unequal Justice (F)	3 credits
CJS 225 Victimology (S)	3 credits
HSV 200 Human Behavior in the Social Environment (F)	3 credits
HSV 205 Substance Addiction Counselling	3 credits
HSV 251 Introduction to Substance Addiction	3 credits
HSV 260 Diverse Populations (S)	3 credits
SOC 102 Contemporary Social Problems	3 credits
EXP 297 Internship	3 credits

CRIMINAL JUSTICE
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
CJS 101 Introduction to Criminal Justice	3 credits	
CJS 121 Criminal Procedure	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
CJS 103 Criminology	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Math Core	3 credits	
PSY 101 General Psychology	3 credits	
SOC 101 General Sociology	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
CJS 107 Juvenile Delinquency	3 credits	
CJS 109 Criminal Law	3 credits	
History/Government Core	3 credits	
Natural Science Core w/ Lab	4 credits	
Program Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
Humanities Elective	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

CRIMINAL JUSTICE: LAW ENFORCEMENT

Associate in Science Degree

The Quincy College Criminal Justice Program is designed to prepare individuals for the various aspects of Criminal Justice in the region. The program options available to students offer several routes of preparation. In any Criminal Justice course, students may find themselves in classrooms with police officers, private security professionals, government agency staff, and prospective social scientists. Students are encouraged to carefully review each Criminal Justice track, and the options available within each, in order to more effectively identify the program best suited for their career and personal goals.

Program Description

The Criminal Justice-Law Enforcement Program is designed to prepare students for entry level positions in the criminal justice profession. It can also provide additional training or further advancement for those already employed in the criminal justice industry by emphasizing courses in the theory and practice of criminal justice and closely related topics.

Program Outcomes

At the completion of this program, the student should be able to:

- Outline criminal justice policies and practices applied in the administration of justice.
- Identify how professional ethics facilitates equality and due process in adult and juvenile justice systems.
- Describe how criminological theory supports problem solving and examination into the nature and causes of crime.
- Summarize relationships between globalization and crime in America.
- Estimate the impact of criminal justice technology upon due process and equal justice.
- Describe contemporary threats, challenges, and social issues impacting the administration of justice.
- Summarize the evolution of the correctional system and community-based alternatives to incarceration.
- Illustrate major qualitative and/or quantitative methods used in criminal justice research.

Additional Information

1. Indicates course requires the completion of a prerequisite.
2. Natural Science Core: Recommended to complete CHE 103 Introduction to Forensics w/lab.
3. Humanities Electives: Please go the list of core courses and applicable elective courses by area starting page 87.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab[2]	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
CJS 101 Introduction to Criminal Justice	3 credits
CJS 103 Criminology	3 credits
CJS 107 Juvenile Delinquency (S)	3 credits
CJS 108 Criminal Justice Ethics (F)	3 credits
CJS 109 Criminal Law	3 credits
CJS 121 Criminal Procedure	3 credits
Humanities Electives[3]	6 credits
Program Electives	12 credits

Total credits required for graduation **61 credits**

Program Electives	Credits
CJS 104 Law Enforcement & Society (F)	3 credits
CJS 105 Criminal Evidence & Investigation (S)	3 credits
CJS 111 Criminal Justice Administration (S)	3 credits
CJS 113 Drugs & Society	3 credits
CJS 117 Crisis Intervention & The Police (F)	3 credits
CJS 122 Conflict & Dispute Resolution (F)	3 credits
CJS 131 Introduction to Homeland Security (S)	3 credits
CJS 132 Weapons of Mass Destruction (S)	3 credits
CJS 202 Introduction to Corrections (F)	3 credits
CJS 204 Probation, Parole & Community Corrections (S)	3 credits
CJS 211 Introduction to Security Procedures	3 credits
CJS 213 Security Administration (S)	3 credits
CJS 215 White-Collar Crime (S)	3 credits
CJS 221 Domestic Violence	3 credits
CJS 224 Unequal Justice (F)	3 credits
CJS 225 Victimology (S)	3 credits
SOC 102 Contemporary Social Problems	3 credits
SOC 112 Interpersonal Communication	3 credits
SOC 203 Sociology of the Family (S)	3 credits
EXP 297 Internship	3 credits

CRIMINAL JUSTICE: LAW ENFORCEMENT
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
CJS 101 Introduction to Criminal Justice	3 credits	
CJS 121 Criminal Procedure	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
CJS 103 Criminology	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Humanities Elective	3 credits	
Math Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
CJS 107 Juvenile Delinquency	3 credits	
CJS 109 Criminal Law	3 credits	
History/Government Core	3 credits	
Natural Science Core w/ Lab	4 credits	
Program Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
CJS 108 Criminal Justice Ethics	3 credits	
Humanities Elective	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

CRIMINAL JUSTICE: LAW ENFORCEMENT
Certificate

Program Description

The Law Enforcement Certificate Program is designed for those individuals who have been accepted into a regional police academy in Massachusetts, or who plan on applying for a police position in a municipality whose police officer candidates are trained in a regional police academy.

Program Outcomes

At the completion of this program, the student should be able to:

- Demonstrate knowledge of the structure and functions of the police, courts, and corrections.
- Analyze how theories of criminal behavior explain such behavior, and how those theories relate to the criminal justice system.
- Describe major court decisions related to crime and
- criminal procedure, and how those decisions influence the behavior of those working in, or involved with, the criminal justice system.
- Describe the rights under the United States Constitution of those accused of crime, and explain why those rights exist.
- Analyze the Criminal Justice process from initial contact with the police to appeals.
- Explain the substance, purpose, and function of Criminal Law.
- Distinguish between the features and purposes of the adult court system and the juvenile court system.

Program Requirements – 27 credits total	Credits
CJS 101 Introduction to Criminal Justice	3 credits
CJS 103 Criminology	3 credits
CJS 105 Criminal Evidence and Investigation (S)	3 credits
CJS 109 Criminal Law	3 credits
CJS 121 Criminal Procedure	3 credits
ENG 101 English Composition I	3 credits
PSY 101 General Psychology	3 credits
SOC 101 General Sociology	3 credits
SOC 112 Interpersonal Communication	3 credits
Total credits required for graduation	**27 credits**

Additional Information

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS

CRIMINAL JUSTICE: LAW ENFORCEMENT
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

EARLY CHILDHOOD EDUCATION

Associate in Science Degree

Program Description

Increasingly, American families find the need for safe, certified childcare for children. Essential to the success of any childcare operation is the availability of qualified professionals. The Quincy College program in Early Childhood Education is designed to assist students in meeting requirements of the Department of Early Education and Care (EEC) and the needs of employers, as well as prepare students who wish to pursue a Bachelor's of Science Degree in Early Childhood Education. Students receive a broad based exposure to Early Childhood Education.

Program Outcomes

Upon successful completion of this program, students will be able to:

- Describe young children's diverse characteristics and their educational and holistic needs, from birth through age eight.
- Evaluate the goals, benefits, and uses of assessment and use systematic observation, documentation and other effective assessment strategies to positively influence the development of all children.
- Design, implement and evaluate developmentally appropriate curriculum that positively influence each child's individual development and learning, taking into account age, characteristics, and culture.
- Use social, economic, and cultural issues facing schools and families to create respectful, reciprocal relationships with families and communities.
- Integrate knowledge from a variety of sources including ethical guidelines and professional standards toward becoming reflective, life-long learners within the education community.
- Apply respectful approaches to provide young children with skills to self-direct/self-regulate and to resolve conflicts/challenges.

Please Note:

All ECE and EDU students must complete a CORI and a SORI (including finger printing), prior to their acceptance into the ECE/EDU program. It is the responsibility of the student to complete this so that they will be able to do field observations during the program. Most local police stations will perform SORIs/fingerprinting for a fee. CORIs will be performed at the site chosen to complete your observation/field experience hours.

Additional Information

1. Indicates course requires the completion of a prerequisite.
2. Students must complete the following college level courses with a grade of "C" (73%) or higher: EDU 101, EDU 105, EDU 217, PSY 103, and EDU 222 and receive written permission from the faculty who coordinate the Early Childhood Program to be eligible for a field placement.
3. Students who plan to complete a field placement must contact the faculty coordinator by December for a Spring semester placement.
4. Admission to the program does not guarantee a field placement. An overall GPA of 2.0, or higher, and proof of child and adult CPR and First Aid is required in order to be placed in a field experience.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
PSY 101 General Psychology	3 credits

Program Requirements – 36 credits total	Credits
EDU 101 Intro to Educational Studies[2] (F)	3 credits
EDU 105 Curriculum for Young Children[2] (F)	3 credits
EDU 107 Health, Safety, and Nutrition for Young Children (S)	3 credits
EDU 210 ECE Seminar[1] (F and S)	3 credits
EDU 217 Behavior and Guidance for the Young Child [1 2] (S)	3 credits
EDU 222 Children with Special Needs[2] (F)	3 credits
EDU 320 ECE Field Experience[1] (S)	6 credits
PSY 103 Child Development[2] (F)	3 credits
SOC 155 Race, Class, Gender, Social Justice (F)	3 credits
Program Electives	6 credits

Total credits required for graduation **61 credits**

Program Electives	Credits
BUS 220 Business Ethics	3 credits
EDU 115 Children's Literature (F)	3 credits
EDU 216 Dynamics of Play[1] (F)	3 credits
EDU 218 Infant and Toddler Development and Curriculum (S)	3 credits
EDU 250 Management and Supervision in ECE Centers[1] (S)	3 credits
EDU 317 Financial Mgt for Child Care Administration (S)	3 credits
HSV 103 Intro to Social Work	3 credits
MGT 201 Principles of Management	3 credits
PSY 201 Child Psychology[1] (F)	3 credits
PSY 210 Psychology of Learning[1] (S)	3 credits
PSY 216 Growth and Development (F)	3 credits
SOC 203 Sociology of the Family[1] (S)	3 credits

EARLY CHILDHOOD EDUCATION
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
EDU 105 Curriculum for Young Children	3 credits	
EDU 101 Introduction to Educational Studies	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
PSY 103 Child Development	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
History/Government Core	3 credits	
Computer Science Core	3 credits	
EDU 217 Behavior and Guidance for the Young Child	3 credits	EDU 101 and EDU 105
ENG 102 English Composition II	3 credits	ENG 101
EDU 107 Health, Safety, and Nutrition for Young Children	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
SOC 155 Race, Class, Gender, and Social Justice	3 credits	
EDU 222 Children with Special Needs	3 credits	
Math Core	3 credits	
Natural Science Core w/ Lab	4 credits	
Program Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
EDU 210 ECE Seminar	3 credits	EDU 101, EDU 105, EDU 217, EDU 222, PSY 103
EDU 320 ECE Field Experience	6 credits	EDU 101, EDU 105, EDU 217, EDU 222, PSY 103
Program Elective	3 credits	
PSY 101 General Psychology	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

EARLY CHILDHOOD EDUCATION
Certificate

Program Description

Increasingly, American families find the need for safe, certified childcare for children. Essential to the success of any childcare operation is the availability of qualified professionals. The Quincy College program in Early Childhood Education is designed to assist students in meeting the requirements of the Department of Early Education and Care (EEC) and the needs of employers. Students receive a broad-based exposure to Early Childhood Education and prepare students to be teacher, lead teacher, and director certified through EEC.

Program Outcomes

Upon successful completion of this program, students will be able to:

1. Describe young children's diverse characteristics and their educational and holistic needs, from birth through age eight.
2. Evaluate the goals, benefits, and uses of assessment and use systematic observation, documentation, and other effective assessment strategies to positively influence the development of all children.
3. Design, implement, and evaluate developmentally appropriate curriculum that positively influence each child's development and learning, taking into account age, temperament, characteristics, and culture.
4. Use social, economic, and cultural issues facing schools and families to create respectful, reciprocal relationships with families and communities.
5. Integrate knowledge from a variety of sources including ethical guidelines and professional standards toward becoming reflective, life-long learners within the educational community.
6. Apply respectful approaches to provide young children with skills to self-direct/self-regulate and to resolve conflicts/challenges

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. Students must complete the following college level courses with a grade of "C" (73%) or higher: EDU 101, EDU 105, EDU 217, EDU 222 and PSY 103, and receive written permission from the faculty who coordinate the Early Childhood Program to be eligible for a field placement.

3. Students who plan to complete a field placement must contact the faculty coordinator by December for a Spring semester placement. Admission to the program does not guarantee a field placement. An overall GPA of 2.0, or higher, and proof of child and adult CPR and First Aid is required in order to be placed in a field experience.

All ECE and EDU students must complete a CORI and a SORI (including finger printing), prior to their acceptance into the ECE/EDU program. It is the responsibility of the student to complete this so that they will be able to do field observations during the program. Most local police stations will perform SORIs/fingerprinting for a fee. CORIs will be performed at the site chosen to complete your observation/field experience hours.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring
SU=Class is offered in the Summer

Program Requirements – 33 credits total	Credits
EDU 101 Intro to Educational Studies[2] (F)	3 credits
PSY 103 Child Development[2] (F)	3 credits
EDU 105 Curriculum for Young Children[2] (S)	3 credits
EDU 107 Health, Safety, and Nutrition for Young Children[2] (S)	3 credits
EDU 222 Children with Special Needs[2] (F)	3 credits
EDU 217 Behavior and Guidance for the Young Child[1] (S)	3 credits
EDU 210 ECE Seminar [1 3] (F and S)	3 credits
EDU 320 ECE Field Experience [1 3] (S)	3 credits
SOC 155 Race, Class, Gender, Social Justice (F)	3 credits
Program Electives	6 credits

Total credits required for graduation **33 credits**

Program Electives	Credits
BUS 220 Business Ethics	3 credits
EDU 115 Children's Literature (F)	3 credits
EDU 216 Dynamics of Play[1] (F)	3 credits
EDU 218 Infant and Toddler Development and Curriculum (S)	3 credits
EDU 250 Management and Supervision in ECE Centers[1] (S)	3 credits
EDU 317 Financial Mgt for Child Care Administration (S)	3 credits
HSV 103 Intro to Social Work	3 credits
MGT 201 Principles of Management	3 credits
PSY 201 Child Psychology[1] (F)	3 credits
PSY 210 Psychology of Learning[1] (S)	3 credits
PSY 216 Growth and Development (F)	3 credits
SOC 203 Sociology of the Family[1] (S)	3 credits

EARLY CHILDHOOD EDUCATION
Certificate

Semester 1 (Fall)	Credits	Pre-Requisites
EDU 101 Intro to Educational Studies	3 credits	
PSY 103 Child Development	3 credits	
EDU 105 Curriculum for Young Children	3 credits	
EDU 222 Children with Special Needs	3 credits	
SOC 155 Race, Class, Gender, and Social Justice	3 credits	
Total	**15 credits**	

Semester 2 (Spring)	Credits	Pre-Requisites
EDU 107 Health, Safety and Nutrition for Young Children	3 credits	
EDU 217 Behavior and Guidance for the Young Child	3 credits	EDU 101 and EDU 105
EDU 210 ECE Seminar	3 credits	"C" or higher in EDU 101, 105, 217, 222; & PSY 103.
EDU 320 Field Experience	3 credits	"C" or higher in EDU 101, 105, 217, 222; & PSY 103.
Total	**12 credits**	

Semester 3 (Summer)	Credits	Pre-Requisites
Program Electives	6 credits	
Total	**6 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing 617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

ELDER CARE-GERONTOLOGY
Certificate

Program Description

The Elder Care-Gerontology program provides an understanding of multi-systemic issues impacting older adults in America. The curriculum presents an empowerment approach in addressing societal challenges, specifically as they pertain to geriatric populations.
The need for knowledge in working with older adults continues to increase in our society, and the certificate is a valuable addition to any degree in Human Services, Nursing, or Health Care. All the courses in the Elder Care-Gerontology program can be used toward the Human Services Associates Degree.

Program Outcomes

At the completion of this program, the student should be able to:

- Determine client needs through a gerontological and multi-systemic framework.
- Evaluate ethical and organizational issues impacting older adults.
- Apply theory and practice skills to prevention and intervention.
- List multiple organizations with the community that support older adults.
- Construct a plan to work with older adults in your community.

Program Requirements – 18 credits total	Credits
HSV 112 Introduction to Gerontology (F)	3 credits
HSV 114 Substance Addiction & Older Adults	3 credits
HSV 103 Introduction to Social Work	3 credits
HSV 200 Human Behavior and the Social Environment (F)	3 credits
SOC 140 Aging in America (F)	3 credits
HSV 201 Counseling Skills (F)	3 credits
Total credits required for graduation	**18 credits**

Additional Information

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

ELDER CARE-GERONTOLOGY
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

ELEMENTARY EDUCATION
Associate in Science Degree

Program Description

Many students at Quincy College have long range goals to continue their education and pursue a Bachelor's Degree. The Elementary Education program is designed to prepare students who wish to become elementary teachers. It seeks to attract students who are interested in working in public/private school settings with children in grades 1-6. A solid foundation in Liberal Arts will allow students flexibility in selecting courses that will match program requirements in schools that the students would like to attend. The general education courses will enable the students to continue their studies beyond the Associate Degree.

Program Outcomes

At the completion of this program, the student should be able to:

- Explain in writing and orally the responsibilities of the teaching profession.
- Demonstrate in writing and orally the major principles of learning, namely, behavioral, cognitive, and constructivist.
- Articulate thoughts in English in a coherent, unified, well-structured manner.
- Efficiently access, process, and assess information.
- Demonstrate an appreciation of the variety of expression and ethical issues in diverse fields.
- Draw logical conclusions from qualitative and quantitative data presented in both graphic and narrative form.
- Demonstrate a mastery of the fundamental skills in using computer technology.
- Explain the nature and societal implications of global relationships among diverse cultures.

Please note: Students enrolled in the program will be required to have a Criminal Offender Record Information (CORI) check completed as required by elementary schools.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core[2]	3 credits

Program Requirements – 36 credits total	Credits
EDU 101 Introduction to Educational Studies	3 credits
Humanities Electives[3]	6 credits
Literature Electives[4]	6 credits
PSY 103 Child Development (F)	3 credits
PSY 210 Psychology of Learning[1] (S)	3 credits
SOC 101 General Sociology	3 credits
General Electives	12 credits

Total credits required for graduation **61 credits**

Additional Information

1. Indicates course requires the completion of a prerequisite.
2. Social Science/Psychology Core: Recommended to complete PSY 101
3. Humanities Electives: Please go the list of core courses and applicable elective courses by area starting page 87.
4. Literature Electives: Please go the list of core courses and applicable elective courses by area starting page 87.

All ECE and EDU students must complete a CORI and a SORI (including finger printing), prior to their acceptance into the ECE/EDU program. It is the responsibility of the student to complete this so that they will be able to do field observations during the program. Most local police stations will perform SORIs/fingerprinting for a fee. CORIs will be performed at the site chosen to complete your observation/field experience hours.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

ELEMENTARY EDUCATION
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
EDU 101 Introduction to Educational Studies	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
PSY 103 Child Development	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Humanities Elective	3 credits	
Math Core	3 credits	
PSY 210 Psychology of Learning	3 credits	PSY 101
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
Computer Science Core	3 credits	
Humanities Elective	3 credits	
Literature Elective	3 credits	
Natural Science Core w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
General Elective	3 credits	
General Elective	3 credits	
General Elective	3 credits	
Literature Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

EMERGENCY MEDICAL TECHNICIAN
Certificate

Program Description
The Emergency Medical Technician Certificate is an in-depth program in basic life support offered by the Comprehensive Medical Teaching Institute (CMTI) at Quincy College.

The goal of this program is to prepare each student to become a competent, knowledgeable and professional entry-level EMT in all phases of the learning domains-cognitive (knowledge)-psychomotor (skills)-affective (behavior).

Program Outcomes
At the completion of this program, the student should be able to:

- Demonstrate the ability to comprehend, evaluate and apply clinical presentation as it relates to their role as an entry-level EMT (Cognitive Objective).
- Demonstrate technical proficiency in all EMT skills required by the NREMT, the Massachusetts Office of Emergency Medical Services and the program requirements to fulfill their role as an entry-level EMT (Psychomotor objective).
- Demonstrate personal and professional behaviors consistent with the profession and employer expectations in their role as an entry-level EMT (Affective Objective).

Program Requirements – 6 credits total	Credits
EMS 101 Emergency Medical Technician - Basic	6 credits
Total credits required for graduation	**6 credits**

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.

EMERGENCY MEDICAL TECHNICIAN
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

ENGLISH CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Compose well-structured, unified and coherent expository assignments.
- Demonstrate information literacy through research assignments.
- Apply the principles of critical thinking to assess required readings and points of discussion.
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration.
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration.
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

English Concentration Outcomes

At the completion of the English Concentration, the student should be able to:

- Describe the major movements in a single literary tradition (English, American, or World Literature).
- Apply literary theory in critical essays.
- Develop criteria for an aesthetic appreciation of the English Language.

Additional Information
1.Indicates course requires the completion of a prerequisite. Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
English Electives	18 credits
General Electives	6 credits
Literature Electives	6 credits
SOC 101 General Sociology	3 credits
Social Science Elective	3 credits

Total credits required for graduation 61 credits

Concentration Electives	Credits
ENG 111 Speech Communication	3 credits
ENG 151 Shakespeare[1] (F)	3 credits
ENG 200 Introduction to Mass Media (F)	3 credits
ENG 201 English Literature I[1] (F)	3 credits
ENG 202 English Literature II[1] (S)	3 credits
ENG 204 Poetry[1] (S)	3 credits
ENG 205 World Mythology[1] (S)	3 credits
ENG 211 American Literature I[1] (F)	3 credits
ENG 212 American Literature II[1] (S)	3 credits
ENG 213 Environmental Literature[1] (S)	3 credits
ENG 221 World Literature I[1] (F)	3 credits
ENG 222 World Literature II[1] (S)	3 credits
ENG 224 Writing for Professionals (F)	3 credits
ENG 225 Creative Writing Workshop[1] (F)	3 credits
ENG 230 Journalism[1] (S)	3 credits
ENG 231 Modern Novel[1] (S)	3 credits
ENG 233 Crime and Detective Fiction[1] (S)	3 credits
ENG 235 Survey of Women Writers[1] (S)	3 credits
ENG 237 Introduction to Science Fiction[1] (S)	3 credits
ENG 238 Literature of the Supernatural[1] (F)	3 credits
ENG 239 Baseball Literature[1] (S)	3 credits
ENG 240 Literature of War[1] (F)	3 credits
ENG 251 Introduction to Drama (F)	3 credits
ENG 252 International Film (S)	3 credits
EXP 297 Internship	3 credits

ENGLISH CONCENTRATION
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
General Elective	3 credits	
History/Government Core	3 credits	
Natural Science Core w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Total	**16 credits**	

Semester 3	Credits	Pre-Requisites
English Concentration Elective	3 credits	
English Concentration Elective	3 credits	
English Concentration Elective	3 credits	
Literature Elective	3 credits	
Social Science Elective	3 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
English Concentration Elective	3 credits	
English Concentration Elective	3 credits	
English Concentration Elective	3 credits	
General Elective	3 credits	
Literature Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

ENTREPRENEURSHIP
Certificate

Program Description

The Entrepreneurship Certificate is designed for the student who seeks to be an entrepreneur in a start-up business or who wants to work as an entrepreneurial change agent within an existing corporate setting. This program prepares students to recognize opportunities, identify business issues, and analyze actions to better position their business. The certificate program will help to prepare students to be successful and to develop the necessary skills needed to manage, promote, and compete.

Program Outcomes

At the completion of this program, the student should be able to:

- Evaluate the importance of strategic, operational and financial planning in the small business setting.
- Compare and contrast the three general methods of starting a small business start-up, buy an existing business or buy a franchise and evaluate the pros and cons of each method.
- Describe the process for identifying, evaluating and selecting new business opportunities.
- Identify and discuss the major environmental forces that influence a manager's work.
- Identify and discuss types and methods of decision making.
- Explain the importance of business ethics and social responsibility to new business ventures.
- Differentiate between strategic business plans and strategic marketing plans.
- Develop a plan to incorporate principles of customer service into all areas of the business.

Program Requirements – 18 credits total	Credits
BUS 202 Principles of Customer Service (F)	3 credits
MGT 201 Principles of Management	3 credits
MGT 230 Entrepreneurship & Small Business Management[1] (S)	3 credits
MGT 235 Financing a Small Business (F)	3 credits
MKT 202 Principles of Marketing (F)	3 credits
Program Elective	3 credits

Total credits required for graduation **18 credits**

Program Electives	Credits
ACC 101 Accounting I[2]	3 credits
HRM 101 Intro to Hospitality Management (F)	3 credits
HRM 102 Conference, Meeting & Event Planning and Sales (F)	3 credits
HRM 104 Food & Beverage Management (S)	3 credits
HRM 110 Hospitality & Sales Marketing (F)	3 credits
HRM 202 Revenue Management (S)	3 credits
HRM 205 Lodging Operations (S)	3 credits
HRM 207 Managing for Quality (S)	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.
2. ACC 101 is strongly recommended as the program elective.

In addition to the electives list, a course from the following areas may be used as the program elective: Business, Management, or Marketing.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

ENTREPRENEURSHIP
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

EXERCISE SCIENCE & PERSONAL TRAINING
Associate in Science Degree

Program Description

The Exercise Science & Personal Training program is designed for students who wish to continue their education in the field of exercise and fitness. Whether one chooses to train clients, work for a non-profit health related organization, or participate in health and fitness research, this program will allow students the opportunity to hone their skills as fitness professionals; develop their interpersonal communication and critical thinking skills; and become familiar with basic management principles that will aid them in forging a career in the fitness industry.

The Exercise Science/Personal Training Program is designed for students who wish to work toward American Council on Exercise (ACE) certification as well as those who anticipate transferring to a Baccalaureate Degree-granting institution. The course of study is interdisciplinary and includes the College core curriculum; courses specific to exercise, fitness, health care, business administration, as well as general liberal arts. The academic offerings of this program range from advanced fitness training courses that offer valuable, practical field experience to foundation courses and electives that will create the framework for further academic study.

Program Outcomes

At the completion of this program, the student should be able to:

- Name basic medical terms as they relate to the clients' past medical history.
- Summarize the basic anatomy and physiology of the human body.
- Demonstrate the ability to write professionally.
- Demonstrate the ability to verbally communicate the principles and benefits of exercise and physical fitness effectively.
- Discuss the role and functions of personal trainer/exercise professionals.
- Discuss the ethical issues related to the field of personal training/physical fitness.
- Compare the traditional biomedical model of healthcare with a preventative/wellness model.
- Analyze fitness regimens.
- Design personalize training protocols for all ages (youth to adult): fitness level (novice to advanced); and levels of health.
- Implement personalized training protocols for all ages (youth to adult), fitness level (novice to advanced); and levels of health.

Core Requirements – 25 credits total	Credits
BIO 111 General Biology I w/lab	4 credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Social Science/Psychology Core	3 credits

Program Requirements – 37 credits total	Credits
BIO 131 Anatomy & Physiology I w/lab[1]	4 credits
EXS 101 Health Appraisal & Fitness Assessment	3 credits
EXS 102 Muscular & Cardiovascular Fitness	3 credits
EXS 115 Injury Prevention, Flexibility, & Functional Training	3 credits
EXS 116 Strength Training & Endurance Exercise	3 credits
EXS 119 Bioenergetics & Biomechanics	3 credits
EXS 150 Nutrition for Fitness	3 credits
EXS 201 Youth & Senior Fitness[1] (F)	3 credits
EXS 202 Exercise Program Design[1] (S)	3 credits
EXS 204 Advanced Training Programs[1] (S)	3 credits
EXS 206 Fitness Facility Management (F)	3 credits
Program elective	3 credits

Total credits required for graduation **62 credits**

Program Electives	Credits
BUS 101 Fundamentals to Business	3 credits
BUS 202 Principles of Customer Service (F)	3 credits
HPS 101 Principles in Health Promotion and Wellness (F)	3 credits
HPS 102 Community and Public Health (S)	3 credits
HPS 103 Key Issues in Health Promotion and Wellness (F)	3 credits
MGT 230 Entrepreneurship Small Business Management[1] (S)	3 credits
MKT 202 Principles of Marketing[1] (F)	3 credits
PSY 230 Sports Psychology (S)	3 credits
EXP 297 Internship	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

EXERCISE SCIENCE & PERSONAL TRAINING
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BIO 111 General Biology I w/lab	4 credits	
EXS 101 Health Appraisal & Fitness Assessment	3 credits	
EXS 102 Muscular & Cardiovascular Fitness	3 credits	
EXS 150 Nutrition for Fitness	3 credits	
IDS 167 First Year Seminar	3 credits	
Total	**16 credits**	

Semester 2	Credits	Pre-Requisites
BIO 131 Anatomy & Physiology I w/lab	4 credits	BIO 111
EXS 115 Injury Prevention, Flexibility, & Functional Training	3 credits	
EXS 116 Strength Training & Endurance Exercise	3 credits	
EXS 119 Bioenergetics & Biomechanics	3 credits	
Math Core	3 credits	
Total	**16 credits**	

Semester 3	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	EXS 102 and EXS 116
EXS 201 Youth & Senior Fitness	3 credits	
EXS 206 Fitness Facility Management	3 credits	
History/Government Core	3 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
EXS 202 Exercise Program Design	3 credits	EXS 102 and EXS 116
EXS 204 Advanced Training Programs	3 credits	EXS 102 and EXS 116
Program Elective	3 credits	
SOC 112 Interpersonal Communications	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

EXERCISE SCIENCE & PERSONAL TRAINING
Certificate

Program Description

Over the past decade, the percentage of American youth, adults, and seniors who are under fit and overweight has increased significantly, with associated escalation in degenerative diseases and health care costs. One solution to these problems is competent, certified exercise science/personal training professionals who can educate, motivate, and instruct inactive individuals to attain desirable levels of physical fitness with emphasis on muscular strength, cardiovascular endurance, joint flexibility, and body composition. This certificate program is designed for students who want to work as exercise instructors and/or personal trainers in YMCAs, fitness centers, or other exercise facilities. Completion of this program prepares students to pass a national personal trainer certification exam, such as that offered by the American Council on Exercise. This course of study provides relevant, research-based classroom instruction as well as practical exercise experience with diverse populations.

Program Outcomes

Upon completion of the program, the student should be able to:

- Develop a philosophy of wellness/fitness that enhances quality of life for themselves and their clients.
- Design safe and effective exercise/fitness programs for youth, adults, and seniors.
- Educate and motivate clients to properly perform exercises that enhance muscular strength, cardiovascular endurance, joint flexibility, and body composition.
- Take a nationally recognized personal trainer certification examination.

Program Requirements – 21 credits total	Credits
EXS 101 Health Appraisal & Fitness Assessment	3 credits
EXS 102 Muscular & Cardiovascular Fitness	3 credits
EXS 115 Injury Prevention, Flexibility & Functional Training	3 credits
EXS 116 Strength Training & Endurance Exercise	3 credits
EXS 119 Bioenergetics & Biomechanics	3 credits
EXS 150 Nutrition for Fitness	3 credits
EXS 202 Exercise Program Design (S)	3 credits

Program Electives	Credits
EXS 201 Youth/Senior Fitness (F)	3 credits
HSC 149 Anatomy & Physiology for Healthcare Professionals	4 credits
Total credits required for graduation	**24 credits**

Additional Information

Students may transfer courses from accredited institutions. Science courses must have been completed within the past five (5) years at the college level.

All courses listed above may be applied to the Associate Degree Program in Exercise Science/Personal Training.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

EXERCISE SCIENCE & PERSONAL TRAINING
Certificate

Semester 1	Credits	Pre-Requisites
EXS 101 Health Appraisal & Fitness Assessment	3 credits	
EXS 102 Muscular & Cardiovascular Fitness	3 credits	
EXS 116 Strength Training & Endurance Exercise	3 credits	
EXS 119 Bioenergetics & Biomechanics	3 credits	
Total	**12 credits**	

Semester 2	Credits	Pre-Requisites
EXS 115 Injury Prevention, Flexibility & Functional Training	3 credits	
EXS 150 Nutrition for Fitness	3 credits	
EXS 202 Exercise Program Design	3 credits	EXS 102 and EXS 116
Program Elective	3-4 credits	
Total	**12-13 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

FINE ARTS: DRAMA CONCENTRATION
Associate of Arts in Fine Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Think critically
- Think quantitatively
- Communicate effectively
- Use logic to acquire, assess, and integrate new information.
- Explain the nature and societal implications of global relationships among diverse cultures.
- Apply ethical criteria to a variety of intellectual, social, and personal situations.
- Apply aesthetic criteria to a variety of intellectual, natural, artistic, and social phenomena.
- Demonstrate a broad theoretical and practical knowledge of one field of study from among the liberal arts and science concentrations.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
ART 110 Theatre Arts I (F)	3 credits
ART 230 Art & Society (S)	3 credits
Concentration Electives	18 credits
General Electives	9 credits
SOC 101 General Sociology	3 credits

Total credits required for graduation **61 credits**

Concentration Electives	Credits
ART 111 Theatre Arts II (S)_	3 credits
ART 112 Acting Workshop[1] (F)	3 credits
ART 114 Improvisation[1] (S)	3 credits
ART 150 Modern Drama (S)	3 credits
ART 155 Theatre Production[1] (F)	3 credits
ENG 151 Shakespeare[1] (F)	3 credits
ENG 252 International Film[1] (S)	3 credits
EXP 297 Internship	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS

FINE ARTS: DRAMA CONCENTRATION
Associate of Arts in Fine Arts Degree

Semester 1	Credits	Pre-Requisites
ART 110 Theatre Arts I	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Drama Concentration Elective	3 credits	
Drama Concentration Elective	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
Drama Concentration Elective	3 credits	
Drama Concentration Elective	3 credits	
General Elective	3 credits	
Natural Science Core w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
ART 230 Art and Society	3 credits	
Drama Concentration Elective	3 credits	
Drama Concentration Elective	3 credits	
General Elective	3 credits	
General Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

FINE ARTS: MUSIC & THEATER

Associate of Arts in Fine Arts Degree

Program Description

This program allows students to explore performing arts through the relationship of Music and Theater. Students first learn about the foundational aspects of both of these art forms before branching into specific study areas. Students may choose to develop further interests in both of these living arts through elective study and live performance.

Program Outcomes

Upon the successful completion of the program, students will be able to:

1. Demonstrate foundational analytical skills suitable for a variety of professional situations (in music: notation, aural skills and sight-reading skills, and in drama: scene analysis, text interpretation, and performance technique).
2. Interpret core elements of a musical or a theatrical work.
3. Discuss the cultural context of music and theater from a variety of styles and eras.

Additional Information
1.Indicates course requires the completion of a prerequisite. Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
MUS 101 Fundamentals of Music (F)	3 credits
ART 110 Theater Arts I (F)	3 credits
MUS 105 American Popular Music (S)	3 credits
ART 111 Introduction to Performance (S)	3 credits
MUS 110 Music Across Cultures (F)	3 credits
ART 229 Survey of American Film (F)	3 credits
Program Electives	18 credits

Total credits required for graduation **61 credits**

Concentration Electives	Credits
MUS 102 Class Keyboard (F)	3 credits
MUS 103 Music Theory I[1] (F)	3 credits
MUS 104 Music Theory II[1] (S)	3 credits
MUS 108 The Story of American Jazz (F)	3 credits
MUS 109 History of Rock (S)	3 credits
MUS 220 Band Management and the Music Business (F)	3 credits
ART 112 Acting Workshop[1] (F)	3 credits
ART 114 Improvisation[1] (S)	3 credits
ART 155 Theater Production[1] (F)	3 credits
ENG 251 Classical and Modern Drama[1] (S)	3 credits
ENG 252 International Film[1] (S)	3 credits
ART 201 Survey of Fine Arts I (S)	3 credits
ART 230 Art and Society[1] (S)	3 credits
EXP 297 Internship	3 credits

FINE ARTS: MUSIC & THEATER

Associate of Arts in Fine Arts Degree

Semester 1	Credits	Pre-Requisites
MUS 101 Fundamentals of Music	3 Credits	
ENG 101 English Composition I	3 Credits	ENG 101 Placement
IDS 167 First Year Seminar	3 Credits	
ART 110 Theater Arts	3 Credits	
Social Science/Psychology Core	3 Credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
Math Core	3 Credits	
ENG 102 English Composition II	3 Credits	ENG 101
MUS 105 American Popular Music	3 credits	
ART 111 Introduction to Performance	3 credits	
Computer Science Core	3 Credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
MUS 110 Music Across Cultures	3 Credits	
ART 229 Survey of American Film	3 Credits	
Natural Science Core w/ Lab	4 Credits	
History/Government Core	3 Credits	
Program Elective	3 Credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
Program Elective	3 Credits	
Program Elective	3 Credits	
Program Elective	3 Credits	
Program Elective	3 Credits	
Total	**12 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

FINE ARTS: VISUAL ARTS CONCENTRATION

Associate of Arts in Fine Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Think critically
- Think quantitatively
- Communicate effectively
- Use logic to acquire, assess, and integrate new information.
- Explain the nature and societal implications of global relationships among diverse cultures.
- Apply ethical criteria to a variety of intellectual, social, and personal situations.
- Apply aesthetic criteria to a variety of intellectual, natural, artistic, and social phenomena.
- Demonstrate a broad theoretical and practical knowledge of one field of study from among the liberal arts and science concentrations.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
ART 100 Fundamentals of Visual Art	3 credits
ART 230 Art & Society (S)	3 credits
SOC 101 General Sociology	3 credits
General Electives	9 credits
Visual Arts Electives	18 credits

Total credits required for graduation **61 credits**

Concentration Electives	Credits
ART 101 Basic Drawing (S)	3 credits
ART 102 Advanced Drawing[1] (F)	3 credits
ART 103 Line, Color, & Design (F)	3 credits
ART 115 Basic Painting (F)	3 credits
ART 116 Advanced Painting[1] (S)	3 credits
ART 119 Photography I (S)	3 credits
ART 120 Photography II (F)	3 credits
ART 201 Survey of Fine Arts I (S)	3 credits
ART 202 Survey of Fine Arts II[1] (F)	3 credits
ENG 252 International Film (S)	3 credits

Additional Information

1.Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

FINE ARTS: VISUAL ARTS CONCENTRATION
Associate of Arts in Fine Arts Degree

Semester 1	Credits	Pre-Requisites
ART 100 Fundamentals of Visual Arts	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Visual Arts Concentration Elective	3 credits	
Visual Arts Concentration Elective	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
General Elective	3 credits	
Natural Science Core w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Visual Arts Concentration Elective	3 credits	
Visual Arts Concentration Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
ART 230 Art and Society	3 credits	
Visual Arts Concentration Elective	3 credits	
Visual Arts Concentration Elective	3 credits	
General Elective	3 credits	
General Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

FOUNDATIONAL FITNESS
Certificate

Program Description

Over the past decade, the percentage of American youth, adults and older adults who are under fit and overweight has increased significantly, with related escalation in degenerative diseases and health care costs. One potential solution to these problems is competent, academically trained fitness professionals who can help our inactive population develop desirable levels of muscular strength, cardiovascular endurance, joint flexibility, and body composition. This certificate program is designed for students who want to work as exercise instructors in YMCAs, fitness centers, or retirement communities, and also provides the framework for progressing to a national personal trainer certification.

Program Outcomes

At the completion of the program, the student should be able to:

- Develop a philosophy of wellness/fitness that enhances quality of life for themselves and their clients.
- Apply research-based principles of exercise physiology for designing safe and effective exercise programs for improved muscular strength, cardiovascular. endurance, joint flexibility, and body composition
- Apply research-based principles of biomechanics for making appropriate exercise selection and teaching proper exercise performance.
- Develop individualized fitness programs to accommodate the training objectives and exercise abilities of youth, adults, and older adults.

