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The information in this catalog is current for the 2025-2026 academic year. Any changes, additions, or deletions made after publication are available by visiting our website at massasoit.edu.

The rules, regulations, policies, fees, and other charges, courses of study, and academic requirements that appear in this catalog were in effect at the time of its publication. Like everything else in this catalog, they are published for informational purposes only, and they do not constitute a contract between the College and any student, applicant for admission, or other person.

Whether noted elsewhere in this catalog or not, the College reserves the right to change, eliminate, add to any existing (and introduce additional) rules, regulations, policies, fees, and other charges, courses of study, and academic requirements. Whenever it does so, the College will give as much advance notice as it considers feasible or appropriate, but it reserves the right in all cases to make changes without notice.

For the most up-to-date catalog information, including changes or corrections to curriculum, course descriptions, and tuition and fees, see the Massasoit Community College website at massasoit.edu. Information in the web catalog and respective individual webpages supersedes the published version of the catalog.

Massasoit Community College is a nonsectarian, publicly supported institution of higher learning.

Affirmative Action Policy

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to:

- Amee Synnott, Title IX & Compliance Officer, at 508-588-9100 x1304 or via email at asynnott@massasoit.mass.edu;
- the Massachusetts Commission Against Discrimination at www.mass.gov/file-a-complaint-of-discrimination;
- the Equal Employment Opportunities Commission at www.eeoc.gov/filing-charge-discrimination; or
- the United States Department of Education's Office for Civil Rights via www2.ed.gov/about/offices/list/ocr/docs/howto.html.

Brockton Campus
1 Massasoit Boulevard
Brockton, MA 02302

Canton Campus
900 Randolph Street
Canton, MA 02021

Middleborough Center
49 Union Street
Middleborough, MA 02346

508-588-9100
massasoit.edu

All information is current as of February 2025.

About Massasoit

President's Welcome

Students,

I am pleased to welcome you to Massasoit Community College. Whether you are preparing for a career, seeking to transfer to a four-year institution, or looking to try something new, we are here to support you.

Our admissions and enrollment teams, academic advisors, staff, administration, and outstanding faculty are all committed to your academic success, and we pride ourselves on having created a diverse, supportive learning environment at each of our three campuses.

On behalf of the Board of Trustees, faculty, and staff, welcome to Massasoit. We look forward to supporting your educational goals and celebrating your academic success. Thank you for choosing Massasoit to continue your education.

William Mitchell

President

Massasoit Community College

Massasoit Locations

Brockton Campus

1 Massasoit Boulevard
Brockton, MA 02302

Canton Campus

900 Randolph Street
Canton, MA 02021

Middleborough Center

49 Union Street
Middleborough, MA 02346

Massasoit History

Massasoit Community College was founded in 1966, but its origin can be traced to a 1947 study by the Massachusetts State Board of Education that determined the need for a low-cost, state-supported system. The study proposed that twelve community colleges be established, one of which would serve the Greater Brockton/South Shore area. In 1961, a proposal was brought before the Brockton School Committee, and after a feasibility study, announcement of such a college was made in 1965.

In September 1966, the College, consisting of 358 students and 22 faculty, held its first classes in the Charles M. Frolio School in North Abington, and in June 1968, the first graduation was held for 137 students. Additional campuses were later established at the former Howard School in West Bridgewater and the Miramar School in Duxbury.

Groundbreaking for the first five buildings of the permanent Brockton campus occurred in 1969, and by 1972 the campus was officially opened. During this time, the College received its first accreditation from the New England Association of Schools and Colleges. By 1978, the five remaining buildings of the campus were completed.

The College's namesake, Chief Massasoit, was born within the present boundaries of Massachusetts in 1580. His tribe, the Wampanoags, were located throughout the regions of Bristol, Rhode Island and Massachusetts.

Massasoit Community College is one of the largest community colleges in the Massachusetts Public Higher Education system. Massasoit currently offers more than 60 associate degree programs in arts, sciences, and applied sciences; certificates; and Board of Higher Education (BHE) certificates. The College also offers non-credit workforce development certificates; corporate training courses; adult basic education; personal enrichment classes; and Early College programs for high school students.

Mission Statements

Mission Statement of Massasoit Community College

Massasoit Community College is a dynamic, diverse learning community that supports all students in their education, leading to a career, transfer to four-year institutions, and the pursuit of lifelong learning. Faculty and staff are committed to student success and strive to offer accessible and innovative programs with comprehensive support services to prepare students for membership in a global society.

Mission of the Massachusetts System of Public Higher Education

Massachusetts Public Higher Education is a system with a distinguished past, increasing and measurable accomplishments, and dedicated to being recognized as having one of the nation's most outstanding array of institutions. It comprises 15 community colleges, nine state colleges, and five campuses of the University of Massachusetts. The system exists to provide accessible,

affordable, relevant, and rigorous programs that adapt to meet changing individual and societal needs for education and employment. The public system is committed to continuous improvement and accountability in all aspects of teaching and learning. The Board of Higher Education, together with each respective Board of Trustees, expects all students, faculty, and staff to be held to exacting standards in the performance of their roles and responsibilities.

Mission of the Massachusetts Community Colleges

The 15 Community Colleges offer open access to high quality, affordable academic programs, including associate degree and certificate programs. They are committed to excellence in teaching and learning and provide academic preparation for transfer to four-year institutions, career preparation for entry into high demand occupational fields, developmental coursework, and lifelong learning opportunities.

Community colleges have a special responsibility for workforce development and through partnerships with business and industry, provide job training, retraining, certification, and skills improvement. In addition, they assume primary responsibility, in the public system, for offering developmental courses, programs, and other educational services for individuals who seek to develop the skills needed to pursue college-level study or enter the workforce.

Rooted in their communities, the colleges serve as community leaders, identifying opportunities and solutions to community problems and contributing to the region's intellectual, cultural, and economic development. They collaborate with elementary and secondary education and work to ensure a smooth transition from secondary to post-secondary education. Through partnerships with baccalaureate institutions, they help to promote an efficient system of public higher education.

The community colleges offer an environment where the ideas and contributions of all students are respected. Academic and personal support services are provided to ensure that all students have an opportunity to achieve academic and career success. No eligible student shall be deprived of the opportunity for a community college education in Massachusetts because of an inability to pay tuition and fees.

Accreditation

Institutional Accreditation

Massasoit Community College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Commission is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of Massasoit Community College. Individuals may also contact:

New England Commission of Higher Education

301 Edgewater Place, Suite 210
Wakefield, MA 01880
781-425-7785
info@neche.org

In addition, Massasoit Community College is approved by the Massachusetts Rehabilitation Commission; the United States Department of Education for listing in the Directory of Higher Education and for federal assistance from any unit of the Department of Education; and for Veterans' Accreditation Training.

Academic Accreditations

The following specialized accrediting bodies are recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

The **Nursing Program** is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for

the Associate Degree nursing program is Continuing Accreditation. [View the public information disclosed by the ACEN regarding this program.](#)

- The **Dental Assistant Program** is accredited by the Commission on Dental Accreditation of the American Dental Association.
- The **Early Childhood Education Program** is accredited by the National Association for the Education of Young Children (NAEYC).
- The **Respiratory Care Program** is accredited by the Commission on Accreditation for Respiratory Care (CoARC)
- The **Radiologic Technology Program** is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
- The **Medical Assistant Program** is nationally accredited by the National Healthcare Association (NHA) and American Medical Technologists (AMT).
- The **Paramedic Program** is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
- The **Veterinary Technology Program** is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education Activities (CVTEA).
- The **Diesel Technology Program** is accredited by the AED (Associated Equipment Distributors) Foundation.

Professional Affiliations

- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- College Entrance Examination Board
- Cooperative Education Association
- Council for the Advancement and Support of Education
- National Association of College and University Business Officers
- National Council for Occupational Education
- National Council on Resource Development
- New England Association of Collegiate Registrars and Admissions Officers
- New England Transfer Association

Leadership

Massasoit Board of Trustees

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- **James M. Dunphy**, Vice Chair
- **Kenneth Anania**
- **Eshita Chakrabarti**
- **Carl Kowalski**
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- **David Offutt**
- **Donovan Boyd**, Student Trustee
- **William Mitchell**, Interim President

Massasoit Administration

Senior Leadership

- **Kendra Butters**, Vice President of External Relations
- **Margaret Gazzara Hess**, Vice President of Human Resources
- **Dr. Rita Jones-Hyde**, Vice President of Academic Affairs
- **Joseph Harris**, Vice President of Student Services and Enrollment Management
- **Jennifer Holbrook**, Director of Presidential Operations
- **Dr. Carine Sauvignon**, Vice President of Workforce, Innovation and Strategic Partnerships
- **William O'Neill**, Vice President for Administration and Chief Financial Officer

The President's Cabinet

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- **Karyn Boutin**, Dean of the Middleborough Center and Transitional Dean of Behavioral Science, Public Service, and Education
- **Kendra Butters**, Vice President of External Relations
- **Jessica Correia**, Executive Director of Enrollment Services
- **Christopher Cummings**, Chief of Police

- **Margaret Gazzara Hess**, Vice President of Human Resources
- **Joseph Harris**, Vice President of Student Services and Enrollment Management
- **Jennifer Holbrook**, Director of Presidential Operations
- **Dr. Rita Jones-Hyde**, Vice President of Academic Affairs
- **Dr. Angelina Medeiros**, Associate Vice President, Academic Affairs & Effectiveness
- **William O'Neill**, Vice President for Administration and Chief Financial Officer
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- **Dr. Michael Roggow**, Dean of Business and Entrepreneurial Leadership
- **Dr. Katie Ruggieri**, Dean of Science, Technology, Engineering, and Mathematics
- **Dr. Carine Sauvignon**, Vice President of Workforce, Innovation and Strategic Partnerships
- **Amee Synnott**, Title IX and Compliance Officer
- **Alex Villanueva**, Executive Director of Communications and Marketing

Division of Academic Affairs

Chief Academic Officer

Rita Jones-Hyde, Ph.D., Vice President of Academic Affairs

Continuing Education

Rita Jones-Hyde, Ph.D., Vice President of Academic Affairs

Massachusetts Board of Higher Education

Board Members

- **Chris Gabrieli**, Chairman
- **Harneen Chernow**, Vice Chair
- **Danielle Allen**, Ph.D.
- **Dr. Lisa B. Battaglini**, State University Trustee Representative
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- **Veronica Conforme**
- **Alex Cortez**
- **Francesca Purcell**
- **Marjorie Ringrose**
- **Shannon Rudder**
- **Bill Walczak**, Community College Trustee Representative
- **Stephen Zrike**, Ex Officio, Secretary of Education

Non-Voting Positions

- **Noe Ortega**, Ph.D., Ex Officio, Commissioner of Higher Education, Secretary to the Board
- **Michael Borowski**, UMass Student Segmental Advisor
- **Nate Woodard**, Community College Student Segmental Advisor

[Massasoit 2026-2027 Faculty/Staff Directory](#)

Programs from PDF Heading

Program Details

Associate of Arts Degree in Psychology

Massasoit Community College offers an Associate of Arts Degree in Psychology designed to cater to students planning to transfer to a four-year liberal arts bachelor's program or seeking entry-level positions in the field of Psychology. This comprehensive program aims to equip students with a deep understanding of Psychology and a diverse cultural background encompassing the humanities, natural sciences, mathematics, and social sciences. The Psychology curriculum comprises a range of courses covering various aspects of the discipline, including General Psychology, Abnormal Psychology, Child Psychology, Adolescent Psychology, Developmental Psychology, Social Psychology, Psychology of Learning, Psychology of Personality, Statistics for Psychology, and Biopsychology. The core courses within the program emphasize sociology, ethics, biology, statistics, and a range of electives, ensuring a well-rounded education for aspiring psychology professionals.

Students graduating with an A.A. degree in Psychology will:

1. Understand and compare the theories, major concepts and mechanisms, which explain human thought and behavior.
2. Engage in critical thinking to review empirical studies of psychology and draw appropriate and apply the scientific method as a primary basis for engaging in critical thinking.
3. Evaluate ethical standards in psychological theory and practice.
4. Create oral and written communications using the technical language of psychology.
5. Describe the impact of society and culture on human diversity from a psychological perspective.

Major in Business Administration Careers - Marketing Option

A minimum of 20 classes and 62 credits is required. At least 16 credits of your program must be taken at Massasoit. Note: Each course completed and passed can only fulfill one program requirement. The same course cannot be used to satisfy multiple program requirements.

Semester 1

- 1 Class in ACCT 108 Computerized Business Applications
- 1 Class in BUSN 110 Introduction to Business
- 1 Class in ECON 201 Principles of Economics I
- 1 Class in ENGL 101 English Composition I
- 1 Class in Topics in Mathematics I or higher

Semester 2

- 1 Class in ACCT 104 Fundamentals of Financial Reporting
- 1 Class in BUSN 120 Principles of Marketing
- 1 Class in BUSN 170 Business Communication
- 1 Class in ENGL 102 English Composition II
- 3 Credits (WITH Attribute=LA)

Semester 3

- 1 Class in ACCT 107 Principles of Managerial Accounting
- 1 Class in BUSN 112 Principles of Management
- 1 Class in BUSN 123 Advertising
- 1 Class in BUSN 201 Business Law I
- 3 Credits (WITH Attribute=SC)

Semester 4

- 1 Class in BUSN 122 Sales
- 1 Class in BUSN 124 Principles of Retailing
- 3 Credits in (WITH Attribute=BU) Business Administration Elective
- 3 Credits (WITH Attribute=LA) 3 Credits in any college-level course.

All Courses

ACAD

ACAD 103 College Experience 3 credits
"This course is concerned with helping first-semester students adapt to college life at Massasoit. It aids students in exploring their personal values and reasons for seeking a college education. The students become familiar with the college's resources, policies, and procedures. Further, they develop skills in stress management, reduction of test anxiety, effective note-taking and test-taking techniques, career planning, decision making, educational goal setting, mediation, and leadership. This course counts as a general elective; students should check their program requirements to determine if this course will count toward a degree."

ACCT

ACCT 104 Fundamentals of Financial Reporting 4 credits
Attribute: BU
"This course is an introduction to the fundamental concepts, principles, and techniques of financial accounting and financial reporting issues. The course adopts a user perspective of accounting by illustrating several specific accounting issues in a decision context. Topics include the basic financial statements (income statement, balance sheet, and the cash statement), internal control, ratio analysis, and the financial reporting of accounts receivable, inventory, long-term assets, liabilities, and stockholders' equity. Three lecture and one laboratory hours per week.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.
Pre/Co-requisite: ACCT 108 Computerized Business Applications."

ACCT 105 Principles of Financial Accounting I 4 credits
Attribute: BU
"This course is an introduction to accounting concepts and principles. Topics cover the accounting cycle, recording transactions, adjustments, the worksheet, financial statement preparation, and closing the accounts. Current assets, including cash, receivables, inventories, and methods of depreciation are covered. The emphasis is on the sole proprietorship form of business organization for both service and merchandising firms. Computer applications are integrated.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval.
Pre/Co-requisite: ACCT 108 Computerized Business Applications; or departmental approval."

ACCT 106 Principles of Financial Accounting II 4 credits
Attribute: BU
"This course further develops an appreciation of the role of principles, concepts, conventions, and ethics in today's accounting environment. Topics include: long-term assets including plant and equipment, natural resources, intangibles, and investments; accounting for liabilities, both current and long-term; partnership and corporate accounting; cash flow statements and the techniques of financial statement analysis; and tax consequences of various business decisions. Relevant computer applications are integrated.
Prerequisites: ACCT 105 Principles of Financial Accounting I and ACCT 108 Computerized Business Applications; or departmental approval."

ACCT 107 Principles of Managerial Accounting 4 credits
Attribute: BU
"This is an introductory course in the uses of accounting data for management decisions. It is concerned with identifying, measuring, developing, and communicating accounting information to management for the purposes of planning, information processing, controlling, and decision making. Topics include: cost identification, cost behavior, cost-volume-profit relationships, manufacturing costs and systems, budgeting, including master budgets and flexible budgets, responsibility accounting, cost control, time value of money, just-in-time systems, and not-for-profit accounting. Coverage also extends to cash flows and financial statement analysis. Computerized applications are assigned as part of the course requirements, utilizing spreadsheets and other related applications.
Prerequisites: ACCT 104 Fundamentals of Financial Reporting or ACCT 105 Principles of Financial Accounting I, and ACCT 108 Computerized Business Applications; or departmental approval."

ACCT 108 Computerized Business Applications 3 credits
Attribute: BU
"This course provides a hands-on experience in the use of business computer applications. Students use the Microsoft Windows operating system and the current version of Microsoft Office. Students learn to work with spreadsheet, database management system, word processing, and presentation software and to apply these skills to the functional areas of organizations. Topics include: document formatting, forms and reports design, creating smart interrelated spreadsheets with complex formulas and functions, representing data with meaningful graphs, relational database design, queries, remote collaboration, file sharing, and file and storage management. Case studies will be drawn from accounting, finance, marketing, information systems, operation management, and other areas of business."

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval"

ACCT 115 Small Business Financial Software 3 credits

Attribute: BU

"This is an introductory course which focuses on understanding accounting through a mastery of general ledger software applications. Using a variety of general ledger software packages, students set up and maintain a computerized accounting records system by recording the transactions necessary to operate a service and/or a merchandizing business. Topics include processing sales and receipts, recording purchases and payments, reconciling banking transactions, and creating and customizing forms and reports. This course is only offered in the spring semester.

Prerequisites: Placement in College Algebra or higher, or departmental approval"

ACCT 201 Intermediate Accounting I 3 credits

Attribute: BU

"This course provides a review of accounting concepts and principles, the accounting cycle, and financial statement preparation. An in-depth study of assets including cash, temporary investments, receivables, inventories, plant and equipment, and intangibles are covered. Spreadsheet applications are used as a device to enhance the calculations and presentation of financial accounting data.

Prerequisite: ACCT 106 Principles of Financial Accounting II."

ACCT 211 Taxation 3 credits

Attribute: BU

"This course provides a survey of federal tax structure as it applies to both individuals and corporations. There is a complete detailed exposure to tax responsibilities, tax calculations, tax implications, and tax filing for individuals at the state and federal levels. Current taxation practices are of prime concern, as well as the implications of tax considerations on future individual decisions. When time allows, partnership and special tax entities are discussed.

Prerequisites: Placement in College Algebra or higher, or departmental approval"

ACCT 221 Cost Accounting 3 credits

Attribute: BU

"This course provides an introduction to basic cost theory and practice. The following topics are covered: surveys, cost systems, and analytical uses of cost data by management. Job order process, operation cost systems, and standard cost approaches to such systems are completed. Cost/volume/profit relationships, cost-behavior patterns, and comprehensive and flexible budgeting are also introduced. Cost applications cover manufacturing as well as merchandising and service applications for both profit and not-for-profit entities.

Prerequisite: ACCT 107 Principles of Managerial Accounting."

ACCT 225 Spreadsheet Applications 3 credits

Attribute: BU

"This course is an in-depth study of spreadsheets used to perform calculations and communicate quantitative information. Topics include the fundamentals of spreadsheet design, coverage of business formulas and functions, linking multiple worksheets and files, validating and auditing workbooks, sorting and filtering data, and creating charts and graphs. The course will provide students with an introduction to automation with macros using the Visual BASIC for Applications (VBA) language and an overview of business intelligence and data analysis tools.

Prerequisites: ACCT 108 Computerized Business Applications or CTIM 103 Beginning Excel or waiver by placement testing results; or departmental approval."

ANTH

ANTH 101 Introduction to Anthropology

"Anthropology is the study of humans. This course provides a basic understanding of the four sub-fields of anthropology: physical anthropology, archaeology, linguistics, and socio-cultural anthropology. The emphasis is on the holistic nature of the discipline.

ANTH 400 Special Study in Anthropology 1 credit

Attributes: LA SS

This course involves independent work on a selected topic under the direction of members of the Anthropology faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

AR

AR

AR

ARCH 107 Methods and Materials of Construction 3 credits

"The fundamental aspects of building materials and systems are taught in this course. Student projects are required, demonstrating knowledge of basic building construction systems. Fields trips, labs, and lectures, combined with student use of building product CDs, Sweet's Source, and the Internet are used to retrieve data and technical information. Two lecture and two laboratory hours per week."