Program Requirements – 9 credits total	Credits
EXS 102 Muscular & Cardiovascular Fitness	3 credits
EXS 119 Bioenergetics & Biomechanics	3 credits
EXS 201 Youth and Senior Fitness (F)	3 credits
Total credits required for graduation	**9 credits**

Additional Information

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.

FOUNDATIONAL FITNESS
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

GAME DEVELOPMENT
Certificate

Program Description

The Game Development Certificate gives the students the tools which they need to develop computer games. The students will create two dimensional and three dimensional games as well as single and multiplayer games. They will customize the visual profile of objects in the game using two dimensional and three dimensional graphics and animation.

Program Outcomes

At the completion of this program, the student should be able to:

- Create two dimensional game using audio, physics and text effects.
- Create transparent pixels on an uploaded image by using color key technology.
- Customize an object's behavior using function overriding and inheritance.
- Use functions to allow objects to interact within a game.
- Create low and high detailed meshes.
- Build a high-poly character and colorize the final model.

Program Requirements – 27 credits total	Credits
CSI 101 Introduction to Computers	3 credits
CSI 116 Introduction to Programming	3 credits
CSI 150 Introduction to Game Development with Unity[1] (F)	3 credits
CSI 249 Advanced Game Development[1] (S)	3 credits
CSA 228 Computer Graphics Applications (S)	3 credits
CSA 250 3D Graphics and Animation (C)	3 credits
Program Electives	9 credits

Total credits required for graduation **27 credits**

Program Electives	Credits
ART 100 Fundamentals of Visual Art	3 credits
CSI 107 C++ Programming[1 2]	3 credits
CSI 108 Advanced C++[1 2]	3 credits
CSI 233 Java Programming[1] (F)	3 credits
CSI 255 C# Programming[1 2] (F)	3 credits
CSI 357 Android Development[1] (F)	3 credits
CSI 261 Robotics Programming[1] (F)	3 credits
CSI 262 Advanced Robotics Programming[1] (S)	3 credits
ENG 205 World Mythology	3 credits
LAW 203 Cyber Law (F)	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.
2. The recommended sequence is CSI 107, CSI 108, and CSI 255

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring
C=Contact Advising at 617-984-1720 for more information.

THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS.

GAME DEVELOPMENT
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
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Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

GENERAL STUDIES
Associate of Arts in Liberal Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Think critically
- Think quantitatively
- Communicate effectively
- Use logic to acquire, assess, and integrate new information.
- Explain the nature and societal implications of global relationships among diverse cultures.
- Apply ethical criteria to a variety of intellectual, social, and personal situations.
- Apply aesthetic criteria to a variety of intellectual, natural, artistic, and social phenomena.
- Demonstrate a broad theoretical and practical knowledge of one field of study from among the liberal arts and science concentrations.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
Behavioral Science Electives[2] Or Business Related Courses	9 credits
General Electives	3 credits
Humanities Electives[2]	9 credits
Math/Natural Science Electives[2]	6-8 credits
Social Science Electives[2]	9 credits
Total credits required for graduation	**61-63 credits**

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. Electives: Please go the list of core courses and applicable elective courses by area pp. 91-93.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

GENERAL STUDIES
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
Behavioral Science or Business Elective	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Natural Science Core w/ Lab	4 credits	
Social Science Elective	3 credits	
Total	**16 credits**	

Semester 3	Credits	Pre-Requisites
Behavioral Science or Business Elective	3 credits	
General Elective	3 credits	
Humanities Elective	3 credits	
Math/Natural Science Elective	3-4 credits	
Social Science Elective	3 credits	
Total	**15-16 credits**	

Semester 4	Credits	Pre-Requisites
Behavioral Science or Business Elective	3 credits	
Humanities Elective	3 credits	
Humanities Elective	3 credits	
Math/Natural Science Elective	3-4 credits	
Social Science Elective	3 credits	
Total	**15-16 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

GOVERNMENT CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Compose well-structured, unified and coherent expository assignments.
- Demonstrate information literacy through research assignments.
- Apply the principles of critical thinking to assess required readings and points of discussion.
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration.
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration.
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

Government Concentration Outcomes

At the completion of the Government Concentration, the student should be able to:

- Analyze competing political theories.
- Evaluate political institutions and systems in a national and international context.
- Describe the uses of political economy.
- Develop theses pertaining to various political issues in both oral and written form.

Additional Information
1.Indicates course requires the completion of a prerequisite. Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
General Electives	6 credits
Government Concentration Electives	18 credits
Literature Electives	6 credits
SOC 101 General Sociology	3 credits
Social Science Elective	3 credits

Total credits required for graduation **61 credits**

Concentration Electives	Credits
GOV 105 Introduction to Political Science	3 credits
GOV 201 American Government	3 credits
GOV 211 State & Local Government	3 credits
GOV 212 International Relations (S)	3 credits
GOV 213 The American Presidency (F)	3 credits
GOV 217 Comparative Government (S)	3 credits
GOV 290 Special Topics in Government (F)	3 credits
HIS 101 United States History I	3 credits
HIS 102 United States History II	3 credits
EXP 297 Internship	3 credits

GOVERNMENT CONCENTRATION
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
History/Government Core	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II*	3 credits	ENG 101
General Elective	3 credits	
Government Concentration Elective	3 credits	
Government Concentration Elective	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
Government Concentration Elective	3 credits	
Government Concentration Elective	3 credits	
Literature Elective	3 credits	
Natural Science Course w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
Government Concentration Elective	3 credits	
Government Concentration Elective	3 credits	
Literature Elective	3 credits	
Social Science Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

HEALTH SCIENCES
Associate in Science Degree

Program Description

The Associate in Science Health Sciences degree utilizes an interdisciplinary approach in the study of health sciences. It provides students with a strong core foundation in both biological sciences and liberal arts, and offers elective studies of community and public health, sociology or ethics that will be applicable to a wide range of careers in health, human services, or public health. It prepares students to complete further health science related programs of study, transfer to a four-year program of study or enter the work force in an entry level position in related health sciences.

Program Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate a foundation of knowledge in the biological sciences based on theory and laboratory skills.
- Demonstrate the ability to think critically and to be able to solve problems by collecting, analyzing, and interpreting data.
- Identify health problems, associated challenges, and potential opportunities.
- Explain the role of policy in health services delivery.
- Demonstrate effective oral and written communication skills.

Additional Information
1 Indicates course requires the completion of a prerequisite. 2 Students must choose one of the three courses. 3 Required for Nursing 4 Either MAT 103 or MAT 107 required for Nursing Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 22 credits total	Credits
ENG 101 English Composition I [3]	3 credits
ENG 102 English Composition II[1 3]	3 credits
History/Government Core [3]	3 credits
IDS 167 First Year Seminar	3 credits
MAT 103 College Algebra [4]	3 credits
BIO 111 General Biology I [3]	4 credits
PSY 101 General Psychology [3]	3 credits

Program Requirements – 39-41 credits total	Credits
BIO 131 Anatomy and Physiology I[1 3]	4 credits
BIO 132 Anatomy and Physiology II[1 3]	4 credits
BIO 251 Microbiology[1 3]	4 credits
HPS 102 Community and Public Health (S)	3 credits
MAT 107 Statistics[1 4]	3 credits
HSC 107 Orientation to Healthcare	1 credit
CHE 121 OR PHY 111 General Chemistry I[1] OR General Physics[1]	4 credits
General Elective	3 credits
Program Electives	12-14 credits

Total credits required for graduation **61-63 credits**

Program Electives	Credits
HIS 220 American Health Care History (S)	3 credits
HSC 140 Medical Terminology	3 credits
HPS 103 Key issues in Health Promotion and Wellness (F)	3 credits
HSV 240 Social Policy (S)	3 credits
MUS 110 Music Across Cultures (F)	3 credits
PHL 101 Intro to Philosophy	3 credits
PHL 102 Topics in 20th Century Philosophy (F)	3 credits
PHL 113 Death and Dying[1]	3 credits
PSY 216 Growth and Development[3]	3 credits
BIO 106 Nutrition[2]	4 credits
BIO 112 General Biology II[1 2]	4 credits
BIO 204 Genetics[1 2]	4 credits

HEALTH SCIENCES
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
IDS 167 First Year Seminar	3 credits	
ENG 101 English Comp I	3 credits	Placement or satisfactory completion of ENG 090
BIO 111 General Biology I	4 credits	
MAT 103 College Algebra	3 credits	Placement or satisfactory completion of MAT 097
Program Elective	3 credits	
Total Credits	**16 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Comp II	3 credits	ENG 101
HSC 107 Orientation to Healthcare	1 credit	
BIO 131 Anatomy and Physiology I	4 credits	BIO 111 with grade of 'C' or higher
PSY 101 General Psychology	3 credits	
General elective	3 credits	
Program Elective	3 credits	
Total Credits	**17 credits**	

Semester 3	Credits	Pre-Requisites
History/Government Core	3 credits	
BIO 132 Anatomy and Physiology II	4 credits	BIO 131 with grade of 'C' or higher
CHE 121 General Chemistry I OR PHY 111 General Physics I	4 credits	MAT 103 with grade of 'C' or higher
Program Elective	3 or 4 cred	
General Elective	3 credits	
Total	**17-18 credits**	

Semester 4	Credits	Pre-Requisites
BIO 251 Microbiology	4 credits	BIO 111 with grade of 'C' or higher
MAT 107 Statistics	3 credits	Placement or satisfactory completion of MAT 097
HPS 102 Community and Public Health	3 credits	
Program Elective	3 or 4 creds	
Program Elective	3 or 4 creds	
Total	**16-18 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

HEALTHCARE ADMINISTRATION
Associate in Science Degree

Program Description

The Healthcare Administration Program is mainly designed for students who anticipate transferring to a baccalaureate degree-granting institution. The course of study is interdisciplinary and includes the college core curriculum and courses specific to administration and healthcare as well as general liberal arts.

Program Outcomes

At the completion of this program, the student should be able to:

- Outline the ethical considerations that influence healthcare decision making.
- Identify the role and function of a database.
- Differentiate between U.S. healthcare systems and other countries' systems.
- Identify the role of customer service and a business strategy in the healthcare setting.
- Show knowledge of healthcare finance structures.
- Demonstrate the ability to communicate in a professional manner.

Additional Information
1. Indicates course requires the completion of a prerequisite. Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
PSY 101 General Psychology	3 credits
Natural Science Core w/ Lab	4 credits

Program Requirements – 36 credits total	Credits
BUS 101 Fundamentals to Business	3 credits
BUS 202 Principles of Customer Service	3 credits
CSA 213 Database Management	3 credits
ENG 224 Writing for Professionals	3 credits
FIN 202 Healthcare Finance	3 credits
HCA 104 Healthcare Delivery Systems	3 credits
HSC 140 Medical Terminology	3 credits
IDS 155 Critical Thinking & Writing	3 credits
PHL 103 Medical Ethics	3 credits
Program Electives	6 credits
SOC 112 Interpersonal Communication	3 credits

Total credits required for graduation **61 credits**

Program Electives	Credits
ACC 101 Accounting I	3 credits
BUS 211 International Business (S)	3 credits
HCA 103 Information Systems in Healthcare Management[1] (S)	3 credits
HCA 108 Electronic Healthcare Records[1]	3 credits
MBC 120 Insurance Claims Procedures	3 credits
MGT 201 Principles of Management	3 credits
MGT 203 Human Resource Management (S)	3 credits
MKT 202 Principles of Marketing[1]	3 credits

HEALTHCARE ADMINISTRATION
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BUS 101 Fundamentals to Business	3 credits	
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
HCA 104 Healthcare Delivery Systems	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
BUS 202 Principles of Customer Service	3 credits	
CSA 213 Database Management	3 credits	
ENG 102 English Composition II	3 credits	
Math Core	3 credits	
PHL 103 Medical Ethics	3 credits	
Total	**15 credits**	
Semester 3	**Credits**	**Pre-Requisites**
FIN 202 Healthcare Finance	3 credits	
History/Government Core	3 credits	
HSC 140 Medical Terminology	3 credits	ENG 101
IDS 155 Critical Thinking and Writing	3 credits	
Natural Science Core w/ Lab	4 credits	
Total	**16 credits**	
Semester 4	**Credits**	**Semester 4**
ENG 224 Writing for Professionals	3 credits	ENG 224 Writing for Professionals
Program Elective	3 credits	Program Elective
Program Elective	3 credits	Program Elective
PSY 101 General Psychology	3 credits	PSY 101 General Psychology
SOC 112 Interpersonal Communication	3 credits	SOC 112 Interpersonal Communication
Total	**15 credits**	**Total**

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

HEALTHCARE ADMINISTRATION: MEDICAL BILLING AND CODING
Certificate

Program Description

The Certificate Program in Medical Billing and Coding supplies students with knowledge of the healthcare system, anatomy and physiology and related terminology, as well as of treatment of and procedure codes use by the healthcare industry and how to accurately communicate those codes to insurers and agencies for payment to providers. A focus of the program is preparation to sit for the Certified Professional Coder National Examination, and preparation for employment in a variety of healthcare systems, such as hospitals and medical practices.

Program Outcomes

At the completion of this program, students should be able to:

- Demonstrate proficiency in coding using: International Classification of Diseases, Ninth Revision (ICD-g) Current Procedural.
- Terminology (CPT) coding book; Healthcare Common Procedure System (HCPCS).
- Recognize the essential duties and responsibilities of medical insurance billing.
- Demonstrate proficiency in English language and grammar in the medical environment.
- Interpret a patient medical report.
- Describe the reimbursement procedures for different types of medical records, settings, and procedures.
- Evaluate the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
- Validate the data collected for appropriate reimbursement.
- Outline the ethical considerations that impinge on the fields of healthcare.
- Define medical terms and abbreviations.
- Describe the origins, history, structure, and functions of the U.S. healthcare system.

Program Requirements – 16 credits total	Credits
BUS 202 Principles of Customer Service (F)	3 credits
CSI 101 Introduction to Computers	3 credits
MBC 101 Intro to Medical Billing and Coding	4 credits
MBC 120 Insurance Claim Procedures	3 credits
MBC 127 Medical Diagnostic & Coding Preparation	3 credits
Total credits required for graduation	**16 credits**

Additional Information

1. Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

HEALTHCARE ADMINISTRATION: MEDICAL BILLING AND CODING
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

HEALTHCARE FOUNDATION
Certificate

Program Description

This program prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, healthcare facilities and services administrators, and other healthcare professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software applications, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics.

Program Outcomes

At the completion of this program, the student should be able to:

- Identify and apply the medical terminology and abbreviations of the healthcare profession.
- Utilize information technology for research and the solution of common business problems.
- Operate programs, software, and computer applications of the healthcare profession.
- Demonstrate an understanding of relevant data sources, compliance rules, regulations, and the ethics of patient care.
- Demonstrate proficiency in business writing and communication skills as they apply to the healthcare field.

Program Requirements – 12 credits total	Credits
CSI 101 Intro to Computers	3 credits
HSC 140 Medical Terminology	3 credits
PHL 103 Medical Ethics	3 credits
SOC 112 Interpersonal Communication	3 credits
Total credits required for graduation	**12 credits**

Additional Information
1. Indicates course requires the completion of a prerequisite. Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.

HEALTHCARE FOUNDATION
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

HISTORY CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Compose well-structured, unified and coherent expository assignments.
- Demonstrate information literacy through research assignments.
- Apply the principles of critical thinking to assess required readings and points of discussion.
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration.
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

History Concentration Outcomes

At the completion of the Government Concentration, the student should be able to:

- Demonstrate an understanding of the diverse contexts of different historical periods.
- Develop theses related to various historical issues both in speaking and in writing.
- Evaluate historical evidence in primary and secondary sources.
- Analyze the work of historians past and present.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
General Electives	6 credits
History Concentration Electives	18 credits
Literature Electives	6 credits
SOC 101 General Sociology	3 credits
Social Science Elective	3 credits

Total credits required for graduation **61 credits**

Concentration Electives	Credits
HIS 101 United States History I	3 credits
HIS 102 United States History II	3 credits
HIS 107 Colonial America (F)	3 credits
HIS 111 History of Western Civilization I (F)	3 credits
HIS 112 History of Western Civilization II (S)	3 credits
HIS 230 French Revolution and Napoleon (S)	3 credits
HIS 240 History of the Cold War (F)	3 credits
HIS 250 History of US Foreign Relations (S)	3 credits
HIS 260 The Civil War and Reconstruction (F)	3 credits
HIS 280 History of Plymouth (F)	3 credits
HIS 290 Special Topics in History (S)	3 credits

Additional Information

1.Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

HISTORY CONCENTRATION
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
History/Government Core	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II*	3 credits	ENG 101
General Elective	3 credits	
History Concentration Elective	3 credits	
History Concentration Elective	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
History Concentration Elective	3 credits	
History Concentration Elective	3 credits	
Literature Elective	3 credits	
Natural Science Course w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
History Concentration Elective	3 credits	
History Concentration Elective	3 credits	
Literature Elective	3 credits	
Social Science Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

HOSPITALITY MANAGEMENT
Associate in Science Degree

Program Description

The Hospitality Management Degree is designed to prepare students for management positions within the Hospitality Industry or to continue their studies to earn a Bachelor's Degree. The curriculum includes courses in hospitality management, conference and event planning, and food and beverage management. The Hospitality Program electives provides opportunities to enhance in-demand skills to successfully compete for a rewarding career in the growing field of hospitality.Students will have opportunities to develop professional skills and make valuable contacts by participating in on-campus guest speaker events with industry leaders and off-campus site visits to convention centers, hotels, and event venues.

Program Outcomes

At the completion of this program, the student should be able to:

- Demonstrate principles of leadership and management in the operation of a hospitality business.
- Illustrate the importance of outstanding service quality, customer relationship management and marketing techniques.
- Analyze the importance of profit, goal setting, and team building, and apply these concepts to maximize total hotel and restaurant revenue and profits.
- Demonstrate awareness of the various career and business opportunities within the hospitality industry.
- Communicate effectively using interpersonal, intercultural, and general communication skills.
- Analyze historical and emerging ethical issues in the hospitality industry, and demonstrate the ability to make ethical decisions using critical thinking and problem solving skills.

Additional Information
[1]Indicates course requires the completion of a prerequisite Note: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
ACC 101 Accounting I	3 credits
BUS 220 Business Ethics	3 credits
HRM 101 Intro to Hospitality Management (F)	3 credits
HRM 102 Conference, Mtg., & Event Planning (F)	3 credits
HRM 104 Food and Beverage Management (S)	3 credits
HRM 110 Hospitality Sales & Marketing (F)	3 credits
HRM 202 Revenue Management (S)	3 credits
HRM 205 Lodging Operations (S)	3 credits
SOC 112 Interpersonal Communications	3 credits
Program Electives	9 credits
Total credits required for graduation	**61 credits**

Program Electives	Credits
BUS 202 Principles of Customer Service[1] (F)	3 credits
BUS 211 International Business (S)	3 credits
MGT 330 Managerial Communications (F)	3 credits
CJS 215 White-Collar Crime (S)	3 credits
HRM 207 Managing for Quality (S)	3 credits
MGT 201 Principles of Management	3 credits
MGT 230 Entrepreneurship & Small Business Management[1] (S)	3 credits
MGT 235 Financing a Small Business (F)	3 credits
MGT 203 Human Resources Management (S)	3 credits
MKT 201 Principles of Advertising (S)	3 credits
LAW 201 Business Law I[1] (F)	3 credits
EXP 297 Internship	3 credits

HOSPITALITY MANAGEMENT
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
HRM 101 Intro to Hospitality Management	3 credits	
HRM 102 Conference, Meeting & Event Planning	3 credits	
Computer Science Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ACC 101 Accounting I	3 credits	
History/Government Core	3 credits	
ENG 102 English Composition II	3 credits	
HRM 104 Food & Beverage Management	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
BUS 220 Business Ethics	3 credits	
HRM 110 Hospitality Sales & Marketing	3 credits	
Program Elective	3 credits	
Natural Science Core w/ Lab	4 credits	
Math Core	16 credits	
Total	**15 credits**	

Semester 4	Credits	Pre-Requisites
HRM 202 Revenue Management	3 credits	
HRM 205 Lodging Operations	3 credits	
SOC 112 Interpersonal Communications	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

HUMAN SERVICES
Associate in Science Degree

Program Description

The Human Services Program is designed to prepare students to work in a variety of professions, sit for the Licensed Social Work Associate (LSWA) exam, and offer the opportunity to transfer to a 4 year-year school. The curriculum for the Human Services program is designed around the Council of Social Work Education (CSWE) core competencies which are congruent with the licensing exam. The Human Services Degree will provide the required education requirements for state licensure as an LSWA (258 CMR 9.06) or a Licensed Social Worker (LSW) (258 CMR 9.05). Students are encouraged to view the multiple articulation agreements for easy transferring of credits to four year institutions.

Program Outcomes

At the completion of this program, the student should be able to:

- List services available in the community for diverse client needs.
- Distinguish between ethical and unethical behavior in multiple human service settings.
- Apply interviewing and practice skills in work with clients.
- Provide examples of the systemic efforts of social policy.
- Integrate policy, practice, research and the impact on individuals, families, groups, organizations, and communities.
- Create a mock interview with a client demonstrating appropriate practice skills.
- Analyze the impact of diversity on multiple systems, human rights, and social justice.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core[2]	3 credits
Natural Science Core w/ Lab[3]	4 credits
PSY 101 General Psychology	3 credits

Program Requirements – 36 credits total	Credits
HSV 103 Introduction to Social Work	3 credits
HSV 200 Human Behavior and the Social Environment (F)	3 credits
HSV 201 Counseling Skills (F)	3 credits
HSV 205 Substance Addiction Counseling	3 credits
HSV 240 Social Policy (S)	3 credits
HSV 260 Diverse Populations (S)	3 credits
SOC 101 General Sociology	3 credits
General Electives	6 credits
Program Electives	9 credits

Total credits required for graduation **61 credits**

Program Electives[4]	Credits
HSV 112 Intro to Gerontology (F)	3 credits
HSV 114 Substance Addiction and Older Adults	3 credits
HSV 251 Intro. To Substance Addiction	3 credits
EXP 297 Internship	3 credits
PSY 103 Child Development (F)	3 credits
PSY 201 Child Psychology (F)	3 credits
PSY 212 Group Dynamics (S)	3 credits
PSY 215 Abnormal Psychology (F)	3 credits
PSY 216 Growth and Development (F)	3 credits
PSY 231 Psychology of Gender and Culture (S)	3 credits
SOC 102 Contemporary Social Problems	3 credits
SOC 140 Aging in America (F)	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. Math Core: Recommended to complete MAT 107.

3. Natural Science Core: Recommended to complete BIO 111.

4. This list is recommended for transferability and/or licensing. However, students may use any CJS, PSY, or SOC course to meet program requirements.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

HUMAN SERVICES
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
ENG 101 English Composition I	3 credits	
HSV 103 Introduction to Social Work	3 credits	
HSV 260 Diverse Populations	3 credits	
IDS 167 First Year Seminar	3 credits	
HSV 201 Counseling Skills	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
HSV 240 Social Policy	3 credits	
HSV 205 Substance Addiction Counseling	3 credits	
PSY 101 General Psychology	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
History/Government Core	3 credits	
HSV 200 Human Behavior and the Social Environment	3 credits	
Program Elective	3 credits	
Natural Science Core w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
General Elective	3 credits	
Math Core	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

HUMANITIES CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Compose well-structured, unified and coherent expository assignments.
- Demonstrate information literacy through research
- Assignments.
- Apply the principles of critical thinking to assess required readings and points of discussion.
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration.
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration.
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
General Electives	6 credits
Humanities Concentration Electives[2]	18 credits
Literature Electives	6 credits
Social Science Elective	3 credits
SOC 101 General Sociology	3 credits
Total credits required for graduation	**61 credits**

Additional Information

1. Indicates course requires the completion of a prerequisite.

1. Humanities Concentration Electives: Please go the list of core courses and applicable elective courses by area starting page 87.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

HUMANITIES CONCENTRATION
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
Humanities Concentration Elective	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
General Elective	3 credits	
History/Government Core	3 credits	
Humanities Concentration Elective	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
Humanities Concentration Elective	3 credits	
Humanities Concentration Elective	3 credits	
Literature Elective	3 credits	
Natural Science Core w/ Lab	4 credits	
SOC 101 General Sociology	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
Humanities Concentration Elective	3 credits	
Humanities Concentration Elective	3 credits	
Literature Elective	3 credits	
Social Science Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

MATHEMATICS
Associate in Science Degree

Program Description

Mathematics is a powerful language that enables one to understand the physical world and to contribute to developments in our technological society. Mathematicians are in high demand in all sectors of the economy. High-tech industry and biomedical research institutions seek graduates who are skilled in programming, computation, and signal processing. Financial firms need graduates who are accomplished in mathematical modeling, risk analysis, and statistics. The field of education is open to graduates who can clearly communicate mathematical ideas orally and in writing.

The mission of the mathematics program is to provide a comprehensive course curriculum that equips students with advanced analytical and problem-solving skills.

Program Outcomes

At the completion of the program, the student should be able to:

- Demonstrate mastery of basic manipulative skills pertaining to algebra, geometry, trigonometry, differential calculus, and integral calculus.
- Articulate clear and precise definitions utilizing consistent mathematical notation.
- Understand fundamental structures of mathematics such as sets, relations, functions, and logical statements.
- Present mathematical arguments using various methods of mathematical proof.
- Understand the historical and contemporary significance of mathematics in the context of other intellectual achievements.
- Understand concepts that are used to ground and prove the basic theorems of algebra, calculus and discrete mathematics.
- Utilize linear algebra and the concept of vector spaces as it applies to the physical sciences and industry.
- Utilize differential equations to model phenomena in physics, engineering and applied sciences.
- Create mathematical models to investigate unfamiliar scenarios in a variety of fields.
- Use various technologies to analyze data and make accurate calculations.

THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math 113 Precalculus[1]	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 35-36 credits total	Credits
MAT 204 Calculus I B[1]	4 credits
MAT 205 Linear Algebra[1] (S)	3 credits
MAT 206 Calculus II B[1] (F)	4 credits
MAT 208 Multivariate Calculus B[1] (S)	4 credits
MAT 211 Introduction to Mathematical Proofs[1] (S)	4 credits
MAT 217 Advanced Statistics[1] (F)	3 credits
MAT 225 Differential Equations[1] (S)	4 credits
General Electives	6 credits
Program Electives	3-4 credits

Total credits required for graduation **60-61 credits**

Program Electives	Credits
MAT 103 College Algebra[2]	3 credits
MAT 209 Finite Mathematics[3] (C)	3 credits
MAT 210 Discrete Mathematics[3] (S)	4 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. MAT 103 College Algebra with a grade of "B" (83%) or higher is a pre-requisite for MAT 113. Upon completion it can be counted as a general elective.

3. MAT 209 and 210 will only be accepted as transfer credits

Mathematics majors are generally expected to enter the program having already completed MAT 103 College Algebra (or the equivalent) with a grade of "B" or higher. Students lacking the prerequisite may take College Algebra and count it as a general elective when they are accepted into the program.

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring
C=Contact Advising at 617-984-1720 for more information.

MATHEMATICS
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
MAT 113 Precalculus	3 credits	MAT 103
Social Science / Psychology Core	3 credits	
Total	**16 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
MAT 204 Calculus I B	4 credits	MAT 113
MAT 205 Linear Algebra	3 credits	MAT 103
Natural Science Core w/Lab	4 credits	
Total	**17 credits**	

Semester 3	Credits	Pre-Requisites
MAT 206 Calculus II B	4 credits	MAT 204
MAT 217 Advanced Statistics	3 credits	MAT 204
General Elective (May use math)	3 credits	
Program Elective (May use math)	3-4 credits	
Total	**13-14 credits**	

Semester 4	Credits	Pre-Requisites
MAT 208 Multivariate Calculus	4 credits	MAT 206
MAT 211 Introduction to Mathematical Proofs	4 credits	MAT 204 and MAT 205
MAT 225 Differential Equations	4 credits	MAT 204 and MAT 206
General Elective (May use math)	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

MEDICAL LABORATORY TECHNICIAN
Associate in Science Degree

Program Description

The Medical Laboratory Technician program consists of didactic and campus laboratory courses designed to provide the student with entry-level knowledge and skills to perform clinical laboratory procedures in chemistry, hematology, microbiology, immunohematology, immunology, and phlebotomy. This training is enriched when the students will have the opportunity to apply previously acquired knowledge and skills in a supervised working environment. Clinical affiliate laboratories in and surrounding Quincy within an approximate 60-mile radius will be utilized for the clinical experience.

Upon successful completion of the program, an Associate of Science Degree in Medical Laboratory Technology is awarded. Graduates are eligible to take the national certification examination for Medical Laboratory Technology offered by the American Society of Clinical Pathologists (ASCP) Board of Registry.

Program Outcomes

At the completion of this program, the student should be able to:

- Collect process and preserve blood and other body fluid samples.
- Perform and report laboratory tests in a variety of laboratory settings.
- Operate laboratory equipment and instruments, performing preventive and corrective maintenance as required.
- Identify pre-analytical, analytical, and post-analytical variables that affect procedures, instruments and results, and take appropriate corrective action.
- Perform mathematical functions as required by laboratory procedures.
- Perform and monitor quality assurance and quality control techniques.
- Practice laboratory safety and regulatory compliance.
- Perform information processing functions in the clinical laboratory.
- Apply laboratory results to diagnosis and treatment of clinical conditions and/or diseases.
- Communicate with colleagues and patients in a professional manner.
- Model professional behaviors, ethics, and appearance.
- Work effectively as a team member recognizing the comprehensive impact this has on health care.

Core Requirements – 25 credits total	Credits
BIO 111 General Biology I w/Lab	4 credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Social Science/Psychology Core	3 credits

Program Requirements – 46 credits total	Credits
MLT 101 Introduction to Clinical Lab Science	3 credits
MLT 102 Urinalysis and Body Fluids w/Lab	3 credits
MLT 103 Medical Microbiology I w/Lab	4 credits
MLT 104 Hematology & Coagulation w/Lab	4 credits
MLT 105 Immunology	3 credits
MLT 202 Clinical Chemistry w/Lab	4 credits
MLT 203 Medical Microbiology II w/Lab	4 credits
MLT 204 Immunohematology w/Lab	4 credits
MLT 211 Chemistry Clinical Practicum	2 credits
MLT 212 Urinalysis Clinical Practicum	1 credit
MLT 213 Microbiology Clinical Practicum	2 credits
MLT 214 Immunology Clinical Practicum	1 credit
MLT 215 Immunohematology Clinical Practicum	1 credit
MLT 216 Phlebotomy Clinical Practicum	1 credit
MLT 217 Hematology Clinical Practicum	2 credits
MLT 221 Clinical Lab Seminar	1 credit
PHB 115 Phlebotomy	2 credits
PHB 125 Phlebotomy Lab	1 credit
SOC 112 Interpersonal Communications	3 credits
Total credits required for graduation	**71 credits**

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Additional Information

Potential Delays in Clinical Practicum Training: Clinical practicums are completed in hospital laboratory settings. Placement depends on availability of space in area hospitals which may be limited. Significant delays of up to twelve months may occur during this phase of training. Students must pass all MLT courses with a grade of 'C' or higher. Students who fail any MLT course with a grade of 'C- 'or lower must retake that course. Students who fail and/or withdraw from two or more MLT course will be dis-enrolled from the program. Essential Functions are the non-academic standards that a student must be able to master to participate successfully in the MLT program and become employable. Information is found in the student MLT Handbook: https://quincycollege.edu/mlt

Note: PHB 115/125 may be waived with proof of certification as a phlebotomist and a satisfactory skills assessment administered by a Quincy College faculty member.

After completion of prerequisite courses, students must successfully pass the HSAT exam. The HSAT Exam can be waived if a student has completed English Composition I and College Algebra with a grade of "C" or higher. Please refer to MLT handbook for complete admission requirements: https://quincycollege.edu/mlt

Prerequisites: The courses listed below are required prior to application for admission to the MLT Program.

BIO 111 General Biology with Lab	4 credits
CHE 121 General Chemistry with Lab*	4 credits
HSC 107 Orientation to Healthcare	1 credit
HSC 140 Medical Terminology	3 credits
HSC 149 Applied Anatomy and Physiology	4 credits

MEDICAL LABORATORY TECHNICIAN
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
MLT 101 Introduction to Clinical Lab Science	3 credits	Admission into the MLT program
MLT 102 Urinalysis and Body Fluids w/Lab	3 credits	Admission into the MLT program
PHB 115 Phlebotomy	2 credits	
PHB 125 Phlebotomy Lab	1 credit	
ENG 101 English Composition I	3 credits	
History/Government Core	3 credits	
IDS 167 First Year Seminar	3 credits	
Total	**18 credits**	

Semester 2	Credits	Pre-Requisites
MLT 103 Medical Microbiology I w/Lab	4 credits	MLT 101 and MLT 102
MLT 104 Hematology & Coagulation	4 credits	MLT 101 and MLT 102
MLT 105 Immunology	3 credits	MLT 101 and MLT 102
Math Core	3 credits	
SOC 112 Interpersonal Communications	3 credits	
Total	**17 credits**	

Semester 3	Credits	Pre-Requisites
MLT 202 Clinical Chemistry w/Lab	4 credits	Completion of first year MLT and PHB Courses
MLT 203 Medical Micro II w/Lab	4 credits	Completion of first year MLT and PHB Courses
MLT 204 Immunohematology w/Lab	4 credits	Acceptance into the second year of the MLT program
Computer Science Core	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Total	**18 credits**	

Semester 4	Credits	Pre-Requisites
MLT 211 Chemistry Clinical Practicum	2 credits	
MLT 212 Urinalysis Clinical Practicum	1 credit	
MLT 213 Microbiology Clinical Practicum	2 credits	
MLT 214 Immunology Clinical Practicum	1 credit	
MLT 215 Immunohematology Clinical Practicum	1 credit	
MLT 216 Phlebotomy Clinical Practicum	1 credit	
MLT 217 Hematology Clinical Practicum	2 credits	
MLT 221 Clinical Lab Seminar	1 credit	
Social Science Core	3 credits	
Total	**14 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

NATURAL SCIENCE
Associate in Science Degree

Program Description

This program is for students who desire a broad study in the natural science disciplines that include biology, chemistry, physics, and the health sciences. The natural science curriculum is designed to prepare students for careers in a variety of fields in science and industry including the life sciences, education, conservation, and as technicians in laboratory research. The program includes a three-semester math component to prepare students for the computational rigors required to be successful in the sciences. The skills acquired by natural science majors contribute greatly to their ability to work in teams and think critically. This program provides the foundation for students who plan to attend a four-year institution and major in a science area.

Program Outcomes

At the completion of this program, the student should be able to:

- Think critically using the scientific method and scientific reasoning.
- Communicate scientific information (orally and in writing) and work as part of a team to carry out project-based activities.
- Use laboratory investigations and appropriate procedures to generate accurate and meaningful quantitative data and derive reasonable conclusions from them.
- Demonstrate technical, equipment, and measurement skills essential to basic scientific inquiry.

Additional Information
1. Indicates course requires the completion of a prerequisite.
2. Natural Science Core: Recommended to complete BIO 111.
3. MAT 106, 209, and 210 are will only be accepted as transfer credits.
NOTE: All classes are offered in the fall and the spring unless otherwise designated: F=Class is only offered in the Fall S=Class is only offered in the Spring C=Contact Advising at 617-984-1720 for more information.

Program Requirements-25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
MAT 103 College Algebra	3 credits
Natural Science Core w/ Lab[2]	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 35-37 credits total	Credits
Program Electives	20 credits
Math Electives	6-8 credits
General Electives	9 credits

Total credits required for graduation **60-62 credit**

Program Electives	Credits
BIO 106 Nutrition w/Lab	4 credits
BIO 111 General Biology I w/Lab	4 credits
BIO 112 General Biology II w/Lab[1]	4 credits
BIO 131 Anatomy & Physiology I w/Lab[1]	4 credits
BIO 132 Anatomy & Physiology II w/Lab[1]	4 credits
BIO 160 Marine Ecology w/Lab (F)	4 credits
BIO 204 Genetics w/Lab[1]	5 credits
BIO 251 Microbiology w/Lab[1]	4 credits
CHE 103 Intro to Forensic Science w/Lab	4 credits
CHE 121 General Chemistry I w/Lab[1]	4 credits
CHE 122 General Chemistry II w/Lab[1]	4 credits
CHE 141 Introduction to Chemistry w/Lab[1]	4 credits
CHE 213 Organic Chemistry I w/Lab[1]	5 credits
CHE 214 Organic Chemistry II w/Lab[1] (S)	5 credits
ENV 101 Intro to Environmental Studies w/Lab (S)	4 credits
PHY 111 General Physics I w/Lab[1]	4 credits
PHY 112 General Physics II w/Lab[1]	4 credits
EXP 297 Internship	3 credits

Math Electives	Credits
MAT 106 Quantitative Reasoning[3]	3 credits
MAT 107 Statistics[1]	3 credits
MAT 113 Precalculus[1]	3 credits
MAT 204 Calculus I B[1]	3 credits
MAT 205 Linear Algebra[1] (S)	3 credits
MAT 206 Calculus II B[1] (F)	3 credits
MAT 208 Multivariate Calculus B[1] (S)	4 credits
MAT 209 Finite Mathematics[3] (C)	3 credits
MAT 210 Discrete Mathematics[3]	4 credits
MAT 211 Introduction to Mathematical Proofs[1] (S)	4 credits
MAT 217 Advanced Statistics[1] (F)	3 credits
MAT 225 Differential Equations[1] (S)	4 credits

NATURAL SCIENCE
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BIO 111 General Biology I w/lab	4 credits	
Computers Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Elective (MAT 103 or higher)	3 credits	
Total	**16 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Math Elective	3-4 credits	
Program Elective	4 credits	
General Elective	3 credits	
Total	**16-17 credits**	

Semester 3	Credits	Pre-Requisites
Social Science/Psychology Core	3 credits	
Math Elective	3-4 credits	
Program Elective	4 credits	
Program Elective	4 credits	
Total	**14-15 credits**	

Semester 4	Credits	Pre-Requisites
Program Elective	4 credits	
Program Elective	4 credits	
General Elective	3 credits	
General Elective	3 credits	
Total	**14 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

NURSING
Associate in Science Degree

Program Description
Quincy College offers the Associate in Science Degree in Nursing (ASN) as a two-year full-time program. The full-time program is offered on both the Quincy and the Plymouth campuses.

Students who successfully complete the program are eligible to take the NCLEX® Registered Nurse examination for licensure as a Registered Nurse (RN). Applicants for licensure in Massachusetts must be of good moral character as determined by the Board of Registration in Nursing (BORN). Please note that a student who has been convicted of either a misdemeanor or a felony may be denied entrance to the licensure examination. For more information on good moral character compliance see the Commonwealth of Massachusetts Board of Registration in Nursing (BORN) website at https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure.

The Quincy College Associate in Science Degree in Nursing program has initial approval granted by BORN. Full approval will be granted by BORN following the graduation of the 2021 ASN class, along with a NCLEX®-RN pass rate of 80% or better. It is important for you to know that as a graduate of the Quincy College ASN program, you will remain eligible to write the NCLEX®-RN. For more information, contact BORN on the web at http://www.mass.gov/dph/boards or at 239 Causeway Street, Suite 200, 2nd Floor, Boston, MA 02114, or by phone at 617-973-0800 or (800)-414-0168.