ARCH 115 Site Development 3 credits

"This is a basic course to enable a student to utilize a site considering natural amenities, topography, and site codes. Lectures include development of recreational, commercial, and residential sites. Included is the study of topography, site planning and grading, drainage, handicap requirements, and zoning. Environmental and aesthetic considerations are determined with the development of site analysis plans. The analysis of wind, sun, and views is incorporated in the development of site plans and site models. Vegetation for landscaping, shade, and buffering is included in lectures as it affects energy consumption in a building. Recycling of existing buildings is incorporated to site planning, as well as the re-use of existing materials, such as crushed rock in the prevention of soil erosion. Topography contours, parking areas, surface drainage, illumination, signage, and wayfinding are discussed in lectures and implemented in drafting labs where the students develop plans and models that support their development of the site. Lectures and lab work include examples of graphic communication for presentation drawings, illustrating color, shade and shadows, and vegetation to emphasize and enhance the presentation of site plans. Projects are completed by individuals and by teams. Field trips are provided to residential subdivisions and commercial sites to supplement lectures. Two lecture and two laboratory hours per week.

Prerequisite: ARCH 121 Working Drawings I; or permission of instructor."

ARCH 121 Working Drawings I 3 credits

"This course introduces the student to the basics of developing working drawings which include dimensioning, types of lines, symbols, use of architectural and engineering scales, and coordination with related disciplines and engineering. This is reflected in the generation of plans, elevations, and sections with emphasis on sections. Lectures include perspective, isometric, and presentation of work. Lab projects include freehand drawings which consists of plans, elevations, and sections that enable the student to develop the skill of proportion and scale. Lectures and lab work provide hands-on experience for graphic communication to utilize color, texture, and presentation techniques. Introduction to model making uses materials and methods of assembling components which include color, trees, cars, and figures to provide scale. Projects are individual and team presentations. The skills and familiarization of Working Drawings I taken from lectures and labs from ARCH 121 Working Drawings I and ARCH 107 Methods and Materials of Construction are carried into ARCH 122 Working Drawings II where the students combine their skills into producing architectural working drawings. Two lecture and two laboratory hours per week.

Pre/Co-requisite: ENGT 107 Computer-Aided Drafting; or permission of instructor."

ARCH 123 Graphic Communication 1 credit

"Basic principles of successful graphic presentations are introduced. Student projects progress from concrete to abstract representation. Effective use of color, symbols, composition, and scale is stressed. Basic features of current computer programs such as fonts, graphs, and 3D representation are explored by the student. Two laboratory hours per week."

ARCH 200 Revit 3 credits

"This course will lead students through the process of creating a building model using the 3D building information modeling (BIM) software, Revit. The course will cover the use of BIM in the building industry, development of 3D model elements, views, dimensions and annotations, schedules, basic interior components, drawing sheets and printing, and basic 3D rendering. Two lecture and two laboratory hours per week."

ARCH 201 Revit II 3 credits

"This course is designed to give students a solid understanding of Revit MEP features and capabilities, from navigating the interface to the more advanced subjects. The course introduces students to the software's user interface and the basic HVAC, electrical, and plumbing/piping components that make Revit MEP a powerful and flexible engineering modeling tool. Students focus on developing a small residential or commercial project and produce various drawings. Two lecture and two laboratory hours per week.

Prerequisite: ARCH 200 Revit or ENGT 107 Introduction to CAD."

ARCH 204 Environmental Systems I 4 credits

"This course introduces theories and applications of climate response, energy, and material resources as applied to the thermal comfort of buildings. Emphasis on sustainable architectural methods of usage of water and natural and active methods of ventilating, cooling, and heating. A combination of class lectures and outside field trips and professional conferences will be used to present the material. Two lecture and four laboratory hours per week."

ARCH 214 Environmental Systems II 4 credits

"This course introduces the impact of daylighting and artificial lighting on the design and use of buildings. Acoustic performance and behavior of sound in buildings will be studied. The course highlights daylighting systems and the integration of electrical lighting,

strategies for noise management, room acoustics, as well as a continued introduction to alternate and sustainable building energy systems. A combination of class lectures, physical models, and outside field trips will be used to present the material. Two lecture and four laboratory hours per week.

Pre/Co-requisites: ARCH 230 Introduction to Sustainability or permission of instructor."

ARCH 217 Applied Structural Design 4 credits

"Properties of wood, steel, and concrete under typical construction conditions are studied. Stresses are analyzed under common loading conditions and allowable stresses compared. Building codes and manufacturer's data in tables and charts are analyzed and applied, using basic engineering formulas, to basic building designs. Demonstrations, laboratory, and team projects are used to introduce professional practice. Three lecture and two laboratory hours per week.

Pre/Co-requisites: PHYS 133 Concepts of Technical Physics II, PHYS 142 Technical Physics II, PHYS 152 College Physics II, or PHYS 162 General Physics II; or permission of instructor."

ARCH 226 Architectural Design 3 credits

"This is an introductory course in Architectural Design that encourages students to express themselves with many preliminary ideas that translate into alternate designs. Bubble diagrams and site analysis sketches are generated to establish the concepts of the projects. Alternate designs are combined and refined into the final presentation where the students present their projects to a team of architectural critics. Students are instructed to use pencil to paper to develop, refine, and present their ideas from preliminary conception to a final presentation which includes plans, sections, elevations, and models. Several projects are defined within the program requirements with maximum dimensions for the student to work within to provide the student with a complete understanding of the project. Sections are developed enabling the student to understand the development of plans from bubble diagrams, the development of elevations from plans, and the relationship of all components. Presentations of projects include drawings, freehand sketches, and study and presentation models. Emphasis is placed on the freehand sketches to include color, bar graphs, scale figures, vehicles, trees, and appropriate scale items that graphically enhance the preliminary sketches, preliminary work, and final presentations. Graphic illustrations with examples are presented in lectures by the use of sample materials to include texture, color, and scale figures, in addition to presentations to be coordinated and complement each other for a complete graphic presentation in both two and three dimensions. One lecture and four laboratory hours per week.

Prerequisites: ARCH 115 Site Development, ARCH 122 Working Drawings II, and ARCH 230 Introduction to Sustainability; or permission of instructor."

ARCH 230 Introduction to Sustainability 3 credits

"An introduction to the theory and principles of innovative sustainable construction. The course takes an integrated design and ecological systems approach to high performance green building. Students learn how to reduce the ecological impact of the built environment using cutting-edge best practices. Topics include climate change, green building principles, rating systems, life cycle assessment, energy efficiency, renewable energy, and innovation technologies. Capstone assignment is a student lecture. Two lecture and two laboratory hours per week.

Pre/Co-requisite: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor."

ARCH 252 Estimating 3 credits

"This course considers cost per square foot, assemblies, and unit cost methods for estimating construction projects. Sample projects representing commercial and residential construction are used in computer labs for complete estimates. Working drawings and specifications are used for estimating quantities. Reference manuals, CDs, and estimating software complement the specifications and drawings. Two lecture and two laboratory hours per week.

Prerequisites: ARCH 122 Working Drawings II and ARCH 251 Architectural Detail Drawings; or permission of instructor."

ARCH 401 Professional Internship 3 credits

This course provides the student with practical hands-on experience in a construction or architectural professional environment. Students will gain an understanding of workplace dynamics and professional expectations. The overall intent of this course is to assist students to refine and clarify individual professional and career goals. Ten to fifteen internship hours per week.

Prerequisite: permission of instructor.

ARTG

ARTG 100 Art History of the Western World 3 credits

Attributes: FA GL HU LA

"This course surveys the visual arts proceeding chronologically from the ancient era to modern times. Emphasis is placed on the philosophical and social attitudes that inspired the artist's work. Analysis of each art object focuses on the methods and materials (i.e., composition, line, value, and color) and how the technology of the time influenced the creation of the work.

Prerequisites: Placement in English 101 English Composition I or higher, or permission of instructor."

ARTG 101 History of Art I 3 credits

Attributes: FA HU LA

"This course surveys the visual arts comprehensively from the Paleolithic through the Late Renaissance periods. Emphasis is placed on the philosophical attitudes that inspired the artist's work. Analysis of each art object focuses on the methods and materials (i.e., composition, line, value, and color) and how the technology of the time influenced the creation of the work."

ARTG 102 History of Art II-High Renaissance to Present 3 credits

Attributes: FA HU LA

This course surveys the history of art from the High Renaissance period to modern times. Emphasis is placed on the philosophical and social attitudes that inspired the artists' work. Analysis of each artwork focuses on the methods and materials used and how the technology of the time influenced the creation of the work.

ARTG 105 Graphic Design I 3 credits

Attributes: FA HU LA

"The course emphasizes the development of graphic design concepts from preliminary phases through comprehensive stages utilizing traditional studio techniques interactively with basic computer applications. Two lecture and two laboratory hours per week.

Prerequisites: ARTG 112 Typography, ARTG 115 Introduction to Graphic Design and Production, and ARTG 281 Computer-Aided Graphic Design; or permission of instructor."

ARTG 106 Graphic Design II 3 credits

Attributes: FA HU LA

"This course is a continuation of ARTG 105 Graphic Design I. The emphasis is on the development of more advanced graphic design concepts as produced in professional comprehensive presentations. Two lecture and two laboratory hours per week.

Prerequisites: ARTG 105 Graphic Design I, ARTG 112 Typography, ARTG 115 Introduction to Graphic Design and Production, and ARTG 281 Computer-Aided Graphic Design; or permission of instructor."

ARTG 107 Drawing I 3 credits

Attributes: FA HU LA

"Through the act of drawing and direct observation, students learn to process visual information. Emphasis is placed on geometric form and the space in which objects exist. The study of perspective systems, cross-contour drawing, value, line, and other elements and principles as they relate to drawing are also examined. Various drawing media and supports are also introduced. Individual and group critiques form an integral part of this course. Two lecture and two laboratory hours per week."

ARTG 108 Drawing II 3 credits

Attributes: FA HU LA

"This course focuses on the human form as the primary source for direct observation. It examines basic human anatomy as a basis for understanding the human form. Students develop their perception through a variety of representational drawing techniques. Assignments include anatomical studies of the entire figure, drawing from the Masters, as well intensive study of the figure from life. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 107 Drawing I; or permission of instructor."

ARTG 112 Typography 3 credits

Attributes: FA HU LA

"This course is a study of the design history and use of letterforms. Topics include characteristics of the major typeface families, typographic contrasts, legibility through design, and the nomenclature of type. Computer-assisted assignments are an integral part of this course. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 281 Computer-Aided Graphic Design; or permission of instructor."

ARTG 113 Color and Design I 3 credits

Attributes: FA HU LA

"This course is an introductory course to two-dimensional design theory. Design is the foundation discipline of all forms of visual expression. This course introduces the student to the formal elements of form, shape, line, value, and texture. Exercises in these areas also include the basics of color theory as they relate to these elements. Through a variety of assignments, students use these elements to solve problems of visual organization. Two lecture and two laboratory hours per week.

Pre/Co-requisite: ARTG 107 Drawing I; or permission of instructor."

ARTG 114 Color and Design II 3 credits

Attributes: FA HU LA

"This course is a continuation of ARTG 113 Color and Design I, beginning with an in-depth investigation of color. Color studies and lectures demonstrate specific cultural, spatial, physical, and psychological applications of color. Space, including types of space, linear perspective, and the spatial properties of the elements are examined as well. This course concludes with an investigation of time and motion. Assignments include the depiction of motion on the two-dimensional surface in singular compositions and as sequential art. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 113 Color and Design I; or permission of instructor."

ARTG 115 Introduction to Graphic Design and Production 3 credits

Attributes: FA HU LA

This course introduces the student to graphic design elements and principles and their application to page layout. Assignments emphasize the development of advertising graphics from concept and design phases through basic computer production applications. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 281 Computer-Aided Graphic Design; or permission of instructor.

ARTG 121 Introduction to Photography 3 credits

Attributes: FA HU LA

"Students learn how to operate a 35mm camera while exploring the fundamentals of photography. Shutter and aperture controls, light meter calculations, adjustable focus, and depth of field are covered. This course stresses photographic composition as a vehicle for artistic expression. Lectures and demonstrations will be combined with developing and printing black and white film using an enlarger in a traditional darkroom. Students are required to have a fully manual camera and tripod. Students supply film, photo paper, developing tanks, and reels. Two lecture and two laboratory hours per week."

ARTG 204 The Black Arts Movement 3 credits

Attributes: FA HU LA

"This course surveys artworks made by Blacks in the United States and abroad. Students explore major art movements, such as the Harlem Renaissance and the Black Arts Movement, and study the impact of political movements on visual artists and their work, including the Black Liberation Movement and #BlackLivesMatter. In addition, students consider how artists have contended with issues of race, gender, and sexuality by examining the works of Black visual artists.

Prerequisites: Placement in English 101 English Composition I or higher."

ARTG 205 Three-Dimensional Design 3 credits

Attributes: FA HU LA

"Design elements and principles are explored through student fabrication of a variety of three-dimensional design projects. Assignments include plan drawing, proportional enlargement and reduction of designs, space sketch, and model building. A variety of media are introduced, including construction board, plasticine, aluminum, and plaster. Two lecture and two laboratory hours per week."

ARTG 210 Introduction to Animation 3 credits

Attributes: FA HU LA

"This course uses Adobe animation software to produce multimedia animations for the web. This course includes lessons from animation history, storyboarding, character animation, interactivity, and soundtrack synchronization. Basic drawing skills and Macintosh literacy are required for this course. Two lecture and two laboratory hours per week."

ARTG 211 Illustration I 3 credits

Attributes: FA HU LA

"This course provides an opportunity to explore a variety of methods and materials used in illustration. Students practice a range of techniques, which can be used to enhance the expressive potential of illustration. The course examines different genres in illustration including children's books, editorial, and textbook illustration. Through lectures, students view the contemporary illustration styles and niches and discuss other relevant processes used by illustrators. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 108 Drawing II; or permission of instructor."

ARTG 212 Illustration II 3 credits

Attributes: FA HU LA

"This course is a continuation of the conceptual and technical skills of pictorial communication introduced in ARTG 211 Illustration I. Students articulate ideas visually with particular attention paid to content and visual storytelling. Communicating the essential meaning of stories, articles, and editorial material in a creative and original manner is an emphasis. Students conceptualize, edit, and produce illustrations for children and adults while having the opportunity to develop a personal style and approach. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 211 Illustration I; or permission of instructor."

ARTG 213 Relief Printing: Woodcut and Linocut 3 credits

Attributes: FA HU LA

"Woodcut, the oldest method of creating prints, is a direct and simple process. From strong textural illustrations of the fourteenth century in the Western World to the subtle transparent colors of the traditional Japanese print, woodcut has demonstrated its malleability to the images of artists over the centuries. A variety of relief printmaking techniques using traditional wood blocks, linoleum, and vinyl plates are explored using reduction, key block, and line methods of registration. Two lecture and two laboratory hours per week."

- ARTG 215 Pastel** **3 credits**
Attributes: FA HU LA
"This course introduces the student to the art of pastel. Students become familiar with various chalk pastels and color systems distinct to this medium. Students are taught a range of mark-making techniques: hatching, feathering, stippling, overlaying, and some innovative experimental methods. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week."
- ARTG 216 Dreamweaver on the Mac** **3 credits**
Attributes: FA HU LA
"This course covers basic website construction and design using Dreamweaver on a Mac platform. Topics include: introduction to concept development, storyboarding, and color theory, as well as technical skills for navigation, file management, file compression, and HTML programming. Emphasis is on the effective use of design principles in the selection and integration of text and image to create a site that is both elegant and functional in design. Two lecture and two laboratory hours per week."
- ARTG 219 Typography II** **3 credits**
Attributes: FA HU LA
"This advanced class is a further exploration of expressive visual communication through various typographic forms and structures. Topics include typographic hierarchy, effective use of grids, contemporary legibility, and readability issues for digital, screen, and print application. Two lecture and two laboratory hours per week.
Prerequisite: ARTG 112 Typography."
- ARTG 221 Painting I** **3 credits**
Attributes: FA HU LA
"This course presents an introduction to painting media, basic techniques, picture composition, and color systems. Project assignments emphasize the development of technical skills and familiarity with the medium necessary for students to record their visual observations in paint. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week."
- ARTG 222 Painting II** **3 credits**
Attributes: FA HU LA
"This course presents an intermediate-level easel-painting experience. Projects are assigned with an emphasis on continued development of technical skills through a variety of perceptual approaches (i.e., working from life) as well as conceptual experimentation (i.e., working from imagination). Individual and group critiques form an integral part of this course. Two lecture and two laboratory hours per week.
Prerequisite: ARTG 221 Painting I; or permission of instructor."
- ARTG 223 Watercolor** **3 credits**
Attributes: FA HU LA
"This course presents an introduction to transparent water-based media. Painting from observation is emphasized. Students are exposed to indirect color mixing methods specific to the media. Students are taught a variety of watercolor techniques including: wet-into-wet, wet-into-dry, flat and graduated washes, as well as experimental approaches. Individual and group critiques form an integral part of the course. Two lecture and two laboratory hours per week."
- ARTG 224 Advanced Painting** **3 credits**
Attributes: FA HU LA
"In this course, students explore technical and conceptual boundaries that concentrate on each individual student's personal vision and goals. The properties of paint and grounds are examined. The production of specific supports and ground surfaces are explored. Traditional and contemporary methods are studied and used. There is an emphasis on an independent pursuit of individual approaches to the discipline. Two lecture and two laboratory hours per week.
Prerequisite: ARTG 222 Painting II; or permission of instructor."
- ARTG 235 Clay Work** **3 credits**
Attributes: FA HU LA
"This course teaches basic and advanced wheel-throwing skills for the beginning to advanced student. Hand-building techniques such as slab and coil construction and surface-decorating techniques such as sgraffito, incising, paper resist, carving, and glaze formulation are investigated. Advanced students explore more complicated pieces involving altering and combining clay-forming methods. Two lecture and two laboratory hours per week."
- ARTG 242 Digital Photography I with Photoshop** **3 credits**
Attributes: FA HU LA
"Students explore the fundamentals of "the digital darkroom" using industry-standard image-editing computer applications. Image capture, scanning, storage, image editing, adjustments for color and contrast, photo retouching, monitor calibration, and

output options are introduced. Students scan conventional film or prints, use digital cameras, and import images from CDs. Students are not required to own a digital camera. Two lecture and two laboratory hours per week."

ARTG 254 Intaglio Printing: The Art of Etching

3 credits

Attributes: FA HU LA

"Students learn the basics of preparing the plate surface with hard and soft grounds as well as manipulating the image with resists and varnishes during the etching process. Sugar lift, white ground, and aquatint methods are also explored along with the more direct methods of dry point and engraving techniques. Copper plates are used with the Edinburgh etch, a safer ferric chloride-based mordant. Non-toxic soy-based intaglio inks are used. Emphasis is on discovering the unique transformation of line, value, and form through the art of etching. Two lecture and two laboratory hours per week."

ARTG 255 Monoprint and Monotype Printmaking

3 credits

Attributes: FA HU LA

"This course investigates the art of the unique print. With monoprint, the most immediate form of printmaking, drawings can be quickly translated in a painterly manner using additive and subtractive methods. Using a plate matrix, students create any number of print variations with monotype. Chine colle, multiple plate, and offset techniques are explored with oil- and water-based inks. Two lecture and two laboratory hours per week."

ARTG 256 Screen Printing

3 credits

Attributes: FA HU LA

"This course in silkscreen introduces a variety of stencil-making procedures. Beginning with direct drawing, cut paper, and film methods, students learn the basics of multiple color registration. Photo processes are explored using hand-drawn acetate positives and the computer. A range of projects on a variety of supports explore the versatility of this popular commercial and fine art medium. Two lecture and two laboratory hours per week."

ARTG 257 Printmaking Seminar

3 credits

Attributes: FA HU LA

"This intensive course allows printmaking students to explore in depth a particular theme within a chosen print medium. Series editions, artists' books, and narrative illustrations are explored and discussed as directives for individual projects. Two lecture and two laboratory hours per week.

Prerequisite: ARTG 213 Relief Printing: Woodcut and Linocut, ARTG 225 Drawing into Print, ARTG 254 Intaglio Printing: The Art of Etching, ARTG 255 Monoprint and Monotype Printmaking, or ARTG 256 Screen Printing; or permission of instructor."

ARTG 263 Sculpture I

3 credits

Attributes: FA HU LA

"This course is an introduction to basic techniques and practices of sculpture. It examines how three-dimensional form is organized and created. Students experiment with the processes of modeling and casting with a variety of materials including plasticine, wax, clay, and plaster. Group critiques and slide lectures complement studio work. Two lecture and two laboratory hours per week."