Program Outcomes
At the completion of this program, the student should be able to:

- Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of healthcare settings
- Exercise clinical reasoning to make increasingly complex patient-centered care decisions.
- Participate in quality improvement processes to improve patient care outcomes.
- Participate in teamwork and collaboration with members of the interprofessional team, the patient, and the patient's support persons.
- Use information management systems and patient care technology to communicate, manage knowledge, mitigate error, and support clinical reasoning.
- Incorporate leadership, management, legal, and ethical principles to guide practice as a Registered Nurse.

Prerequisite Requirements – 18 credits total (See Additional Information below)	Credits
ENG 101 English Composition I	3 credits
Math Elective (MAT 103 College Algebra or MAT 107 Statistics)	3 credits
BIO 111 General Biology w/ Lab	4 credits
BIO 131 Anatomy & Physiology I	4 credits
BIO 132 Anatomy & Physiology II	4 credits

Program Requirements – 53 credits total	Credits
BIO 251 Microbiology w/ Lab	4 credits
ENG 102 English Composition II	3 credits
History/Government Core	3 credits
PSY 101 General Psychology	3 credits
PSY 216 Growth & Development	3 credits
RNU 108 Fundamental Concepts of Client Care	7 credits
RNU 109 Concepts of Adult Health/Mental Health Nursing	9 credits
RNU 206 Concepts of Family-Centered Nursing	9 credits
RNU 207 Nursing Informatics, Leadership & Trends	3 credits
RNU 208 Concepts of Complex Nursing Care	9 credits
Total credits required for graduation	**71 credits**

Additional Information

All science courses must have been completed within the past five (5) years at the college level and a grade of" C" (73%) or better awarded. All nursing (RNU) courses must be successfully completed with a "C+" (77%) or better in order to progress in the program. All non-RNU courses must be successfully completed with a "C" (73%) or better in order to progress through the program.

NOTE: HESI A2 Exam will be required for fall 2023 applicants to the ASN program. For more information, call 617-405-5990.

Nursing students are required to meet specific physical requirements. More information is available regarding physical requirements on the Nursing page of www.quincycollege.edu in the ASN Student Handbook. All students enrolled in the Nursing program are required to be current with their health immunizations, physical exam and BLS (CPR) for the Healthcare Provider. Items are tracked via an internet-based compliance vendor called CastleBranch.

Nursing Applicants are required to attend a Nursing Information Session. Qualified selected applicants will be notified and must participate in an in-person orientation following acceptance in the Academic Division of Nursing and with Finance.

Covid-19 full vaccination and booster is required to be admitted to the Nursing program. Exemptions are not accepted by affiliating clinical agencies.

Prerequisites: The courses listed below are required prior to application for admission to the ASN Program. *Course may be in progress during application process but must be successfully completed with a "C" (73%) or better by May 31, 2022 for Fall 2022 applications.

BIO 111 General Biology with Lab*	**4 credits**
BIO 131 Anatomy & Physiology I	**4 credits**
BIO 132 Anatomy & Physiology II*	**4 credits**
ENG 101 English Composition I	**3 credits**
Math Elective (MAT 107 preferred)	**3 credits**

All nursing courses require students to have scheduled clinical nursing practice within a variety of health care settings under the supervision of qualified nursing faculty. Clinical facilities require specific health requirements and satisfactory criminal offender record information (CORI) check (State & Federal) on all students before they can be allowed in a clinical setting.

NURSING
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
RNU 108 Fundamental Concepts of Client Care	7 credits	Admission in ASN Program
PSY 101 General Psychology	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Total	**13 credits**	

Semester 2	Credits	Pre-Requisites
RNU 109 Concepts of Adult Health/Mental Health Nursing	9 credits	Successful completion of Semester 1 requirements.
PSY 216 Growth & Development	3 credits	
Total	**12 credits**	

Semester 3	Credits	Pre-Requisites
RNU 206 Concepts of Family-Centered Nursing	9 credits	Successful completion of Semester 2 requirements.
BIO 251 Microbiology w/ Lab	4 credits	BIO 111
History/Government Core	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
RNU 207 Nursing Informatics, Leadership & Trends	3 credits	Successful completion of Semester 3 requirements.
RNU 208 Concepts of Complex Nursing Care	9 credits	Successful completion of Semester 3 requirements.
Total	**12 credits**	

Semester Path:

Required progression of study for a full-time student, accepted into the ASN Program***. Exception***: Co-requisites completed prior to admission to the Nursing Program.

All nursing (RNU) courses must be successfully completed with a "C+" (77%) or better in order to progress through the program.

All non-RNU courses must be successfully completed with a "C" (73%) or better in order to progress through the program.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

PARALEGAL STUDIES
Associate in Science Degree

Program Description

The Paralegal Studies Program is a program within the Division of Professional Programs. The program design includes the core curriculum and required paralegal courses and electives specific to the paralegal profession.

Program Outcomes

At the completion of this program, the student should be able to:

- Analyze a legal problem by identifying and evaluating alternative arguments in support of specific positions.
- Use standard legal resources to identify and locate applicable primary and secondary legal reference materials and appropriately apply them to specific legal problems.
- Conduct effective interviews of clients and witnesses and produce accurate and appropriate statements.
- Use oral and written communication to effectively inform and persuade.
- Apply principles of professional ethics to specific situations.
- Demonstrate knowledge and understanding of the structure and operation of the U.S. and Massachusetts legal systems.
- Depending on the elective chosen, demonstrate knowledge and skills in specific substantive areas of law.

Additional Information

1. Indicates course requires the completion of a prerequisite.
2. Math Core: Recommended to complete MAT 103.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core[2]	3 credits
Natural Science Core w/ Lab	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
LAW 101 Introduction to Paralegal Studies[1] (F)	3 credits
LAW 123 Interviewing & Investigation[1] (S)	3 credits
LAW 201 Business Law I[1] (F)	3 credits
LAW 215 Legal Research & Writing[1] (S)	6 credits
LAW 220 Litigation & Procedure[1] (S)	3 credits
LAW 255 Legal Ethics[1] (F)	3 credits
General Electives	3 credits
Program Electives	12 credits

Total credits required for graduation **61 credits**

Program Electives	Credits
CJS 109 Criminal Law	3 credits
CJS 122 Conflict & Dispute Resolution (F)	3 credits
CJS 224 Unequal Justice (F)	3 credits
LAW 203 Cyber Law (F)	3 credits
LAW 209 Real Estate Law[1] (F)	3 credits
LAW 221 Comparative Legal Systems[1] (S)	3 credits
LAW 225 Family Law[1] (F)	3 credits
LAW 230 Estate Administration[1] (S)	3 credits
LAW 235 Law of Business Organizations[1] (F)	3 credits
LAW 245 Administrative Law[1] (F)	3 credits
LAW 250 Bankruptcy Law[1] (S)	3 credits
LAW 260 Environmental Law[1] (F)	3 credits
LBR 150 Labor Law and Legislation (S)	3 credits
LBR 152 Employee Benefit Law and Administration (F)	3 credits
EXP 297 Internship	3 credits

PARALEGAL STUDIES
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
LAW 101 Introduction to Paralegal Studies	3 credits	ENG 101
Math Core	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
LAW 215 Legal Research and Writing	6 credits	ENG 101
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
LAW 201 Business Law I	3 credits	ENG 101
LAW 255 Legal Ethics	3 credits	ENG 101
Natural Science Core w/ Lab	4 credits	
Program Elective	3 credits	
Social Science/Psychology Core	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
LAW 123 Interviewing and Investigating	3 credits	ENG 101, LAW 101, and LAW 255
LAW 220 Litigation and Procedure	3 credits	ENG 101 and LAW 101
Program Elective	3 credits	
Program Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

PARALEGAL STUDIES
Certificate

Program Description
The certificate program in Paralegal Studies is within the Division of Professional Programs. The program design required paralegal courses and electives specific to the paralegal profession.

Program Outcomes
At the completion of this program, the student should be able to:

- Analyze a legal problem by identifying and evaluating alternative arguments in support of specific positions.
- Use standard legal resources to identify and locate applicable primary and secondary legal reference materials and appropriately apply them to specific legal problems.
- Conduct effective interviews of clients and witnesses and produce accurate and appropriate statements.
- Use oral and written communication to effectively inform and persuade.
- Apply principles of professional ethics to specific situations.
- Demonstrate knowledge and understanding of the structure and operation of the U.S. and Massachusetts legal systems.
- Depending on the elective chosen, demonstrate knowledge and skills in specific substantive areas of law.

Program Requirements – 30 credits total	Credits
LAW 101 Introduction to Paralegal Studies[1]	3 credits
LAW 123 Interviewing & Investigation[1] (S)	3 credits
LAW 201 Business Law[1] (F)	3 credits
LAW 215 Legal Research & Writing[1] (S)	6 credits
LAW 220 Litigation & Procedure[1] (S)	3 credits
LAW 255 Legal Ethics[1] (F)	3 credits
Program Elective	9 credits

Total credits required for graduation **30 credits**

Program Electives	Credits
LAW 209 Real Estate Law[1] (F)	3 credits
LAW 225 Family Law[1] (S)	3 credits
LAW 230 Estate Administration[1] (S)	3 credits
LAW 235 Law of Business Organizations[1] (F)	3 credits
LAW 245 Administrative Law[1] (F)	3 credits
LAW 250 Bankruptcy Law[1] (S)	3 credits
EXP 297 Internship[1]	3 credits

Additional Information

1.Indicates course requires the completion of a prerequisite.

Note: ENG 101 English Composition may be required by some Paralegal courses even though it is not a course within the program. This course may be completed prior to entering the program or in the first semester as a co-requisite. Students may need to meet with an advisor in order to register

All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

PARALEGAL STUDIES
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

PARAMEDIC EDUCATION
Certificate

Program Description

The Paramedic Education Certificate Program offered in partnership with the Comprehensive Medical Teaching Institute (CMTI) at Quincy College will teach and prepare students to achieve the highest level of certification for emergency prehospital medical providers. The course consists of four (4) semester, with a duration of approximately 17 months. The first three (3) semesters consist of classroom didactic instruction, skills lab sessions, skills scenario evaluations and a (320) hour clinical internship with an assigned hospital preceptor. Semester four (4) consists of a (250) hour field internship in which students will ride on an emergency medical services unit, with an experienced licensed paramedic preceptor, to further build upon the assessment, management and treatment skills developed during classroom and clinical experiences and apply them to the out-of-hospital setting as a provider and team leader. At the conclusion of the program, students must demonstrate the competencies and skills required of the entry-level EMT-Paramedic.

Program Outcomes

At the completion of this program, the student should be able to:

- Understand their roles and responsibilities within an Emergency Medical System (EMS), and how those roles differ from other levels of providers.
- Take an appropriate medical history, and perform a comprehensive physical exam of any patient and communicate the findings to other health care professionals.
- Integrate pathophysiological principles and assessment findings to formulate field impression and implement the treatment plan for the trauma patient.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the medical patient.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, and geriatric patients, diverse patients and chronologically ill patients.
- Integrate the pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for patients with common complaints.

Program Requirements – 27 credits total	Credits
EMS 201 Paramedic 1	7 credits
EMS 202 Paramedic 2	7 credits
EMS 203 Paramedic 3	7 credits
EMS 204 Paramedic 4	6 credits
Total credits required for graduation	**27 credits**

PARAMEDIC EDUCATION
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
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Financial Aid Office
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Registrar's Office
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Student Accessibility and Academic Support Services
617-405-5915

PHLEBOTOMY
Certificate

Program Description

The Phlebotomy Certificate Program is designed to train students to perform both routine and challenging venipunctures and capillary skin punctures on adults. Students will study medical terminology, human anatomy, and interpersonal communication skills in addition to the collection, processing, and distribution of lab specimens. Safety standards, legal and ethical behaviors, and quality control related to patient/client care will be emphasized. Students who complete this certificate program will be well prepared for an entry level position in health care, while building a strong foundation for further academic study. The curriculum includes multiple courses that can be transferred to other certificate programs in the Health Sciences or applied toward an Associate Degree in Clinical Laboratory Science, for example.

Program Outcomes

At the completion of the program, the student should be able to:

- Perform as an entry level phlebotomy technician.
- Perform venipunctures and capillary skin punctures.
- Perform standard procedures in the collection, processing, and distribution of lab specimens.
- Understand the role and function of phlebotomy in the overall care of a client.
- Explain and summarize the basic components of a clinical and/or medical record.
- Describe and recognize safety standards, legal and ethical behaviors, and quality control related to phlebotomy.

Program Requirements – 18 credits total	Credits
HSC 107 Orientation to Health Care	1 credit
HSC 108 Basic Life Support & Emergency Skills[1] (F)	1 credit
HSC 140 Medical Terminology	3 credits
HSC 149 Applied A & P for Health Care Professions[2]	4 credits
PHB 115 Phlebotomy	2 credits
PHB 125 Phlebotomy Lab	1 credit
PHB 136 Clinical Practicum[3]	3 credits
SOC 112 Interpersonal Communication	3 credits
Total credits required for graduation	**18 credits**

Additional Information

Clinical space is limited, therefore immediate clinical placement is not guaranteed; a student's clinical experience may take up to one year to complete.

All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

1. Students may substitute a non-credit CPR course, if proof of certification (valid for at least one year) is provided to the Dean at the time of registration.

2. Anatomy & Physiology I and II (with labs) may be substituted for HSC 149.

3. Successful completion of PHB 115 and PHB 125 (final grade of "C") is required for enrollment in PHB 136

Students must have satisfactory health and immunization records submitted through CastleBranch. A satisfactory CORI check is required for students to receive a clinical placement. The passing grade for all courses is "C" (73%). Students are not eligible for certification for graduation unless they have earned a "C" or better in all health sciences and phlebotomy courses.

Drug Testing

Some clinical partners require drug screening of students placed at their facilities. These providers reserve the right to refuse and/or reject any student whose drug test fails to meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete the clinical practicum are ineligible for graduation.

CPR Certification

Health Sciences students must be certified in CPR for the Health Care Provider. Documentation is required and must be provided to the Dean and Clinical Supervisor and must be effective throughout the program.

Please Note

Students must receive a score of 70 for Reading and 70 for Sentences on the Health Sciences Admissions Test or a grade of "C" or better in English Composition I prior to submitting an application to this program.

PHLEBOTOMY
Certificate

Semester 1	Credits	Pre-Requisites
HSC 107 Orientation to Health Care	1 credit	
HSC 108 Basic Life Support & Emergency Skills	1 credit	
HSC 140 Medical Terminology	3 credits	
HSC 149 Applied A & P for Health Care Professions	3 credits	
Total	**9 credits**	
Semester 2	**Credits**	**Pre-Requisites**
PHB 115 Phlebotomy	2 credits	
PHB 125 Phlebotomy Lab	1 credit	
PHB 136 Clinical Practicum	3 credits	
SOC 112 Interpersonal Communication	3 credits	
Total	**9 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

PHLEBOTOMY TECHNICIAN
Certificate

Program Description
The Phlebotomy Certificate Program is designed to train students to perform both routine and challenging venipunctures and capillary skin punctures on adults. Students will study medical terminology, human anatomy including anatomy and physiology of the circulatory system, and interpersonal communication skills in addition to the collection, processing, and distribution of lab specimens. Safety standards, legal and ethical behaviors, and quality control related to patient/client care will be emphasized. Students who complete this certificate program will be well prepared for an entry level position in health care, while building a strong foundation for further academic study. The curriculum includes multiple courses that can be transferred to other certificate programs in the Health Sciences or applied toward an Associate Degree in Clinical Laboratory Science, for example.

Program Outcomes
At the completion of the program, the student should be able to:

- Perform as an entry level phlebotomy technician.
- Perform venipunctures and capillary skin punctures.
- Perform standard procedures in the collection, processing, and distribution of lab specimens.
- Understand the role and function of phlebotomy in the overall care of a client.
- Explain and summarize the basic components of a clinical and/or medical record.
- Describe and recognize safety standards, legal and ethical behaviors, and quality control related to phlebotomy.

Program Requirements – 9 credits total	Credits
PHB 115 Phlebotomy	2 credits
PHB 125 Phlebotomy Lab	1 credit
SOC 112 Interpersonal Communication	3 credits
PHB 136 Clinical Practicum	3 credits
Total credits required for graduation	**9 credits**

Additional Information

Clinical space is limited, therefore immediate clinical placement is not guaranteed; a student's clinical experience may take up to one year to complete.

All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Note: ***Successful completion of PHB 115 and PHB 125 (final grade of "C") is required for enrollment in PHB 136***

Students must have satisfactory health and immunization records submitted through CastleBranch. A satisfactory CORI check as well as a national background check is required for students to receive a clinical placement. The passing grade for all courses is **"C" (73%)**. Students are not eligible for certification for graduation unless they have earned a "C" or better in all health sciences and phlebotomy courses.

Drug Testing
Some clinical partners require drug screening of students placed at their facilities. These providers reserve the right to refuse and/or reject any student whose drug test fails to meet facility guidelines. Students who test positive for the presence of illegal drugs may not be placed in another facility. Students who cannot complete the clinical practicum are ineligible for graduation.

Please Note
Students must receive a score of 70 for Reading and 70 for Sentences on the Health Sciences Admissions Test or a grade of "C" or better in English Composition I prior to submitting an application to this program.

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.

PHLEBOTOMY TECHNICIAN
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

PHYSICAL THERAPIST ASSISTANT
Associate in Science Degree

Program Description

The PTA program is a five (5) semester, integrated program of rigorous academic curriculum. The curriculum consists of foundational content, physical therapy technical courses, and a clinical education component. The program values and promotes excellence in education and includes evidence-based knowledge and clinical skills essential to the physical therapist assistant. The physical therapist assistant curriculum includes the necessary information to allow the student to gain the didactic knowledge, motor skills, and professional behaviors required to meet entry-level expectations of the physical therapist assistant working under the direction and supervision of a physical therapist. The clinical education component is designed to integrate knowledge and professional behavior with patient care. Under the direction and supervision of the clinical instructors, students learn patient care skills as well as the value of lifelong learning.

The Physical Therapist Assistant Program at Quincy College prepares students for licensure and employment as Physical Therapist Assistants. Graduates will possess exemplary technical competence, be critical thinkers and practice ethically in various healthcare settings. The program is dedicated to the industry of Physical Therapy, lifelong learning and values a commitment to the community.

Program Outcomes

At the completion of this program, the student should be able to:

- Demonstrate professional clinical behavior including cultural awareness, adaptability, time management skills and dependability.
- Describe the structure and function of normal and abnormal human anatomy.
- Adhere to legal and ethical standards.
- Demonstrate entry-level motor skill and competence in the implementation of a comprehensive treatment plan for patients across the lifespan with various medical conditions.
- Demonstrate entry-level competence with data collection skills.
- Demonstrate effective/professional written and verbal communication and a commitment to patient education.
- Formulate a plan and demonstrate commitment to lifelong learning.
- Compose concise, accurate, and timely documentation to support provided intervention.
- Incorporate evidenced-based practice with critical thinking skills in order to make sound decisions regarding patient care.
- Obtain employment as a Physical Therapy Assistant.

The PTA Program at Quincy College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave Suite 100 Alexandria, VA 22305-3085, 800-999-2782, email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 617-405-5969 or email camorosino@quincycollege.edu

Core Requirements – 23 credits total	Credits
BIO 131 Anatomy and Physiology I w/lab[1,2]	4 credits
BIO 132 Anatomy and Physiology II w/lab[1,2]	4 credits
Computer Science Core[2]	3 credits
ENG 101 English Composition I[2]	3 credits
ENG 102 English Composition II[1,2]	3 credits
History/Government Core[2]	3 credits
MAT 107 Statistics[1,2]	3 credits

Program Requirements – 48 credits total	Credits
PSY 216 Growth & Development	3 credits
PTA 100 Introduction to the PTA[3] (F)	3 credits
PTA 110 PTA Interventions I[3] (F)	4 credits
PTA 112 PTA Interventions II[3] (S)	5 credits
PTA 113 Critical Application Skills I[3] (F)	1 credit
PTA 115 Medical Terminology for the PTA[3] (F)	1 credit
PTA 120 Musculoskeletal Anatomy & Function[3]	4 credits
PTA 125 Manual Therapy for the PTA[3] (S)	2 credits
PTA 210 PTA Interventions III[3] (F)	4 credits
PTA 213 Critical Application Skills II[3] (S)	1 credit
PTA 220 PTA Interventions IV[3] (F)	5 credits
PTA 224 Career Capstone[3] (S)	1 credit
PTA 240 Pathology for the PTA[3]	3 credits
PTA 260 Critical Application Skills III[3] (F)	1 credits
PTA 270 Clinical Education I[3] (S and SU)	3 credits
PTA 280 Clinical Education II[3] (S)	3 credits
PTA 290 Clinical Education III[3] (F)	4 credits
Total credits required for graduation	**71 credits**

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. Core courses must be completed with a grade of "C" or better.

3. PTA courses must be completed with a grade of "B- "or better.

All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Please Note

Completion of the ATI TEAS Exam is required prior to admission (visit atitesting.com to register).

The PTA program has specific academic requirements that must be completed to be eligible to apply for admissions. Please refer to the Admissions section of the Catalog for details.

PHYSICAL THERAPIST ASSISTANT
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BIO 131 Anatomy and Physiology I w/lab	4 Credits	BIO 111
PTA 100 Introduction to the PTA	3 Credits	Admission into the PTA program
PTA 110 PTA Interventions I	4 Credits	Admission into the PTA program
PTA 113 Critical Application Skills I	1 Credit	Admission into the PTA program
PTA 115 Medical Terminology for the PTA	1 Credit	Admission into the PTA program
PTA 240 Pathology for the PTA	3 Credits	Admission into the PTA program
MAT 107 Statistics	3 Credits	MAT 097
Total	**19 credits**	

Semester 2	Credits	Pre-Requisites
BIO 132 Anatomy and Physiology II w/lab	4 Credits	BIO 131
PTA 112 PTA Intervention II	5 Credits	PTA 100, PTA 110, PTA 113, PTA 115, PTA 240
PTA 125 Manual Therapy for the PTA	2 Credits	PTA 100, PTA 110, PTA 113, PTA 115, PTA 240
PTA 213 Critical Application Skills II	1 Credit	PTA 100, PTA 110, PTA 113, PTA 115, PTA 240
PTA 120 Musculoskeletal Anatomy & Function	4 Credits	PTA 100, PTA 110, PTA 113, PTA 115, PTA 240
Total	**16 credits**	

Semester 3	Credits	Pre-Requisites
Computer Science Core	3 Credits	
ENG 101 English Composition I	3 Credits	
History/Government Core	3 Credits	
PTA 270 Clinical Education I	3 Credits	PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 213, PTA 240
Total	**12 credits**	

Semester 4	Credits	Pre-Requisites
ENG 102 English Composition II	3 Credits	ENG 101
PSY 216 Growth & Development	3 Credits	
PTA 210 PTA Interventions III	4 Credits	PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 213, PTA 240, PTA 270
PTA 220 PTA Interventions IV	5 Credits	PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 213, PTA 240, PTA 270
PTA 260 Critical Application Skills III	1 Credit	PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 213, PTA 240, PTA 270
Total	**16 credits**	

Semester 5	Credits	Pre-Requisites
PTA 224 Career Capstone	1 Credit	PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 210, PTA 213, PTA 220, PTA 240, PTA 260, PTA 270, PTA 280, PTA 290
PTA 280 Clinical Education II	3 Credits	PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 210, PTA 213, PTA 220, PTA 240, PTA 260, PTA 270
PTA 290 Clinical Education III	4 Credits	PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 210, PTA 213, PTA 220, PTA 240, PTA 260, PTA 270, PTA 280
Total	**8 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

PRACTICAL NURSING
Certificate

Program Description

The Certificate of Completion in Practical Nursing (PN) program is offered on a full-time basis on both the Quincy and the Plymouth campuses. The program of study includes theory in the biological and behavioral sciences as the foundation to nursing courses. The curriculum emphasizes clinical experiences in a variety of health care settings. Planned learning experiences are directed towards developing nursing competency consistent with current practices The full-time program meets five days a week. Enrolled students must complete the certificate requirements within 4 years of enrollment in the full-time nursing program.

Students who successfully complete the program are eligible to take the NCLEX® Practical Nurse examination for licensure as a Licensed Practical Nurse (LPN). Applicants for licensure in Massachusetts must be of good moral character as determined by the Board of Registration in Nursing (BORN). Please note that a student who has been convicted of either a misdemeanor or a felony may be denied entrance to the licensure examination. For more information on good moral character compliance see the Commonwealth of Massachusetts Board of Registration in Nursing (BORN) website at https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure.

Quincy College's Practical Nurse Certificate program has initial approval granted by the Massachusetts Board of Registered Nurses (MABORN). Full approval will be granted by BORN following the graduation of the 2020 PN class, along with a NCLEX®-PN pass rate of 80% or better. For more information about this status, please visit http://www.quincycollege.edu/program/practical-nursing/. You may also contact BORN for more information on the web at http://www.mass.gov/dph/boards or at 239 Causeway Street, Suite 200, 2nd Floor, Boston, MA 02114, or by phone at 617-973-0800 or (800)-414-0168.

Program Outcomes

At the completion of this program, the student should be able to:

- Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of healthcare settings within in the scope of practice of the PN.
- Engage in critical thinking/clinical reasoning to make patient-centered care decisions within the scope of the PN.
- Use quality improvement activities to improve outcomes for patients across the lifespan.
- Address patient needs through teamwork and collaboration with the interprofessional term, the patient, and the patient's support systems across the lifespan.
- Use information and patient care technology to support and communicate the provision of care for patients across the lifespan.
- Incorporate management, legal, and ethical principles with the scope of practice as a PN.

Prerequisite Requirements – 7 credits total (See Additional Information below)	Credits
HSC 149 Applied Anatomy & Physiology for Health Care Professions	4 credits
MAT 103 College Algebra	3 credits

Program Requirements – 37 credits total	Credits
PNU 101 Human Growth & Development*	1 credit
PNU 111 Human Behavior*	1 credit
PNU 131 Nutrition*	1 credit
PNU 141 Microbiology*	1 credit
PNU 145 Fundamentals of Nursing I	5 credits
PNU 146 Fundamentals of Nursing II	5 credits
PNU 153 Concepts of Adult Health Nursing I	8 credits
PNU 154 Concepts of Adult Health Nursing II	8 credits
PNU 157 Practical Nursing Across the Continuum	7 credits
Total credits required for graduation	**44 credits**

Note: *A ***3 credit course*** of the same topicand content of a ***1 credit course***, may be considered for transfer/or replacement to meet the requirement of a 1 credit course.

Additional Information

The passing grade for all nursing courses is "C+ (77%). Students may not continue in the program if they earn less than a "C+" in a nursing course. Students who fail clinical rotation will not be allowed to continue in the program. Science courses must have been completed within the past five (5) years at the college-level with a grade of "C" or better awarded.

Assessment Technologies Institute of Essential Academic Skills (ATI TEAS®) is a requirement for application to the program. The following ATI TEAS® standards must be achieved for consideration to the PN Program**: Math: 50% or higher, English 55% or higher, Reading Comprehension 65% or higher.**

The Academic Division of Nursing will evaluate only those applicants who have taken the TEAS test on or after September 1, 2020. If an applicant fails to meet the minimum required scores indicated above, they may retake the TEAS test a maximum of three times per academic year (September 1st to August 31st). Applicants **must wait 30 days** prior to each retest. Applicants will be required to retake all four sections and the highest scores will be used. More information regarding the TEAS test is available at www.atitesting.com.

Nursing students are required to meet specific physical requirements. More information is available regarding physical requirements on the Nursing page of www.quincycollege.edu in the PN Student Handbook. All students enrolled in the Nursing program are required to be current with their health immunizations, physical exam and BLS (CPR) for the Healthcare Provider. Items are tracked via an internet-based compliance vendor called CastleBranch.

Nursing Applicants are required to attend a Nursing Information Session. Qualified selected applicants will be notified and must participate in an in-person orientation following acceptance in the Academic Division of Nursing and with Finance.

Covid-19 full vaccination and booster is required to be admitted to the Nursing program. Exemptions are not accepted by affiliating clinical agencies.

Prerequisites: The courses listed below are required prior to application for admission to the PN Program. *Course may be in progress during application process but must be successfully completed with a "C" (73%) or better by May 31, 2022 for Fall 2022 applications.

HSC 149 Applied Anatomy & Physiology for Health Care Professions**	**4 credits**
MAT 103 College Algebra	**3 credits**

**A&P I w/Lab & A&P II w/Lab can replace HSC 149

All nursing courses require students to have scheduled clinical nursing practice within a variety of health care settings under the supervision of qualified nursing faculty. Clinical facilities require specific health requirements and satisfactory criminal offender record information (CORI) check (State & Federal) on all students before they can be allowed in a clinical setting.

PRACTICAL NURSING
Certificate

Semester 1 (Fall)	Credits	Pre-Requisites
PNU 101 Human Growth & Development	1 credits	Admission in PN Program
PNU 111 Human Behavior	1 credits	Admission in PN Program
PNU 131 Nutrition	1 credits	Successful completion of PNU 101 & 111.
PNU 141 Microbiology	1 credits	Successful completion of PNU 101 & 111.
PNU 145 Fundamentals of Nursing I	5 credits	Admission in PN Program
PNU 146 Fundamentals of Nursing II	5 credits	Successful completion of **PNU145**
Total	**14 credits**	

Semester 2 (Spring)	Credits	Pre-Requisites
PNU 153 Concepts of Adult Health Nursing I	8 credits	Successful completion of **PNU 146**
PNU 154 Concepts of Adult Health Nursing II	8 credits	Successful completion of **PNU 153**
Total	**16 credits**	

Semester 3 (Summer I May-June)	Credits	Pre-Requisites
PNU 157 Practical Nursing Across the Continuum	7 credits	Successful completion of **PNU 154**
Total	**7 credits**	

Semester Path:

Recommended course of study for a full-time student, accepted into the PN Program.

All nursing (PNU) courses must be successfully completed with a “C+” (77%) or better in order to progress through the program.

All non-PNU courses must be successfully completed with a “C” (73%) or better in order to progress through the program.

Student Resources:

Academic Advising
617-984-1720

Dean’s Office of Liberal Arts
617-405-5920

Dean’s Office of Natural and Health Science
617-405-5960

Dean’s Office of Nursing
617-405-5990

Dean’s Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar’s Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

PSYCHOLOGY CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Compose well-structured, unified and coherent expository assignments.
- Demonstrate information literacy through research assignments.
- Apply the principles of critical thinking to assess required readings and points of discussion.
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration.
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration.
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

Psychology Concentration Outcomes

At the completion of the Government Concentration, the student should be able to:

- Demonstrate, through oral and written assignments, familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in Psychology.
- Apply critical and creative thinking, skeptical inquiry, and the scientific approach to behavioral and mental processes in order to solve problems and evaluate competing theories.
- Demonstrate the value of empirical evidence and ambiguous results.
- Develop insight into the behavior and mental processes of one's self and others.
- Identify and apply effective psychological strategies for improving mental health and well-being and promoting ethical behavior.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
PSY 101 General Psychology	3 credits

Program Requirements – 36 credits total	Credits
Psychology Concentration Electives (see below)	18 credits
General Electives	6 credits
Literature Electives	6 credits
SOC 101 General Sociology	3 credits
Social Science Elective	3 credits

Total credits required for graduation **61 credits**

Psychology Concentration Electives	Credits
PSY 103 Child Development (F)	3 credits
PSY 201 Child Psychology[1] (F)	3 credits
PSY 203 Adolescent Psychology[1] (S)	3 credits
PSY 205 Psychology of Change[1] (S)	3 credits
PSY 200 Positive Psychology (F)	3 credits
PSY 210 Psychology of Learning[1] (S)	3 credits
PSY 212 Group Dynamics[1] (S)	3 credits
PSY 215 Abnormal Psychology[1] (F)	3 credits
PSY 216 Growth & Development (F)	3 credits
PSY 221 Health Psychology[1] (S)	3 credits
PSY 230 Sport Psychology (S)	3 credits
PSY 231 Psychology of Gender & Culture (S)	3 credits
PSY 280 Research Design & Methodology[1] (S)	3 credits
PSY 290 Introduction to Social Psychology[1] (S)	3 credits

Additional Information

1.Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

PSYCHOLOGY CONCENTRATION
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
PSY 101 General Psychology	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
Psychology Concentration Elective	3 credits	
Psychology Concentration Elective	3 credits	
SOC 101 General Sociology	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
General Elective	3 credits	
Literature Elective	3 credits	
Natural Science Course w/ Lab	4 credits	
Psychology Concentration Elective	3 credits	
Psychology Concentration Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
Literature Elective	3 credits	
Psychology Concentration Elective	3 credits	
Psychology Concentration Elective	3 credits	
Social Science Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

RADIOLOGIC TECHNOLOGY

Associate in Science Degree

Program Description

The Radiologic Technology Program is a five-semester program offering an Associate of Science Degree. Students are educated in radiography equipment operations, production and evaluation of diagnostic radiographic images, patient care skills, radiation safety, as well as communication with health care professionals and the public. The program includes didactic, laboratory and clinical education and prepares students for entry level imaging positions. Upon completion graduates are eligible for the national certification exam offered by the American Registry of Radiologic Technologists (ARRT). ARRT certification provides eligibility for licensure in the state of Massachusetts. Graduates can be employed by hospitals, clinics, imaging centers, orthopedic/physician offices, mobile imaging companies and pain management centers.

Program Outcomes

Upon successful completion of this program, students will be able to:

- Competently and safely perform radiologic procedures as an entry level radiographer.
- Communicate effectively with members of the healthcare team and the public.
- Utilize critical thinking skills to produce diagnostic images in varying situations.

Additional Information

1. Indicates course requires the completion of a prerequisite.

PROGRAM LAUNCH:

JANUARY 2023.

MORE INFORMATION TO FOLLOW.

Prerequisite Requirements – 17 credits total	Credits
ENG 101 English Composition I	3 credits
IDS 167 First Year Seminar	3 credits
MAT 103 College Algebra	3 credits
BIO 111 General Biology w/ Lab	4 credits
BIO 131 Anatomy and Physiology I[1]	4 credits
Core Requirements – 12 credits total	Credits
Computer Science Core	3 credits
ENG 102 English Comp II[1]	3 credits
History/Government Core	3 credits
PSY 101 General Psychology	3 credits
Program Requirements – 48 credits total	Credits
BIO 132 Anatomy and Physiology II[1]	4 credits
RAD 111 Introduction to Radiography	1 credit
RAD 112 Radiographic Procedures I	4 credits
RAD 113 Patient Care	3 credits
RAD 114 Clinical Education I	3 credits
RAD 122 Radiographic Procedures II[1]	3 credits
RAD 124 Clinical Education II[1]	2 credits
RAD 125 Imaging Principles I[1]	3 credits
RAD 132 Radiographic Procedures III[1]	3 credits
RAD 134 Clinical Education III[1]	5 credits
RAD 135 Imaging Principles II[1]	3 credits
RAD 136 Radiation Protection and Biology[1]	2 credits
RAD 217 Image Evaluation[1]	1 credit
RAD 218 Radiographic Pathology[1]	1 credit
RAD 214 Clinical Education IV[1]	5 credits
RAD 224 Clinical Education V[1]	3 credits
RAD 229 Review Seminar[1]	2 credits
Total credits required for graduation	**77 credits**

RADIOLOGIC TECHNOLOGY
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BIO 132 Anatomy and Physiology II w/lab	4 Credits	BIO 131
RAD 111 Introduction to Radiography	1 Credit	Admission into the RT program
RAD 112 Radiographic Procedures I	4 Credits	Admission into the RT program
RAD 113 Patient Care	3 Credits	Admission into the RT program
RAD 114 Clinical Education I	3 Credits	Admission into the RT program
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
RAD 122 Radiographic Procedures II	3 credits	Semester 1 requirements
RAD 125 Imaging Principles I	3 credits	Semester 1 requirements
RAD 124 Clinical Education II	2 credits	Semester 1 requirements
Total	**11 credits**	

Semester 3	Credits	Pre-Requisites
Computer Science Core	3 Credits	
RAD 132 Radiographic Procedures III	3 Credits	Semester 2 requirements
RAD 135 Imaging Principles II	3 Credits	Semester 2 requirements
RAD 136 Radiation Protection and Biology	2 Credits	Semester 2 requirements
RAD 134 Clinical Education III	5 Credits	Semester 2 requirements
	16 credits	

Semester 4	Credits	Pre-Requisites
History/Government Core	3 Credits	
PSY 101 General Psychology	3 Credits	
RAD 217 Image Evaluation	1 Credits	Semester 3 requirements
RAD 218 Radiographic Pathology	1 Credits	Semester 3 requirements
RAD 214 Clinical Education IV	5 Credits	Semester 3 requirements
Total	**13 credits**	

Semester 5	Credits	Pre-Requisites
RAD 229 Review Seminar	2 credits	Semester 4 requirements
RAD 224 Clinical Education V	3 credits	Semester 4 requirements
Total	**5 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

SECURITY MANAGEMENT
Associate in Science Degree

Program Description

This program prepares graduates to engage in the practice of private security by providing them with knowledge about the theories and principles associated with multiple dimensions within the security industry, including private security, corporate investigations, protection of assets, and interpersonal communications. Required courses establish a holistic approach toward developing a well-rounded security professional by combining topics surrounding private security, interpersonal communication, customer service and administrative issues.

Program Outcomes

At the completion of this program, the student should be able to:

- Identify the critical components of business continuity.
- Articulate how to successfully manage both a contract and proprietary security program.
- Describe the process of how to conduct a security investigation from its inception to prosecution.
- Explain the entire incident command process from the preplanning stages to the post event after action review.
- Explain the integration of the concepts taught in the component courses as they relate to risk assessment, management, and mitigation of the overall enterprise.
- Conduct comprehensive security risk assessments along with mitigation strategies.

Additional Information

1. Indicates course requires the completion of a prerequisite.

2. CHE 103 Forensic Science is recommended for the Natural Science Core w/lab.

3. Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116.