ARTG 281 Computer-Aided Graphic Design

3 credits

Attributes: FA HU LA

"Relevant to the contemporary graphic designer, this course emphasizes computer layout, type, and color as they integrate into publication design. Laboratory experience in page design and relevant skill building is emphasized. Students generate original graphics and develop a graphics portfolio component. Two lecture and two laboratory hours per week."

ARTG 282 Basic Design for Desktop Publishing

3 credits

Attributes: FA HU LA

"This course provides guidelines for creating effective, well-designed desktop publications. Lecture and discussion topics with related assignments are used to develop an understanding of basic typography in relation to the elements and principles of design. Two lecture and two laboratory hours per week."

ARTG 331 Ceramics I

3 credits

Attributes: FA HU LA

This course explores basic clay techniques including wheel-throwing and hand-building methods such as slab construction and pinch and coil. Surface decoration and glazing techniques are introduced in conjunction with firing methods. The history of the medium including traditional and contemporary forms is discussed through slide review and demonstrations. Two lecture and two laboratory hours per week.

ARTG 400 Visual Arts Internship

3 credits

Attributes: FA HU LA

"This internship opportunity exemplifies the principles of cooperation between business and academia. The internship coordinates marketplace art experience with that of the College. Students who are strongly motivated to advance their knowledge of specific job opportunities in the art and graphic design and the fine arts fields are encouraged to seek and complete this 160-hour elective

at a worksite approved by the department. After meeting the demands of the professional marketplace, students return to the classroom with a more focused view as they complete their studies."

ARTG 441 Special Study in Art

3 credits

Attributes: FA HU LA

This course involves independent work on a selected topic under the direction of members of the Art Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

BIOL

BIOL 101 Science for Life

3 credits

Attributes: LA SC

"This course focuses on the nature of science as a reliable method of learning about the natural world. Students will learn how to apply evidence, concepts, and theories to distinguish science from non-science, bad science, and pseudoscience, by analyzing a variety of claims and case studies. This course is designed to increase science literacy and critical thinking skills for the non-science major."

BIOL 115 Survey of Human Form and Function

3 credits

Attributes: LA SC

"This course is designed for students who are enrolled in the Paramedic program. This course does not meet the requirement for BIOL 201 Anatomy and Physiology I or BIOL 202 Anatomy and Physiology II for nursing and allied health students. Topics include an introduction to the structure and function of the human body, cells, tissues, levels of organization, and a survey of all 11 systems of the body. The course consists of a combination of lecture and laboratory experiences in addition to a peer discussion of relevant clinical cases. A dissection component of the laboratory work is required for successful completion of the course. Two lecture and two laboratory hours per week."

BIOL 119 Introduction to Evolutionary Biology

3 credits

Attributes: LA SC

"This course is an introduction to biological evolution and the concept of evolution as the unifying theme of biology. It includes such topics as evolutionary theories, fossils, phylogeny, biodiversity, mutations, drift, selection, adaptations, and extinctions. The course also addresses the evolution of sex, family, and behavior. Emphasis is placed on the biology of evolution with emphasis on DNA, mutations, and the process of natural selection. This course is designed for the non-science major."

BIOL 121 Biological Principles I

4 credits

Attributes: LA LS SC

"This course introduces basic principles of biology. Topics include scientific method, evolution, cellular and subcellular structure, basic cell chemistry, transport across cell membranes, mitosis, meiosis, metabolism, photosynthesis, DNA structure and replication, protein synthesis, and patterns of inheritance. This course is required as a prerequisite for most other four-credit biology courses. Three lecture and two laboratory hours per week.

Prerequisites: one unit of high school science (preferably biology)."

BIOL 122 Biological Principles II

4 credits

Attributes: LA LS SC

"This course is a study of the domains, kingdoms, and major phyla comprising the living world. The evolution of the diverse forms of life on the earth today, from the earliest life forms to the present, serves as a unifying theme throughout the course. Topics include population genetics, aspects of micro- and macroevolution, phylogeny and biodiversity of modern prokaryotes and eukaryotes, species interactions, community structure, and ecosystems ecology. Three lecture and two laboratory hours per week.

Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, or departmental approval."

BIOL 138 Introduction to Human Nutrition

3 credits

Attributes: LA SC

"This course is an introduction to the science of human nutrition and its role in health. It includes such topics as types of nutrients, nutrient digestion, absorption and metabolism, food sources, recommended nutrient intakes, food safety, and food technology. The course may also address other topics related to health and nutrition. Emphasis is placed on application of these concepts to promote health and fitness. This course is designed for the non-science major."

BIOL 141 Introduction to Marine Biology

4 credits

Attributes: LA LS SC

"The course is an introduction to biological aspects of major marine environments. Local habitats are used as examples for a survey of common marine organisms and to study interactions between organisms and their surroundings. Emphasis is placed on human

relationships to the ocean environment. Communities investigated are primarily rocky coast, marsh-estuary, and sandy beach. This course also includes a discussion of marine mammals. Three lecture and two laboratory hours per week."

BIOL 143 Introduction to Environmental Science

4 credits

Attributes: LA LS SC

"Students apply the process of science to investigate the relationship between humans and the environment. An interdisciplinary approach is applied to study current and emerging environmental problems and evaluate potential solutions. Students develop an awareness of their individual impact on environmental systems. The course introduces students to the scientific method and fosters scientifically-literate citizens. The concept of sustainability is a core component throughout the course. In the laboratory, students learn to measure, record, interpret, and apply environmental data to solve problems. Some field trips may be required. This course is designed for the non-science major. Three lecture and two laboratory hours per week."

BIOL 160 "Human Genetics, Reproduction, and Society"

4 credits

Attributes: LA LS SC

"This course addresses biological, ethical, and legal aspects of human reproduction and genetics. It includes such topics as cellular division, anatomy and physiology of the human reproductive systems, prenatal development, reproductive technologies, transmission genetics, DNA and chromosomes, and genetic technologies. Laboratory topics include activities related to human reproductive anatomy, transmission genetics, and molecular biology, with an emphasis on understanding the scientific process. This course is designed for the non-science major. Three lecture and two laboratory hours per week."

BIOL 170 Vertebrate Anatomy and Physiology I

4 credits

Attributes: LA LS SC

"This is the first part of an introductory course sequence in the comparative anatomy and physiology of vertebrates, with a focus on domestic animals. Students will use anatomical models and preserved specimens of a variety of species to study gross and microscopic anatomy of the integumentary, skeletal, muscular, and nervous systems. Emphasis is placed upon the normal anatomy and physiology to provide sufficient knowledge of normal physiologic processes to understand the responses to drugs and disease processes discussed later in the veterinary science curriculum. Note: Dissection is required. This course is restricted to Veterinary Technician students or by departmental approval. BIOL 170 Vertebrate Anatomy and Physiology I must be taken before BIOL 171 Vertebrate Anatomy and Physiology II. Three lecture and two laboratory hours per week.

Prerequisites: College Algebra; waiver by placement testing results; or departmental approval and C or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam."

BIOL 171 Vertebrate Anatomy and Physiology II

4 credits

Attributes: LA LS SC

"This is the second part of an introductory course sequence in the comparative anatomy and physiology of vertebrates, with a focus on domestic animals. Students will use anatomical models and preserved specimens of a variety of species, to study gross and microscopic anatomy of the endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. Emphasis is placed upon the normal anatomy and physiology to provide sufficient knowledge of normal physiologic processes to understand the responses to drugs and disease processes discussed later in the veterinary science curriculum. Note: Dissection is required. This course is restricted to Veterinary Technician students or by departmental approval. Three lecture and two laboratory hours per week.

Prerequisites: C or higher in BIOL 121 Biological Principles, C or higher in BIOL 1XX Vertebrate Anatomy and Physiology I, College Algebra; waiver by placement testing results; or departmental approval."

BIOL 201 Anatomy and Physiology I

4 credits

Attributes: LA LS SC

"This is the first part of a two-semester course that presents in a comprehensive manner the structure and function of the human body. Topics include tissues and the integumentary, skeletal, muscular, and nervous systems. A dissection component of the laboratory work is required for successful completion of the course. This course is designed for students in the health programs. BIOL 201 Anatomy and Physiology I must be taken before BIOL 202 Anatomy and Physiology II. Three lecture and two laboratory hours per week.

Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, or departmental approval."

BIOL 202 Anatomy and Physiology II

4 credits

Attributes: LA LS SC

"This is the second part of a two-semester course that presents in a comprehensive manner the structure and function of the human body. Topics include the cardiovascular, respiratory, digestive, urinary, endocrine, and reproductive systems. A dissection component of the laboratory work is required for successful completion of the course. This course is designed for students in the health programs. Three lecture and two laboratory hours per week.

Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, C- or higher in BIOL 201 Anatomy and Physiology I, or departmental approval."

BIOL 215 Ecology**4 credits**

Attributes: GL LA LS SC

"This course explores major ecological concepts and enables students to identify the techniques used by ecologists to study those concepts. Topics include the interrelationships of organisms with physical and biotic factors of the environment, the structure of terrestrial and aquatic communities, population structure and dynamics, species interactions, succession, energy flow, nutrient cycling, and global ecology. Laboratory allows students to investigate biotic communities and ecosystems in southeastern Massachusetts while emphasizing data collection, analysis, interpretation, and relevance at larger scales. Three hours of lecture and one three-hour laboratory period weekly. Offered fall semester.

Prerequisites: C- or higher in BIOL 121 Biological Principles I, C- or higher in BIOL 122 Biological Principles II, and MATH 203 College Algebra or higher; waiver by placement testing results; or departmental approval. Pre-/Co-requisites: CHEM 151 General Chemistry I and MATH 217 Precalculus; waiver by placement testing results; or departmental approval."

BIOL 231 Microbiology**4 credits**

Attributes: LA LS SC

"This is a course in general microbiology with emphasis placed on the practical applications for medical, food, dairy, water, and environmental microbiology. Part of the laboratory experience includes an introduction to techniques in molecular biology and the identification of one or more bacterial ""unknowns"" to demonstrate adequate knowledge of the proper laboratory technique. Organisms of discussion include bacteria, viruses, fungi, and some of the primitive algae and protozoa. Topics include classification, prokaryotic cell structure, microbial genetics, biotechnology, microbial metabolism, microbial growth, and control of microbial growth. Chemistry is recommended, but not required, before taking this course. Two lecture and four laboratory hours per week. Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, or departmental approval."