4. Humanities Electives: Please go the list of core courses and applicable elective courses by area starting page 87.

5. Writing Elective: Complete one of the following, ENG 224 or IDS 155.

All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab[2]	4 credits
Social Science/Psychology Core	3 credits

Program Requirements – 36 credits total	Credits
BUS 202 Principles of Customer Service (F)	3 credits
CJS 211 Introduction to Security Procedure	3 credits
CJS 212 Corporate Security Investigations[1] (S)	3 credits
CJS 213 Security Administration (F)	3 credits
CJS 214 Risk Analysis & Disaster Management (F)	3 credits
Communications Elective[3]	3 credits
Humanities Electives[4]	6 credits
Program Electives	9 credits
Writing Elective[5]	3 credits

Total credits required for graduation **61 credits**

Program Electives	Credits
BUS 101 Fundamentals of Business (S)	3 credits
BUS 220 Business Ethics (F)	3 credits
CJS 108 Criminal Justice Ethics (F)	3 credits
CJS 117 Crisis Intervention and the Police (F)	3 credits
CJS 121 Criminal Procedure	3 credits
CJS 131 Introduction to Homeland Security (S)	3 credits
CJS 132 Weapons of Mass Destruction (S)	3 credits
CJS 215 White Collar Crime (S)	3 credits
CJS 221 Domestic Violence	3 credits
CSI 242 Computer Systems Security[1] (S)	3 credits
HSV 201 Counseling Skills (F)	3 credits
HSV 260 Diverse Populations (S)	3 credits
LAW 203 Cyber Law (F)	3 credits
MGT 201 Principles of Management	3 credits
MGT 203 Human Resources Management (S)	3 credits
PHL 108 Ethics	3 credits
EXP 297 Internship	3 credits

SECURITY MANAGEMENT
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BUS 202 Principles of Customer Service	3 credits	
Computer Science Core	3 credits	
CJS 211 Introduction to Security Procedure	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
CJS 212 Corporate Security Investigations	3 credits	
ENG 102 English Composition II	3 credits	ENG 101
Humanities Elective	3 credits	
Math Core	3 credits	
Social Science/Psychology Core	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
Communications Elective	3 credits	
CJS 213 Security Administration	3 credits	
CJS 214 Risk Analysis & Disaster Management	3 credits	
History/Government Core	3 credits	
Natural Science Core w/ Lab	4 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
Humanities Elective	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Program Elective	3 credits	
Writing Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

SOCIAL SCIENCES CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description

The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes

At the completion of this program, the student should be able to:

- Compose well-structured, unified and coherent expository assignments.
- Demonstrate information literacy through research assignments.
- Apply the principles of critical thinking to assess required readings and points of discussion.
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration.
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration.
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

Additional Information

1.Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
PSY 101 General Psychology	3 credits

Program Requirements – 36 credits total	Credits
Social Science Concentration Electives (see below)	21 credits
General Electives	6 credits
Literature Electives	6 credits
SOC 101 General Sociology	3 credits

Total credits required for graduation **61 credits**

Social Science Concentration Electives	Credits
ECO 201 Microeconomics	3 credits
ECO 202 Macroeconomics	3 credits
GOV 105 Introduction to Political Science	3 credits
GOV 201 American Government	3 credits
GOV 211 State & Local Government	3 credits
GOV 212 International Relations (F)	3 credits
GOV 213 The American Presidency (F)	3 credits
GOV 217 Cooperative Government (S)	3 credits
GOV 290 Special Topics in Government (F)	3 credits
HIS 101 United States History I	3 credits
HIS 102 United States History II	3 credits
HIS 107 Colonial America (F)	3 credits
HIS 111 History of Western Civilizations I (F)	3 credits
HIS 112 History of Western Civilizations II (F)	3 credits
HIS 201 History of the Middle East	3 credits
HIS 240 History of the Cold War (F)	3 credits
HIS 260 The Civil War & Reconstruction (F)	3 credits
HIS 280 History of Plymouth (F)	3 credits
HIS 290 Special Topics in History (S)	3 credits
SOC 102 Contemporary Social Problems	3 credits
SOC 112 Interpersonal Communications	3 credits
SOC 140 Aging in America (F)	3 credits
SOC 150 Women in Society (F)	3 credits
SOC 155 Race, Class, Gender & Social Justice (S)	3 credits
SOC 201 Cultural Anthropology (F)	3 credits
SOC 203 Sociology of the Family (S)	3 credits

SOCIAL SCIENCES CONCENTRATION
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
PSY 101 General Psychology	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
SOC 101 General Sociology	3 credits	
Social Sciences Concentration Elective	3 credits	
Social Sciences Concentration Elective	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
General Elective	3 credits	
Literature Elective	3 credits	
Natural Science Course w/ Lab	4 credits	
Social Sciences Concentration Elective	3 credits	
Social Sciences Concentration Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
Literature Elective	3 credits	
Social Sciences Concentration Elective	3 credits	
Social Sciences Concentration Elective	3 credits	
Social Sciences Concentration Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

SOCIAL WORK
Certificate

Program Description

The Social Work Certificate is designed to prepare students for a social work focused education. Students use the Council of Social Work Education (CSWE) core competencies to guide their learning. The Social Work Certificate is an opportunity for students who are switching careers, supplementing another degree, or are first time college students. The Social Work Certificate program course requirements all count towards the Human Services degree if the student chooses to further their education after completing the certificate.

Program Outcomes

At the completion of this program, the student should be able to:

- List services available in the community for diverse client needs.
- Distinguish between ethical and unethical behavior in multiple human service settings.
- Apply interviewing and practice skills in work with clients.
- Provide examples of the systematic effects of social policy.
- Integrate policy, practice, research, and the impact on individuals, families, groups, organizations, and communities.
- Create a mock interview with a client demonstrating appropriate practice skills.
- Analyze the impact of diversity on multiple systems, human rights and social justice.

Program Requirements – 18 credits total	Credits
HSV 240 Social Policy (S)	3 credits
HSV 200 Human Behavior and the Social Environment (F)	3 credits
HSV 103 Introduction to Social Work	3 credits
HSV 201 Counseling Skills (F)	3 credits
HSV 205 Substance Addiction Counseling	3 credits
HSV 260 Diverse Populations (S)	3 credits
Total credits required for graduation	**18 credits**

Additional Information

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

SOCIAL WORK
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

SOCIOLOGY CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of this program, the student should be able to:

- Compose well-structured, unified and coherent expository assignments.
- Demonstrate information literacy through research assignments.
- Apply the principles of critical thinking to assess required readings and points of discussion.
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration.
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration.
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

Sociology Concentration Outcomes
At the completion of the Sociology Concentration, the students should be able to:

- Identify the functions and dysfunctions of six (6) social institutions.
- Interpret quantitative and qualitative data found in newspapers, online, and research journals.
- Evaluate competing theories and methods of Sociology.
- Describe in written and oral format, three current social problems facing the U.S.
- Formulate policy recommendations for three current social problems.
- Compare the historical modes of production to the current era of globalization.
- Survey the breadth and depth of one subfield of Sociology.

Core Requirements – 25 credits total	Credits
Computer Science Core	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
Math Core	3 credits
Natural Science Core w/ Lab	4 credits
PSY 101 General Psychology	3 credits

Program Requirements – 36 credits total	Credits
Sociology Concentration Electives	18 credits
General Electives	6 credits
Literature Electives	6 credits
SOC 101 General Sociology	3 credits
Social Science Elective	3 credits

Total credits required for graduation **61 credits**

Sociology Concentration Electives	Credits
SOC 102 Contemporary Social Problems	3 credits
SOC 112 Interpersonal Communication	3 credits
SOC 140 Aging in America (F)	3 credits
SOC 150 Women in Society (F)	3 credits
SOC 155 Race, Class, Gender & Social Justice (S)	3 credits
SOC 201 Cultural Anthropology (F)	3 credits
SOC 203 Sociology of the Family (S)	3 credits
PSY 212 Group Dynamics (S)	3 credits

Additional Information

1.Indicates course requires the completion of a prerequisite.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS

SOCIOLOGY CONCENTRATION
Associate of Arts in Liberal Arts Degree

Semester 1	Credits	Pre-Requisites
Computer Science Core	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
Math Core	3 credits	
SOC 101 General Sociology	3 credits	
Total	**15 credits**	

Semester 2	Credits	Pre-Requisites
ENG 102 English Composition II	3 credits	ENG 101
History/Government Core	3 credits	
PSY 101 General Psychology	3 credits	
Sociology Concentration Elective	3 credits	
Sociology Concentration Elective	3 credits	
Total	**15 credits**	

Semester 3	Credits	Pre-Requisites
General Elective	3 credits	
Literature Elective	3 credits	
Natural Science Course w/ Lab	4 credits	
Sociology Concentration Elective	3 credits	
Sociology Concentration Elective	3 credits	
Total	**16 credits**	

Semester 4	Credits	Pre-Requisites
General Elective	3 credits	
Literature Elective	3 credits	
Sociology Concentration Elective	3 credits	
Sociology Concentration Elective	3 credits	
Social Science Elective	3 credits	
Total	**15 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

SUBSTANCE ADDICTION
Certificate

Program Description

The Substance Addiction Certificate acquaints students with the multiple dynamics of substance addiction. The Certificate will introduce students to theories of addiction, assessment, social policy, treatment planning, and community origination. This program prepares graduates to engage in helping professions at entry level in their communities. The Substance Addiction Certificate can supplement other degrees, and enhance careers in fields such as Nursing, Criminal Justice, and Healthcare. Certificate courses can also count towards the associate's degree in Human Services. Though additional requirements to sit for licensing exams need to be completed, students who complete the Substance Addiction Certificate will meet the education portion for licensing at the LADC II and LADC Assistant level.

Program Outcomes

At the completion of this program, the student should be able to:

- Assess client needs while working individually or as a member of an interdisciplinary team of professionals.
- List client, family, and community organizations and resources for substance addiction and describe how the services relate to client needs.
- Create a treatment plan to work with an individual with substance addiction or dual diagnosis.
- Provide examples of multiple theories and approaches in working with a diverse clientele.
- Demonstrate ethical practices and procedures when working with clients.
- Evaluate clients, programs, and social policies as they pertain to substance addiction.

Program Requirements – 18 credits total	Credits
HSV 103 Introduction to Social Work	3 credits
HSV 114 Substance Addiction and Older Adults	3 credits
HSV 201 Counseling Skills (F)	3 credits
HSV 205 Substance Addiction Counseling	3 credits
HSV 251 Introduction to Substance Addiction	3 credits
HSV 260 Diverse Populations (S)	3 credits
Total credits required for graduation	**18 credits**

Additional Information

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

SUBSTANCE ADDICTION
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

SUBSTANCE ADDICTION ASSISTANT
Certificate

Program Description

The Substance Addiction Certificate acquaints students with the field of substance addiction. The program will introduce students to theories of addiction, assessment, social policies, treatment planning, and community organizations. The courses for the substance addiction assistant program are stackable. Each course for the substance addiction assistant certificate will also count towards both the Substance Addiction Certificate and the Human Services Associate Degree. This certificate is an excellent supplement to any degree offering and will enhance a career in the fields of Nursing, Criminal Justice, Healthcare, and more. Students who complete the certificate meet the education portion for licensing at the LADC Assistant level. Students are expected to complete additional requirements to sit for the licensing exams.

Program Outcomes

At the completion of this program, the student should be able to:

- List client, family, and community organizations and resources for substance addiction and describe how the services relate to client needs.
- Create a treatment plan to work with an individual with substance addiction and/or dual diagnosis.
- Give examples of multiple theories and approaches for working with diverse clientele.
- Demonstrate ethical practices and procedures when working with clients.

Program Requirements – 9 credits total	Credits
HSV 114 Substance Addiction and Older Adults	3 credits
HSV 205 Substance Addiction Counseling	3 credits
HSV 251 Introduction to Substance Addiction	3 credits
Total credits required for graduation	**9 credits**

Additional Information

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.

SUBSTANCE ADDICTION ASSISTANT
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

SURGICAL TECHNOLOGY
Associate in Science Degree

Program Description

The Surgical Technology Program is a full-time course of study beginning in September each year. The 65 credit degree program trains students to become entry level Surgical Technologists and prepares them to sit for the certification exam offered by the National Board of Surgical Technology and Surgical Assisting. Upon successful completion of this exam, individuals are board certified and may use the credentials of Certified Surgical Technologist (CST).

The Quincy College Surgical Technology Program offers students three combined learning experiences: lecture, laboratory and clinical. Lecture topics come to life in our state-of-the-art laboratory. Laboratory skills transition the clinical setting during rotation at either a major Boston teaching facility or one of the leading community hospitals. During this program, students are required to complete a minimum of 500 clinical hours and scrub on a minimum of 120 surgical procedures. Please note, acceptance to the Program does not guarantee a clinical placement. Clinical facilities require a satisfactory Criminal Offender Record Information (CORI) check on all students prior to commencement of the clinical experience. A positive CORI check may prevent a student from completing a clinical practice in any clinical facility. Should this occur, the student will not be able to complete the Surgical Technology Program.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA). Program graduates are eligible to sit for the certification exam (CST) offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). For additional information please contact CAAHEP by mail: 25400 US Highway19 North, Suite 158, Clearwater, FL 33763; by telephone: 727-210-2350; or on the web www.CAAHEP.org. The Quincy College Surgical Technology Program strives to provide the learner with the very best educational opportunity available to the future professional who has selected this very rewarding career pathway.

Program Outcomes

At the completion of the program, the student should be able to:

- Correlate the knowledge of medical terminology, anatomy, physiology, pathophysiology, and microbiology to their role as a surgical technologist. (Cognitive)
- Demonstrate a safe and professional level of practice and knowledge in their role as a surgical technologist. (Cognitive, Psychomotor, Affective)
- Acquire the ethical, legal, moral, and medical values related to the patient and the surgical team during the perioperative experience. (Cognitive, Affective)
- Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience. (Cognitive)
- Value the professional attributes of the surgical technologist. (Affective)
- Demonstrate the theoretical and practical proficiency in surgical aseptic technique, sterilization methods, surgical procedures and safe patient care practice techniques (including patient transportation, positioning and emergency procedures). (Cognitive, Psychomotor)
- Define the specific uses of equipment, supplies, and instrumentation used for surgical procedures. (Cognitive)
- Display eligibility to sit for the national certification examination for surgical technologists. (Cognitive, Psychomotor, Affective)

Core Requirements – 29 credits total	Credits
BIO 131 Anatomy & Physiology I w/Lab[1]	4 credits
BIO 132 Anatomy & Physiology II w/Lab[1]	4 credits
CSI 101 Introduction to Computers	3 credits
ENG 101 English Composition I	3 credits
ENG 102 English Composition II[1]	3 credits
History/Government Core	3 credits
IDS 167 First Year Seminar	3 credits
MAT 103 College Algebra	3 credits
PSY 101 General Psychology	3 credits

Program Requirements – 36 credits total	Credits
SUR 102 Microbiology for the Surgical Technologist (F)	2 credits
SUR 108 Surgical Pharmacology (F)	1 credit
SUR 111 Surgical Technology I (F)	5 credits
SUR 121 Surgical Technology I Skills Lab (F)	4 credits
SUR 142 Surgical Technology II[1] (S)	16 credits
SUR 143 Surgical Technology III[1] (SU)	8 credits
Total credits required for graduation	**65 credits**

Additional Information

1. Indicates course requires the completion of a prerequisite.

Prerequisites: BIO 111 General Biology, HSC 107 Orientation to Health Care, and HSC 140 Medical Terminology must be completed prior to admission into program.

The passing grade for all courses is **"C" (73%)**. Students may not continue in the program if they earn less than a "C" in a course.

Students must have a satisfactory health and immunization record.

A satisfactory CORI check is required for clinical placement. Students must be certified in CPR for the Health Care Provider prior to entering the clinical setting.

Program graduates are eligible to sit for the certification exam (CST) offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The surgical technology program has a maximum enrollment capacity of 18 students per cohort and admits only one cohort per academic year.

The 2020 graduating cohort had a 87% pass rate on the National Certified Surgical Technology Exam.

Note: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

SURGICAL TECHNOLOGY
Associate in Science Degree

Semester 1	Credits	Pre-Requisites
BIO 131 Anatomy & Physiology I w/Lab	4 credits	BIO 111
CSI 101 Introduction to Computers	3 credits	
ENG 101 English Composition I	3 credits	
IDS 167 First Year Seminar	3 credits	
MAT 103 College Algebra	3 credits	May require a prerequisite of MAT 097
Total	**16 credits**	

Semester 2	Credits	Pre-Requisites
BIO 132 Anatomy & Physiology II w/Lab	4 credits	BIO 131
ENG 102 English Composition II	3 credits	ENG 101
PSY 101 General Psychology	3 credits	
History/Government Core	3 credits	
Total	**13 credits**	

Semester 3	Credits	Pre-Requisites
SUR 102 Microbiology for the Surgical Technologist	2 credits	
SUR 108 Surgical Pharmacology	1 credit	
SUR 111 Surgical Technology I	5 credits	
SUR 121 Surgical Technology I Skills Lab	4 credits	
Total	**12 credits**	

Semester 4	Credits	Pre-Requisites
SUR 142 Surgical Technology II	16 credits	Completion of first year ST Courses
Total	**16 credits**	

Semester 5	Credits	Pre-Requisites
SUR 143 Surgical Technology III	8 credits	Completion of first year ST Courses
Total	**8 credits**	

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

Registrar's Office
617-984-1650

Student Accessibility and Academic Support Services
617-405-5915

WEB AND MOBILE DEVELOPMENT
Certificate

Program Description

The Web and Mobile Development Certificate program is designed for students who are interested in learning the fundamentals of web and mobile development or for those who wish to enhance their web development careers. This program is 27 credits in total and can be completed in 1-2 years.

The Web and Mobile Development Certificate Program will provide students with the knowledge and skills to design and develop functional, interactive websites. Students will gain valuable experience working with modern web languages, technologies, and practices. Topics include: markup languages (HTML, CSS), programming languages (JavaScript, PHP), databases (MySQL), multimedia creation (animation, video), and World Wide Web Consortium (W3C) compliance practices. Upon completion of the certificate, students will gain valuable hands-on experience with the many areas of website development, including web page design, client-side scripting, and server-side scripting.

Program Outcomes

At the completion of this program, the student should be able to:

- Write HTML markup to create web page content.
- Create CSS style sheets to format and lay out web page content.
- Use an automated web development tool to create web pages as part of a complete web site.
- Create and add multimedia content such as graphics, animation, and sound to websites.
- Identify the different roles of client-side scripts and server-side scripts.
- Write front-end code with JavaScript to create dynamic web pages and process user input.
- Create a test database with MySQL for querying and retrieving data.
- Write back-end code with PHP to query and update a database via a web page.

Program Requirements – 27 credits total	Credits
BUS 101 Fundamentals of Business	3 credits
CSA 227 Website Design	3 credits
CSA 228 Computer Graphics Applications (S)	3 credits
CSA 229 Web and Mobile Development with JavaScript [1] (F)	3 credits
CSI 101 Introduction to Computers	3 credits
CSI 116 Introduction to Programming	3 credits
CSI 204 Web Programming with PHP and MySQL [1] (S)	3 credits
Program Electives	6 credits

Total credits required for graduation **27 credits**

Program Electives	Credits
CSI 107 C++ Programming[1]	3 credits
CSI 108 Advanced C++[1]	3 credits
CSI 226 UNIX with Linux	3 credits
CSI 233 Java Programming[1] (F)	3 credits
CSI 237 Advanced Java[1] (S)	3 credits
CSI 313 Advanced Database Management[1] (F)	3 credits
LAW 203 Cyber Law (F)	3 credits
EXP 297 Internship	3 credits

Additional Information

1. Indicates course requires the completion of a prerequisite.

NOTE: All classes are offered in the fall and the spring unless otherwise designated:

F=Class is only offered in the Fall
S=Class is only offered in the Spring

THIS PROGRAM IS NOT CURRENTLY ENROLLING NEW STUDENTS

WEB AND MOBILE DEVELOPMENT
Certificate

There is no semester path for this program.

Semester Path:

Recommended course of study for a full-time student. It is recommended that students speak to an Academic Advisor before registering for courses each semester.

Student Resources:

Academic Advising
617-984-1720

Dean's Office of Liberal Arts
617-405-5920

Dean's Office of Natural and Health Science
617-405-5960

Dean's Office of Nursing
617-405-5990

Dean's Office of Professional Programs
617-405-5920

Financial Aid Office
617-984-1620

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The course listings that follow include descriptions of courses offered by the College to meet curricula requirements. Descriptions are general in nature and are not intended to include all topics which may be part of the course and, in some cases, items in the descriptions may be omitted from the course. Revisions are sometimes necessary to meet changes in course or program objectives.

Explanation of Course Description Codes
(The clock hour distributions contained in this catalog are based on a "typical" 15-week semester.
Consult the current schedule for individual course meeting times.
The College reserves the right to modify these and all other elements of a course at its discretion).

Academic Prefix *Course Number* *Course Title*

Course Description

Credits

Clock Hours per Week

Clock Hours by Credit Type

RNU 108 Fundamental Concepts of Client Care7 Credits (4 Lecture, 1 Lab, 2 Clinical)
12 Hours/Week (4 Hrs Lecture, 2 Hrs Lab, 6 Hrs Clinical)

Fundamental Concepts of Client Care is designed to introduce the student to the foundational principles of contemporary nursing practice. Emphasis is placed on developing skills related to health assessment and health intervention with a holistic emphasis. Theoretical content includes principles of physical and psychosocial care, communication, growth and development, teaching and learning, wellness, families, communities, cultures and professional issues. Nursing process is taught as the methodology for meeting the client's healthcare needs. Related learning experiences are scheduled for the college laboratory, medical – surgical units at healthcare agencies,and the community. Prerequisites: Acceptance into the Associate Degree in Nursing Program. Corequisite: BIO 131 and BIO 141, ENG 101 or higher and MAT 100 or higher.

Prerequisite(s) or Corequisite(s)

Lecture hours –The number of hours per week a particular course meets in an instructor directed classroom situation.

Lab or Studio Hours – The number of hours per week a particular course meets in a student and equipment laboratory situation. Field work and small group discussions may also be included in these hours.

Clinical or Field Experience or Practicum Hours – The number of hours per week a particular course meets and where students are in a practical, occupational or applied learning situation.

Credit Hours – The number of credit hours awarded to the student who successfully completes a course.

Definition of Units of Credit – Quincy College curricula designs are based on the following: "(1) One semester credit hour for each fifteen hours of classroom contact or (2) One semester credit hour for each thirty hours of laboratory work or (3) One semester credit hour for each forty-five hours of clinical instruction (contact hours) or the equivalent" Source: Miller, W. Jerry and Millis, Olive, Credentialing Education Accomplishment, Report and Recommendations of the Task Force on Educational Credit and Credentials. (Washington D.C.: American Council on Education, 1978)

Prerequisite – Any course work that must be completed before the student is eligible for a course. Corequisite – Any course which must be taken during the same semester.

Accounting

ACC 101 Accounting I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This is an introductory course in accounting with the emphasis on the basic accounting cycle, management use of accounting data, construction and analysis of financial statements, and valuation of assets. Placement at ENG 101 level strongly advised.

ACC 102 Accounting II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Topics included in this course are books of original entry, analysis of assets and liabilities, negotiable instruments,and an introduction to partnership and corporate accounting. Prerequisite: ACC 101.

ACC 103 Forensic Accounting
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the expanding field of forensic accounting. The student is introduced to techniques of fraud detection and its implications in white-collar crime utilizing financial accounting and fraud analysis techniques. Prerequisite: ACC 101 and ACC 102 or permission of Dean.

ACC 120 Introduction to Bookkeeping
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to the principles of bookkeeping. Basics of debits and credits, reconciliation and business financial operations will be presented. The student will be able to assist a small business with its basic financial reports. Basic Accounting course and/or background recommended.

ACC 201 Accounting III
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course offers the student an analysis of corporate accounting. The student should gain a knowledge of accounting practices used by corporations and by partnerships. The tax implications of these accounting practices are examined. Prerequisite: ACC 102.

ACC 202 Accounting IV
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course studies accounting theory including property, plant and equipment, debt and equity financing, current liabilities, long-term corporate capital, and earnings per share. Prerequisite: ACC 201.

ACC 205 Managerial Accounting
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course presents the analysis and interpretation of accounting information. Cost term, cost management in planning and control, managing costs throughout the organization, and managing costs in a global environment. Prerequisite: ACC 102.

ACC 207 Municipal Accounting and Finance
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course offers the students an analysis of municipal accounting and finance for the various municipalities and regions in Massachusetts. Emphasis will be placed upon revenue generating, budgeting, state aid to local communities, calculating tax rates and local options. Prerequisite: ACC 102.

ACC 209 Federal Taxation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A survey of federal tax structure as it applies to individuals, partnerships, and corporations. Emphasis will be placed upon specific problems as a device to further the appreciation of the impact of taxes upon decision making and forecasting, and the effect upon forms of organization. Prerequisite: ACC 102.

ACC 301 Auditing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course deals with the auditing concepts and standards relevant to attest function as well as the legal and ethical responsibilities of the independent certified public accountant. Internal controls, an overview of EDP auditing and sampling, and auditor reports are included. Prerequisite: ACC 201 and ACC 205.

Arabic

ARA 101 Arabic I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches spoken and written modern standard Arabic. Discussions of cultural topics will enable students to develop written and spoken skills in Arabic. Materials will follow a standard textbook, but the curriculum, using learner-centered language teams and a wide variety of resources, will also challenge students who wish to improve their knowledge of the writing system.

ARA 102 Arabic II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A continuation course in modern standard Arabic. Learners will consolidate alphabetic skills, expand literary and social vocabulary, and further develop communicative ability in Arabic. Classroom conversation will rely increasingly on Arabic to build confidence in speech, and varied texts will help learners improve reading comprehension. Readings in English on cultural topics may be used to stimulate thinking, writing, and discussion in Arabic. This is a learner-centered, communicatively oriented course.
Prerequisite: ARA 101 or equivalent.

Art

ART 100 Fundamentals of Visual Art
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides a broad exploration of various art forms and techniques peculiar to each. Techniques include assemblage, painting, sculpture, college, mono-printmaking, drawing, photography, design, and architecture.

ART 101 Basic Drawing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introduction to the basics of drawing stressing learning to see, using negative space and measuring relationships to achieve a better drawing using pencil, ink, charcoal, and watercolor for those who prefer using more than black and white.

ART 102 Advanced Drawing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
For those who have completed Basic Drawing or the equivalent. Students are encouraged to explore further the picture-making process. The emphasis is on mixing media, abstracting images, and developing creativity. Students purchase their own materials. Prerequisite: ART 101.

ART 103 Line, Color & Design
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the principles underlying effective design. Students study the dynamics of line, shape, color, texture, and pattern by experimenting with black and white and colored media. Students purchase their own materials.

ART 110 Theatre Arts I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the parts of a modern stage and the diverse tasks required in the performance of the play. Concepts in stage history, dramaturgy, set design, lighting technique, costume, and sound are explored. Also introduced: individual merits of classical verse drama, Pantomime, commedia dell'art, clowning, melodrama, modern drama, epic theatre, and Absurdist drama.
Prerequisite: ENG 101 English Composition I.

ART 111 Theatre Arts II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the parts of a modern stage and the diverse tasks required in the performance of the play. Concepts in stage directions, and techniques of movement and voice production are explored. The acting guidelines established by Stanislavski, Boleslavsky, Adler, Meisner, Hagen, and Shurtieff will also be introduced. This course may require written character analysis or journal writing.

ART 112 Acting Workshop
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A workshop in acting techniques involving scene work, textual analysis, and character study. Students will rehearse complex scenes, study a character's progression through arc of the play, and write well-developed character analysis. Exercises are used to promote variation and authenticity in performances. Prerequisites: ENG 101 & ART 110 or permission.

ART 114 Improvisation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a workshop in improvisational technique as applied to acting, performance art, and playwriting. Students will practice exercises to help them develop improvisational techniques and then apply those techniques to both written and unwritten scenes.
Prerequisite: ENG 101 English Composition I, ART 110 Theater Arts I.

ART 115 Basic Painting
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introduction to the overview of painting using acrylic or watercolor. The course covers color mixing, techniques of application, and composition. Students will paint from life and other sources and from imagination. Students purchase their own materials.

ART 116 Advanced Painting
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A course for those who have completed Basic Painting or the equivalent. Students are encouraged to explore further the picture- making process using acrylic paints. This is a studio workshop course. Students are expected to be self-motivated and resourceful and able to work independently. Students purchase their own materials.
Prerequisite: ART 115.

ART 119 Photography I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to photography as an art of visual communication. Topics discussed are camera basics, exposure, lenses, lighting and composition. Image editing using Photoshop covers the sequence for an optimal workflow. Additional topics include file management, retouching and creating composite images. Photo assignments require the student to have access to a camera, preferably a single-lens reflex.

ART 120 Photography II-Photojournalism
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the visual communication skills necessary to produce an in-depth photo story with an emphasis on the photojournalism and documentary traditions of photography. Students refine their skills through shooting assignments within the context of historical and contemporary examples. This course expands and advances the digital techniques and Photoshop skills mastered in Digital Photography I. Photo assignments require the student to have access to a camera, preferably a single-lens reflex. Prerequisite: ART 119.

ART 150 Modern Drama
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an introduction to craft and art of drama, including a close study of technique and subject,and selected plays. Prerequisite: ENG 102.

ART 155 Theatre Production
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students study the “behind the scenes” elements of theatrical production: producing, budgeting, casting, directing designing costuming, and managing a show. Students learn basic stage management and other technical aspects of theatre. Prerequisites: ENG 101, ART 110.

ART 201 Survey of Fine Arts I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Emphasis is on developing an appreciation of the fundamental principles that are basic to all forms of fine arts. Consideration is given to pictorial art, music, sculpture, and architecture. Visual and audio-visual aids are used. Field trips are taken to nearby museums.

ART 202 Survey of Fine Arts II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Beginning with the fourteenth century, this course examines the technical, social, historical, and stylistic development of visual arts and architecture from the Renaissance through the Modern Era. Museum trips may be included.

ART 229 American Film
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will trace cinema in America from the era of the silent film and the studio system to the world of wide screen & “auteur” productions. It will demonstrate how movies began, grew, and changed through the interaction of inventors, artists, entrepreneurs, and audiences.

ART 230 Art & Society
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students will analyze the ways in which visual, musical, and dramatic artists respond to cultural movements and events, and explore how art shapes a society’s response to those events. Students learn how different branches of the fine arts influence one another during important epochs. Prerequisite: 12 credits ART/MUS concentration electives.

ART 251 Art, Vision and Angles of Perception
3 Credits (3 Lecture 0 Lab 0 Clinical
3 Hours/Week (3 Hrs. Lecture)
Students will enter into a dialog with an experienced artist and discuss how art should be perceived. Students will learn to cultivate their own pre-critical interpretations of art and to develop their own power of perception while encountering great works of art. Examples of art will be chosen from antiquity to the present day.

Biology

BIO 106 Nutrition w/Lab
3 Credits (3 Lecture 1 Lab 0 Clinical)
4 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This course focuses on nutrition throughout one's life. Students will gain an understanding of nutritional principles in both health and illness. Nutrition throughout all stages of life is emphasized. Nutritional bio-chemistry of all macronutrients will be covered. Lecture topics: Health promotion, nutritional guidelines, macro-nutrient chemistry, micro-nutrient chemistry, menu planning, food labeling, safety, obesity, clinical eating disorders, RDA requirements, and age- related guidelines. Lab topics: Understanding of laboratory safety, keeping food consumption record, measuring carbohydrate, lipid, and protein content of food, fermenting, evaluating food oxidation, measuring vitamin solubility and stability, assessing enzymatic activity under pH and temperature change and its effect on food, evaluating artificial sweeteners and energy drinks, practicing safe food handling, understanding and generating food labels, and preparing balanced plates.

BIO 111 General Biology I w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
This course is an introductory course in Biology with main emphasis on cell structure and function. Topics include the inner workings of cells including cell structures, transport mechanisms, cellular respiration and photosynthesis. Genetics and manipulation of DNA (by cells and scientists) will also be looked at. Laboratory experience is integrated with classroom lecture; therefore, they are taken together as a single, 4-credit course.

BIO 112 General Biology II w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
This is the second half of introductory biology. Evolutionary and ecological processes will be studied first, followed by an overview of plant and animal structure and function. Laboratory experience is integrated with classroom lecture; therefore, they are taken together as a single, 4-credit course. Placement at ENG 101 level strongly advised. Prerequisite: BIO 111 with "C" or better.

BIO 131 Anatomy & Physiology w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
This course is an integrated study of the structure and function of the human body from the cellular level to the systemic level. Topics include: anatomical terminology, molecules, cells, basic histology, and organs. The integumentary, skeletal, muscular, nervous, and sensory systems are also studied. Laboratory experience is correlated with classroom lecture; therefore, they are taken together as a single, 4-credit course. Placement at ENG 101 level strongly advised. Prerequisite: BIO 111 with "C" or better.

BIO 132 Anatomy & Physiology II w/Lab
4 Credits (3 Lecture 1 Lab Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
This course is an integrated study of the structure and function of the human body including the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Laboratory experience is correlated with classroom lecture; therefore, they are taken together as a single, 4-credit course. Prerequisite: BIO 131 with "C" or better.

BIO 160 Marine Ecology w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
Marine Ecology is an integrated study of the physical, chemical and biological interrelations within the estuary, the natural environment where freshwater meets salt water. The coastal aquatic ecotone will be studied, where an abundance of biological diversity exists, and where conditions exist to support the majority of aquaculture activities, worldwide. It allows for an understanding of how the physics, chemistry, biology and geology work in unison to create the unique conditions, suitable or unsuitable, to support the in-house and/or field aquaculture operation.

BIO 204 Genetics w/Lab
4 Credits (3 Lecture 2 Lab 0 Clinical)
6 Hrs./Wk. (3 Hrs. Lecture/3 Hrs. Lab)
This course focuses on mechanisms of inheritance, gene structure and function, developmental genetics, quantitative genetics, and evolution. The model systems discussed in lecture are drawn from a broad spectrum of prokaryotes and eukaryotes. Topics include: Gene regulations, modes of transmission, DNA molecular method, population genetics, and genomics. Prerequisite: BIO 111 with "C" or better.

BIO 251 Microbiology w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
A study of non-pathogenic and pathogenic microorganisms designed primarily for students in the health sciences area. Topics covered include: microbial characteristics, control of microorganisms, defenses of the host, and cause, prevention, and control of infectious diseases. Microbial metabolism, structure and classification will be looked at first, followed by host- pathogen interactions and immunology. The laboratory includes basic techniques in staining, cultivation, and identification of microorganisms. Prerequisite: BIO 111 with "C" or better.

Biotechnology & Good Manufacturing Practice

BTC 101 Introduction to Biotechnology
4 Credits (3 Lecture 1 Lab 0 Clinical)
6 Hours/week (4 Hrs. Lecture, 2 Hrs. Lab)
This course is designed to introduce the student to the role of biotechnology in the fields of medicine, environmental science, forensics, microbes and agriculture. The student will explore the theory, tools and application behind the genetics involved in these fields. This lab-based, hands-on course will expose the student to the techniques and equipment utilized in scientific laboratories around the world. Prerequisites: CHE 121 and/or BIO 111. One course allowed concurrently.

BTC 102 Buffer and Media Preparation
2 Credits (0 Lecture, 2 Lab, 0 Clinical)
4 Hours/week (0 Lecture, 4 Lab)
This laboratory-based course is designed to introduce the student to the skills required to prepare chemical buffers and cell culture media for use in the biomanufacturing industry. The student will become skilled in the techniques and equipment necessary to prepare high quality buffers and media for use in the manufacturing of protein products. The goal of this course is to manufacture buffers and media following strict aseptic techniques while adhering to current good manufacturing practices (cGMP). Quality control methods will stringently test the buffering capacity, ionic strength, and purity of products.

BTC 103 Technical Writing in Biomanufacturing
3 Credits (3 Lecture, 0 Lab, 0 Clinical)
3 Hours/week (3 Lecture, 0 Lab)
This course in technical writing is designed to introduce the student to the complexity of documentation in the biomanufacturing environment. Students will discover the role of Quality Assurance in the day-to-day operations of the manufacturing facility. Following the Code of Federal Regulations (CFR), students will learn the process of writing and following standard operating procedures (SOPs), deviation reports, corrective action/prevention action reports (CAPAs), and change control reports among others. Students will design a manufacturing company following strict CFR guidelines. The importance of integrity in documentation will be emphasized for maintaining high quality products.

BTC 202 Protein Purification
2 Credits (2 Lecture, 0 Lab, 0 clinical)
4 Hours/week (1 Hr Lecture, 3 Hours Lab)
This course is designed to give students an in-depth understanding of protein purification. Students will learn the physical and chemical properties of various protein purification media used in biomanufacturing and how those properties can be utilized for purifying proteins. Students will be engaged in real world applications relating to the chromatographic techniques involved in preparing media, packing columns, calibrating columns, and equilibrating columns. Students will learn how to design protein purification schemes based upon their knowledge of the intrinsic properties of proteins. All purified proteins will be validated using electrophoretic and spectrophotometric techniques.

BTC 210 Biochemistry
4 Credits (3 Lecture 1 Lab 0 Clinical)
6 Hours/week (3 Hrs. Lecture, 3 Hours Lab)
This course is designed to introduce the student to the biochemical principals involved in the synthesis, structure and function of biologically important molecules (Proteins, Lipids, Carbohydrates and Nucleic Acids). Examination of the intricate relationship between the structure and function of these molecules will give insight into the biological processes of the living cell. Topics will include: catalytic activity and kinetics of enzymes; how molecules outside the cell regulate what happens inside the cell; how understanding the biochemistry of these molecules has spurred the growth of a relatively new industry - Biotechnology. Prerequisites: CHE121 and MAT103 with "C" or better. This course includes an additional 3-hour lab.

BTC 220 Biomanufacturing I
4 Credits (1 Lecture 3 Lab 0 Clinical)
7 Hours/week (3.5 Hrs. Lecture, 3.5 Hrs. Lab)
This course is the second in the series of cornerstone courses in Biotechnology and Good Manufacturing Practice and the first of three courses in Biomanufacturing. This lab- based course is designed to introduce the student to the high-tech world of manufacturing prescription drugs. The course begins with an overview of biomanufacturing, its rapid growth and the industries need for well-trained employees. We examine the need for the Food and Drug Administration (FDA) and their requirements for current good manufacturing practices (cGMP). The student will become skilled in the techniques and equipment necessary to manufacture a recombinant protein. The goal of the course is to manufacture a mammalian protein in bacteria following cGMP's and standard operating procedures through upstream and downstream processes. Quality control methods will stringently test the protein product and validate its purity. Prerequisites: CHE121, BIO111, and BTC101.

BTC 230 Biomanufacturing II
4 Credits (2 Lecture 2 Lab 0 Clinical)
7 Hours/week (3.5 Hrs. Lecture, 3.5 Hrs. Lab)
This course is the third in the series of cornerstone courses in Biotechnology and Good Manufacturing Practice and the second of three courses in Biomanufacturing. This lab-based course is designed to give students experience in various aspects of biomanufacturing including but not limited to: Process development, Quality Control, Environmental Health and Safety, and Upstream and Downstream Processing. The course begins with the aseptic techniques involved in the culturing and preservation of mammalian and yeast cells. Scale-up techniques (upstream processing) will then be used to culture a 1 milliliter volume of cells (106) into 3-10 liter columns containing many trillions of cells (1012). An in-depth discussion of downstream processing techniques such as tangential flow filtration and protein purification systems will be utilized to purify a protein product (drug) from the cell media. Strict adherence to current good manufacturing practices (cGMP) will be followed and the protein products will be tested and validated for purity. Prerequisites: CHE 121, BIO 111, BIO 251, BTC 101, BTC 201, BTC 220.

BTC 240 Seminar in Biotechnology
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/week (1 Lecture, 0 Lab)
Seminar-style capstone course covering professional topics in Biotechnology and Good Manufacturing Practice, including but not limited to: discussion of emerging technologies, innovations, and new products that are noteworthy to the biotechnology industry; the steps involved with the regulatory approval process for a new biotechnology-derived product, and; key issues associated with adequate quality-control systems, assays and stability for novel biotechnology products. Students, working in teams, will give written and oral presentations on case studies that attempt to predict products derived from the new innovations and discoveries. The objective of the course is to give the student insight into the process of translating scientific discovery into innovative products. Prerequisite: BTC 220.