BIOL 234 Cellular Biology**4 credits**

Attributes: LA LS SC

"This laboratory-intensive course provides an overview of the cellular and molecular basis for living systems, focusing on eukaryotic cells. Lecture topics include DNA replication, gene expression and regulation, plasma membrane dynamics, signal transduction, cell cycle control, metabolism, intracellular compartments, and protein sorting. In the laboratory, students apply the theory and practice of modern cell biology techniques by designing and executing experiments. Emphasis in the laboratory placed on Good Manufacturing Practices (GMP), Standard Operating Protocols (SOP), aseptic techniques, and trouble shooting. Intended for students intending on transferring into bachelor's programs in biology, chemistry or biochemistry, or those interested in pursuing careers in biotechnology or pharmacy. Two lecture and four laboratory hours per week.

Prerequisites: C- or higher in BIOL 121 Biological Principles I or successful performance on departmental challenge exam, C- or higher in BIOL 122 Biological Principles II, or departmental approval.

Pre/Co-requisite: CHEM 152 General Chemistry II; or departmental approval."

BIOL 400 Special Study in Biology**1 credit**

Attributes: LA SC

This course involves independent work on a selected topic under the direction of members of the Biology Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

BLDG**BLDG 100 Methods and Materials**

"This course introduces students to the sustainable building materials and construction systems utilized in the design and construction of buildings. Students develop a basic understanding of common and innovative building components used to construct foundations, structural framing, and building envelope assemblies. In addition, students learn to match construction materials with appropriate construction methods and technologies.

BLDG 110 Working Drawings**3 credits**

This course is an introduction to students to the fundamental skills of drawing and interpreting construction drawings. This course emphasizes both manual and computer-aided drawing techniques. Focus is placed on developing how to interpret design intent from drawings and how to match design intent to construction practices and process. The course is divided into two lecture hours and two laboratory hours per week. Co-requisites BLDG 100 Methods and Materials and BLDG 120 Revit or permission of instructor.

BLDG 120 Revit**3 credits**

"This course leads students through the process of creating a building model using the 3D building information modeling (BIM) software known as Revit. The course covers the use of BIM in the building design and construction industry, development of 3D model elements, views, dimensions and annotations, schedules, basic interior components, drawing sheets and printing, and basic 3D rendering. The course is divided into two lecture hours and two laboratory hours per week.

Prerequisites: None"

BLDG 130 Building Environmental Systems I 4 credits

"This course presents an overview of the principles and practices used in the design of mechanical and plumbing systems for buildings. Focus is on the fundamental behavior and components of a building's MEP (Mechanical, Electrical, Plumbing, and other associated) systems including how they are integrated with sustainable building design and construction practices. This course examines the external factors that influence design and construction decisions related to building environmental systems. The course is divided into 3 lecture hours and 2 laboratory hours per week.

Prerequisites: BLDG 100 Methods and Materials and BLDG 110 Working Drawings or permission of instructor."

BLDG 140 Building Codes 3 credits

"This course is an introduction to building codes, regulations and zoning ordinances and the impact they have on the design and construction of buildings. Topics include accessibility, life safety, energy conservation and regulatory construction practices for residential and light commercial projects. The course is divided into 2 lecture hours and 2 laboratory hours per week.

Prerequisites: BLDG 100 Methods and Materials and BLDG 110 Working Drawings or permission of instructor."

BLDG 150 Sustainability 3 credits

"This course is an introduction to the theory and principles of innovative sustainable construction. The course takes an integrated design and ecological systems approach to the design and construction of buildings. Students learn strategies to reduce the ecological impact of the built environment using cutting-edge best practices. Topics include green building principles and rating systems, energy efficiency, renewable energy, and innovative technologies. The course is divided into 2 lecture hours and 2 laboratory hours. No Prerequisites."

BLDG 210 Construction Estimating 3 credits

"This course introduces the skills and tools necessary to prepare a construction cost estimate. This course covers topics such as reading and interpreting blueprint and construction documents as well as understanding construction materials, labor, and equipment costs. Focus is on estimation methodologies, labor and productivity, material quantity and pricing, indirect and overhead costs, bid analysis and use of computer estimation software. The course is divided into three lecture hours and two laboratory hours per week.

Prerequisites: BLDG 100 Methods and Materials, BLDG 110 Working Drawings and BLDG 120 Revit or permission of instructor."

BLDG 220 Intermediate Revit

"This course covers sophisticated commands and parametric functional applications of Revit's building information modeling (BIM) software. Topics include building components schedules and room schedules, construction detailing, creating specific family models, refining graphic presentation

BLDG 230 Building Environmental Systems II 4 credits

"This course introduces the impact of daylighting and artificial lighting on the design and use of buildings. Acoustic performance and behavior of sound in buildings and how sound impacts the human experience of buildings are presented. This course highlights daylighting systems and the integration of electrical lighting, strategies for noise management, room acoustics, as well as a continued introduction to alternate and sustainable building energy systems. The course is divided into three lecture hours and two laboratory hours per week.

Prerequisites: BLDG 150 Sustainability or permission of instructor."

BLDG 240 4 credits

"This course introduces the impact of daylighting and artificial lighting on the design and use of buildings. Acoustic performance and behavior of sound in buildings and how sound impacts the human experience of buildings are presented. This course highlights daylighting systems and the integration of electrical lighting, strategies for noise management, room acoustics, as well as a continued introduction to alternate and sustainable building energy systems. The course is divided into three lecture hours and two laboratory hours per week.

Prerequisites: BLDG 100 Methods and Materials and BLDG 110 Working Drawings and MATH 203 College Algebra or higher or permission of instructor."

BLDG 250 Site Design 3 credits

"This course provides a comprehensive introduction to the process of site analysis. Students learn to gather, analyze, and synthesize information about a site and its context to inform design decisions. Students learn to interpret topographical information and how natural features impact site design decisions. Topics range from site hydrology, soils, vegetation, topography, building arrangement and form, regulation, and conservation and local community priorities. The course is divided into 2 lecture hours and 2 laboratory hours.

Prerequisites: BLDG 100 Methods and Materials and BLDG 110 Working Drawings and BLDG 120 Revit and BLDG 150 Sustainability Environmental Systems I or permission of instructor."

BLDG 260 Building Science

"This course introduces themes of materiality, structure, climate, and resilient design as key considerations in the shaping of construction detailing. This course focuses on innovative materials and assemblies, emerging and non-traditional construction methodologies, low-energy and passive

BLDG 270 Professional Internship

"This course provides the student with practical 'hands on' experience in an architectural professional or building industry-related work environment. Students seek an internship placement for a meaningful work experience that compliments their classroom knowledge and future career goals. The course emphasizes professional ethics, regulatory requirements and business practices. Internship requires 10-15 hours a week for 15 weeks.

BLST

BLST 150 Introduction to Black Studies**3 credits**

Attributes: HU LA

"This course chronologically explores the Black experience from a number of perspectives. Students study the progression of Black political and social thought, engagement and protest, and the struggle to enact change. Students gain a comprehensive introduction to the social, political, legal, and economic roots of the contemporary challenges faced by Blacks, with applications to the lives of other racial and ethnic groups in the United States and in other societies."

BLST 220 The Civil Rights and Black Power Movements**3 credits**

Attributes: HU LA

"This course examines the origins, evolution, and outcomes of the Black freedom struggle, focusing on the Civil Rights and Black Power movements. The course assesses the roles played by individuals, movements, governments, and political leaders in the process of social change. Leaders such as Martin Luther King and his nonviolent protest during the Montgomery Bus Boycott and the 1963 March on Washington, Malcolm X and his call for Black pride, economic uplift, and self-determination, as well as the Black Panther movement and their fight against police repression will be discussed. Close attention is paid to the roles of organizations, resources, leadership, recruitment, commitment, values, ideology, political culture, gender, and counter-movements."

BLST 230 Contemporary Issues in the Black Community**3 credits**

Attributes: HU LA

"Students engage in an exploration of the social, political, cultural, and economic issues in the Black community. Topics include health, education, and policing in Black communities. This course provides insight on the extent to which these issues affect the Black individual and family in their interaction with the majority of American society."

BLST 240 "The Caribbean: History, People, and Culture"**3 credits**

Attributes: GL HU LA

"This course explores Caribbean society from the Columbian era to the period of emancipation. Taking an interdisciplinary approach, it focuses on the foundations of Caribbean civilizations in the English-, French-, and Spanish-speaking areas of the region. Students use a variety of primary sources, including film, music, memoirs, and diaries to explore the unmaking and making of empire in the Anglophone, Francophone, and Hispanic Caribbean through the everyday lives of inhabitants of the islands. Additionally, the course will examine the ways that Caribbean people have shaped and engaged narratives of the past and aspirations for the future. Prerequisites:"

BU

BU

BUSN

BUSN 110 Introduction to Business**3 credits**

Attribute: BU

"This foundational course provides students with a comprehensive understanding of key business principles and concepts in the context of a global economy. Students explore the functional areas of business, emphasizing human resource management, operations, management, marketing, accounting and finance.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 111 Personal Finance**3 credits**

Attribute: BU

"This course provides for the planning and management of personal assets by individuals over both short-term and long-term periods. Topics include household budgeting, savings and financial institutions, consumer credit and other borrowings, insurance

investments, pensions and annuities, and the implications of taxes in decisions. An overview of relevant topics for planning, maintenance, and protection of personal estates is also discussed.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 112 Principles of Management

3 credits

Attribute: BU

"This is an initial course in management with emphasis upon the principles and techniques of the managerial process in business. The basic concepts of management planning, organizing, directing, staffing, and controlling are related to the operations of businesses. Recent implications of social theory, communications theory, and group functions are considered. Utilizes case studies as a vehicle to enable students to apply theory to practice.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 116 Principles of Real Estate

3 credits

Attribute: BU

"Principles of Real Estate is an introductory course ' in Real Estate. Topics covered will include real ii property rights; Real property taxation; Conveying real property rights; Real estate brokerage and listing contracts; Contracts for sale; Basic forms of ownership; Management of real estate; Government regulation, planning and zoning; Market determinants of value; Introduction to investment property analysis; Market and feasibility analysis; leases; Mortgages and bank lending; Default and foreclosure; and Bankruptcy. This course issuance of the Massachusetts pre-licensure educational certification needed for a student to test for a Massachusetts Real Estate Salesperson licensure if the student is interested in licensure."