BTC 250 Biomanufacturing III
1 Credits (0 Lecture 2 Lab 0 Clinical)
4 Hours/week (0 Lecture, 4 Lab)
This course is the fourth in the series of cornerstone courses in Biotechnology and Good Manufacturing Practice and the final courses in biomanufacturing. This lab-based course is designed to give students experience in manufacturing a retail product – Science Laboratory Kits. Applying technical skills acquired from previous manufacturing course work, students will design science kits to be used in Quincy College's science labs as well as high school science class. Students will write standard operating procedures (SOP's) for the production of kit components, write experimental protocols for use by science teachers in the lab, manufacturing kit components following SOP's as well as assemble and validate the kits. Strict adherence to current good manufacturing practices will be applied. Prerequisites: CHE121/131, BIO111/121, BIO151/152, BTC101, BTC220. Co-requisites: BTC 230.

BTC 260 Chromatography
4 Credits (1 Lecture 3 Lab 0 Clinical)
4.5 Hours/week (1.13 Hrs Lecture, 3.37 Hrs Lab)
Chromatography is one of the most powerful analytical chemistry tools used for separation, purification, and identification of compound mixtures. The compounds range from vitamins, proteins, toxins, and environmental pollutants such as pesticides, herbicides, petroleum products to performance-enhancing substances. This hands-on-lab course is designed to equip students with basic but valuable life science workforce skills and prepare them for advanced level chromatography courses. At the end of this course, students will be able to conduct basic operations associated with various chromatography equipment and understand their specific applications. Prerequisites: CHE 121.

BTC 270 Chromatography II
4 Credits (1 Lecture 3 Lab 0 Clinical)
4.5 Hours/week (1.13 Hrs Lecture, 3.37 Hrs Lab)
Chromatography is a fundamental tool widely used in chemistry, biology, medicine, and environmental science to separate, purify, identify, and quantify compound mixtures. These compounds range from molecules in blood samples such as vitamins, toxins, or proteins to environmental pollutants known as pesticides, herbicides, petroleum hydrocarbons and performance enhancing substances such as steroids. This lab-based course is designed to familiarize students with one of the most reliable techniques used in various areas of modem life science industry. The course will teach students the theory behind the separation mechanisms and explain the selection of instruments, methods or mobile phases based on the type of test to be performed. At the end of this course, students will be able to conduct method development and validation, set up equipment, prepare samples and perform data analysis. Prerequisites: BTC 260.

BTC 271 Intellectual Properties, Quality Control & Regulation in Bio- Pharmaceutical Industry
2 Credits
This course will explain the importance of quality control and the steps involved in the manufacturing process of biopharmaceutical medicines from conception to the pharmacy shelves. The course will rationalize the importance of intellectual properties, such as patents, in motivating companies to invest in new technologies and protecting their products. The course will also describe the navigation mechanism between regulatory agencies and provide examples to elucidate the effort between countries to create a harmonization of rules to eliminate duplicative testing while maintaining standards on quality, safety and efficacy. Prerequisites: BIO 112.

BTC 272 Laboratory Experience and Instrumentation
4 Credits (1 Lecture 3 Lab 0 Clinical)
This is a practical hands-on laboratory course designed to help students become familiar with common laboratory techniques used in research, academia, and industry. The course will give students exposure to equipment, techniques, and methodology in many different areas, witha balance between biology, chemistry, biotechnology and laboratory technology. Laboratory classes will give students first-hand practical experience in operating, troubleshooting and maintaining common laboratory instruments. By the end of this course, students will have gained knowledge of the best applications for various types of laboratory equipment. Prerequisites: CHE 122 & BIO 112.

BTC 297 Biotechnology and Good Manufacturing Practice Internship
3 Credits (0 Lecture 0 Lab 160 Internship)
This course provides the student with the opportunity to integrate the academic studies of Biotechnology and Good Manufacturing Practice into an experiential supervised setting. The student will work for one hundred sixty (160) hours in an approved internship position arranged through the college. Relevant work areas include: application of hands-on techniques and equipment. A final paper and presentation is required. Prerequisites: 30 credits completed (15 at QC, 15 in major), a GPA of 3.1 or higher and permission of the Dean.

Business

BUS 101 Fundamentals of Business
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The role, growth, structure, and functional organization of modern business in the U.S. economy is explored. Comparative economic systems, forms of business, sole proprietorships, partnerships, corporations, and the management, marketing, and financing of business organizations are covered. Opportunities in the business field are examined throughout the course. Students will be expected to complete outside research as a course requirement. Placement at ENG 101 level strongly advised.

BUS 202 Principles of Customer Service
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the principles of customer service and their significance in a service-driven economy. Topics covered include: The Service Strategy, The Customer: Internal & External; Customers' Wants & Needs; Communicating Customer Service; Profiles of Successful Companies; Service People-Motivation, Commitment, and Reward. Placement at ENG 101 level strongly advised.

BUS 204 Human Relations in Organizations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course analyzes various styles of management, organizational systems and organizational processes. Students will develop skills in effective decision-making, examining conflict and conflict resolution, and recognizing suitable management and leadership styles. Placement at ENG 101 level strongly advised. BUS 101 recommended.

BUS 211 International Business
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an historical background and discussion of theoretical foundations of international business. Analysis of international institutions and factors that influence commercial activities among nations and the operation of firms are included. Placement at ENG 101 level strongly advised. BUS 101 recommended.

BUS 220 Business Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introductory course in business ethics focusing on what business relationships are and ought to be with the various constituencies in which business operates. Through the use of case analysis, the student will develop a means of arriving at decisions that he or she can feel are "right," "proper," and "just." Placement at ENG 101 level strongly advised.

BUS 350 Global Business I: Strategic Planning and Decision Making
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Strategic management is the integrative management field that combines planning, analysis, formulation, and implementation. In this Global Strategic Planning and Decision Making course students will learn how to conduct feasibility studies for effective decision making and construct implementation plans. This course provides students with the concepts and tools used in planning, analysis, strategy formulation, implementation of decisions, and the development of competitive advantage in the global marketplace. Prerequisites: FIN 320 and MKT 301 recommended.

BUS 401 Organizational Behavior
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines Organizational Behavior (OB), a field dedicated to better understand, communicate with, influence, motivate, and manage people and problems in the workplace. OB encompasses individual behaviors and values as well as group dynamics, processes, and structures. Students will develop and apply OB skills which are critical for success in any organization and are highly valued in all fields. Case studies are an integral component of this course. Prerequisites: ENG 101, ENG 102, and MGT 201.

BUS 450: Global Business II: Diversity, Equity, and Inclusion
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course helps current and future leaders develop the skills needed to manage in today's diverse domestic and global market place. We examine diversity through a leadership perspective, focusing on the need for cultural change to gain a competitive advantage. Students will learn behaviors that are beneficial to the organization, to employees, and to society. The course focuses on the benefits and implementation of diversity, equity, and inclusion programs in which students will evaluate business scenarios and assess the effectiveness of these plans. Prerequisites: BUS 101 and MGT 201.

Central Processing Technology

CPT 111 Central Processing
5 Credits (5 Lecture 0 Lab 0 Clinical)
5 Hrs./Wk. (5 Hrs. Lecture/0 Hrs. Lab)
This course provides an overview of the Central Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Central Sterile Processing Technician. Emphasis will be placed on the profession of Central Sterile Processing, basic sciences and related subjects, infection control, aseptic technique, equipment management, sterilization, instrumentation and supplies, legal issues, inventory management, safety, quality assurance, professional development and healthcare trends. Students completing this course will be eligible to apply to take the International Association of Healthcare Central Service Materiel Management (IAHCSMM) certification exam. Prerequisites: Admission into the Central Processing Program.

CPT 121 Central Processing Lab
1 Credit (0 Lecture 1 Lab 0 Clinical)
2 Hrs./Wk. (0 Hrs. Lecture/2 Hrs. Lab)
This laboratory course is designed to complement and reinforce concepts covered in CPT111 (lecture) by allowing the practice and return-demonstration of the principles and procedures related to the knowledge, skills, and techniques utilized in the Central Service Department. Skills taught in this course include: general cleaning, wrapping/packaging, procedure tray/instrument assembly, linen folding. Prerequisites: CPT 111.

CPT 142 Central Processing Clinical Practicum
3 Credits (0 Lecture 0 Lab 3 Clinical)
12 Hrs./Wk. (0 Hrs. Lecture/0 Hrs. Lab/12 Hrs. Clinical)
*15 Wks
This course complements CPT111 and provides the practical hours necessary to meet the International Association of Healthcare Central Service Materiel Management (IAHCSMM) requirements to sit for the certification examination. During clinical practice at area medical centers, students participate in applications of theory to actual practice. Prerequisites: CPT 111, CPT 121.

Chemistry

CHE 103 Introduction to Forensic Science w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
An introductory course focusing on use of science in solving criminal cases. Basics of chemical, physical, medical, and behavioral sciences will be used to preserve a crime scene and identify, collect, examine and interpret crime evidence to help the process of law. Topics include, but are not limited to, analysis of fiber, hair, body fluids, fingerprints, footprints, bullet residue, toxic substance, illegal drugs, explosives, DNA traces, tool marks, and documents. ENG 101, MAT 095 or higher strongly recommended, with "C" or better.

CHE 121 General Chemistry I w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
A study of the fundamental chemical laws and theories. Topics include atomic and molecular structure, chemical bonding, stoichiometry, chemical and physical properties, change of state, solution chemistry and gas laws. Prerequisite: MAT 103 with "C" or better.

CHE 122 General Chemistry II w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
A continuation of General Chemistry I. Additional topics include: solution properties and equilibria, chemical kinetics, thermodynamics, and nuclear chemistry. Also, an introduction to organic chemistry along with a survey of biochemical applications. Prerequisites: CHE 121 with "C" or better.

CHE 141 Introduction to Chemistry w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
A preparatory course in Chemistry designed particularly for students in Nursing and Health Science who lack previous chemistry training or whose background may require an extensive review. Topics include basic mathematical operations, physical and chemical properties, atomic and molecular structures, chemical formulas and bonding, naming compounds, chemical equations and reactions, gas laws, stoichiometry, periodicity of elements, solution chemistry, acids and bases, nuclear chemistry, organic chemistry and intro to biochemistry. Prerequisite: MAT 097 with "C" or better.

CHE 213 Organic Chemistry I w/Lab
5 Credits (3 Lecture 2 Lab 0 Clinical)
7 Hrs./Wk. (3 Hrs. Lecture/4 Hrs. Lab)
This course is the first semester of a two-semester course. Lecture topics include: Fundamental concepts of the carbon-containing compounds will be introduced. Topics include nomenclature, electron delocalization, resonance, stereochemistry, conformational analysis, synthesis, structure and reactivity relationships and spectroscopy. Lab skills learned include: Understanding of laboratory safety, organic laboratory techniques used to separate, identify, and purify chemicals, and selected instrumental analysis. Laboratory techniques to be mastered include, but are not limited to, filtration, distillation, extraction, evaporation, recrystallization, sublimation, centrifugation, chromatography, and spectrophotometry. Prerequisite: Successful completion of CHE 121 and CHE 122 with"C" or better.

CHE 214 Organic Chemistry II and Laboratory
4 Credits (3 Lecture 2 Lab 0 Clinical)
7 Hrs./Wk. 5 (3 Hrs. Lecture/4 Hrs. Lab)
This course is the second semester of a two-semester course. Study of the structure and reactivity of the main classes of the organic and bioorganic compounds will be continued. Topics include aromaticity, reactions of benzene, carbonyl compounds, oxidation-reduction reactions, bioorganic compounds, and catalysis. This laboratory course is continuation of Organic Chemistry I Laboratory and must be taken in conjunction with Organic Chemistry II lecture. Skills learned include performing microscale and macroscale laboratory techniques to synthesize, purify, and characterize organic compounds, selected instrumental analysis, and safety procedures. Emphasis is on synthetic, bioorganic, and carbonyl containing compounds, multistep synthesis and catalysis reactions, and application of the principles of chemical kinetics and thermodynamics. Laboratory Co-requisites: This laboratory course must be taken in conjunction withCHE-214. Permission to enroll may be granted if the student can prove that they successfully passed Organic Chemistry II course or equivalent within the last 5 years. Prerequisite: CHE 213 or equivalent.

Chinese

CHN 101 Chinese I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches both spoken and written modern standard Mandarin Chinese. Discussions of cultural topics will enable students to develop written and spoken skills in Mandarin. Materials will follow a standard textbook using simplified character and pinyin, but the curriculum, using learner-centered language teams and a wide variety of resources, will also challenge students who wish to improve their knowledge of the traditional writing system.

CHN 102 Chinese II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A continuation course in modern standard Mandarin Chinese. Students will build literary vocabulary systematically through structural analysis of written characters. Classroom conversation will increasingly use Mandarin to build confidence in speaking. Readings in English on extensive cultural topics may be used to stimulate thinking and discussion in Mandarin. Students with higher but partial knowledge of a form of Chinese are welcomed into this learner-centered, communicatively oriented course. Prerequisite: CHN 101 or equivalent.

Computer Science

CSA 213 Database Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to introduce the fundamental process of developing, implementing, and maintaining a database system in order to produce management information.

CSA 217 Spreadsheet Design
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The course is geared to gain a working knowledge of computerized spreadsheet skills using Microsoft Excel® software and the student will apply those skills to business-based problem-solving cases. Prerequisites: CSI 101/ACC101.

CSA 220 Computerized Accounting/Quick Books
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the student with a knowledge of and appreciation for integrated accounting software used by small businesses. Emphasis is placed onthe set-up, maintenance, closing of the books, and the analysis of the financial statements. The course uses problem simulations to ensure the total understanding of the software. Prerequisite: ACC 101.

CSA 227 Website Design
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will familiarize the student with the capabilities and potential of web design for applications in business, government, communication, and the arts. Hands-on experience will teach students to create web pages using HTML, CSS, and various web development tools.

CSA 229 Web and Mobile Development with JavaScript
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will teach students how to develop client-side scripts to create more functional, robust websites. It builds upon the skills learned in CSA227 Web Design. Students will learn to program with the JavaScript programming language to enhance websites in the areas of dynamic web content, event handling, and form data validation. This course has a strong project component to provide students with substantial hands-on experience with client-side programming. Prerequisites: CSI 116 and CSA 227.

CSI 101 Introduction to Computers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to the theory, structure, and application of computers. Topics include word processing, spread sheeting, presentation, and database management (software).

CSI 107 C++ Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed as an introduction to C++ programming. Problem solving methods and algorithmic development stressing good programming style and documentation including top down and modular design is emphasized. Prerequisite: CSI 116.

CSI 108 Advanced C++
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the student with the advanced object-oriented features of C++. It builds upon the knowledge learned in C++ Programming.
Prerequisite: CSI 107.

CSI 116 Introduction to Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the background necessary for an understanding of computer programming languages. Programming assignments introduce the student to methods of problem-solving programming logic, development of algorithms, coding, debugging, and documenting programs. Topics include an overview of computer organization, simple data structures, and file management.

CSI 150 Introduction to Game Development with Unity
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this introductory course for the creation of video games, students will learn the fundamentals of Unity game development software. Students will create various types of games including a first-person collector game, a space shooter game, an adventure game and a virtual reality game. Prerequisites: CSI 116.

CSI 204 Web Programming with PHP and MySQL
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches students how to write server-side scripts that connect websites to databases using the PHP programming language. It builds upon the skills learned in CSA229 Web and Mobile Development with JavaScript. Students will learn to write PHP scripts that allow web pages to query and manipulate a MySQL database. Topics include: PHP programming language constructs, database creation with MySQL, database querying and updating with MySQL, and PHP programming with MySQL. Prerequisite: CSA 229.

CSI 217 Introduction to Operating Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the concepts of operating systems and their relationship to computer architecture. Topics include concurrent processing, scheduling, memory management, file systems, device management, and resource allocation.

CSI 218 Data Structures and Algorithms
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers common data structures and algorithms for storing and manipulating data using the C++ programming language. Object-oriented programming and design techniques are emphasized for the creation of reusable data structures. Topics include multidimensional arrays, linked lists, recursion, stacks, queues, searching, sorting, hashing, and trees. Prerequisite: CSI 108.

CSI 226 UNIX with Linux
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduction to UNIX operating system. Practical explorations of the basics of UNIX system concepts, architecture, and administration. Uses Linux, a PC-compatible clone of UNIX to reinforce shell programming concepts and utilities with real-world applications.

CSI 233 Java Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to the Java programming language that builds upon concepts explored in Introduction to Programming (CSI 116). The Java platform, how it stores data in memory, and basic language features are discussed. Topics include objects, methods, control structures, streams, arrays, and classes. Prerequisite: CSI 116.

CSI 235 Computer Architecture
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course deals with the structure and organization of the major hardware components of computers. Topics include basic logic design, CPU construction, and information transfer and control within a computer system. Prerequisite: CSI 116.

CSI 237 Advanced Java
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the advanced object-oriented features of Java. It builds on the knowledge of basic applications and applets learned in Java Programming (CSI 233). Topics include inheritance and polymorphism, abstract types ("interfaces"), exceptions, event-driven graphical user interfaces, use of online documentation for class libraries, and object-oriented design. Prerequisite: CSI 233.

CSI 242 Computer Systems Security
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the concepts of computer and network security with applications. Topics include authentication, securing Web and file transfer applications, cryptography, firewalls and other devices and network topologies. Prerequisite: CSI 244 or permission of instructor.

CSI 243 Server Based Operating Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will provide the student with a fundamental understanding of the operation and administration of computer network servers through lecture, discussion, problem solving, and virtual and/or hands on practice in setting up servers. Prerequisite: CSI 217.

CSI 244 Networking I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the fundamentals of networking. The concepts presented include types of networks, network architectures, communication protocols, media, topologies, and devices. The topics covered include TCP/IP, Ethernet, wireless transmission, virtual networks, security, and troubleshooting.

CSI 245 Networking II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers a broad range of networking topics and skillsets relating to implementing networks using Cisco networking devices. The course presents use of Cisco CLI, LAN and WAN network fundamentals, network access, IP connectivity, network analysis and network design. Prerequisite CSI 244.

CSI 246 Networking III
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course builds on the topics and skillsets covered in CSI 245 Networking II. It covers the configuration, monitoring and troubleshooting of IP services, fundamentals, network automation and programmability. Prerequisite: CSI 245.

CSI 255 C# Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches students how to design and implement software in Microsoft's premier object-oriented programming language, C#, used by developers to create Windows applications, cross-platform videogames (Unity game engine), and embedded systems. Topics include features of the C# language and the .NET Framework. Students will write applications with graphical user interfaces (GUIs) using a combination of traditional coding and visual programming tools. Prerequisites: CSI 108 or CSI 237.

CSI 261 Robotics Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course utilizes the Python programming language as well as Choregraphe software to develop behaviors for the NAO humanoid robot. The robot will be programmed to walk, talk, dance, listen and respond to its surroundings through facial and object recognition.
Prerequisites: CSI 116.

CSI 262 Advanced Robotics Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches how to control robots with the Python programming language. Students also learn to extend the capabilities of robots with off-the-shelf hardware and open-source software, a skill relevant to the Internet of Things (IoT) as well as drones. Emphasis is placed on programming robots to complete tasks, some of which require collaboration between a group of robots. Hardware used includes "Roomba" robots, Raspberry
Pi microcontrollers, and additional electronic components.
Prerequisites: CSI 261 or CSI 107 or CSI 233.

CSI 265 Linux System Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the principles of computer system administration in a Linux environment. It builds on the knowledge learned in UNIX with Linux (CSI 226). System administration topics include managing user accounts, storage, and software configuration; web hosting; performance analysis; and security. Prerequisites: CSI 226 or permission of the instructor.

CSI 266 Computer Forensics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Computer forensics is the discipline that combines elements of computer science and law to collect and analyze data from computer systems, networks, wireless communications, and storage devices in a way that is admissible as evidence in a court of law. This course includes hands-on exercises in computer forensics analysis and validation, data acquisition, and network forensics. Forensics methods for personal computers, mobile devices, IoT devices, email, social media, and cloud computing are discussed. Prerequisites: CSI 226, CSI 242, and CSI 245.

CSI 267 Amazon Web Services Academy Cloud Foundations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Amazon Web Services (AWS) Academy Cloud Foundations provides an overall understanding of cloud computing concepts. This overview course explores AWS core services, security, architecture, pricing, and support. The course also includes basic global infrastructure and the AWS Cloud value proposition. Prerequisites: CSI 244, CSI 226.

CSI 311 Digital Computer Hardware
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students will apply digital hardware knowledge to design complex digital systems. Topics covered are binary theory, number systems, Boolean algebra, Karnaugh mapping, logic gates, combinational circuits, sequential circuits, state machines and arithmetic circuits. Using these tools students will design functional building blocks and apply assembly language programming. Prerequisites: CSI 116.

CSI 313 Advanced Database Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides a comprehensive overview of database systems, terminology, concepts, design, normalization, and management. Students will create an entity relationship diagram (ERD) to denote user requirements and adapt the ERD to a normalized relational design. Structured Query Language (SQL) will be used to query, modify, and update data on a practice database. Prerequisites: CSA 213.

CSI 317 Operating Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines computer operating systems from the perspective of design and implementation. Topics include process scheduling, process synchronization, memory management, I/O, file systems, security, and virtualization. Prerequisites: CSI 218 and CSI 226.

CSI 318 Analysis of Algorithms
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the application and efficiency of algorithms. Topics include dynamic programming, balanced trees, graph and sort algorithms, and Big-O notation. Prerequisites: CSI 218.

CSI 330 Graphics Programming/UI/UX
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
User Experience (UX) Design provides an overview of the UX design process. Students will learn basic UX design principles and critique a wide range of existing interfaces. Students will also learn common UX software tools to conduct user testing and design user interfaces. Prerequisites: CSI 218 and CSA 227.

CSI 340 Compiler Theory
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course analyzes the structure of a compiler. Topics include lexical analysis, parsing, syntax-directed translation, code generation, and runtime environments. Prerequisites: CSI 218.

CSI 357 Android Development
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches students how to develop mobile apps for Google's Android operating system. Object-oriented programming skills acquired in prerequisite courses will be expanded to develop code in the Kotlin programming language. An integrated development environment with emulators is used to simulate execution of apps on a variety of devices. Prerequisites: CSI 108 OR CSI 237.

CSI 450 Special Topics in Computer Science
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course allows students to explore the latest technologies by focusing on a particular contemporary topic of computer science. The topics may differ each time the course is offered. Each semester will cover a single topic. Potential areas of focus include advanced programming, game development, databases, networking and cloud computing, computer security and cryptography, robotics, natural language processing, and machine learning. Prerequisites: CSI 218.

CSI 460 Programming Language Theory
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the theory and implementation of modern programming language features. The focus is on typing systems, which provide features such as records and lists, objects, subtypes, polymorphism, recursion, and generics. Students will explore such features using a language from the functional programming paradigm. Prerequisites: CSI 218.

CSI 470 Big Data Analytics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course presents data analytics in the context of Big Data. Students will write programs for data acquisition, cleansing of data, data transformation, and visualization of data. The ability to make data driven decisions by analyzing large amounts of data is becoming increasingly important. Prerequisites: MAT 205 or 206, and CSI 313; or approval of the instructor.

CSI 480 Artificial Intelligence
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the theory underlying and application of artificial intelligence (AI) systems. Topics include intelligent agents, problem space search, knowledge representation, planning, neural networks, and machine learning. Prerequisites: CSI 218; prerequisite or co-requisite MAT 210.

CSI 490 Software Engineering Capstone
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This capstone course thoroughly explores the discipline of software engineering. The course covers the essential aspects of requirements analysis, project planning, design, implementation and testing. The topics presented are reinforced through examination of case studies and the development of a capstone project. Prerequisites: CSI 226, CSI 330, and CSI 313.

Criminal Justice

CJS 101 Introduction to Criminal Justice
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the criminal justice process and services with discussion of the roles of police, courts, and corrections. This is a broad-based, survey course designed to expose students to a variety of criminal justice topical areas.

CJS 103 Criminology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The nature and cause of criminal behavior in contemporary America, the social forces involved, the major causes of lawbreaking, and analysis of social responses to criminals, including the workings of the police, courts, laws, and prisons are studied. Placement at ENG 101 level strongly advised.

CJS 104 Law Enforcement & Society
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The role of the police in a democratic society is examined as well as the historical development of law enforcement emphasizing European and American tradition and practice. Placement at ENG 101 level strongly advised.

CJS 105 Criminal Evidence & Investigation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An examination of the kinds and degrees of evidence and the rules governing admissibility of evidence in court. The student will study the fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, source of information, interviews and interrogation, follow-up, and case preparation. Placement at ENG 101 level strongly advised.

CJS 107 Juvenile Delinquency
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers selected theories of delinquency, programs of prevention and control, treatment, confinement, utilization of community resources, and the history and current role of the juvenile court. Placement at ENG 101 level strongly advised.

CJS 108 Criminal Justice Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will examine a variety of ethical issues faced by justice officials, such as the relationship between personal ethics and social expectations; professional ethics; the use of force; issues of race, gender and class; and noble cause corruption. Students will examine the importance of an ethical foundation for law enforcement while they compare and contrast ethical codes from various sources in the public safety community and historical warrior classes. Special attention will be paid to the concept of noble cause corruption and the compound effects of those outcomes. Placement at ENG 101 level strongly advised.

CJS 109 Criminal Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to the principles of criminal liability, elements of crimes, defenses to crimes and parties to crimes in the areas of property crimes, crimes against the person, crimes against habitation, and drug trafficking. Placement at ENG 101 level strongly advised. Placement at ENG 101 level strongly advised.

CJS 111 Criminal Justice Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys the criminal justice system as a whole, the interdependence and independence of actors, and discusses system concerns and allocation of resources. Placement at ENG 101 level strongly advised.

CJS 113 Drugs and Society
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course discusses the major social health issues involving drugs. Topics covered include the psychological aspects of drug involvement, the pharmacology of drugs, alcoholism, current rehabilitation practices, review of state and federal drug laws, and drug education programs at the national, state, and local levels. Placement at ENG 101 level strongly advised.

CJS 114 Stress and the Police Officer
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines critical, stress-producing events that occur throughout a law enforcement career, including recruitment and basic training, entry into the paramilitary structure, critical incident events, the changing context of policing post 9/11, social pressure and expectations, the bureaucracy and politics of policing, health consequences of long-term exposure to hazards, family dynamics, and retiring from the profession. Students will develop the knowledge and tools needed to mitigate stress producing events inherent within the complex career in law enforcement, from recruitment to retirement. Students will also evaluate stress producing incidents that occur at the individual, team and organizational levels.

CJS 117 Crisis Intervention & the Police
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will examine the police officer responding to a wide range of calls which involve the potential for crisis. This course will involve incidents with violent individuals as well as volatile groups that the police officer often comes into contact with. Placement at ENG 101 level strongly advised.

CJS 121 Criminal Procedure
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to the basics of criminal procedure, including the law of search and seizure, arrest, interrogation and identification, the pretrial process, the criminal trial, sentencing and punishment, appeal and post-conviction relief, and constitutional safeguards in state and federal criminal proceedings. Placement at ENG 101 level strongly advised.

CJS 122 Conflict & Dispute Resolution
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A survey of various dispute resolution processes, including negotiation, mediation, conciliation, arbitration, and mixed processes. Students will gain familiarity with these processes, rudimentary skills in using them, and experience in how to help choose or build the most appropriate dispute resolution or prevention process. Through simulations and case exercises, theories, tactics, and methods will be applied to the fields of criminal justice, business, law, and labor-management relations. Can be used as a Business or Government elective. Placement at ENG 101 level strongly advised.

CJS 131 Introduction to Homeland Security
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introduction to Homeland Security as an evolving policy issue, matter of national concern, and a profession, the course prepares students to explore this area of policy, law enforcement/emergency response, and government. This course addresses terrorism, natural disaster, policy development, legal and criminal justice issues, and concepts regarding the structure and authority of the Department of Homeland Security and related agencies. Case studies are examined focusing on threat assessment, disasters, past acts of terrorism, and potential risks facing the nation. Also explored are prevention, mitigation, and response to threats both natural and man-made.

CJS 132 Weapons of Mass Destruction
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Today's terrorism is characterized by sophistication, organization, financial capacity, and a degree of violence directed at mass populations heretofore unseen. This course presents an overview of the threat of terrorism as posed by weapons of mass destruction, with a focus on nuclear, biological, explosive, and chemical weapons, prevention of, preparation for, and the response to such threats. The focus is on the roles of the first responder before, during, and after WMD incidents.

CJS 202 Introduction to Corrections
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers a critical analysis of the American system of corrections. Covers important historical developments and the range of treatment and/or punishment options available to government, including prisons, jails, reformatories, and community treatment programs. Probation and parole are considered as an integral part of corrections. Current correctional philosophy and treatment approaches on federal, state, and local levels of government are assessed. The interrelated nature of all aspects of corrections is emphasized, with particular focus on policy analysis and decision-making.

CJS 204 Probation, Parole & Community Corrections
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Probation, parole, and other community-based sanctions, procedures, practices, and personnel are surveyed and evaluated. Probation, parole, and community-based correctional programs are presented in their historical, philosophical, social, and legal context. Theory and practice are integrated to the greatest extent possible.

CJS 206 Corrections Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
This course will introduce students to the work of a Corrections Administrator by examining the rewards and challenges of working in corrections. Through the review of corrections history, theory, policy and current practice, students will develop a pragmatic understanding of issues related to managing an offender population in dynamic and difficult environments. This course includes a review of corrections history and background, contemporary critical issues, corrections operations, and projecting future needs. Additional topics will include environmental impact, leadership theory and application, staff roles and supervision, managing risk, community corrections, managing special populations, and future considerations. This course is specifically applicable to those seeking employment in corrections institutions, field services, and community-based corrections.

CJS 211 Introduction to Security Procedures
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course includes the historical and philosophical basesof security and a survey of administrative, personnel, and physical aspects of the field. Placement at ENG 101 level strongly advised.

CJS 212 Corporate Security Investigations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The role of private security and its relationship with the public sector continues to expand with more resources and responsibilities being leveraged on behalf of the private sector to ensure the areas of fraud, risk mitigation and emergency response are fully compliant and capable to address any situation. These enhanced responsibilities have created the need for individuals to develop more advanced investigatory skill sets. This course is designed to expose the student to multiple investigations and investigatory techniques with a specific focus on how these investigations affect private security and the relationship with public law enforcement. Topics covered will include evidence collecting, risk assessment, report writing, white collar crime, industrial espionage, workplace violence, terrorism, interview and interrogation, computer crime and courtroom testimony. Prerequisite: CJS 101

CJS 213 Security Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines significant topics in private security administration, including security planning, legal issues, managing investigations and the securing of assets, training, and human resource management. Placement at ENG 101 level is strongly advised.

CJS 214 Risk Analysis and Disaster Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will introduce students to themes and practices surrounding the value of information and intelligence, collaboration between public/private law enforcement agencies, and strategic awareness of threat and risk mitigation; themes with which police and security agencies have become intimately familiar since 9/11. Students will learn to balance and mitigate risk in the environments of private security, crime and terrorism, natural disasters, and threats to the nation's critical infrastructure. Students will learn how risk analysis contributes to all decisions surrounding threats and hazards, how risk balance works and how it can be applied in the efforts of preparedness, prevention, and response strategies. Students who successful complete the course will earn 3 semester credits. Prerequisites: CJS 101 and CJS 211

CJS 215 White-Collar Crime
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course deals with the rise, nature, causes, and consequences of white-collar crime and addresses such subjects as corporate crime, occupational crime, financial crime, public corruption, technology- based crime, and policing and prosecuting white-collar crime.

CJS 221 Domestic Violence, Abuse & Neglect
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A survey of domestic violence including spousal or partner battering, child abuse and child neglect, causes, effects, and consequences of domestic violence; judicial, law enforcement and other interventions to protect victims; practical applications of the law; assisting victims/clients with resource and referral assessment; and study of public policy, criminal justice, and legal issues and problems. Placement at ENG 101 level strongly advised.

CJS 224 Unequal Justice: Gender, Race, Ethnicity, Class & the Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Inscribed in large letters above the entrance to the Supreme Court of the United States are the words "Equal Justice under the Law." These words represent the ideal of the American justice system - that law, legal procedures, and legal systems will treat people equally regardless of their race, gender, ethnic background, or social status. The reality of the criminal justice system, emphasizing historical and political foundations, will be explored through the study of gender, race, ethnicity, and class-based differences in law and criminal justice. Designated as a Criminal Justice course, this course may also be taken as a History/ Government elective. Placement at ENG 101 level strongly advised.

CJS 225 Victimology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students will explore the myths and realities pertaining to crime victims, including crime victim statistics, the dynamics of victimization (physical, emotional and/or financial harm), victims' rights, exposure to how police, courts and related agencies treat victims, and the problems and solutions for special kinds of victims (children, women, sexual assault victims, elderly, drunk driver and bias or hate crime victims). Placement at ENG 101 level strongly advised.

Economics

ECO 201 Microeconomics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this course, students study the basic principles of economics including economic theory related to the operation of business firms such as supply, demand, price determination, production costs, competition, resource markets, and international trade. Placement at ENG 101 level strongly advised.

ECO 202 Macroeconomics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a study of the basic principles of economics including different economics organizations, income and employment theory, government fiscal and monetary policies, problems of price stability, and economic growth. Placement at ENG 101 level strongly advised.

Education

Note: Most education courses require out of class field observation.

EDU 101 Introduction to Educational Studies
3 Credits (3 Lecture 0 Lab 0 Clinical)
5 Hours/Week (3 Lecture 0 Lab 2 Practicum)
This is an introductory course in the principles of early childhood and elementary education focusing on facilities, staff, goals and methodology of various programs such as child care and elementary schools. Traditional and contemporary issues in education will be considered, and emphasis will be placed on meeting the needs of the developing child and adolescent. Placement at ENG 101 level strongly advised.

EDU 105 Curriculum for Young Children
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
By focusing on methods and material in early childhood education, this course will explore ways to maximize the learning experience for young children using Massachusetts Department of Early Education and Care (EEC) and National Association for the Education of Young Children (NAEYC) guidelines. The meaning and value of play and the child's individual and developing use of materials will be considered. Projects based on cues from children's interest and how to adapt activities for children in differing cultural settings will be included.

EDU 107 Health, Safety, and Nutrition for Young Children
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an analysis of the personal health and nutritive needs of young children. The proper foods for young children are emphasized in relation to the physical, intellectual, and emotional well-being of the child. The role of early childhood programs in preventive health care is stressed, and consideration is given to the body function of the young child with respect to anatomy, physiology, correct nutrition, rest, recreation, exercise, and play. Placement at ENG 101 required.

EDU 115 Children's Literature
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys the current field of children's literature, emphasizing criteria and standards of high-quality books for children. It is designed for students in early childhood education and for individuals responsible for the selection of appropriate books for use with children. The course content includes methods of presentation of literature to children. Placement at ENG 101 level strongly advised.

EDU 210 Early Childhood Education Seminar
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will examine the problems arising from the daily teaching experiences. Discussions will focus on the current teaching situation, planning and implementing appropriate activities, as well as approaches to guiding and educating the developing child. Prerequisites: PSY 103, EDU 101, EDU 105, EDU 217, EDU 222 with a grade of "C" or higher and faculty approval. The student's childcare center placement must be approved by the program faculty prior to registration. Corequisite: EDU 320.

EDU 216 Dynamics of Play
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students examine several of the functions and roles of play in the development of the child from two to six. Play will be defined as the active experience of the child within the prepared environment. Special consideration will be given throughout the course to the role of the preschool teacher in interpreting, planning for, and augmenting play. Prerequisites: PSY 103.

EDU 217 Behavior and Guidance for the Young Child
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on the process of understanding and fostering responsible and cooperative behavior in young children, including positive ways of guiding children through challenging behaviors. Students will explore appropriate guidance strategies such as redirection, promoting pro-social behavior, positive assertiveness, consistency, and internal mechanisms that guide self-control. Students will also take an Applied Behavior Analysis (ABA) approach to documenting and analyzing behavior. Prerequisites: EDU 101 AND EDU 105.

EDU 218 Infant and Toddler Development and Curriculum
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on understanding the growth and development of infants and toddlers, and planning curriculum for the child under three years of age. Emphasis will be placed on the whole child's development; physical, cognitive, social and emotional growth. Understanding growth and development will be the basis for planning curriculum for infants and toddlers in group childcare, family childcare, as well as parent/child activities. This course fulfills the Massachusetts Department of Early Education and Care (EEC) requirements for an Infant/Toddler curriculum course to apply for Lead Teacher certification in Infants/Toddlers.

EDU 222 Children with Special Needs
3 Credits (3 Lecture 0 Lab 0 Clinical)
5 Hours/Week (3 Lecture 0 Lab 1.3 Practicum) Introduction to special education emphasizing observation, evaluation, and planning for young children. Special needs such as physical handicaps, cognitive impairment, and the newer recognized areas of disabilities will be considered, including the implications for the teacher and federal and state legislation affecting children with special needs. Replaces (EDU 221) Special Needs for Preschool. 20- 30 hours of practicum/observations in the field are required.

EDU 250 Management and Supervision in Early Childhood Education Centers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This is an advanced course in principles of management and supervision of childcare centers. This course will include both theory and application of theory. Topics covered will include: theories of management processes and approaches of management principles and tasks of management (such as planning and organizing, staffing, leading, monitoring and controlling for quality), managing spatial resources, health and safety needs of children, managing food service, children's programs and communication with parents and the public.
Prerequisites: PSY 103.

EDU 317 Financial Management for Child Care Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to the child care center as a business. Various types of centers and skills necessary to manage the business are covered. The approach to the material is a combination of theory and practical activities. Topics include developing budgets, insurance liability, computers in business, ordering equipment, advertising, and licensing requirements.

EDU 320 Early Childhood Education Field Experience
6 Credits (0 Lecture 0 Lab 6 Practicum)
12 Hours/Week (0 Lecture 0 Lab 6 Practicum)
This course covers the application of the art and science of teaching with a group of young children under the supervision of the childcare center director. Students will each have an individualized program to help them assess and meet the needs of the children, work with staff, and develop curricula. The student's childcare center placement must be approved by the program faculty prior to registration. Please contact the faculty in the semester prior to taking the seminar. Prerequisites: PSY 103, EDU 101, EDU 105, EDU 217, EDU 222 with a grade of "C" or higher and faculty approval. Corequisite: EDU 210. Note: CORI check required. 150-hour field experience hours required for this course.

Emergency Medical Services

EMS 101 Emergency Medical Technician - Basic
6 Credits
Alternating 12 or 8 hours/week class/lab
8 hours/week ambulance observation time.

The Basic Emergency Medical Technician Course is an in-depth course in basic life support offered by the Comprehensive Medical Teaching Institute (CMTI) at Quincy College. It offers career training for entry-level positions in emergency medical settings. Students learn about acute illnesses, medical emergencies, traumatic emergencies, childbirth, rescue extrication, ambulance operations, splinting techniques, communication and documentation, medical legal implications, automated external defibrillator (AED)/ cardio- pulmonary resuscitation (CPR), basic medications and their effects. After successful completion of all requirements and skills training, the student will qualify to apply for respective national and state certification exams. The course involves approximately 160 hours of classroom participation where complete attendance all sessions is mandatory. The course meets or exceeds current National Emergency Medical Services guidelines and has Massachusetts Office of Emergency Medical Services approval.

Paramedic

EMS 201 Paramedic 1
7 Credits
14.5 hours/week
Subjects covered in this course include: Documentation-Terminology-A&P-Patient Assessment-Pharmacology-Medication Administration-Cardiology-ACLS- Arrythmias-12 Lead EKG – Start of Clinical Internship. For more information, please see the Paramedic Education Program Description.

EMS 202 Paramedic 2
7 Credits
14.5 hours/week class/lab
8 hours/week clinical internship
Subjects covered in this course include: Airway Management-Respiratory Emergencies-Neurological Emergencies-Abdominal & GI Emergencies-Endocrine Emergencies-Trauma-PHTLS-Environmental Emergencies-Hazmat-Transport- Clinical Internship (continued). For more information, please see the Paramedic Education Program Description. Prerequisites: EMS 201.

EMS 203 Paramedic 3
7 Credits
7.25 hours/week class/lab
12 hours/week clinical internship
Subjects covered in this course include: Obstetrics-Neonatal-Pediatrics-PALS-Vehicle Extrication Geriatrics-Field Code-Special Considerations- Scenarios – Clinical Internship (continued). For more information, please see the Paramedic Education Program Description. Prerequisites: EMS 202.

EMS 204 Paramedic 4
6 Credits
16 hours/week field internship
This is the final course of the Paramedic Education Program The course consists of the (250) hour field experience/capstone field internship in which students will ride on an emergency services unit with an experienced licensed paramedic preceptor. During this internship students will further build upon the assessment, management and treatment skills developed during classroom and clinical experiences and apply them to the out-of-hospital setting as a team member and team leader. At the conclusion of the program students must demonstrate the competencies and skills required of the entry-level EMT Paramedic. Prerequisites: EMS 203.

English

ENG 090 Basic Composition
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is for students who need improvement in writing skills as determined by placement tests. Special attention is directed toward the structure of sentences, diction, and the mechanics of writing. Extensive practice in writing paragraphs will be provided.

ENG 091 English Vocabulary
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course presents a systematic approach to building English vocabulary, by teaching student's techniques for long term vocabulary learning, providing instruction in understanding the origin and meaning of words, and presenting English vocabulary within its broader cultural and social context. This course will help both native speakers who need a stronger foundation in academic language and ESL students who need to expand their vocabulary in English. Course material will provide practice opportunities in standardized tests such as TOEFL and SAT. Students who complete this course successfully should expect to be more comfortable and competent in dealing with both general and subject specific academic vocabulary used in college texts and lectures.

ENG 092 Critical Thinking
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed for students in need of further preparations for college level work. This class will provide intensive preparation in reading, writing and vocabulary development while challenging students to confront questions about self, college, and contemporary issues. Additional assignments provide students with practice in their specific area of academic interest. Prerequisites: successful completion of ENG 094, or appropriate scores on the placement test.

ENG 093 Grammar
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course serves as an introduction to or review of basic grammar for everyday writing and speaking. Students learn the basic grammatical structures as well as the functions and relationships of words within these structures. They also gain an understanding of writing effective sentences.

ENG 094 Foundations of Reading
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is specifically designed to assess and improve a student's reading efficiency, vocabulary proficiency, and overall study skills. Students monitor their progress in key reading and study skills. Skills stressed are pre-reading, finding the main idea, recognizing patterns of organization, using outlines and study maps, and studying for tests. Class time is divided between lectures and discussions and the practical application of these skills in a laboratory setting.

ENG 101 English Composition I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A required course for all students who have demonstrated acceptable writing proficiency as measured by a standard test or satisfactory completion of ENG 090. This course will emphasize developing the student's ability to articulate his/her thoughts in writing a coherent, unified, and well-structured composition. The student will write a series of papers. The student will also learn the techniques needed to produce a library research paper. The required research paper is a major component of the course.

ENG 102 English Composition II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A required course, which introduces the student to themes and techniques in the basic genres of literature: the short story, drama, and poetry. Expository papers may be written in response to ideas embodied in literature. Prerequisite: ENG 101 or permission of instructor.

ENG 111 Speech Communication
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Special attention is given to developing self-confidence and skill in oral communication by affording each student an opportunity to participate in a maximum number of speech situations. Practice situations include extemporaneous speeches, panel discussions, and evaluative listening.

ENG 151 Shakespeare
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduction to the works of William Shakespeare, emphasizing the presentation of the major plays through books, stage, and film. Students will read representative comedies, tragedies, and histories and analyze these plays in either live performance or through classic film adaptations. The sonnets and lyrical romances will also be briefly addressed as part of the greater body of Shakespeare's works. Prerequisite: ENG 102 or permission of instructor.

ENG 201 English Literature: From Foundations to the Renaissance
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This survey course explores the successive controlling concepts behind English Literature from the Anglo-Saxon to the Neo-Classical periods. The course seeks to acquaint the student with the techniques and transformation of the literary genres as well as with the major authors and schools of writing. Required are the reading, analysis and appreciation of representative literary masters who have influenced subsequent literature and thought. Prerequisite: ENG 102 or permission of instructor.

ENG 202 English Literature: From Romanticism to the Present
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This survey course reviews the predominant cultural concepts underlying the literature of England from the pre-Romantic period to the post-Atomic. It will examine the techniques and transformations of the literary genres in each succeeding period as well as sample the writings of representative authors. Involves the reading, analysis, and appreciation of works which have shaped modern literature and thought. Prerequisite: ENG 102 or permission of instructor.

ENG 204 Poetry
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores composition of poetry through analysis and through the creation of original works. Students will read a wide variety of poems, from traditional forms to modern free verse, while creating their own original collection of poetry. Students may also be required to write explications of poems as a means to better grasp metrics, parts of speech, rhetorical constructions, traditional forms and innovations in style.
Prerequisites: ENG 101

ENG 205 World Mythology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys the foundational stories that have helped to develop civilizations around the world. It also explores how many of these stories are living ideas that still persist to this day. Babylonian, Greek, Roman Asian, African and Native American myths will be studied both in their original context and as the basis for folktales, fairy stories, modern novels, contemporary films and fantasy video games. Prerequisites: ENG 101

ENG 211 American Literature: From Colonial Writings to the Civil War
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a general survey of early American literature covering the major writers from Captain Smith through the Fireside poets. The purpose of the course is to introduce the student to representative authors with emphasis on the major writers. Critical papers may be assigned periodically. Prerequisites: ENG 102 or permission of instructor.

ENG 212 American Literature: From Realism to the Contemporary Era
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This survey course reviews the predominant cultural concepts underlying the literature of England from the pre-Romantic period to the post-Atomic. It will examine the techniques and transformations of the literary genres in each succeeding period as well as sample the writings of representative authors. Involves the reading, analysis, and appreciation of works which have shaped modern literature and thought. Prerequisites: ENG 102.

ENG 213 Environmental Literature
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The course examines literary narrative in the tradition of nature writing in English and American nonfiction prose. The study offers humanities complement to environmental studies, which extends an interdisciplinary understanding of environment, place, and nature through a literary lens. Students will explore responses to the relationships among environment, nature, and landscape in expressive forms and consider writing ecocritical approaches through journal, essay, and project work. Prerequisites: ENG 102.

ENG 221 World Literature I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys the origins of Western literature by tracing recurrent concepts from the Hebrew Bible and Homeric epics through Greek drama and Roman prose. Students will read translations of major works that reflect a variety of themes, genres, and cultures from the ancient world. Prerequisites: ENG 102 or permission of instructor.

ENG 222 World Literature II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys Western literature by tracing recurrent concepts through the Medieval, Early Modern, Romantic, Revolutionary, and Modern periods. Students will read major works representing a variety of genres and cultures. Prerequisites: ENG 102 or permission of instructor.

ENG 224 Writing for Professionals
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students develop writing techniques and conventions peculiar to magazine writing, advertising, business, technical writing, and editorializing. Ads, technical articles, reports, abstracts, manuals, and documentation will be practiced.

ENG 225 Creative Writing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on the experience of writing as a creative activity with emphasis on the methods of writing imaginative prose and poetry. Fictional techniques, such as the methods of narration and descriptive style, will be discussed. Prerequisite: ENG 101 or permission of instructor.

ENG 230 Journalism
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the role of journalism in a free democratic society to help students develop their skills in journalistic writing. Students learn to structure and edit various types of stories, explore types of reporting, the differences between reportage and editorializing, the ethical issues journalists face daily, and the legal implications of a free press. Prerequisite: ENG 101 or permission of the instructor.

ENG 231 Modern Novel
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the development of the modern novel in the twentieth century and traces the social and personal values reflected in them. Additionally, the course will examine such themes as the rites of passage, the role of the individual within society, the role of nature, and the perception of women and minorities. A number of novels will be read for enjoyment and analysis. Prerequisite: ENG 102 or permission of instructor.

ENG 233 Crime and Detective Fiction
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines various types of suspense literature from the 19th century to the present, including mystery, detective novel, crime, and the mystery adventure novel. Topics to be examined during the semester: basic narrative formulas and structures; significance of the forms; detectives as focus for social values; significance and typical themes of detective and crime fiction; and the changing nature of the genre. Prerequisite: ENG 102 or permission of instructor.

ENG 235 Survey of Women Writers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the works of major women writers frequently underrepresented in traditional literary surveys. Students will read various genres of literature spanning the 17th century to the present with an emphasis on recurrent themes. Topics may include: challenges to women writers, women in relationships, gender identity, motherhood, aging, the public vs. private self, redefining traditional women's roles, victimization and empowerment. Prerequisite: ENG 102 or permission of instructor.

ENG 237 Introduction to Science Fiction
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys Science Fiction from the foundational classics of Mary Shelley, Jules Verne, H.G. Wells and Edgar Rice Burroughs to the modern masterpieces that continue to influence contemporary literature, films and computer gaming. Readings will include works from the Golden Age of Science Fiction, the New Wave of the 1960s and the contemporary Cyberpunk and Slipstream movements that are shaping Science Fiction writing today. Prerequisite: ENG 102.

ENG 238 Literature of the Supernatural
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture) *15 Weeks.
This course examines the literature of the supernatural as a fundamental mode of literary understanding and as an inspiration for the works of great authors. Gothic tales, ghost stories, supernatural events, odd coincidences, and unexplainable phenomena are often the beginning of an imaginative approach to both life and literature. Students will encounter a wide range of literary examples, from stories and poetry drawn from the traditions of European and American romanticism and gothic tales to more modern modes of literary expressionism, surrealism, paranormal romance, and horror. Prerequisite: ENG 102.

ENG 239 Baseball Literature
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will study the vibrant cultural meaning of baseball in the United States, from the origin of professional leagues in the late 19th century to the increasing nature of commercial competition which currently exists. Through literary readings and discussions addressing the history of baseball and the examination of literary texts the sport inspires, students will explore issues of American identity and discover how sport can be a manifestation of society as well as a mechanism for change. Prerequisite: ENG 102.

ENG 240 Literature of War
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will explore the approaches which authors have used to write about the nature, causes, and effects of war throughout the history of literature. The focus will be on the unique capacity of poetry, the short story, the novel, and drama to examine different aspects of war. Students will read representative texts that span from the Trojan War to the Wars in Iraq/ Afghanistan with an emphasis on recurrent themes, conflicts, and images. Topics will include: the nature of honor and heroism, the combat experience and its consequences, moral ambiguity in war, lost innocence, bonds forged by combat, the soldier/officer dynamic, the effect of deployment on families, the challenges of homecoming, the role of memory in trauma and healing, and the functions of war literature itself. Prerequisite: ENG 102.

ENG 251 Introduction to Drama
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an introduction to the craft and art of drama, including a close study of technique and subject, and selected plays. Prerequisite: ENG 102.

ENG 252 International Film
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduces students to the world of international film, focusing on the major foreign centers of film production. Teaches the visual, narrative, and script cinematic values, develops the ability to critically respond to films both verbally and in writing, and to appreciate the historical and cultural contexts of films. The films emulate the transitional evolution of film centers representing peaks of cultural expressions and will be selected for cinematic quality and intellectual accessibilityto novice audiences. Readings of film theories corresponding to filmic development will include film scripts and transcripts, critical reviews, and factual information about the films, directors, actors, and their historical-cultural contexts. Prerequisite: ENG 101 or permission of instructor.

ENG 350 Technical Communications
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
While technical professionals are primarily hired for their field-specific knowledge, companies are placing increased emphasis on communication skills. Team-based projects require communication among stakeholders, such as engineers, scientists, technicians, medical professionals, designers, users, support staff, marketers, and managers. Communications take the form of emails, specifications, manuals, user analysis, progress reports, proposals, and research findings. This course prepares students with specific skills to communicate clearly and effectively to a variety of audiences. Prerequisite: ENG 102.

English as a Second Language

ESL 080 Vocabulary for ESL
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A systemic approach to building vocabulary. Students check their progress against standardized tests such as TOEFLs and SATs.

ESL 081 Academic Reading for ESL
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is specially designed to assess and improve a student's reading efficiency in various academic areas. Skills stressed are prereading, finding the main idea, recognizing patterns of organization, understanding relationships and abstract concepts.

ESL 085 American Culture for International Students
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students who have not experienced life in the USA to the American culture and reality, using methods and sources that will help them feel more comfortable with the English language, better understand American humor, cultural allusions and references, and avail themselves of the rich sources of knowledge in the Greater Boston area. Students can expect to use an English-only advanced learner dictionary to think directly in English to better understand their intellectual environment.

ESL 088 Digital Writing for Multilinguals
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Digital natives who are not native speakers of English already have a wealth of experience in written communication on collaborative social media in their native languages as well as English. This course guides students to draw from their existing abilities, including academic knowledge achieved in languages other than English, to get a head start toward academic writing in English. Using a variety of electronic platforms, supportive applications, and collaborative methods, this course engages students in thematic writing on family, friendship, social issues, personal and cultural identity, world problems to build fluency and competence in written English.

ESL 089 Oral Communication for ESL Students
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this course, ESL students learn techniques to improve their pronunciation in spoken English, developing confidence and versatility in communicating orally in various situations, and improve listening comprehension of rapid speech. Formal and informal English, cultural and regional dialects, slang, and professional jargon will be covered. Class activities will use videotapes, audiotapes, role playing situations, videotaping students and follow-up analysis, and group discussions.

ESL 094 Academic Listening and Learning Skills for ESL Students
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A course designed to help master the skills familiar to successful college students: note-taking, paraphrasing, summarizing, outlining, using study maps, organizing information in meaningful ways, and test-taking techniques. Materials from all academics will be used for the application of skills in laboratory settings.

ESL 095 ESL Grammar
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This three-credit course provides students the opportunity to develop college-level skills in the syntax of the English language.

ESL 096 Beginning English as a Second Language
6 Credits (6 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
This is an introductory course designed to improve the listening, speaking, reading, and writing skills of students who speak English as a Second Language. Classroom activities are designed to lead students from basic to conversational oral expression, to improve reading comprehension and vocabulary, and to use written English in various contexts.

ESL 097 Intermediate English as a Second Language
6 Credits (6 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
This course is designed to improve the listening, speaking, reading, and writing skills of students who speak English as a Second Language. Emphasis is placed on learning English and developing reading writing, and communication skills in everyday and academic situations. Classroom activities include small group work, oral presentations, role playing, vocabulary work, and writing assignments. Prerequisites: Appropriate score on placement test or successful completion of Beginning ESL. Prerequisite: ESL 096.

ESL 108 Advanced ESL
6 Credits (6 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
This course guides students who have mastered fundamentals of English to develop academic fluency in reading, writing, listening, speaking, and thinking directly in English. Emphasis is placed on reading college level materials, understanding and responding to rapid academic and social speech, writing extended expressive and analytical essays from sources, and making an oral presentation on an academic topic. Exploration of cultural experiences and perceptions will facilitate building students' confidence in functioning in a multicultural, English language classroom. Prerequisite: Appropriate placement score or successful completion of ESL 097.

Environmental Studies

ENV 101 Introduction to Environmental Studies w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This course introduces non-science majors to a variety of science topics and also provides a good foundation for those considering a career in environmental science. Topics examined will include chemistry, geology, biology, toxicology, ecology, pollution, weather and climate and renewable and nonrenewable energy. The effectiveness of government, media, economic pressure and technology on environmental issues will be discussed. Laboratory experience is integrated with classroom lecture; therefore, they are taken together as a single, 4-credit course.

Exercise Science / Personal Training

EXS 101 Health Appraisal & Fitness Assessment
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)
EXS 101 presents the reasons and recommendations for conducting appropriate health appraisals on all new exercisers prior to beginning a fitness program. This course explores the relationships among exercise, physical fitness and personal health, with emphasis on the evaluation of cardiopulmonary and musculoskeletal fitness in apparently healthy populations. Risk factor analysis, body composition assessments, aerobic fitness test, muscle strength tests and flexibility assessments are presented in class and practiced by students in clinical settings. EXS 101 addresses numerous assessment protocols for evaluating important exercise parameters including individualized training intensities by means of heart rate monitoring and ratings of perceived exercise exertion. Students will demonstrate a thorough knowledge of health appraisal, fitness assessment principles and procedures, as well as the ability to properly perform and interpret each assessment technique.

EXS 102 Muscular and Cardiovascular Fitness
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course addresses the principles for improving muscular fitness and cardiovascular fitness in youth, adult and senior populations. The emphasis is on practical application of the training guidelines and the expected physiological adaptations resulting from various exercise programs. Students will demonstrate a thorough understanding of exercise theory, training effects and program design for enhancing muscular strength and cardiovascular endurance in apparently healthy individuals.

EXS 115 Injury Prevention, Flexibility and Functional Training
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course addresses the practical components of personal training, including exercise safety, injury prevention, and training modifications for special populations (e.g., youth, older adults, pregnant women, post-rehab patients, diabetics, hypertensive, etc.) while directing physical fitness programs for a variety of clients. Students will demonstrate a thorough knowledge and understanding of the foundational principles and standard procedures for exercise safety, proper stretching technique, and professionalism when working with fitness clients on an individual basis and in a group setting.

EXS 116 Strength Training and Endurance Exercise
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the biomechanical aspects of proper exercise performances using standard strength training machines and free-weight equipment, as well as common cardiovascular training tools, such as treadmills, cycles, steppers, rowers and elliptical trainers. Students will demonstrate a thorough understanding of the movement patterns, prime mover muscle groups, and performance techniques associated with 100 selected strength, endurance and flexibility exercises. This course is a practical experience and will be conducted largely in the fitness center with hands on teaching/ learning experiences.

EXS 119 Bioenergetics and Biomechanics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the energy sources for aerobic exercise (such as running), and anaerobic exercise (such as strength training). Students will demonstrate a thorough knowledge and understanding of aerobic and anaerobic energy production and utilization. This course also addresses the biomechanics of exercise, including movement patterns, movement planes, leverage factors, musculoskeletal interactions, and force development. Students will demonstrate a thorough understanding of biomechanical principles and practical application to proper exercise performance.

EXS 150 Nutrition for Fitness
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides the student with practical information related to nutrition, exercise, and fitness. Topics examined include: nutritional needs, energy requirements, protein recommendations, diets/healthy eating programs, nutritional supplements, and behavior modification strategies for various types of physical activity. The students will attain research-based perspectives on bioenergetics for various types of physical activity.

EXS 201 Youth and Senior Fitness
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
EXS 201 examines fitness across the lifespan and is presented in two sections. The first section of this course presents the physiological growth, development, and maturation of children/adolescents, along with research recommendations and training guidelines for providing safe and effective youth exercise programs. The second section of this course presents the physiological changes that occur in aging adults, along with research-based physical activity guidelines and training recommendations for safe and effective older adult exercise programs.

EXS 202 Exercise Program Design
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course addresses exercise program design with respect to aerobic training principles of frequency, duration, and intensity, and to strength training concepts of specificity, overload, and progression, as applied to exercise selection, exercise sequence, training frequency, training resistance, training repetitions, training sets, recovery periods, periodization, and other factors related to achieving individual training objectives. Students will demonstrate a thorough understanding of exercise science principles and the ability to design appropriate training programs for various people and purposes.

EXS 204 Advanced Training Programs
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)
This course examines strength training programs for advanced participants. The first section of the course presents a variety of high-intensity muscle building techniques, including breakdown training, assisted training, pre-fatigue training, slow-rep training, super-eight training, and circuit training. The second section of the course addresses advanced training protocols for enhancing muscular power and athletic performance. Students will demonstrate a clear understanding of the advanced training principles for enhanced muscular strength, power and athletic performance and demonstrate instructional competence in designing and teaching advanced training protocols. Prerequisites: EXS 102 and EXS 116.

EXS 206 Fitness Facility Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture 0 Hrs. Lab 0 Hrs. Clinical)
This course is taught in three sections. The first section focuses on Human Resources and consists of the following components: organizational development, hiring, evaluation and compensation. The second section includes member recruitment, retention and profitability, with a particular focus on how the ability to attract and keep members leads to profitability. The third area of focus is the operation of the facility, which encompasses financial statements, system implementation, and risk assessment. Students will be exposed to all of the required tools necessary to hold a management position at a health and fitness facility. Prerequisites: None, but EXS 101 and 102 highly recommended.

Finance

FIN 202 Health Care Finance
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture 0 Hrs. Lab 0 Hrs. Clinical)
The course focuses on health care finance as practiced within health care organizations, such as, hospitals, physician practices, clinics, home health agencies and managed care organizations. It covers the principles and applications of accounting and financial management. The course is organized around three critical elements: 1)the use of accounting information for decision making, 2) as a business the health care industry has some critical differences from other industries; and 3) the principles of economics are the conceptual basis for decision making.

FIN 215 Investments
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a comprehensive study of investments and investment markets, including stocks, bonds, mutual funds, capital markets and investment companies. Topics covered include the relationship between risk and return, investment analysis and valuation, efficient markets and diversification. ACC 101 recommended.

FIN 320 Principles of Finance *Formerly known as FIN 220*
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines concepts and methods of financial analysis used by managers. Topics covered include financial statement analysis, working capital management, capital markets, time value of money and rates of return. Students will gain an understanding of the types of financial decisions facing organizations and their effect on key financial statements, such as the balance sheet, income statement, and cash flow statement. Students will apply their knowledge in the identification, analysis and solution of financial problems facing a business as presented through case studies and/or project scenarios. Prerequisites: ACC 101, ACC 102, MAT 103 or above.

French

FRN 101 French I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course stresses developing the student's ability to speak, understand, read, and write French. Basic fundamentals of French grammar will be studied. Practice in pronunciation, progressive acquisition of basic vocabulary, and written and oral exercises are also covered. No previous study of French is required.

FRN 102 French II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A continuation of French I with emphasis still on speaking and understanding of oral French. The student will progress through basic fundamentals and further acquisition of a basic vocabulary. Prerequisite: FRN 101.

Government

GOV 105 Introduction to Political Science
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the central concepts of political science and practical politics. It will demonstrate how real-world events are shaped by political ideas and realities of the political world. Placement at ENG 101 level strongly advised.

GOV 201 American Government
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course deals with the problem of democratic government in the United States including the background of political theory and constitutional development. It studies democracy at various levels in the United States and offers a comparison with other democratic governments. Placement at ENG 101 level strongly advised.

GOV 211 State & Local Government
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
American state politics, organization and functions, and emphasizing the role of the state in our federal system. A survey of governmental structure and function of American municipalities is presented. Placement at ENG 101 level strongly advised.

GOV 212 International Relations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduction to the basic factors in international relationships: the systems, international law and diplomacy, international organizations, the dynamics and prospects of the present world scene. Placement at ENG101 level strongly advised.

GOV 213 The American Presidency
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Because growth of presidential power has been one of the most striking political phenomena in the experience of the American people during the twentieth century, this course will identify those factors responsible for the growth of executive power. It examines the presidential philosophies of men who have held the presidency, measures the impact of presidential advisors on the actions taken by the president and examines the relationship between presidents, and the press. Placement at ENG 101 level strongly advised.

GOV 217 Comparative Government
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to the governmental systems of various nations around the world. Students will focus on comparing political systems, policy making, interest articulation, public policy and forms of government in a variety of countries, including England, France, Germany, Japan, China, Mexico Egypt, India, and Nigeria. In each case, comparison to those aspects of politics and government will be made between other countries and that of the United States. Placement at the ENG 101 level strongly advised.

GOV 290 Special Topics in Government
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture) *15 Weeks.
This course offers students the opportunity to explore in-depth a particular topic in government. Topics vary from semester to semester, and can include topics such as Congress, the Supreme Court, the United Nations, the North Atlantic Treaty Organization (NATO), the European Union (EU), civil liberties, civil rights, interest groups, federalism, the federal budget, political parties, public opinion and voting, and campaigns and elections. The new topic will be introduced in each semester that the course is offered.

GOV 297 Political Science Internship
3 Credits (0 Lecture 0 Lab 110 Internship)
The student works in a supervised work placement in a related political science or government capacity for a minimum of 110 hours over the course of semester. A term paper is submitted at the end and the student's work is assessed on a weekly basis. Prerequisite: 12 credits of GOV/HIS classes with a GPA of 3.1 or better. The student must also meet college wide prerequisites for internship.

Health Sciences

HSC 106 Introduction to Nutrition
3 Credits (1 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on nutrition across the lifespan throughout all stages of development. Students will gain an understanding of nutritional principles in both health and illness. Topics include: health promotion, nutritional guidelines, macro- and micro-nutrient chemistry, menu planning, food labelling, safety, obesity, clinical eating disorders, RDA requirements, and age related guidelines.

HSC 107 Orientation to Health Care
1 Credit (1 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hr. Lecture 0 Lab 0 Clinical)
This course is designed to introduce and provide a brief overview of the U.S. health care industry. Using the Internet, discussion and individual research for this course, this course creates awareness of and curiosity for the health care delivery system. It also encourages students to value cultural diversity and professionalism. Topics include: U.S. Health care industry, trends in health care, health care financing and reimbursement, ethical and legal issues and other health care topics

HSC 108 Basic Life Support & Emergency Skills
1 Credit (1 Lecture 0 Lab 0 Clinical)
3 Hr./Wk. (3 Hr. Lecture 0 Lab 0 Clinical)
This course is designed to prepare a wide variety of health care professionals to recognize several life-threatening emergencies, to provide Cardiopulmonary Resuscitation (CPR), use an Automated External Defibrillator (AED), and relieve choking in a safe, timely, and effective manner. The course will include adult, child, and infant rescue skills in addition to emergency scenarios/case studies. Students will be instructed in Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care in accordance with the American Heart Association (AHA) and First Aid in the workplace; therefore, students must pass all skills and written tests as indicated by the AHA in order to receive a course completion card (certificate) in BLS for the Healthcare Provider. This course is open to all students and fulfills the CPR requirements for all programs offered by the Division of Nursing.

HSC 115 Pharmacology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)
This course is designed to present principles basic to pharmacology. Students will explore the mode of action, major indications for use, and nursing responsibilities for pharmacological agents. Areas to be covered include management of clients with alterations in cardiovascular, hematological, respiratory, gastrointestinal, renal, neurological, and endocrine systems. Students will also explore medications developed to assist with the management of pain, infection, and oncology. Open to all students.

HSC 140 Medical Terminology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)
This course provides a foundation for the understanding of medical terms, their abbreviations, basic anatomy and physiology as well as pathological conditions. It includes the study of prefixes and suffixes and root/stem words as well as medical technology terms with an emphasis on spelling, pronunciation, definitions and common usage.
This course is similar to learning a foreign language and involves the memorization as well as the application of words/terms. The student will study and demonstrate proficiency in spelling, pronouncing, definition and application of medical terms.

HSC 149 Applied A&P for Health Care Professions
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Lecture 0 Lab 0 Clinical)
This course is an integrated study of the anatomy and physiology of the human body from the cellular level to the system level; designed for students embarking on a career/profession in the field of health care. Emphasis will be placed upon clinical applications, associated medical terminology and patient assessment. Advances in biomedical technology and patient/client treatment will be highlighted. Completion of HSC 140 prior to enrollment for this course is strongly recommended.

Health Promotion Science

HPS 101 Principles in Health Promotion and Wellness
3 Credits (1 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This class explores the concepts of wellness, prevention, and health promotion at individual, community, and national levels. In this course, students will become familiar with social, behavioral, structural, and cultural factors that have an impact on health and methods of health education for at-risk populations. Students will identify health promotion needs within a chosen community to develop a health promotion program that aligns with the objectives of Healthy People 2020.

HPS 102 Community and Public Health
3 Credits (1 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Community and Public Health will provide students with an overview of the knowledge and skills needed for a career in the evolving field of health education and health promotion. This course will provide an overview of the concepts of epidemiology, community organizations, program planning, health of underserved populations, mental and environmental health and more. There are indications that evidence-based health education taught in the community setting can influence health outcomes, helping to support clinical efforts to involve patients in their overall health and well-being.

HPS 103 Key Issues in Health Promotion and Wellness
3 Credits (1 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This class is an in-depth study of health promotion, disease and disability prevention policies, programs and strategies. This course studies critical issues, such as obesity, substance abuse, and mental health. Students will explore the challenges in practice and research based in the real world of health promotion. Completion of HPS 101 and HPS 102 is recommended.

Healthcare Administration

HCA 103 Information Systems in Healthcare Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
Through this course students will define the strategic use of information systems, perform a range of applications and understand information system planning and management in healthcare. Applications include financial management, human resource management, supply chain management, medical records, clinical decision support, and emerging applications. Planning and management topics include data security, IT cost, systems interoperability, project management, IT implementation and governance.
Prerequisites: ENG 101 and CSI 101.

HCA 104 Healthcare Delivery Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
The course introduces students to the historical development, structure, operation, and current and future directions of the major components of the American health care delivery system. It examines the ways in which health care services are organized and delivered, the influences that impact health care public policy decisions, factors that determine the allocation of health care resources and the establishment of priorities, and the relationship of health care costs to measurable benefits. The course enables students to access the role of organized efforts to influence health policy formulation, and the contributions of medical technology, delivery system. Additionally, this course provides an orientation to key health care statistical information.

HCA 108 Electronic Health Records
3 Credits (3 Lecture 0 Lab 0 Clinical)
This course introduces the student to Electronic Health Records (EHR). The student will learn to identify both terminology of the (EHR) systems and purpose of the EHR system in the health care provider office setting. The purpose of the course is to familiarize students with the role of Electronic Health Records and software applications for patient care. Prerequisites: HSC 107, HSC 140, CSI 101.

HCA 297 Health Care Administration Internship
3 Credits (0 Lecture, 0 Lab, 110 Internship)
This course provides the student with the opportunity to apply the academic studies of health care administration with practical experience in the medical industry. The student will work for one hundred ten hours in an approved internship position arranged through the college. Relevant work areas include daily management and organization of medical office, hospital, home health, or community health center organization. A final paper is required. Prerequisites: 30 credits completed (15 at QC, 12 in major), a GPA of 3.0 or higher, or the permission of the Dean.

History

HIS 101 United States History I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This survey course traces the history of the United States from the age of exploration to the end of the era of Reconstruction. Students will explore the major developments in American politics, religion, culture, slavery, and society in the context of the Colonial Period, the American Revolution, and the Early Republic. Students will examine aspects of the economic and territorial expansion of the early and mid-Nineteenth Century, and delve into the dramatic events of the American Civil War. Placement at ENG 101 level strongly advised.

HIS 102 United States History II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course traces developments since the end of the Civil War with emphasis on reconstruction, the industrialization of America and her emergence as a world power, the two World Wars, and America's role since World War II. Placement at ENG 101 level strongly advised.

HIS 107 Colonial America
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Course follows the history of America from founding of the country through the American Revolution. It includes social, political, and economic history, and historical geography as it relates to the significance of the American colonies in the Western Hemisphere. Placement at ENG 101 level strongly advised.

HIS 111 From Mesopotamia to the Moon: History of Western Civilization I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will explore the origins of Western Civilization from the mudflats of Mesopotamia to the marketplace of the Greek polis. Students will march with Roman legions into the dark woods of Germany, then witness the construction of gothic cathedrals and the burning of heretics. The course will end with the experience of a renaissance in the arts, the devastation of wars of religion, and the discovery of new continents, all helping to set the stage for the creation of the modern world. Placement at ENG 101 level strongly advised.

HIS 112 From Mesopotamia to the Moon: The History of Western Civilization II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this course students will witness how monarchies and rational thinking emerge from the ashes and anarchy of the troubled times of the 1600s. Students will study revolutions in science, industry, and politics, as well as experience Romanticism and Realism in the arts. Students will see the forces unleashed by new ideologies and economic dynamics that will redraw the map not only of Europe, but eventually the entire world. The course will then move to the extremes of the Twentieth Century, the carnage of world wars, and the emergence of a new age of prosperity and conflict in the Twenty- First Century. Placement at ENG 101 level strongly advised.

HIS 220 American Health Care History
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture 0 Hrs. Lab 0 Hrs. Clinical)
This course explores change, ideas and the multiple meanings of health, illness, and the life cycle within the context of health care development, organization, and delivery in the United States. It explores the process of how ideas, such as freedom of choice and individualism, develop and change; how they are culturally modified and highly dependent on time and place specific ideas related to racial, ethnic, class, gender, religious, and regional differences. A central focus of this course is to explore and explain change and choice related to how Americans thought about their bodies, health, illness and sick care as well as what drove the ideas for the creation of a system of health care. This course explores the historical link to how in America a country with the best health care facilities in the world cannot provide the best health care to all.

HIS 230 The French Revolution and Napoleon
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will explore the series of dramatic events that make up one of the most important moments in the history of the modern world: the French Revolution. Students will study the aspects of the Old Regine which set the stage for the fall of the Bastille, and then follow events as a moderate revolution led to the creation of a radical republic. The story includes the death of the king, street violence and counter revolutionary activity, massacres and wars, and the unravelling of events that culminated in the ride of Napoleon Bonaparte. After the French Empire comes to an end on the fields of Waterloo, students will discuss the impact of the Revolution on Europe, and its legacy to the world ever after. Placement at ENG 101 level strongly advised.

HIS 250 The History of US Foreign Relations
(formerly HIS 106)
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will explore the history of US foreign relations from the colonial period to the present day. Students will study the individuals, issues, and events that have played a role in the emergence of the United States as a world power, as well as examine the more recent period of conflict and cooperation as America continues to define itself and its role in the context of international relations.

HIS 260 The Civil War and Reconstruction
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The Civil War and Reconstruction constitute a defining moment in the history of the United States. This course will explore the dramatic and sometimes tragic aspects of the War and the years that followed. The course will begin witha study of aspects of early US History from the colonial period to the 1850s that help explain why the Civil War happened. Focus will then shift to the military, political and social aspects of the War itself. Emphasis will be placed on battle tactics, strategy, and the impact of the fighting on the home front. Primary source material will offer students an opportunity to delve into various aspects of the era, ranging from the experience of African Americans to the international context of the War. The course will conclude with a study of the achievements and shortcomings of post-war Reconstruction, which along with the Civil War itself, have done much to shape the contemporary history of The United States of America. US History 101 recommended, but not required, and placement at ENG 101 level is strongly advised.

HIS 280 History of Plymouth, MA
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This survey course provides a history of the Town of Plymouth from its settlement by Wampanoag peoples to the present. Emphasis will be placed on the establishment of Plymouth Colony, the growth of the community from the 18th through 20th centuries as a seaport, industrial center, and home to The Plymouth Cordage Company, and other cultural changes informed by substantial immigrant population after the Civil War. Special emphasis will also be placed on Plymouth's growth as a tourist community and America's Hometown Thanksgiving. Placement at ENG 101 level strongly advised.

HIS 290 Special Topics in History
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course offers students the opportunity to explore in-depth a particular topic in history. Topics vary from semester to semester and can include important aspects of European and World History, as well as the History of The United States. Prerequisites vary with semester. ENG 101 strongly recommended.

Hospitality Management

HRM 101 Introduction to Hospitality Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduction to Hospitality will provide a comprehensive overview of the hospitality industry. Components of the hospitality industry explored in this course include operations, managerial functions, career opportunities and emerging trends. This course includes an overview of the various industry segments: lodging, food service, tourism, and event management.

HRM 102 Conference, Meeting & Event Planning and Sales
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an overview of the specialized field of meeting and conference management, and its impact on the tourism and hospitality industry. In addition to management, students will focus on the study of planning, development, and implementation of festivals and events related to sports, culture, and corporate business. Students will encounter a variety of topics, including types of meetings and events, the role of the meeting planner, site selection and negotiations, budgeting, vendor management, banquet food service, registration, on-site logistics, and meeting evaluation.

HRM 104 Food and Beverage Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Food and Beverage Management has been designed to prepare students with the leadership skills for success in the food and beverage industry. Topics include how to staff appropriately, the physical layout of the restaurant and bar, menu planning and ordering and guest satisfaction.

HRM 110 Hospitality Sales & Marketing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Hospitality Sales & Marketing focuses on increasing revenue and market share from various hospitality industry segments including lodging, food service, tourism destinations and event venues. This course explores sales and marketing strategies used to successfully promote and manage the brand to meet the target market demands.

HRM 202 Revenue Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Revenue Management focuses on business strategies firms use to make pricing and product availability decisions across various selling channels to maximize profitability. Revenue Management is the customer-centric practice of ensuring businesses charge the right price, to the right customer, for the right products, through the right channel, and the right time. Topics include pricing and discounting strategies, overbooking practices, segmentation, distribution channels, competitive analysis, demand and revenue forecasting, performance analysis, and total revenue management strategies.

HRM 205 Lodging Operations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Lodging Operations will provide students with an overviewof the management of hotels and lodging properties. Topics include organizational structure, the front office, housekeeping, reservations, sales and marketing, accounting, engineering, revenue-management, forecasting, budgeting, measuring operational employee performance, and property management technology.

HRM 207 Managing for Quality
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Managing for Quality provides the student with the foundational information on Total Quality Management (TQM) theory and practice. This course explores the basisof TQM and its overarching impact on all aspects of the core business which includes a practical approach and application of TQM and Six Sigma.

Human Services / Social Work / Elder Care – Gerontology

HSV 103 Introduction to Social Work
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student will explore, in depth, the concepts of social work, in terms of knowledge, values and skills that are required for an effective introduction to the profession of social work. Special populations, foundational theories, functions and roles of a social worker, as well as emerging issues in society will be evaluated on a multi-systemic level. This course will assist the student in preparing for the state II censure examination at the LSWA level.

HSV 112 Introduction to Gerontology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course studies human aging from a developmental and multidisciplinary perspective. The bio-social-psychological factors involved in changes throughout the aging process, including retirement, family, leisure, aloneness, death, and bereavement are considered together with additional distinct concerns of older adults such as widowhood, finances, religion, sexuality, and health problems.

HSV 114 Substance Addiction and Older Adults
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with an overall view of Substance Addiction among older adults. Instructors will outline best practices for identifying, screening, assessing, and treating the abuse of alcohol, prescription and illicit drugs in the older adult population. Emphasis will be on addressing the greater toll of the misuse and addiction of alcohol and other drugs and the psychosocial issues that are unique to the older adult.

HSV 200 Human Behavior and the Social Environment
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides a conceptual framework for organizing and analyzing knowledge of human behavior and the social environment with a focus on individuals and families. Social systems, life course, and assets and resiliency-based perspectives and theories are presented. Special attention is given to the impact of poverty, discrimination, and oppression on the ability to reach or maintain optimal health and wellbeing.

HSV 201 Counseling Skills
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An examination of the helping relationship in individual and group work with emphasis on techniques such as listening skills, questioning, and interviewing. Topics covered include assessment, treatment planning, and techniques of intervention including behavior modification, psychodynamic, existential-humanistic, and cognitive therapies.

HSV 205 Substance Addiction Counseling
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers a variety of techniques and strategies in the successful understanding, treatment, and assessment of chemical addictions. Students will be taught causation including physiological and behavioral consequences, as well as prevention, intervention, and treatment methods from a systems approach. Students will use social work theories to evaluate programs and treatment models. Additional topics include substance abuse in: society, multiple life span stages and diverse population groups.