BUSN 117 Critical Issues in Community Banking

"This course introduces students to the functions of banks in the broader economy, how they generate profit, and the various types of financial institutions currently in operation. It also explores key functional areas of bank operations, as well as essential rules and regulations. Topics include

BUSN 120 Principles of Marketing

3 credits

Attribute: BU

"This course introduces the role of marketing in the organization. There is major emphasis on the concept of marketing strategy as a comprehensive, integrated plan designed to meet the needs of the consumer and thus facilitate exchange. Presents techniques and practices commonly utilized by marketers in the areas of research, product planning, pricing, distribution, and promotion. Uses a problem-solving approach utilizing the case study method and lecture.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 122 Sales

3 credits

Attribute: BU

"This course studies the functional aspects of personal selling and career opportunities in the field of sales with focus on the development of the skills necessary for effective selling. There is an emphasis on effective communication, motivation theory and practice, gaining interviews, handling objections, and closing the sale. Topics include the sales framework (retail, wholesale, industrial), sales management, and legal and ethical considerations of sales.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 123 Advertising

3 credits

Attribute: BU

"This course surveys the social and economic role of advertising in our society. Students have an opportunity to study the components which constitute effective advertising and to observe the use of advertising by the various forms of mass media. Topics include the role of advertising, planning, media creation, and management of the advertising campaign.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 124 Principles of Retailing

3 credits

Attribute: BU

"This course acquaints students with the role and responsibilities of the retail manager. There is an emphasis on planning, controlling, and organizing the retail environment from the perspective of the entrepreneur and the corporate manager. Topics include institutions, strategy, consumer behavior, marketing research, location, organization, merchandising, planning, image, promotional strategy, and pricing. Utilizes lecture and case study methods.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 125 Small Business Management

3 credits

Attribute: BU

"This course introduces students to the opportunities and challenges of successfully managing a small business. Using an online simulation, students launch a virtual small business and compete against classmates to make their business a success, confronting along the way the real-world challenges of managing personnel, marketing their product, making operational decisions, and managing finances.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval. Recommended prerequisite: ACCT 104 Fundamentals of Financial Reporting or ACCT 105 Principles of Financial Accounting I."

BUSN 127 Human Resources Management 3 credits

Attribute: BU

"This course examines the fundamental principles and practices of personnel and human resource management. It provides an in-depth review of areas including job design and analysis, job evaluation procedures, wage and salary administration programs, and progressive discipline procedures. Protection and representation studied through EEO/Affirmative Action and other current legislation affecting employment are also discussed.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 170 Business Communication 3 credits

Attribute: BU

"This course prepares students to be effective workplace communicators. Working individually and in teams, students learn to think strategically and critically about business communication and develop their writing, presentation, and interpersonal communication skills. The course uses a workshop format that relies heavily on discussion and in-class exercises.

Prerequisites: ENGL 101 English Composition I; or departmental approval."

BUSN 180 Disney College Program Internship 3 credits

Attribute: BU

"This course offers students a structured, supervised paid work experience at Walt Disney World in Orlando, FL. Through employment, classes, and self-directed studies, students enhance their understanding of leadership, teamwork, communication, and diversity as they experience the day-to-day operations of a Fortune 100 company. Participants are selected by Disney. For more information about the program and application process, see <http://cp.disneycareers.com>.

Prerequisites: minimum of 12 college credits, minimum GPA of 2.0,

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval. See <http://cp.disneycareers.com/en/about-disney-college-program/overview/> for additional application requirements."

BUSN 201 Business Law I 3 credits

Attribute: BU

"This course introduces the origins of the law, its nature, and its classification. It covers the federal and state court systems with emphasis on Massachusetts civil procedures. Students study contract law with emphasis on consumer laws related to deceptive and false advertising and commercial laws related to warranties. The course also examines legal remedies, including the new method of arbitration in the settlement of disputes.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 251 Entrepreneurship 3 credits

Attribute: BU

"This practical, hands-on course is designed for students interested in starting or running their own business. The course focuses on the steps necessary to launch a new business. Topics include evaluating students' entrepreneurial capabilities, creativity, and innovation; opportunity assessment and feasibility analysis; business plan creation and implementation; sources of financing; and marketing techniques. Throughout the course, students develop a business plan. This course is open to all students regardless of their program of study.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 260 Organizational Behavior 3 credits

Attribute: BU

"This course studies human behavior in organizations at the individual and group level. Lectures and discussions include the effect of organization structure on behavior. Specific attention given to using concepts for developing and improving interpersonal skills. Concentrates on motivation, communication, influence, power, group decision processes, leadership, conflict, change, cultural systems, and perception. Explores management techniques such as team development in order to improve the management of people.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

BUSN 270 Business Administration Internship 3 credits

Attribute: BU

"This course integrates academic learning and theory with work experience in a business field. Students work a minimum of 135 hours and complete assignments to develop workplace skills; gain an understanding of industry and organizational structure, culture, and ethics; strengthen critical thinking, research, and problem-solving skills; establish networks; and develop a greater awareness and appreciation of self, others and social responsibility in a work, career and global context. For assistance in finding an internship, contact Career Services. Students are required to secure their internship placement before registering for this course."

CHEM

CHEM 131 **Survey of Chemistry** **3 credits**

Attributes: LA SC

"This is a survey course for non-science transfer students and involves lectures, demonstrations, and laboratory experiments relating to the basic facts and principles of chemistry. Discussions of atomic theory, bonding, states of matter, chemical equilibrium, and applied chemistry are included. Two lecture and two laboratory hours per week."

CHEM 151 **General Chemistry I** **4 credits**

Attributes: LA LS SC

"This course is designed for students who plan to continue in a science or related area. The major topics covered include atomic structure, stoichiometry, modern chemical bonding, and the gaseous state of matter. The laboratory is both preparative and analytical using classical and spectroscopic techniques. Three lecture and two laboratory hours per week.

Pre/Co-requisite: ENGL 101 - English Composition I or higher and

Pre/Co-requisite: MATH 203 College Algebra or higher; waiver by placement testing results; or departmental approval."

CHEM 152 **General Chemistry II** **4 credits**

Attributes: LA LS SC

"This course is a continuation of CHEM 151 General Chemistry I. Major topics covered include thermo-chemistry, thermodynamics, the states of matter, solutions, chemical kinetics, chemical equilibrium, electro-chemistry, and an introduction to organic chemistry. The laboratory includes classical and spectroscopic techniques. Three lecture and two laboratory hours per week.

Prerequisite: C- or higher in CHEM 151 General Chemistry I; or departmental approval.

Pre/Co-requisite: MATH 217, Precalculus; or waiver by placement testing results."

CHEM 153 **Criminal Justice Forensic Chemistry** **4 credits**

Attributes: LA LS SC

"This course will introduce students to the principles and techniques in the field of forensic chemistry. Topics will include organic analysis, inorganic analysis, DNA, glass and soil samples, drugs, fire, and blood. Students will learn the techniques for the analysis of compounds, including microscopy, electrophoresis, chromatography, and spectroscopy. Students should gain a basic understanding of the capabilities and limitations of the forensic sciences as they are presently practiced. Three lecture and two laboratory hours per week.

Prerequisites: CJUS 101 Introduction to Criminal Justice."

CHEM 201 **Organic Chemistry I** **5 credits**

Attributes: LA LS SC

"This is a study of the main classes of organic compounds, including an introduction to natural products. The nomenclature, reaction mechanisms, synthesis, and general properties of alkanes, alkenes, alkynes, alcohols, and haloalkanes are discussed. The topics of stereochemistry, nucleophilic substitution, elimination, and radical chain reactions are discussed. The laboratory is both preparative and analytical using classical and instrumental experimental techniques. Three lecture and four laboratory hours per week.

Prerequisite: C or higher in CHEM 152 General Chemistry II; or permission of instructor."

CHEM 202 **Organic Chemistry II** **5 credits**

Attributes: LA LS SC

"This is a continuation of the study of the main classes of organic compounds, including aldehydes, ketones, carboxylic acids, amines, and aromatics. The nomenclature, reaction mechanisms, synthesis, and general properties of these compounds will be discussed. The techniques of MS, NMR, and IR spectroscopy will be introduced. IR and NMR spectra will be run and interpreted where appropriate in the laboratory. The laboratory is both preparative and analytical using classical and instrumental experimental techniques. Three lecture and four laboratory hours per week.

Prerequisite: C- or higher in CHEM 201 Organic Chemistry I; or permission of instructor."

CHEM 400 **Special Study in Chemistry** **1 credit**

Attributes: LA SC

This course involves independent work on a selected topic under the direction of members of the Chemistry faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

CJUS

CJUS 101 **Introduction to Criminal Justice** **3 credits**

"This course provides a history, development, and philosophy of criminal justice in a democratic society. It also covers an introduction to agencies in the administration of criminal justice and career introduction.

Prerequisite: Waiver by placement testing results."

CJUS 201 Evidence and Court Procedures 3 credits

"This course covers the rules of evidence, the principles of exclusion, evaluation, and the examination of evidence as proof, competency, and consideration of the witnesses. Additional areas covered in this study are the laws of search and seizure and court procedures.

Prerequisite: CJUS 101 Introduction to Criminal Justice."

CJUS 221 Domestic Violence 3 credits

This course will deal with the theories of victimology and how domestic violence affects the family structure and society in general. Current trends and statistics will be discussed and law enforcement's role and legal responsibility in domestic abuse cases will be analyzed.

Prerequisite: CJUS 101 Introduction to Criminal Justice.

CJUS 223 Introduction to Investigative and Forensic Services 3 credits

"This course covers crime scene procedures, collection and preservation of evidence, recording of the crime scene, surveillance, and investigative techniques. Also covered are the history of forensic science, crime laboratories' capabilities and limitations, and the examination of physical evidence.

Prerequisite: CJUS 101 Introduction to Criminal Justice; or

Pre/Co-requisite: SECU 101 Introduction to Private Security."

CJUS 231 Juvenile Justice 3 credits

"This course will explore national, state, and local efforts to develop and implement effective juvenile delinquency prevention programs. Studies will focus on the methods of prevention, intervention, treatment, detention, and rehabilitation of the youthful offender. Students will also review model case studies of nationally recognized programs.

Prerequisite: CJUS 101 Introduction to Criminal Justice."