HSV 240 Social Policy
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course investigates the impact of social policy on multiple system levels. Policies impacting children, families, community, and the world as a whole will be explored through evaluating local, state, and federal policies. Students will examine the impact of social policy on social welfare and the social service delivery network.

HSV 251 Introduction to Substance Addiction
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the multi-systemic nuances of substance addiction. This course will examine the history of substance addiction and dependence, the development of treatment programs, and the impact of social policy on addiction. Within the course, students will develop knowledge of the physiological aspect of addiction, ethical practice, various intervention and treatment methods, and society's changing attitude toward addiction and treatment.

HSV 260 Diverse Populations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An overview of the role of human diversity in social work practice. An examination of the differences as well as the similarities of the various populations in American Society. Topics to be addressed are race, gender, ethnicity, religion, sexual orientation, and socioeconomic status. Barriers to cultural understanding and valuing diversity will also be explored.

Interdisciplinary Studies

IDS 120 History of Television
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (6 Hrs. Lecture)
This course traces the development and growth of television from a technical curiosity starting in the 1940's to a global industry of the 21st Century that enters households to entertain, inform, and influence our cultural values. This overview of television, from the early days of real-time broadcast to satellite-delivered, 24-hour cable TV, includes an examination of the evolution of TV programming, news coverage and advertising, and its influence on culture, politics and history.

IDS 155 Critical Thinking & Writing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with a foundation and practice in thinking clearly and critically. Practice includes developing writing skills that will enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Practice in thinking clearly includes the opportunity to analyze and discuss various types of media - including television, cinema and print - to determine which sources provide the most reliable information and to identify faulty thinking. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

IDS 160 Career Planning: A Developmental Approach
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to address three main topics. What Do I Really Want in a Career? What is out there for me? How Do I Reach My Goals? Through a variety of readings, lectures, informational interviews, reflections, and discussion-sharing, students will identify their skills, abilities, areas of interest, and workplace values. Students will create a Career Management File Binder, a Career Portfolio, and an Interview Marketing Kit.

IDS 167 First Year Seminar
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hr. Lecture)
This experiential course welcomes students to the learning community of Quincy College. All sections of the course are centered around a common theme and provide students with a supportive learning community and connections to student services and support networks. The course also offers college success strategies and practical assignments focused on applying these strategies through reflective writing and the course's common book. The course is required for all new degree-seeking students who have fewer than 12 college credits from another accredited institution. It is expected that students will take this course in their first semester at Quincy College.

IDS 175 Middle Eastern and Arabic Culture
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This is an introductory course to Arabic culture and the Middle East. Its main focus is to expose students to the everyday life of the Arab world and its people. This course will cover the demographic, social, economic, and cultural aspects of the Arab world. Students will be exposed to a variety of primary and secondary sources such as literature, articles, films, online Arabic newspapers and news networks.

Internship

EXP 297 Internship
3 Credits (3 Lecture 0 Lab 0 Clinical)
120 Hours/Semester
Academic internships at Quincy College aid students in professional preparation through a work experience directly related to their major and career goals. All are completed as academic courses, including a course syllabus focused on professional skill-building and written assignments. While the primary emphasis on the course is on the internship work experience, course assignments are incorporated to prompt reflection on the internship. This reflection is an integral component of experiential learning and students' overall career and professional development. The Career Services Center and designated Faculty Supervisor from the student's major provide support and guidance during the semester of participation.

Career Services staff is also available to assist students with internship search strategy prior to the internship. At the conclusion of the internship semester, all students are evaluated both by their employer and Faculty Supervisor, receiving a grade derived from successful performance as determined by the employer, the quality of academic assignments submitted to faculty, and completion of minimum required hours. Academic internships are offered during the fall, spring and summer semesters. The deadline to register for academic internships is the last day to add classes for the semester of intended participation, as established by the Registrar's Office (refer to the academic calendar for specific deadlines). Students are strongly encouraged to apply early and contact Career Services for assistance, providing the best success in finding an appropriate experience in time to meet registration deadlines.

To learn more about academic internships at Quincy College, visit: https://quincycollege.edu/studentservices/career-center/ or contact Career Services. Minimum requirements for participation: This internship consists of working a minimum of 120 hours, as well as attending meetings with the faculty supervisor in order to discuss issues and problems in the real world of professional interpretation. The course is intended to serve students who have completed at least 15 credits earned within a certificate program or program major, with a cumulative GPA of at least 2.75 earned at Quincy College. Determine if eligible for Curricular Practical Training (CPT) by contacting the Director of International Student Services. Students must meet with an Internship Coordinator in the Office of Career Services prior to registering. Prerequisites: 2.75 GPA and permission of the Dean or Head of Division.

Italian

ITA 101 Italian I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A practical knowledge of contemporary conversational Italian acquired through hearing the spoken word and studying the basic language skills of grammar, pronunciation, vocabulary building, and readings. Students are expected to develop an understanding of Italian culture.

ITA 102 Italian II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course assists the student in gaining a solid understanding of the foundation of the language with strong emphasis on the four basic skills. Prerequisite: ITA 101 or permission of the instructor.

Labor Management

LBR 150 Labor Law & Legislation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course offers a comprehensive view of labor law and legislation that has been continuously evolving. It includes the body of law dealing with union and management issues relating to representation, collective bargaining, and contract administration, as well as other laws that govern important aspects of employment in both the private and public sectors.

LBR 152 Employee Benefit Law & Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an overview of the statutes and cases that define and regulate employment and employee benefits. The course will cover employee privacy in the hiring process, the formation of the employment contract, discrimination in employment practices, fringe and pension benefits, workplace safety, and discipline and discharge.

Management

MGT 201 Principles of Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introductory course covering the general topics of planning, organizing, directing and controlling. Included are the historic developments of management as a separate discipline within organizations, the changing scope and styles of management, and the application of management principles in the business environment.

MGT 202 Sales Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course looks at sales as a profession. Covers topics such as: sales as part of the marketing mix, buyer behavior, selling as a function from prospecting to closing the sale, ethical issues in selling, the external environment of selling and sales management, and management of the sales force including compensation policies and training. ENG 101 and BUS 101 recommended.

MGT 203 Human Resources Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A study of the applied approach to human resource management and administration. Emphasis is placed on policy analysis, current practices, future trends, and legal requirements of recruiting, selecting, training, developing, compensating, evaluating and disciplining employees. Also included are changing demographics of the workforce, ethics in human resources management, and other current issues. Requires research on selected topics. MGT 201, ENG 101 recommended.

MGT 230 Entrepreneurship and Small Business Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an overview of the process of conceiving, launching, and operating a new venture. Students will become proficient in the basic tools of planning, finance, marketing, operations, and staffing necessary to start, manage and build a sustainable small business. Preparing a new venture business plan will be an integral part of the course. Common problems in managing a small business will be explored. Students will learn about the roles and attributes of successful entrepreneurs and will undertake a self-examination to evaluate their interest in an entrepreneurial career. A variety of small business owners may be invited to class to share their start-up experiences and the obstacles they had to overcome as entrepreneurs. BUS 101 recommended.

MGT 235 Financing a Small Business
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an introduction to the financing and financial management of small business enterprises from start-up to ongoing sustainable operations. Topics include the financing of new ventures; working capital and cash flow management; financial statement and ratio analysis; financing the ongoing business and future growth; financial structure and leverage; valuation methods; and the importance of financial management controls. The role of venture capitalists, angels and other investors; sources of debt, financing; and available funding from federal, state and regional agencies will be explored. MGT 230 recommended.

MGT 330 Managerial Communication
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Effective communication is a critical skill for managers to possess. Studies indicate that managers spend between 75-90% of their time communicating. This demonstrates the need for students to improve their written and oral communication skills. This course is designed to provide students with a comprehensive view of formal and informal communications. Students will learn the role of communication in the internal and external business environment and how best to communicate with all levels within the organization.

MGT 360 Operations and Logistics Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The purpose of this course is to provide students with the tools needed to evaluate and develop operations and logistics management policies. Logistics managers plan, implement, and control the efficient, effective flow and storage of goods, services, and related information from the purchase of supplies through delivery to end user. Students will use analytical and problem-solving skills to assess challenges related to logistics, distribution, and transportation. Students will evaluate theories and best practices focusing on inbound and outbound transportation management, fleet management, warehousing, materials handling, order fulfillment, logistics network design, inventory management, supply/demand planning, and management of logistics services providers. Prerequisites: MGT 201, ECO 201, and ECO 202.

MGT 401 Leadership Strategies
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on equipping current and future managers with strategies for leadership excellence. Topics include communication, empowerment, motivation, coaching, performance management, effectiveness, change management, and diversity. Students will participate in simulations and interactive class discussions and incorporate leadership strategies into current business scenarios. Students will also gain relevant experience developing a leadership vision, plan, and communication strategy. Prerequisites: ENG 101, ENG 102, and MGT 201.

MGT 406 Negotiation & Conflict Resolution
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course enables students to acquire the skills that effective managers need to improve organizational performance, enhance professional relationships, and build competitive advantage. Students can apply the negotiation principles learned in this course to a diverse range of personal and professional situations. Students will also learn how to identify, address, and resolve conflicts and disputes using various methods and technologies.

MGT 430 Senior Capstone
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this dynamic course, students will use a simulation program to run a company in head-to-head competition against companies managed by other class members. The simulation provides a powerful learning experience that positions class members squarely into an active, hands-on managerial role in the global market. This unique experience will provide students with situational challenges faced by current managers. Students will also use case analysis to assess positive and negative managerial strategies. Prerequisites: All required 100-300 level courses must be take prior to enrolling.

MGT 460 Business Intelligence and Analytics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with practical experience in the use of analytics, technologies, applications, and processes. Students will evaluate current business analytical trends and gain experience utilizing different analytical software tools. Students will also explore how managers identify data needs, assess results, make predictions, and set goals. Through evaluations of Business Scenario Investigations (BSI) and industry best practice examples, students will identify trends, patterns, and correlations in the raw data. Students will apply the analysis to data-driven business decisions. Technologies used in the course include Tableau and Microsoft Excel. Prerequisite: MAT 107.

Marketing

MKT 201 Principles of Advertising
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a study of basic advertising principles, physical construction of the advertisement, and organization of the advertising business. The course includes a study of advertising media including newspapers, magazines, radio, point-of-sale displays, and outdoor advertising, together with criteria for evaluating the effectiveness of current advertising. Prerequisite: ENG 101.

MKT 202 Principles of Marketing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A survey of the principles and practices governing the distribution of commodities from producer to consumer. Areas of study include types of marketing institutions, price policy, legislation affecting markets, market research, channel and product strategies and consumer behavior. Prerequisite: ENG 101.

MKT 301 Marketing Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this marketing management course students will analyze the effectiveness of an organization's marketing efforts and sales campaigns. Students will evaluate new product and service opportunities, demand for potential products and services, and customer needs and insights. The course directs students in how to evaluate marketing strategies and planning through the use of analytics, dashboards, and research to understand the drivers of Customer Relationship Management (CRM). Applied knowledge is used to improve decision making skills through case study analysis. Prerequisite: ENG 101.and MKT 202.

MKT 330 Social Media Marketing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Social Media Marketing (SMM) is the action of creating content to promote your business and products on various social media platforms. SMM is one of the fastest-growing industries and is a vital skill set for managers in any discipline. Students will learn how to meet their target audience on various social media platforms. Students will develop social media and mobile marketing plans based on the evaluation of an organization's vision, mission, goals, target market, and budget. Students will also create a digital personal brand to leverage their skills and talents to attract employers.

Mathematics

MAT 090 Basic Mathematics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an opportunity for students to develop a solid understanding of the basic principles of arithmetic by introducing students to fundamental operations on whole numbers, fractions, decimals, ratios, proportions, and percent.

MAT 090L Basic Mathematics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Is a self-paced course that takes place entirely in the computer laboratory. Students are expected to progress through a series of five modules at an appropriate pace. Each student must achieve a 75% on each module test in order to demonstrate proficiency in the subject matter. Under the guidance of the instructor, students develop a solid understanding of the basic principles of arithmetic involving whole numbers, fractions, decimals, ratios, proportions, and percentages. The instructor will serve as a facilitator and tutor rather than a traditional lecturer. Faster-paced students may cover some topics from MAT 095 (Pre-Algebra) as well as MAT 097 (Beginning Algebra).

MAT 095 Pre-Algebra
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course further develops the principles of arithmetic and introduces the student to basic algebraic concepts. Topics include a review of fractions, operations on real numbers, order of operations, properties of real numbers, evaluating numbers with exponents, solving linear equations, applying the rules of exponents, and fundamental operations on polynomials. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Appropriate score on the placement test or successful completion of MAT 090.

MAT 097 Beginning Algebra
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course continues to build upon algebraic concepts taught in MAT 095. It includes new topics such as: factoring polynomials; simplifying, adding, subtracting, multiplying, dividing rational expressions; solving rational equations, ratios, and proportions. In addition, graphing linear and quadratic equations are emphasized as well as developing an understanding of relations and functions. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Appropriate score on the placement test or successful completion of MAT 095.

MAT 098 Comprehensive Introduction to Algebra
4 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
All of the topics from MAT 095 Pre-Algebra and MAT 097 Beginning Algebra are combined into this 4-credit course. It includes a review of fractions, operations on real numbers, order of operations, properties of real numbers, evaluating numbers with exponents, solving linear equations, applying the rules of exponents, and fundamental operations on polynomials. Also included are factoring polynomials, operations on rational expressions, solving rational equations, graphing linear and quadratic equations with an emphasis on relations and functions. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Permission of Instructor.

MAT 100 College Math
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This basic college level course builds on a student's knowledge by exposing the student to different branches of mathematics. Topics include inductive and deductive reasoning, logic statement and truth tables, solving linear equations, applications of rate, ratio, and proportion, conversions in the metric and the U.S. customary system, graphing equations, evaluating functions, and an introduction to statistics. This course is not intended to prepare a student for MAT 103. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Appropriate score on the placement test or successful completion of MAT 097.

MAT 103 College Algebra
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This college level algebra course expands upon a student's knowledge by further developing algebraic concepts. Topics include graphing equations with an introduction to functions, factoring polynomials, operations on rational functions, simplifying rational exponents, and solving quadratic equations. Students will be required to complete homework assignments using a web- based computer program. Prerequisite: Appropriate score on the placement test or successful completion of MAT 097.

MAT 106 Quantitative Reasoning
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores data and the algebraic models that may fit data. Linear, quadratic, exponential, and logarithmic functions emphasized. Building skills in number sense, problem solving, and mathematical strategies are also a focus. A scientific or financial calculator is required. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Beginning Algebra. Note: This course applies to transfer credits only.

MAT 107 Statistics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduces the student to the fundamentals of mathematical statistics. Topics include frequency distributions, measures of central tendency, measures of dispersion, probability, sampling distributions, problems with normal and t-distributions, confidence intervals, and hypothesis testing. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Beginning Algebra MAT 097 or Equivalent or Permission of Instructor.

MAT 113 Pre-Calculus
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course in pre-calculus mathematics includes topics in algebra, coordinate geometry, functions, exponents, logarithms, trigonometry and analytic geometry. Prerequisite: MAT 103 or permission of instructor.

MAT 203 Multivariate Calculus
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
Topics include sequences and series, study of functions in several variables, partial derivatives, gradient, differentials, directional derivatives, Lagrange multipliers, and problems in optimization, Jacobians and integrals in 2 or 3 variables. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 204.

MAT 204 Calculus I B
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
Topics include a brief review of analytical geometry, limits, rules for derivatives, derivatives of algebraic, exponential, logarithmic functions, trigonometric functions and their inverses, curve sketching, maxima and minima, optimization, mean value theorem, anti-derivatives, and integration by substitution, areas and fundamental theorem of calculus. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 113.

MAT 205 Linear Algebra
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course includes systems of linear equations, matrices and determinants, vectors in 2-space and 3- space, general vector spaces, inner products, eigenvectors and Eigen values. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 103.

MAT 206 Calculus II B
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
Topics include applications of definite integrals to the calculus of areas, volumes and arc length, review of substitution method, methods of integration, L'Hopital's Rule, improper integrals, sequences and series, Taylor polynomials, Taylor series, parametric equations and elementary differential equations. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 204.

MAT 208 Multivariate Calculus B
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
This course will focus on differential calculus in serval variables, with emphasis in Series, 3D geometry, dot and cross products, partial derivatives, the Jacobian, directional derivatives, chain rule, and maxima and minima applications, and double and triple integrals with applications. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 206 or permission of the instructor.

MAT 209 Finite Math
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The course provides an introduction to the modern mathematical techniques used in Operations Research. Problems in business and the social sciences are emphasized. Topics include matrices, linear programming (graphical and simplex methods), set theory, counting theory, probability, Markov chains, and game theory. Students will be required to complete homework assignments using a web-based computer program. The TI-84 (or TI-83) graphing calculator is also required. Prerequisite: MAT 103 Note: This course applies to transfer credits only.

MAT 210 Discrete Mathematics
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
An introduction to the mathematical structures used in engineering and computer science. Topics include logic, number theory, methods of proof, sequences, induction and recursion, set theory, functions and relations, counting and discrete probability. The TI-84 Plus or TI-83 Plus graphing calculator is strongly recommended. Prerequisite: MAT 204 Calculus I.

MAT 211 Introduction to Mathematical Proofs
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
This course introduces the student to the formal methods of mathematical proof. Course topics include set theory, logic, proof by contrapositive, existence proofs, proof by contradiction, mathematical induction, proof by counterexample, mathematical conjectures, equivalence relations, congruence Modulo n, the integers Modulo n and simple proofs in Number Theory. This course serves as a necessary conceptual bridge from the undergraduate study of calculus to more advanced mathematics courses involving proofs and analysis. Prerequisite: MAT 204, MAT 205 and MAT 209 are recommended.

MAT 217 Advanced Statistics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This calculus-based statistics course expands upon students' knowledge by further developing the essential concepts underlying mathematical statistics. Topics include counting methods, probability theory, random variables, expectation, variance, estimation, hypothesis testing, correlation, and regression. Students are expected to become fluent in discrete and continuous probability distributions and their applications. The Ti-83 (or higher) graphing calculator is strongly recommended. Prerequisite: MAT 204 Co-requisite: MAT 206.

MAT 225 Differential Equations
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hrs./Wk. (4 Hrs. Lecture)
The laws of nature are expressed in the language of differential equations. In engineering and science, students must know how to model the world in terms of differential equations, properly interpret the solutions and apply those solutions to areas of application. This course focuses on linear differential equations and their applications in science and engineering. Also, this course stresses the beauty and complexity of nature that can be comprehended in the language of differential equations. Prerequisite: MAT 204 and MAT 206.

Medical Billing and Coding

MBC 101 Introduction to Medical Billing and Coding
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
This course will focus on the components of medical billing, coding regulations, and medical terminology. Students will be taught how to use ICD-10 CM, CPT, HCPCS codes. Students learn the use medical terminology and its abbreviations. Students will learn the regulations required to successfully code an encounter/medical record.

MBC 102 English for Health Claims
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers grammar, punctuation, and other writing skills necessary for the medical environment. This course emphasizes language to complement the skills of individuals in the health care field. The course also builds key vocabulary: both common phrases used by medical staff and technical terms for symptoms, medical conditions, medical equipment and procedures, anatomy, treatments and more. Prerequisites: MBC 101.

MBC 120 Insurance Claims Procedures
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will develop the skills necessary to complete insurance forms and solve common medical insurance problems through a series of courses that emphasize the knowledge of insurance terminology, diagnostics, procedural coding and records management. This course introduces specific insurance reimbursement policies and procedures and emphasizes procedures for Blue Cross/Blue Shield, Medicare, Medicaid, Tricare, and health maintenance organizations (HMOs).

MBC 125 Medical Administration and Coding: Certification Prep
6 Credits (3 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
This course analyzes health records to assure that documentation supports the patient's diagnosis and procedures, reflects progress, clinical findings and discharge status for the means of medical coding. There will be repeated practice in the evaluation of the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards. All coding methods will be analyzed with the support of the ICD-10, CPT and HCPCS coding books in preparation for the Certified Coding National Examination. This course will assist in the organization of obtaining accreditation, licensing and/or certification surveys in Medical Administration and Medical Coding. Prerequisites: HSC 149.

MBC 127 Medical Diagnostic and Procedural Coding
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on the specific coding guidelines for the 12 body systems and medicine. Medical record analysis will be emphasized in code assignments. Current health care policy and regulations will be followed to ensure accuracy for reimbursement purposes. All coding methods will be analyzed with the support of the ICD-10-CM, CPT, and HCPCS coding books. This course will prepare students for the national certification exam with the American Academy of Professional Coders, AAPC. Prerequisites: MBC 101.

Medical Laboratory Technician Program

MLT 101 Introduction to Clinical Lab Science
3 Credits (2 Lecture 1 Lab 0 Clinical)
4 Hours/Week (2 Lecture 2 Lab 0 Clinical) *15wks
An introduction to clinical laboratory practices and procedures normally performed in a clinical laboratory, including quality control. Topics include safety in a laboratory setting, care and use of a microscope, accreditation and certification. Prerequisite: Admission to the MLT program.

MLT 102 Urinalysis and Body Fluids
3 Credits (2 Lecture 1 Lab 0 Clinical)
4 Hours/Week (2 Lecture 2 Lab 0 Clinical)
This course will provide the student with in-depth knowledge of the anatomy and physiology of the urinary system and its functions, urine formation and the procedures used in performing routine urinalysis and body fluid analysis. Correlation to abnormal findings and disease states will be discussed. Prerequisite: Admission to the MLT program.

MLT 103 Medical Microbiology I with Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Lecture 2 Lab 0 Clinical)
Fundamentals of microbiology with emphasis on pathogenic bacteria and infectious disease. Laboratory experience will include approaches in classification and identification of pathogenic organisms. Prerequisites: MLT 101, MLT 102. Corequisite: MLT 104, MLT 105.

MLT 104 Hematology and Coagulation
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Lecture 2 Lab 0 Clinical)
A study of hemostasis and coagulation in normal and disease processes. Theory and principles of blood cell production, including their formation, morphology and function in normal and pathologic processes. Also introduced are basic practices and procedures in the hematology laboratory. Prerequisites: MLT 101, MLT 102.

MLT 105 Immunology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3. Lecture 0 Lab 0 Clinical)
An overview of basic immunological principles, including methods of testing for diagnosis of immune system disorders, viral and bacterial infections. Prerequisites: MLT 101, MLT 102.

MLT 202 Clinical Chemistry
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Lecture 2 Lab 0 Clinical)
This course will cover concepts and principles of analytic methods commonly used in the clinical laboratory. Emphasis will be on quantitative analysis of blood and body fluids utilizing spectrophotometry, electrophoresis, chromatography, enzymatic assays, and immunoassays. Students will be expected to correlate laboratory test results with normal physiology and biochemistry and with disease states. Topics will include metabolic and endocrine systems, and acquired and inherited diseases, therapeutic drug monitoring, toxicology and urinalysis. Prerequisite: Completion of all first year MLT and PHB courses. Co-requisite: MLT 203, MLT 204.

MLT 203 Medical Microbiology II with Lab
4 Credit (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (2 Hrs. Lab)
Fundamentals of microbiology with emphasis on pathogenic bacteria and infectious disease. Proper recovery and handling of specimens, growth requirements and identification of organisms will be covered. Laboratory experience will include approaches in classification and identification of pathogenic organisms utilizing morphologic, cultural, biochemical, enzymatic, serologic and nucleic acid analysis. Mycology, parasitology and virology will be introduced. Prerequisite: Completion of all first year MLT and PHB courses. Corequisite: MLT 202, MLT 204.

MLT 204 Immunohematology
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Lecture 2 Lab 0 Clinical)
Emphasis will be placed on the genetic basis and immunological interaction of the major blood group antigens and antibodies. Topics will include compatibility testing, antibody screening and identification techniques, blood donations and transfusion therapy, record keeping and quality control techniques. Pre-requisite: Acceptance into the second year of the MLT program.

MLT 211 Chemistry Clinical Practicum
2 Credits (0 Lecture 0 Lab 2 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 202 Clinical Chemistry. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 212 Urinalysis Clinical Practicum
1 Credit (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 102 Urinalysis and Body Fluids. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 213 Microbiology Clinical Practicum
2 Credits (0 Lecture 0 Lab 2 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 103 Medical Microbiology I and MLT 203 Medical Microbiology II. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 214 Immunology Clinical Practicum
1 Credit (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 105 Immunology. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the MLT program, permission of the instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 215 Immunohematology Clinical Practicum
1 Credits (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 204 Immunohematology. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 216 Phlebotomy Clinical Practicum
1 Credits (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in PHB 115 Phlebotomy and PHB 125 Phlebotomy Laboratory. Students perform phlebotomy under the supervision of a certified phlebotomist. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 217 Hematology Clinical Practicum
2 Credits (0 Lecture 0 Lab 2 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 104 Hematology and Coagulation. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the MLT program, permission of the instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 221 Clinical Lab Seminar
1 Credit (1 Lecture 0 Lab 0 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
Capstone seminar course covering professional topics in clinical laboratory science, including but not limited to weekly discussion of materials covered during clinical site visits. Professional certifications and organizations are also discussed. Topics in lab accreditation, inspection, resume writing, professionalism and management are covered as well. Successful completion of this course (final grade of 73%/C) is required for graduation from the Medical Laboratory Technician program. Prerequisites: Admission to the Medical Laboratory Technician program, completion of 3 semesters of coursework, and permission of the Clinical Laboratory instructor and Chair overseeing the Medical Laboratory Technician program.

Music

MUS 101 Fundamentals of Music
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the basic elements of music including music notation. Elements will be introduced including; melody, rhythm, harmony, texture, timbre, tempo, & dynamics.

MUS 102 Class Keyboard
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduces students to the playing of a keyboard instrument including keyboard technique, repertoire, musical notation, sight- reading, harmony, basic instrumentation, and accompaniments.

MUS 103 Music Theory I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course presents students with the opportunity to learn the basics of developing melodies and harmony through the study of chord constructions, chord successions, harmonic analysis, and part-writing. Emphasis is placed on melodic construction (form) and the elements of successful melody-writing. Students will also harmonize melodies and provide their own interpretation of the harmony implied in a melodic line. Prerequisite: Fundamentals of Music or permission of the instructor.

MUS 104 Music Theory II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a continuation of Music Theory I. Together, students cover the first year of a two-year program in the principles of music theory. Students learn about diatonic harmony, dissonance treatments, secondary dominant harmony, harmonic analysis and part writing. The text further emphasizes the study of melody, including the form of melodic construction and the elements of melodic composition. Theory II will emphasize the creation of harmony, especially the student's interpretation of harmonies implied by specific melodic lines. Prerequisites: MUS 103 or permission of the instructor.

MUS 105 American Popular Music
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an in-depth study of the origins of popular music in the 20th century and the social and historical context from which it was born. From blues and country to hip-hop and heavy metal, students will familiarize themselves with landmark artists, musical genres, and relevant social movements throughout the 20th century. The class explores the pioneering efforts of early popular music artists, and the direct impact their efforts have had on contemporary popular music.

MUS 107 Music Appreciation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to increase the enjoyment of music through broadened understanding. It includes music theory and history and guided listening to recorded performances by individuals and groups.

MUS 109 History of Rock
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the musical styles present in the rock music genre and to historical and social aspects affecting its evolution over the past fifty years. Explore the form, texture, melody, rhythm, lyrics, and instrumentation of selected examples from the historical periods of Rock. Through critical listening, students will analyze music from various Rock periods: Blues Rock, Country Rock, Gospel Rock, Early Sixties Rock, The Beatles, The British Invasion, Folk Rock, Soul Music/Motown, and Rock in the 70s, 80s and 90s, and Jazz Rock.

MUS 110 Music Across Cultures
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores music across national boundaries in its cultural context. At the same time, it enhances the students' listening, critical, and analytical skills along with their aesthetic ability. It is an excursion in non-western music with an emphasis on the cultures in which it flourished such as the selected music of China, Japan, India, Middle East, Latin America, Ethnic North America, Africa, and Eastern Europe. This course is open to music and non-music majors.

MUS 220 Band Management & the Music Business
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will present students with the opportunity to learn about the many facets of the music business including: managing a band, recording and record deals, touring, writing and publishing music, merchandising, knowing pertinent laws, selecting a manager/ advisor or attorney, selling music on the internet, and entering the motion picture music field. The course will prepare students to make knowledgeable, practical decisions while pursuing a career in music.

Paralegal Studies

LAW 101 Introduction to Paralegal Studies
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the basic legal principles, practices, and procedures used in the paralegal profession. Topics include an overview of substantive areas of law, as well as law office and courtroom procedures. Students are also introduced to legal research and writing skills. Prerequisite or corequisite: ENG 101.

LAW 123 Interviewing & Investigation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will provide the paralegal student with a practical understanding of, and hands-on experience in, the skills and techniques of obtaining information with specific emphasis on client and witness interviewing. Prerequisite or corequisite: ENG 101. Prerequisites: LAW 101 and LAW 255.

LAW 201 Business Law I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will introduce the student to the basic concepts and practices in the areas of torts, contracts, sales, and consumer protection law as they relate to business. Prerequisites: ENG 101.

LAW 203 Cyber Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Developing computer technology has led to the development of new law relative to both the acquisition of information and doing business in cyberspace. This course will explore the legal issues arising from those changes. While focused primarily on business applications, the material covered will include contracts and torts related to the Internet, intellectual property rights, security, and privacy rights of the Internet user. Court decisions, statutes and administrative rulings will be presented.

LAW 209 Real Estate Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides a practical understanding of the basic legal principles related to real estate and the practice and procedures involved in conveyancing. Prerequisite or corequisite: ENG 101.

LAW 215 Legal Research & Writing
6 Credits (6 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
Students learn how to analyze a legal problem and how to find and interpret case law and statutes applicable to the problem by using primary and secondary reference materials and law finders. Students will be required to write legal memoranda using the law found through their research. Prerequisite or corequisite: ENG 101.

LAW 220 Litigation & Procedure
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student learns civil procedure and the role a paralegal play in litigation by taking a mock case through each stage of litigation beginning with a client interview to the enforcement of a judgment after trial. Students will draft documents involved in litigation. Prerequisite or corequisite: ENG 101. Prerequisite: LAW 101.

LAW 221 Comparative Legal Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an introductory level exploration of the diverse legal systems used in various countries around the world. By understanding the similarities and differences in the systems used in the various countries, students will develop a greater appreciation for the diverse approaches to law, and a better ability to assist a lawyer in representing clients who are from, or are involved in transactions and events occurring in, other countries. Prerequisite or corequisite: ENG 101.

LAW 225 Family Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with the general understanding of the law and procedure involved in separation, divorce, child custody, support, cohabitation, and paternity cases, with an emphasis on the preparation of the forms and documents used in divorce practice. Prerequisite or corequisite: ENG 101.

LAW 230 Estate Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with a general understanding of the law and procedure involved in the administration of testate and intestate estates, wills, estate tax and probate court procedure. Prerequisite or corequisite: ENG 101.

LAW 235 Law of Business Organizations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student will learn the procedure and basic legal concepts involved in the formation and functioning of sole proprietorships, partnerships and corporations. Prerequisite/corequisite: ENG 101.

LAW 245 Administrative Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student will learn the legal concepts and procedures involved in state and federal administrative agencies' legal proceedings. Prerequisite or corequisite: ENG 101.

LAW 250 Bankruptcy Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student will learn the basic legal concepts and the procedures involved in personal bankruptcies and business reorganizations. Prerequisite or corequisite: ENG 101.

LAW 255 Legal Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to introduce and familiarize the student with the basic ethical requirements of the practice of law and how those requirements relate to the paralegal's participation in the practice of law. The student will learn the rules of professional responsibility and how the rules apply to a paralegal's relationship to clients, adversary parties, attorneys, courts and the general public. Prerequisite or corequisite: ENG 101.

LAW 260 Environmental Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with an overview of government policy relating to environmental law and the statutes and regulations enacted to promote environmental protection. Prerequisite or corequisite: ENG 101.

LAW 301 Business Law for Managers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A foundational knowledge of business law is vital for managers at all levels of an organization. The Business Law I course provides students with the basic concepts and practices in the areas of torts, contracts, sales, and consumer protection law. Students will use analytical and critical thinking skills to assess legal issues for organizations through case analysis. This course explores past court decisions that set the foundation for current laws and regulations affecting businesses, while also evaluating potential future legal challenges associated with e-commerce. Prerequisite: MGT 201.

Philosophy

PHL 101 Introduction to Philosophy
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to Western philosophical thought. Students will be introduced to the vocabulary and the method of philosophical thinking. Basic questions concerning reality, knowledge, value (ethics) and society will be considered from several philosophical viewpoints- for example, idealism, materialism, empiricism, utilitarianism. Questions considered include: What is the nature of God? Is there good and evil? How can we know? What makes for a just society? Students will also be introduced to the historical development of important schools of philosophical thought, as well as to the life and contributions of their founders. Placement at ENG 101 level strongly advised.

PHL 102 Topics in 20th Century Philosophy
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on a major trend in 20th Century philosophy. The organizational structure may be by problematic consideration such as religious or moral questions by philosophers who have voiced their ideas, such as Sartre or James, or by existing schools of inquiry, such as European Existentialism or American Pragmatism.

PHL 103 Medical Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will examine a number of value problems arising from the broader context of ethical systems and explore them within the context of medicine and health care. Among the ethical problems, particular considerations will be given to euthanasia, abortion, genetic research, and human experimentation. Issues of medicine and the public interest will also be discussed. Open to all students. Placement at ENG 101 level strongly advised.

PHL 105 Introduction to Logic & Critical Thinking
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on developing critical thinking and reasoning patterns for use by the individual to more effectively express his or her viewpoint, to better identify and rebut faulty logic, and to aid in the logical organization and presentation of ideas. Emphasis will be placed on everyday life situations. Placement at ENG 101 level strongly advised.

PHL 108 Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will introduce students to classical and contemporary moral theories, including those of Aristotle, Hobbes, Hume, Sumner, Saint Thomas Aquinas, Kant, Mill, Russell, Kohlberg, Tam, and Gilligan. Students will examine both civic and personal morality. Students will learn the basics of moral thinking, including the need for impartiality. They will learn about Cultural Relativism, Altruism, Self-Interest, Natural Law, Communitarianism, and Utilitarianism. Various theories will be applied to contemporary social issues. Students will formulate personal ethical frameworks as a foundation for their moral judgment. Critical thinking will be used as a primary tool in evaluating the quality and viability of historical contemporary, and personal ethical systems. Placement at ENG 101 level strongly advised.

PHL 110 Major Religions of the World
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will acquaint the student with a wide variety of religious traditions against their historical background and within their cultural context. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam are among those religions which will be studied. In addition to class lectures, slides and films will be used in the presentation of the material. Placement at ENG 101 level strongly advised.

PHL 113 Death and Dying
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a philosophical, sociological and psychological study of death and dying that seeks to explore this universal experience in what is essentially a death denying society. Among the topics covered are the historical, cultural and religious attitudes toward death, the funeral service industry, the ideas of facing one's own death and experiencing a "good death", the physical and emotional processes involved in dying, grief and bereavement, mourning rituals, death and dying among children and adolescents, legal implications, suicide, end-of-life issues, euthanasia and death from a global perspective. Prerequisite: completion of ENG 101 or permission of the instructor.

Phlebotomy

PHB 115 Phlebotomy
2 Credits (2 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Lecture 0 Lab 0 Clinical) *10 wks
This course will provide the theory required for a student to perform both routine and challenging venipunctures and capillary skin punctures on adults. In addition, the collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized. The course includes an anatomic review of the human cardiovascular system and basic hematology. Upon successful completion of this course and PHS 125, the student will have entry level skill as a phlebotomy technician. This course is only open to students admitted into the Phlebotomy Certificate Program or Clinical Laboratory Technician Program. Otherwise, special permission is required from the Chair overseeing the Phlebotomy Program. Co-requisite: PHB 125.

PHB 125 Phlebotomy Lab
1 Credit (0 Lecture 1 Lab 0 Clinical)
2 Hours/Week (0 Lecture 2 Lab 0 Clinical) *10 wks
This course will provide the student with the practice required to perform both routine and challenging venipunctures and capillary skin punctures on adults. In addition, the collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized. The course allows the student to apply his/her knowledge of human anatomy, the cardiovascular system, and basic hematology in the laboratory/simulated clinical setting through the practice of blood collection techniques on mannequins and live patients/volunteers. Concepts, methods, and procedures discussed/studied in lecture will be reinforced in the laboratory. Upon successful completion of this course and PHB 115, the student will have entry level skill as a phlebotomy technician. This course is only open to students admitted into the Phlebotomy Certificate Program or Clinical Laboratory Science Program. Otherwise, special permission is required from the Chair overseeing the Phlebotomy Program. Co-requisite: PHB 115.

PHB 136 Phlebotomy Clinical Practicum
1 Credit (2 Lecture 0 Lab 1 Clinical)
120 Hours/Week (0 Lecture 0 Lab 120 Clinical) *3-6 wks
This course is designed to supplement and expand upon the foundational knowledge provided in PHB 115 and PHB 125-L. Students will be required to perform both routine and challenging venipunctures on adults in the clinical setting. The collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized in a direct patient care setting. The course allows the student to apply his/ her knowledge of human anatomy, the cardiovascular system, and basic hematology in the clinical setting through the practice of blood collection techniques on live patients/volunteers. Concepts, methods, and procedures discussed/studied in lecture and lab will be reinforced in the clinical practicum. Successful completion of this course (final grade of 73%/C) is required for graduation from the Phlebotomy Certificate Program. This course is only open to students admitted into the Phlebotomy Certificate Program. Additionally, students will not be allowed to enroll in a clinical practicum until the Phlebotomy Clinical Supervisor and the Lab instructor grant permission. Prerequisites: Admission to the Phlebotomy Certificate Program, permission of the Phlebotomy Lab instructor and Clinical Supervisor overseeing the Phlebotomy Program, and certification in CPR for the Health Care Provider. Co- requisites: PHB 115 and PHB 125-L.

Physical Therapist Assistant

PTA 100 Introduction to the Physical Therapist Assistant
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hr. Lecture)
This course introduces the student to the physical therapy profession. Topics include: the history of physical therapy, pertinent laws of practice, code of conduct, the role of the professional association and regulatory boards, the role of the physical therapist and physical therapist assistant, definition of the rehabilitation population, communication skills and psycho-social aspect of disabilities, industry trends, death and dying and grief. Prerequisites: Admission to the PTA Program.

PTA 110 PTA Interventions I
4 Credits (2 Lecture 2 Lab 0 Clinical)
6 Hours/Week (2 Hr. Lecture, 4 Hrs. Lab)
This course will introduce the student to fundamentals of patient care procedures including body mechanics, bed and chair positioning, bed mobility, transfers, aseptic procedures, burn and wound care, edema assessment and management, vital signs and their relationship to treatment programs; measurement of assistive devices and ambulation training, wheelchair mobility and measurement, and introduction to basic principles of therapeutic exercise. Guidelines for documentation of physical therapy treatment will be introduced. Prerequisites: Admission to the PTA Program.

PTA 112 PTA Interventions II
5 Credits (2 Lecture 3 Lab 0 Clinical)
8 Hours/Week (2 Hr. Lecture, 6 Hrs. Lab)
This course includes the PT intervention skills, knowledge and modalities used for pain relief and normalization of soft tissues. This course will emphasize the principles and uses of: hot packs, cryotherapy, paraffin, therapeutic ultrasound and phonophoresis, aquatics, hydrotherapy (whirlpool and contrast baths), spinal traction, electromagnetic radiations (laser, ultraviolet, diathermy), electrical stimulation (including high volt, functional estim, interferential, TENS, iontophoresis and biofeedback), intermittent compression and CPM. Students learn to document treatment parameters appropriate for PTA Intervention II level documentation of patient responses to treatment and interpret professional literature relative to evidence-based practice Prerequisites: PTA 100, PTA 110, PTA 113, PTA 115, PTA 240.

PTA 113 Critical Application Skills
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Hr. Lecture)
This course complements the didactic knowledge students are learning throughout the semester in PTA 110, PTA 240, and PTA 100. The course focuses on utilizing critical thinking skills to apply the didactic knowledge to patient cases. Participating students are asked to utilize case studies to assess problems, create solutions, prepare appropriate documentation and develop a beginning level of understanding of their role within the healthcare system. All PTA students are required to take this course. Prerequisites: Admission to the PTA Program.

PTA 115 Medical Terminology for the PTA
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Hr. Lecture)
This course includes an introduction to word parts building medical terms, instruction in organization of the body, directional terms, abbreviation and an overview of the different systems of the body. Students will review physical therapy documentation considering medical terminology and medical abbreviations, pathological conditions, short and long term goals and psychosocial factors as they relate to the contemporary practice of physical therapy. Prerequisites: Admission to the PTA Program.

PTA 120 Musculoskeletal Anatomy and Function
4 credits (2 Lecture 2 Lab 0 Clinical)
6 Hour/Week (2 Hr. Lecture, 4 Hrs. Lab)
This course provides the student a review of the kinesiological function of the musculoskeletal anatomy system. The course presents basic anatomical information as it pertains to the musculoskeletal system, with emphasis on the origin, insertion, nerve innervations and actions of all major muscle groups. PTA students will learn how to perform muscle testing and goniometry measurements for the head, spine and extremities. Therapeutic exercise principals will be addressed in addition to some of the commonly recognized orthopedic conditions. Students are required to document and utilize a plan of care including recognition of applicable PTA skills, identification of need for change and progression within a plan of care. Prerequisites: PTA 100, PTA 110, PTA 113, PTA 115, PTA 240.

PTA 125 Manual Therapy for the PTA
1 Credit (1 Lecture 1 Lab 0 Clinical)
2 Hour/Week (1 Hr. Lecture, 2 Hrs. Lab)
This course introduces the student to theory and techniques of soft tissue mobilization and therapeutic massage. Students will be able to apply and build on knowledge of human anatomy and kinesiology for soft tissue mobilization techniques. Specific techniques such as effleurage, petrissage, tapotement, vibration, shaking, friction, J-stroking, strumming, myofascial release, trigger point release will be taught to address specific musculoskeletal pain issues in Physical Therapy for clinical application. Prerequisites: PTA 100, PTA 110, PTA 113, PTA 115, PTA 240.

PTA 210 PTA Interventions III
3 Credit (3 Lecture 1 Lab 0 Clinical)
4 Hours/Week (3 Hr. Lecture, 2 Hrs. Lab)
This course will focus on the etiology, pathology, clinical signs, and medical management of those presenting with cardiovascular and/or pulmonary diseases. The course and lab component will cover physical therapy interventions appropriate for cardiovascular and pulmonary conditions Prerequisites PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 213, PTA 240, PTA 270.

PTA 213 Critical Application Skills II
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Hr. Lecture)
This course complements the didactic knowledge students are learning throughout the semester in PTA 112, PTA 125, and PTA 120. The course focuses on utilizing critical thinking skills to apply the didactic knowledge to patient cases. Participating students are asked to utilize case studies to assess problems, create solutions, prepare appropriate documentation and develop a deeper level of understanding of their role within the healthcare system. All PTA students are required to take this course. Prerequisites: PTA 100, PTA 110, PTA 113, PTA 115, PTA 240.

PTA 220 PTA Interventions IV
5 Credits (2 Lecture 2 Lab 1 Clinical)
7 Hours/Week (2 Hrs. Lecture, 4 Hrs. Lab, 1 Hr. Clinical) * 15 wks
This course for the Physical Therapist Assistant will provide a link between the pathophysiology of neurologic deficits and possible rehabilitation interventions for improving movement outcomes. It introduces the basic structure and function of the nervous system and describes normal motor development, motor control and motor learning. The course will emphasize integrating previously learned and new skills/techniques into the comprehensive rehabilitation of patients with neurological issues, amputees, pediatrics, CVA, SCI, and other musculoskeletal disorders. This course includes an integrated clinical education component. Students are assigned a clinical site and are given the opportunity to integrate knowledge they have learned in the class and lab setting into the clinical setting with patients. Prerequisites: PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 213, PTA 240, PTA 270.

PTA 224 Career Capstone
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Hr. Lecture)
This course is a culmination of professional topics focused towards professional preparation of the Physical Therapist Assistant. Topics include: behavioral considerations, professional habits, resume writing, interviewing skills, and licensure preparation and continuing education. Prerequisites: PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 240, PTA 270, PTA 210, PTA 213, PTA 220, PTA 260, PTA 270, PTA 280, PTA 290.

PTA 240 Pathology for the PTA
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to review general pathological conditions with a particular emphasis on those conditions commonly encountered in rehabilitation. Pathology, etiology, diagnosis, signs, symptoms and implications for rehabilitation will be covered. Prerequisites: Admissions into the PTA program.

PTA 260 Critical Application Skills III
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hours/Week (1 Hr. Lecture)
This course complements the didactic knowledge students are learning throughout the semester in PTA 210 and PTA 220. The course focuses on utilizing critical thinking skills to apply the didactic knowledge to moderately complex and complex patient cases. Participating students are asked to utilize case studies to assess problems, create solutions, prepare appropriate documentation and develop a deeper level of understanding of their role within the healthcare system. All PTA students are required to take this course. Prerequisites: PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 213, PTA 240, PTA 270.

PTA 270 Clinical Education I
3 Credit (0 Lecture 0 Lab 200 Clinical)
40 Hours/Week (200 Hrs. Clinical)
This is the first of three full-time (40 hours a week) clinical affiliations in the Physical Therapist Assistant Program. This is a five-week affiliation. Under the direction and supervision of a clinical instructor who is a licensed physical therapist or physical therapist assistant, students are given the opportunity to integrate knowledge they have learned in the class and laboratory settings into the clinical setting with patients. Students have the opportunity to apply patient care skills and further develop patient/family education, communication and documentation skills. Students and clinical instructors are expected to always work within their scope of practice and practice legally and ethically. Upon completion of the affiliation, students must complete a reflection assignment, reflecting upon the entire first experience, identifying areas of strength and areas that may need improvement during the next affiliation. Prerequisites: PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 213, PTA 240.

PTA 280 Clinical Education II
3 Credit (0 Lecture 0 Lab 200 Clinical)
40 Hours/Week (200 Hrs. Clinical)
This is the second of three full-time clinical affiliations in the Physical Therapist Assistant Program. This is a five-week affiliation (40 hours per week). Under the direction and supervision of a clinical instructor who is a licensed Physical Therapist or Physical Therapist Assistant, students are given the opportunity to integrate knowledge they learned in the class and laboratory setting into the clinical setting with patients. Students have the opportunity to apply patient care skills and further develop patient/family education, communication, and documentation skills. Students and Clinical Instructors are expected to always work within their scope of practice and practice legally and ethically. It is expected that the student demonstrates sufficient progress from their completion of clinical education one to the completion of clinical education two. Upon completion of the affiliation, students must complete a reflection assignment, reflecting upon the entire first experience, identifying areas of strength and areas that may need improvement during the next affiliation. Prerequisites: PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 210, PTA 213, PTA 220, PTA 240, PTA 260, PTA 270.

PTA 290 Clinical Education III
4 Credit (0 Lecture 0 Lab 240 Clinical)
40 Hours/Week (240 Hrs. Clinical)
This is the third and final, six-week (40 hours per week) clinical affiliation in the Physical Therapist Assistant Program. Under the direction and supervision of a clinical instructor who is a licensed Physical Therapist or Physical Therapist Assistant, students are given the opportunity to integrate knowledge they have learned in the class and laboratory setting into the clinical setting with patients. Students have the opportunity to apply patient care skills and further develop patient/family education, communication and documentation skills. Students and Clinical Instructors are expected to always work within their scope of practice and practice legally and ethically. Students are provided the opportunity to meet entry level requirements of a physical therapy assistant during this affiliation. By the completion of this experience, it is expected that the student will be functioning like a new graduate physical therapy assistant. At the completion of this affiliation, students will complete a written reflection assignment on this experience, identifying career and continuing education goals. Prerequisites: PTA 100, PTA 110, PTA 112, PTA 113, PTA 115, PTA 120, PTA 125, PTA 210, PTA 213, PTA 220, PTA 240, PTA 260, PTA 270, PTA 280.

Physics

PHY 111 General Physics I
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This is an algebra-based physics course designed to introduce students to ideas of measurements, units, motion, force, energy, momentum, rotation, and fluids. Students will analyze the motion of physical systems including objects in free-fall, objects moving at a constant velocity, objects moving with constant acceleration, collisions between multiple objects, and systems undergoing rotation. During the lab component of the course, students will design and perform experiments, collect and analyze data, and communicate experimental results. Prerequisite: MAT 103 with a grade of 'C' or higher. Strongly recommended: MAT 113 or MAT 204

PHY 112 General Physics II
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This is an algebra-based physics course covering electricity, magnetism, optics, and waves. Students will study electric and magnetic fields, the motion of charged particles, the function of simple electric circuits, periodic motion, oscillations, and the propagation of light through various media. During the lab component of the course, students will design and perform experiments, collect and analyze data, and communicate experimental results. Prerequisite: PHY 111 with a grade of 'C' or higher

PHY 211 College Physics I
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This is a calculus-based physics course designed to introduce students to ideas of measurements, units, motion, force, energy, momentum, rotation, and gravitation. Topics include analyzing the motion of physical systems including objects in free-fall, objects moving at a constant velocity, objects moving with constant acceleration, collisions between multiple objects, and systems undergoing rotation. In addition, during the lab component of the course, students will design and carry out experiments, collect and analyze data, and communicate experimental results. Prerequisite: MAT 204.

PHY 212 College Physics II
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This is a calculus-based physics course covering electricity, magnetism, optics and waves. Students will study electric and magnetic fields, the motion of charged particles, and the function of simple electric circuits. Students will also study periodic motion, oscillations, waves and the propagation of light through various media. In addition, during the lab component of the course, students will design and carry out experiments, collect and analyze data, and communicate experimental results. Prerequisites: PHY 211 with a 'C' or better.

Practical Nursing

PNU 101 Growth & Development
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Lecture 0 Lab 0 Clinical)
This course is an overview of the basic manifestations of normal physical, psychological, emotional and social growth and development including the prenatal period, infancy, toddler, childhood, adolescence, adulthood and aging. It includes the stages and factors necessary for normal growth, development and obvious deviations from the normal. Prerequisites: Admission to the Practical Nurse Program.

PNU 111 Human Behavior
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Lecture 0 Lab 0 Clinical)
This course introduces physical, psychosocial, cultural and spiritual factors that affect human behavior. Effects of internal and external stressors and the individual's response to these stressors are discussed. Guidelines for the promotion of psychological and spiritual comfort, interpersonal behavior and self-assessment by the student are presented. Prerequisites: Admission to the Practical Nurse Program.

PNU 131 Nutrition
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Lecture 0 Lab 0 Clinical)
This course introduces the principles of normal nutrition, with emphasis on the nutritional needs across the life span. This course is designed to provide a working knowledge of nutrients, food sources, and menu planning and food preparation in a culturally diverse American society. The basic food group pyramid and "Guidelines for Healthy Americans" are introduced. Physical, psychological, economic, cultural and religious factors affecting nutrition are included. An overview of federal regulations related to nutrition is also presented. Prerequisites: Admission to the Practical Nurse Program.

PNU 141 Microbiology
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Lecture 0 Lab 0 Clinical)
This course provides a general study of common and newly emerging microorganisms and their characteristics in relation to health and control of disease. Included is an introduction to concepts of infection and immunity and the more common methods of destroying microorganisms. Emphasis is on infection control. No labs. Prerequisites: Admission to the Practical Nurse Program.

PNU 145 Fundamentals of Nursing I
5 Credits (3 Lecture 2 Lab/Clinical)
22 Hours/Week (6 Lecture 16 Lab/Clinical) *8 wks
This course focuses on the fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns and introduces the legal and ethical responsibilities of the Practical Nurse. The course presents critical thinking as applied to nursing including: the nursing process, cultural diversity, and communication techniques used when interacting with patients, families, other support persons, and members of the interprofessional team. Other program concepts such as evidence-based care, teamwork/collaboration, information technology, and basic math calculations for medications are also introduced. Selected nursing skills are taught in the laboratory with opportunities to apply fundamental concepts to basic nursing skills and clinical practice. Prerequisites: Admission to the Practical Nurse Program. Pre-or-co-requisites: PNU 111, PNU141, HSC 149.

PNU 146 Fundamentals of Nursing II
5 Credits (3 Lecture 2 Lab/Clinical)
22 Hours/Week (6 Lecture 16 Lab/Clinical) *8 wks
This course builds upon the concepts, knowledge, and skills introduced in PNU 145 (Fundamentals I). The focus is on the fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined health care concerns, focusing on the aging adult patient. This course continues to identify the role of the practical nursing applying basic nursing principles and critical thinking/clinical reasoning both in the classroom and clinical settings. Program concepts such as evidenced-based care, teamwork and collaboration, and informatics and technology are also discussed. Emphasis will be placed on nursing responsibilities in the preparation and safe administration of medications as well as on documentation. Application of knowledge and skills occurs in a variety of clinical settings. Pre-requisites: PNU 145; Pre-or-co-requisites: MAT 103, PNU 101, PNU 131.

PNU 153 Concepts of Adult Nursing I
8 Credits (5 Lecture 3 Lab/Clinical)
24 Hours/Week (8 Lecture 16 Lab/Clinical) *10 wks
This course is the third of five core nursing courses in the traditional ten-month Practical Nurse certificate program. This course incorporates and expands on the concepts introduced in PNU 145 & PNU 146 and provides for the knowledge and application of basic nursing theory, communication, collaboration, and clinical reasoning necessary for safe, patient-centered nursing care for diverse adult patients experiencing various medical/surgical and mental health issues. Pharmacology is integrated throughout the concepts with emphasis on safe administration of medication. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of adult patients with common health problems. Concepts of leadership and management are introduced. Select advanced nursing skills are taught in the laboratory with the application of knowledge and skills in a variety of clinical settings. Prerequisites: PNU 146.

PNU 154 Concepts of Adult Nursing II
8 Credits (5 Lecture 3 Lab/Clinical)
24 Hours/Week (8 Lecture 16 Lab/Clinical) *10 wks
This course is a continuation of Concepts of Adult Health Nursing I, and provides broader knowledge and application of basic nursing theory, communication, collaboration, and the clinical reasoning/ judgment necessary for safe, patient-centered nursing care for diverse adult patients experiencing various medical/surgical issues. Pharmacology is integrated throughout the concepts. The course incorporates legal and ethical responsibilities of the Practical Nurse in the care of diverse adult patients with common health problems. Concepts of leadership and management are expanded upon, with a focus on team leading. Application of knowledge and skills are evaluated on a higher level, including the ability to care for a multiple (2) patient assignment. Synthesis of clinical reasoning and practical skills occurs in a variety of clinical settings with continued emphasis on safe administration of medication. Course content also includes health promotion strategies. Prerequisites: PNU 153.

PNU 157 Practical Nursing Across the Continuum
7 Credits (4 Lecture 3 Lab/ Clinical)
34 Hours/Week (10 Lecture 24 Lab/Clinical) *6 wks
This course incorporates and builds on previously learned concepts for the knowledge and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse families across the life span (with a focus on childbearing families, children, and the elderly). The course also applies mental health nursing to the care of the family and introduces concepts of community nursing. Also included are the legal and ethical responsibilities of the Practical Nurse in the care of patients across the lifespan. The student will learn to effectively apply strategies in preparation for entry- level practice, including a review for the NCLEX-PN® as well as current trends in nursing. Synthesis of clinical judgment and practical skills will occurin a variety of clinical settings. Prerequisites: PNU 154.

Psychology

PSY 101 General Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to the basic concepts, major theories, different theoretical perspectives and research methods in psychology. The focus is on theories of personality, motivation, learning, intelligence, emotions, developmental processes, physiological psychology, perception, and psychological assessment. Placement at ENG 101 level strongly advised.

PSY 103 Child Development
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the student with an integrated understanding of child development as it relates to early childhood education. A broad theoretical background is combined with principles of application. Emphasis is on the social context of early development, group processes, influence of the family, role of play, and the development of cognitive capabilities. Visitations to pre- school centers required.

PSY 200 Positive Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The broad goal of this course is to examine well-being theory. The main objective is to help students measure and build the elements that contribute to human flourishing. The course is designed to introduce the concepts (e.g., biological, psychological, social, emotional), research behind the concepts, techniques, and activities that enhance wellbeing. In addition, students will have the opportunity to engage in a detailed analysis and positivity change process utilizing validated questionnaires and evidence- based positive psychology and well-being enhancing interventions. Prerequisite: ENG 101.

PSY 201 Child Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides the student with a broad theoretical and practical basis for the understanding of human development. Emphasis is on the interaction of biological, psychological, and social factors, which affect the human organism from conception through adolescence. Various theoretical models including, Freud, Piaget, Erikson, Kohlberg, Bowlby, and Elkin are discussed. Prerequisites: PSY 101, or permission of the instructor.

PSY 203 Adolescent Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A comprehensive study of the adolescent dealing with adolescent development with a focus on physical, cognitive, emotional, and self-concept changes. Particular emphasis is placed on the adolescent in society and his/her relationship to parents and peers and how this influences development. Prerequisite: PSY 101.

PSY 205 Psychology of Change
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines major issues influencing adjustment and requires the student to explore these issues in relation to his/her own life. Some of the issues discussed include: Values clarification, racial/ethnic identity development, aggression, intimacy, depression, anxiety, and stress. Prerequisite: PSY101 or PSY216.

PSY 210 Psychology of Learning
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This educational psychology course will explore the teaching and learning process; teaching with an emphasis on planning effective instructional strategies, classroom management, and assessment. It focuses on human development, learning theories, individual difference, and motivation. Prerequisite PSY 101.

PSY 212 Group Dynamics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A course designed to enable students to understand common group interactions and the individual's attitudes and reactions to those situations. It aids students in understanding the socialization process, group theory, the characteristics of effective leadership in a variety of group structures, and the skills required to work effectively within teams. Prerequisite: PSY 101.

PSY 215 Abnormal Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a comprehensive study of the major mental disorders as defined by the DSM-IV TR. Etiologies and treatment for each disorder or cluster of disorders will be covered. Major disorders examined include the following: anxiety disorders, dissociative & somatoform disorders, mood disorders, personality disorders, schizophrenia, substance abuse, sexual dysfunction, neuropsychological disorders, and disorders of childhood and adolescence. Prerequisites: PSY 101 or permission of the instructor.

PSY 216 Growth & Development
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores human growth and development across the lifespan, from how the fetus develops a preference for familiar voices, to the adolescent identity crisis, to the development of wisdom in late adulthood. The course is organized around major developmental periods in the lifespan. Contributions of significant developmental theorists are highlighted. Placement at ENG 101 level strongly advised.

PSY 221 Health Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is intended to introduce the student to the tenets of health psychology, including, but not necessarily limited to, a history of health psychology; models of health psychology; an examination of the basic principles and theories pertinent to this field including the prevention and modification of health compromising behaviors; as well as the influences of psychosocial factors on mental health (e.g. stress, depression), physical health (e.g. heart disease, chronic illness, pain) and health-related behaviors (e.g. substance use and abuse, aggression, sexual behavior). Prerequisites: PSY 101 or permission of the instructor.

PSY 230 Sport Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on the many areas of psychology that apply to sports. A wide array of psychological subjects will be explored, including motivation, team experience, mental imagery, performance anxiety, youth sports, gender issues, and more. Multicultural and international views of the field will be included, and class discussion of theories and research will be encouraged. Placement at ENG 101 level strongly advised.

PSY 231 Psychology of Gender and Culture
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The first part of this course will provide a critical examination of the theories and interesting debates that exist within the psychology of gender. The second part of the course will provide an introduction to the field of cultural psychology, including discussion of the psychology of race and ethnicity. As we discuss psychology's tradition of focusing on differences between people, we'll keep our similarities in mind.

PSY 280 Research Design & Methodology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The goal of this course is to familiarize the student with the experimental methods used by psychologists and other social scientists in conducting their research. Students will be exposed to a variety of research designs as well as basic statistical theory covering hypothesis testing, ANOVA, and correlational analyses. Students will participate in the process of conducting research by formulating a testable idea, developing a method by which to test their idea, and communicating their idea to others. Prerequisite: ENG 101 and PSY 101

PSY 290 Introduction to Social Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a systematic study of interpersonal behavior, the manner in which individuals are influenced by the function within a group. Topics of particular focus include attitude formation, persuasion, prejudice, conformity, social perception, leadership, attraction, affiliation, and aggression. Prerequisites: PSY 101, or SOC 101, or permission of the instructor.

Nursing

RNU 108 Fundamental Concepts of Client Care
7 Credits
180 Hours (60 Lecture 120 Lab/Clinical)
This course is designed to introduce the student to the foundational principles of contemporary nursing practice. The focus is on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns. Legal and ethical responsibilities of the Registered Nurse will be introduced. The student will begin to use clinical reasoning as applied to nursing practice. Other topics to be discussed include the nursing process, cultural diversity, and communication techniques utilized when interacting with patients, families, other support persons, and members of the interprofessional team. Program concepts such as evidence-based care, teamwork/collaboration, and information technology are also introduced. Select nursing skills are taught in the skills/simulation laboratory; theory and skills are applied in various clinical settings. Prerequisites: Admission into the Associate Degree in Nursing Program and BIO 111. Pre- or Co-requisites: BIO 131, BIO 132, ENG 101, and MAT 103 or 107 (preferred).

RNU 109 Concepts of Adult Health Nursing I/Mental Health Nursing
9 Credits
240 Hours (75 Lecture 165 Lab/Clinical)
This course applies concepts of nursing practice to the acquisition and application of adult health nursing theory in the care of diverse patients with acute and chronic conditions. This includes patients needing various levels of health promotion and mental health management, their families, and other support persons. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of adult medical-surgical and mental health patients. Application of knowledge, patient care skills, and clinical reasoning will occur in a variety of clinical settings. Prerequisites: RNU 108, ENG 102, PSY 101, and BIO 132.

RNU 206 Concepts of Family-Centered Nursing
9 Credits
240 Hours (75 Lecture 165 Lab/Clinical)
This course applies concepts of nursing practice to the acquisition and application of family nursing theory, including care of a diverse population of children and the childbearing family. The course also applies legal and ethical responsibilities of the Registered Nurse to the care of children and the family. Application of knowledge, patient care skills, and clinical reasoning will occur in a variety of clinical settings. Prerequisites: RNU 109 and PSY 216.

RNU 207 Nursing Informatics, Leadership and Trends
3 credits
45 Hours (45 Lecture 0 Lab/Clinical)
This course introduces the student to the theory, structure, and application of nursing informatics with a focus on leadership and health-related trends. The course will explore how to identify, define, manage, and communicate data, information, knowledge, and wisdom to enhance nursing practice. The student will demonstrate a mastery of fundamental skills in using computer technology and the ability to access, process, and assess information efficiently using health information technology tools. The student will identify how meaningful use of information and communication will improve care coordination, quality and safety, and the health of patients, families, and communities worldwide. The student will demonstrate how nursing informatics supports nurses, consumers, patients, the interprofessional health care team, and other stakeholders in their decision making in all roles and settings to achieve desired outcomes. Prerequisites: RNU 206, BIO 251 with lab, HIS or GOV Core; runs concurrently with RNU 208.

RNU 208 Concepts of Complex Nursing Care
9 Credits
240 Hours (75 Lecture 165 Lab/Clinical)
This comprehensive course expands upon the interrelated concepts of nursing practice for the application, analysis, and acquisition of care for complex adult patients. The course addresses healthcare quality measures leading to optimal healthcare outcomes. The legal and ethical responsibilities of the Registered Nurse are included. Integration of knowledge, mastery of patient care skills, and clinical reasoning will occur in the simulation laboratory and a variety of clinical settings. In final preparation for entry into professional practice, the learner will demonstrate independent critical thinking and decision-making skills to formulate nursing clinical judgements. Prerequisites: RNU 206; BIO 251 with lab; HIS or GOV college core. This course runs concurrently with RNU 207.

Radiologic Technology

RAD 111 Introduction to Radiography
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hours/Week (1 Hrs. Lecture)
This course provides students with an overview of radiography and its role in health care delivery. Topics include the history of radiology, professional organizations, legal and ethical issues, health care delivery systems, introduction to radiation protection, and medical terminology. Upon completion students will demonstrate foundational knowledge of radiologic science. Prerequisite: Admission into the program.

RAD 112 Radiographic Procedures I
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Hrs. Lecture)
This course provides the student with instruction in anatomy and positioning of the chest and thorax, upper and lower extremities and abdomen. Theory and laboratory exercises will cover radiographic positions and procedures. Upon completion of the course the student will demonstrate knowledge of anatomy and positioning skills, oral communication, and critical thinking in both the didactic and laboratory settings. Prerequisite: Admission into the program.

RAD 113 Patient Care
3 Credits (2 Lecture 1 Lab 0 Clinical)
4 Hours/Week (2 Hrs. Lecture)
This course provides the student with concepts of patient care, pharmacology and cultural diversity. Emphasis in theory and lab is placed on assessment and considerations of physical and psychological conditions, both routine and emergency. Upon completion, students will demonstrate/explain patient care procedures appropriate to routine and emergency situations. Prerequisite: Admission into the program.

Clinical Education I
3 Credits (0 Lecture 0 Lab 3 Clinical)
15 Hours/Week (0 Hrs. Lecture)
This course provides the student with the opportunity to correlate instruction with applications in the clinical setting. The student will be under the direct supervision of a qualified practitioner. Emphasis is on clinical orientation, equipment, procedures, and department policies. Upon completion of the course, the student will demonstrate practical applications of specific radiographic procedures identified in RAD 112. This course consists of 225 clinical hours. Prerequisite: Admission into the program.

RAD 122 Radiographic Procedures II
3 Credits (2 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Hrs. Lecture)
This course provides the student with instruction in anatomy and positioning of spine and body systems. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills, oral communication, and critical thinking in both the didactic and laboratory settings. Prerequisites: ENG 101, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132, RAD 111, RAD 112, RAD 113, RAD 114.

RAD 124 Clinical Education II
2 Credits (0 Lecture 0 Lab 2 Clinical)
15 Hours/Week (0 Hrs. Lecture)
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses. This course consists of 150 clinical hours. Prerequisites: RAD 111, RAD 112, RAD 113, RAD 114 ENG 101, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132.

RAD 125 Imaging Principles I
3 Credits (3 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
This course provides the student with knowledge of basic physics and the fundamentals of imaging equipment. Topics include: atomic structure, xray production, beam characteristics, units of measurement, image intensified fluoroscopy, and photon interactions in matter. Upon completion, the student will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production. Prerequisites: RAD 111, RAD 112, RAD 113, RAD 114 ENG 101, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132.

RAD 132 Radiographic Procedures III
3 Credits (2 Lecture 1 Lab 0 Clinical)
4 Hours/Week (2 Hrs. Lecture)
This course provides the student with instruction in anatomy and positioning of the cranium, special procedures and advanced imaging modalities. Theory and laboratory exercises will cover radiographic positions and procedures with applicable contrast media administration. Upon completion of the course, the student will demonstrate knowledge of anatomy and positioning skills, oral communication, and critical thinking in both the didactic and laboratory settings. Prerequisites: ENG 101, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132, RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125.

RAD 134 Clinical Education III
5 Credits (0 Lecture 0 Lab 5 Clinical)
25 Hours/Week (0 Hrs. Lecture)
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in current and previous courses. This course consists of 375 clinical hours. Prerequisites: RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125 ENG 101, ENG 102, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132.

RAD 135 Imaging Principles II
3 Credits (2 Lecture 1 Lab 0 Clinical)
4 Hours/Week (2 Hrs. Lecture)
This course provides the student with knowledge of basic physics and the fundamentals of imaging equipment. Topics include: atomic structure, x-ray production, beam characteristics, units of measurement, image intensified fluoroscopy, and photon interactions in matter. Upon completion, the student will be able to identify imaging equipment as well as provide a basic explanation of the principles associated with image production. Prerequisites: RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125 ENG 101, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132.

RAD 136 Radiation Protection and Biology
2 Credits (2 Lecture 0 Lab 0 Clinical)
2 Hours/Week (2 Hrs. Lecture)
This course provides the student with principles of radiation protection and biology. Topics include radiation protection responsibility of the radiographer to patients, personnel and the public, principles of cellular radiation interaction and factors affecting cell response. Upon completion the student will demonstrate knowledge of radiation protection practices and fundamentals of radiation biology. Prerequisites: ENG 101, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132, RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125.

RAD 214 Clinical Education IV
5 Credits (0 Lecture 0 Lab 5 Clinical)
25 Hours/Week (0 Hrs. Lecture)
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in previous courses. (25 contact hours). Prerequisites: RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136 ENG 101, ENG 102, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132, PSY 101.

RAD 217 Image Evaluation
1 Credits (1 Lecture 0 Lab 0 Clinical)
1 Hours/Week (1 Hrs. Lecture)
This course provides the knowledge to evaluate image quality. Topics include evaluation criteria, anatomy demonstration and image quality. Upon completion students will have the knowledge to evaluate images for technical quality in the classroom and clinical settings. Prerequisites: ENG 101, ENG 102, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132, PSY 101, RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136.

RAD 218 Radiographic Pathology
1 Credits (1 Lecture 0 Lab 0 Clinical)
1 Hours/Week (1 Hrs. Lecture)
This course provides a basic understanding of disease processes which can be identified/diagnosed through radiographic examination. Topics include pathology terminology, causes of disease, and identification of radiographic procedures used for diagnosis. Upon completion students will identify radiographic manifestations of disease and the disease process. Prerequisites: ENG 101, ENG 102, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132, PSY 101, RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136.

RAD 224 Clinical Education V
3 Credits (0 Lecture 0 Lab 3 Clinical)
22.5 Hours/Week (0 Hrs. Lecture)
This course provides students with the opportunity to correlate previous instruction with applications in the clinical setting. Students will be under the direct supervision of a qualified practitioner. Practical experience in a clinical setting enables students to apply theory presented thus far and to practice radiographic equipment manipulation, radiographic exposure, routine radiographic positioning, identification, and patient care techniques. Students will also have the opportunity to rotate through other imaging modalities as scheduled by the clinical coordinator. Upon completion of the course, students will demonstrate practical applications of radiographic procedures presented in previous courses. (22.5 contact hours. Prerequisites: RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136, RAD 212, RAD 213, RAD 214 ENG 101, ENG 102, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132, PSY 101, History/Government Elective.

RAD 229 Review Seminar
2 Credits (2 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides a consolidated and intensive review of the basic areas of expertise needed by the entry level technologist. Topics include basic review of ARRT exam content areas, test taking techniques and job seeking skills. Upon completion students will be able to pass comprehensive tests given in this course based on topics covered in the Radiologic Technology Program. Prerequisites: RAD 111, RAD 112, RAD 113, RAD 114, RAD 122, RAD 124, RAD 125, RAD 134, RAD 135, RAD 136, RAD 212, RAD 213, RAD 214 ENG 101, ENG 102, IDS 167, MAT 103, BIO 111, BIO 131, BIO 132, PSY 101, History/Government Elective.

Sociology

SOC 101 General Sociology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An examination of the behavior of humans in social groups. Emphasis will be placed on concepts in micro and macro sociology, including culture, social roles, institutions (family, education, health care, religion, economy and politics), inequality, social change, and demographics. Placement at ENG 101 level strongly advised.

SOC 102 Contemporary Social Problems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An analysis of the chief areas of social dysfunction in contemporary society. Topics will include selected critical problems including race relations, ethnic and aging demographic shifts, changing family roles, concentration of wealth inequality, democratic institutional crises, rural and urban issues, national security, substance abuse, deviance and crime. Placement at ENG 101 level strongly advised.

SOC 112 Interpersonal Communication
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An activity-based introduction to concepts and skills in communication with an emphasis on conflict management, listening, professionalism, cultural differences, and impression management in-person and online. Public speaking and interpreting non-verbal communication will be practiced.

SOC 140 Aging in America
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students will explore the process of aging in America from a sociological perspective. Explore roles of the aged today as they compare to other societies and times, the status of elderly in America, the effects of elderly boomers on commercial and cultural images, and the ethical dilemmas raised by the new elders in our society. Prerequisite: SOC 101 or permission of the instructor.

SOC 150 Women in Society
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An examination of the roles of women in American society, both past and present. Students will build an understanding of the issues impacting women's roles. Topics covered include: women's work and economic status, sex roles, gender expectations, the socialization of women, women and children, women's roles in other societies, and the results of the women's movements.

SOC 155 Race, Class, Gender and Social Justice
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will explore the relationship between race, class, gender and social justice. Topics will include the following: the origins and consequences of racial, class, ethnic discriminations; the changing role of women; immigration policies; movements for integration and separatism; and the impact of past and present-day problems and policies.

SOC 201 Cultural Anthropology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A course concerned with humans as members of society and the effects of culture on individuals and groups. The main emphasis will be placed on the study of human behavior in different cultural settings. A main objective of the course is to help students understand their own behavior and reflect upon individual and group values.

SOC 203 Sociology of the Family
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on the family as a primary social institution. Emphasis will be placed on theoretical perspectives, variations, and alternatives, as well as the changing family over the life span. Special topics include cross-cultural influences, issues related to courtship, marriage and family development, and the effects of changes in the American family. Prerequisite: SOC 101 or permission of the instructor.

Spanish

SPN 101 Spanish I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed primarily to teach the fundamentals of Spanish through basic grammar as well as strong emphasis on conversation and writing. Aside from language skills, there is a special project on a Latin American country to introduce and familiarize students with its culture and politics.

SPN 102 Spanish II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed for an index grammar level. There is strong emphasis on conversational and writing skills, and each student will be responsible for an extensive paper on one Latin American country. Prerequisites: SPN 101.

SPN 108 Spanish for Healthcare Providers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the health care professional with the vocabulary and grammatical structures to be able to communicate with Spanish-speaking patients in the medical context, using standardized universal Spanish. Prerequisites: HSC 140.

SPN 201 Spanish III
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A review of grammar with emphasis on correct usage in writing and the development of fluency through planned conversation. Reading is developed through the use of short stories of Hispanic culture, terminating with the reading of one of the classic Spanish novels. Prerequisites: SPN 102.

Surgical Technology

SUR 102 Microbiology for the Surgical Technologist
2 Credits (2 Lecture 0 Lab 0 Clinical)
2 Hours/Week (2 Lecture 0 Lab 0 Clinical)
This course is a general study of common and newly emerging microorganisms and their characteristics in relation to health and control of disease. Special emphasis is placed on the concept of asepsis and the surgical environment. Focus will be on the Surgical Technologist's role in maintaining aseptic technique with emphasis placed on safety and infection control. Prerequisites: Admission into the Surgical Technology Program. Corequisites: HSC 149 (formerly ALH 149) (or equivalent transfer), and PNU 111 (or equivalent) SUR 111, SUR 121.

SUR 108 Surgical Pharmacology
1 Credit (1 Lecture 0 Lab 0 Clinical)
2 Hours/Week (2 Lecture 0 Lab 0 Clinical)
This course is designed to promote an understanding of the effects of pre- and post-operative drugs on body systems of the surgical patient. Focus is also directed to drugs, intravenous fluids and blood replacements as they are used intra-operatively, as well as the effects of anesthetic agents. This course includes an overview of the history, development, standardization of pharmacology, and introduces measurement systems, conversions, and medical abbreviations. Specific surgical drugs are categorized, and the rationale given for their use. Explains and emphasizes medical and legal responsibilities of the surgical technologist regarding pharmaceuticals in surgery. Prerequisites: Admission into the Surgical Technology Program, BIO 111, HSC 107, HSC 140.

SUR 111 Surgical Technology I
5 Credits (5 Lecture 0 Lab 0 Clinical)
5 Hours/Week (5 Lecture 0 Lab 0 Clinical)
This course is designed to introduce students to the principles and practice of Surgical Technology. Topics include: hospital organization and physical environment of the operation room; ethical, moral and legal issues; patient care and safety; asepsis and sterile technique; surgical pharmacology and anesthesia; preparation, care and handling of instrumentation, equipment and supplies used in the operating room; closure of the surgical wound, wound healing and wound classifications; and the development of a surgical conscience. Students will be introduced to the basics of preoperative, intraoperative and postoperative surgical case management. Prerequisites: Admission into the Surgical Technology Program. Co-requisites: HSC 149 and PNU 111 (or their equivalents), SUR 102, SUR 121.

SUR 121 Surgical Technology I Lab
4 Credits (0 Lecture 4 Lab 0 Clinical)
8 Hours/Wee (0 Lecture 8 Lab 0 Clinical)
This laboratory course is designed to complement and reinforce concepts covered in SUR 111 (lecture) by allowing the practice and return-demonstration of the principles and procedures related to the knowledge, skills, and techniques utilized during the surgical experience. Skills taught in this course include: preoperative patient care, principles of sterile technique, the surgical scrub, gowning and gloving (self & others), case set up, medication handling, counts, draping, proper instrument handling, and the establishment and monitoring of the sterile field. Students are also taught to work with sutures, instruments, and supplies in a non-patient contact environment. Successful completion of this course is required for clinical placement. Prerequisites: Admission into the Surgical Technology Program. Co-requisites: HSC 149, PNU 111 (or their equivalent), SUR 102, and SUR 111 (lecture).

SUR 142 Surgical Technology II
16 Credits (10 Lecture 0 Lab 6 Clinical)
34 Hours/Week (10 Lecture 0 Lab 24 clinical)
The study of Surgical Technology II is concentrated on providing the student with extensive practice in surgical procedures. During this course the correlation of theory with clinical practice begins, with lab reinforcement continuing as necessary. Classroom focus is on presentation of surgical procedures by specialty. In each specialty the following will be reinforced: relevant anatomy, pathological conditions, diagnostic procedures and tests, preoperative, intraoperative and postoperative procedural sequence, special instrumentation, equipment, supplies and drugs, and patient preparation in the OR. Prerequisites: All first semester courses in the Surgical Technology Program.

SUR 143 Surgical Technology III
8 Credits (3.7 Lecture 0 Lab 4.3 Clinical)
32 Hours/Week (8 Lecture 0 Lab 24 Clinical) * 8wks
This course is designed to prepare the graduating surgical technology student for entrance into the workforce. Topics include: professionalism, resume preparation, interviewing techniques, basic computer skills and the biomedical sciences such as robotics, physics and electricity. Through lecture, discussion, guest speakers and mock interviews, students will learn how to conduct themselves during the interview process, what potential employers are looking for and how to best present themselves. This course will also serve as a preparation for students to sit for the National Certification Examination offered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) upon graduation. Test taking strategies, review of material and the application process will be covered in this section. Students will have an opportunity to take a certification exam practice test to determine their strengths. Clinical rotation continues during this course. Prerequisites: All first and second semester courses in the Surgical Technology Program.

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