CJUS 234 Management of Criminal Justice Organizations 3 credits

"This course explores management principles and organizational structures of criminal justice agencies. The basic tenets of planning, organizing, staffing, directing, coordinating, motivating, communicating, and budgeting are explored within the unique context of public safety organizations. Emphasis will be placed on the important functions of line supervision and the symbiotic relationship it shares with management. Contemporary personnel issues and the impact of internal and external influences within agencies are also addressed.

Prerequisites: CJUS 101 Introduction to Criminal Justice, ENGL 102 English Composition II, GOVT 105 American National Government or GOVT 200 State and Local Government, PSYC 101 General Psychology, and SOCI 104 Principles of Sociology."

CJUS 302 Corrections 3 credits

"This is a one-semester course surveying the relationship between the courts and the various levels of correctional facilities. Covered in this course are the functions of prisons, jails, halfway houses, and treatment centers as well as the current theory and practice of rehabilitation. The related activities of probation and parole are also covered.

Prerequisite: CJUS 101 Introduction to Criminal Justice."

CJUS 305 Criminal Law 3 credits

"This course offers a study of the powers and duties of the police, the elements of a crime, and what misdemeanor and felony crimes entail. The course also covers the study of common law and statutory law, motor vehicle code, and the powers of arrest of the enforcement officer.

Prerequisite: CJUS 101 Introduction to Criminal Justice."

CJUS 306 Criminal Procedures 3 credits

"This is a study of search and seizure, stop and frisk, threshold inquiry, search warrants, constitutional issues, and recent court decisions.

Prerequisite: CJUS 305 Criminal Law."

CJUS 316 "Police, Community, and Society" 3 credits

"This course examines the current issues and themes relating to the police and their role in communities and in society. Topics covered will include the organizational structure of police departments, police problems and issues affecting society at large, new theories of the effects of policing on crime, and the effectiveness of community policing.

Prerequisite: CJUS 101 Introduction to Criminal Justice."

CJUS 321 Contemporary Issues in Criminal Justice 3 credits

"This course will examine critical issues related to crime and justice. The focus of the course will vary from semester to semester, but it will enable students to synthesize their knowledge and skills in analyzing issues including ethics and criminal justice, racial inequality in the criminal justice system, the efficacy of increasing incarceration rates, and societal responses to crime. The course will require students to demonstrate comprehensive knowledge of the field of criminal justice, critical thinking skills applied to

criminal justice, effectiveness in oral and written communication, awareness of ethical issues in criminal justice, and knowledge of data sources in criminal justice and the ability to apply criminal justice related information and research.

Prerequisites: Introduction to Criminal Justice (CJUS 101) and Criminology (SOC 203) or Departmental Approval."

CJUS 323 Juvenile Delinquency 3 credits

"This course studies the problems of youth, concentrating on the detection, prevention, control, and processes of rehabilitation of delinquents. The Juvenile Court system, with its substantive rules and procedures, as well as area protective services, are discussed. Also includes the special problem of drug usage by youths.

Prerequisite: SOC 203 Criminology; or departmental approval."

CJUS 340 Community Corrections 3 credits

"This course focuses on correctional procedures, practices, strategies, and personnel regarding probation, parole, juveniles, diversion, and other innovative correctional approaches applied in a community setting.

Prerequisites: CJUS 101 Introduction to Criminal Justice and CJUS 302 Corrections."

CJUS 345 Corrections Law and Procedure 3 credits

"This is a one-semester course addressing correctional law and procedure in American prisons and jails. Covered in this course is the application of the US Constitution in corrections. Specifically the course looks at each constitutional amendment that governs correctional policy and inmate grievances. There are related studies of the death penalty, juvenile prisons and correctional practices, equal employment, disabilities, and tort claims.

Prerequisites: CJUS 101 Introduction to Criminal Justice and CJUS 302 Corrections."

CJUS 400 Special Study in Criminal Justice 1 credit

Involves independent work on a selected topic under the direction of members of the Criminal Justice Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

CJUS 403 Criminal Justice Capstone 1 credit

"Culmination of the Criminal Justice student's academic experience. Synthesizes the knowledge gained from each course taken within the Criminal Justice curriculum and better prepares the student for transfer in the discipline or for entry-level career positions in the criminal justice system. Among other requirements, students develop and prepare a research project that will result in an end-of-semester presentation to the class.

Prerequisite: matriculation in the Criminal Justice Transfer program and departmental approval."

COSC

COSC 101 Fundamentals of Computer Science 3 credits

"This course presents a broad overview of the main areas of study in computer Science. Topics include computer organization, information processing, algorithms, and programming. The main ideas behind the theory and designs of Operating Systems, Databases, and Computer Networks, along with current views on the theory and practice of Software Engineering, and the basics of Artificial Intelligence are explored."

COSC 110 Databases

"This undergraduate course provides a comprehensive overview of database management systems (DBMS) and their applications in modern computing environments. Students explore the fundamental concepts of data modeling, database design, and data manipulation. Key topics include

COSC 123 Introduction to Data Science 3 credits

"This course introduces students to Data Science and Big Data. Topics include: visualizing data, linear algebra, statistics, probability, hypothesis and inference, gradient descent, collecting data, working with data, machine learning, k-nearest neighbors, naive Bayes simple linear regression, multiple regression, logistic regression, decision trees, neural networks, deep learning, clustering, natural language processing, network analysis, recommender systems, databases/SQL, MapReduce, and data ethics. '"

COSC 129 Data Science Programming I 4 credits

"This course introduces students to the programming language Python and the use of Python in Data Science. Students create programs using sequence, selection, repetition, functions, lists, tuples, dictionaries, sets, arrays, strings, files, and exceptions. Pre/ Corequisites: COSC123-Introduction to Data Science and MATH158-Intro Statistics, and MATH217-Precalculus; or departmental approval."

COSC 140 Data Science Programming II 4 credits

"This course is a continuation of COSC 129 Data Science Programming I. Students create programs using classes, recursion, searching, sorting natural language processing, data mining cognitive computing, machine learning, deep learning, and big data.

Prerequisites: COSC 129 Data Science Programming I; with a minimum grade of "C-" and MATH158-Intro Statistics, with a minimum grade of "C-"; or department approval. Pre/Corequisites MATH218-Discrete Math and MATH221-Calculus I; or departmental approval."

COSC 157 Introduction to Java Programming

"This course introduces students to the object-oriented, general-purpose programming language Java. Students create programs using sequence, selection, repetition, methods, classes, and arrays. Pre/Corequisites: COSC101-Fundamentals of Computer Science, and MATH217-Precalculus or higher; or departmental approval."

COSC 168 Advanced Java Programming

4 credits

"This course is a continuation of COSC 157 Introduction to Java Programming. Students create programs using arrays, inheritance, interfaces, exception handling, file input, file output, recursion, and dynamic data structures.

Prerequisite: COSC157-Introduction to Java Programming with a minimum grade of "C-". Pre/Corequisites: MATH221- Calculus I and MATH218-Discrete Math; or departmental approval."

COSC 170 C ++ for Engineers

"This course introduces programming concepts and tools used to solve engineering problems. Programming fundamentals including branching and loops, functions, file handling, arrays, and data structures will be taught using the C++ programming language. Emphasis is placed on applications

COSC 236 Computer Architecture

3 credits

"Description: This course presents the fundamentals of computer architecture through the use of the assembly language, the interface between hardware and software. Students are introduced to binary and hexadecimal number systems, machine language, and machine architecture. Assembly language topics presented include the assembly process, computer arithmetic, logical building blocks, comparison, addressing modes, input/output, branching, repetition, and processor implementation.

Prerequisite: COSC168-Advanced Java Programming with a minimum grade of "C-". Pre/Corequisite MATH222-Calculus II; or departmental approval."

COSC 237 Data Structures and Algorithms

3 credits

"This course introduces students to the development and use of various data structures designed to solve problems with computers. The connection between algorithms and data structures is also considered. Data structures examined include arrays, strings, lists, stacks, queues, trees, graphs, linked lists, and tables as well as sorting, searching, and hashing algorithms. Students are given the opportunity, through laboratory projects, to implement these data structures and algorithms.

Prerequisite: COSC168-Advanced Java Programming with a minimum grade of "C-". Pre/Corequisite MATH222-Calculus II; or departmental approval."

COSC 240 Data Visualization

3 credits

"This course introduces students to data visualization. Topics included in this course include: mapping data onto aesthetics, coordinate systems and axes, color scales, visualizations, visualizing; amounts, distributions, many distributions at once, proportions, nested proportions, associations among two or more quantitative variables, time series and other functions of an independent variable, trends, geospatial data, uncertainty and the principles of feature design; proportional ink, overlapping points, color use pitfalls, redundant coding, multi-panel figures, titles, captions, tables, balancing data and content, larger axis labels, line drawings 3D visualizations.

Prerequisite: COSC 140 Data Science Programming II; OCT24-36 with a minimum grade of "C-" or departmental approval. Pre/Corequisite: MATH222-Calculus II; or departmental approval."

COSC 281 Introduction to Software Design and Development

3 credits

"his course presents the fundamentals of developing programming logic. It utilizes a language-independent approach to programming. Universal programming concepts are presented to encourage logical thinking to take a problem from development to a strong working solution. A variety of tools are used to prepare students for programming situations. Topics include sequence, selection, and repetition with an introduction to object-orientated concepts. Two lecture and two laboratory hours per week."

CSBU

CSBU 049 Legal Interpreting Hearings & Proceedings

0 credits

"This class is open to students who would like to expand their interpreting skills in legal settings. The course will cover the most in-demand types of hearings such as Due Process Hearings, Unemployment Hearings, and Depositions. Students will learn legal terminology and procedural protocols needed to interpret for various types of hearings. In addition, students will have the opportunity for intense practice through mock depositions, due process and unemployment hearings. These mock hearings will give the students the experience and comfort-level needed to apply for work in the field. Trained legal interpreters are in demand throughout Massachusetts and nationwide in law offices, schools, state agencies and contracting agencies.

Prerequisite: Students must provide a certificate of completion for a minimum of 40 hours of interpreter training or a letter from their employer confirming a minimum of 3 years experience as a working interpreter in any setting. Students must possess a high

school diploma or equivalent. Please register early as a brief telephone interview and language assessment will be required before acceptance into the course. Open to Spanish, Portuguese, Cape Verdean Creole, and Haitian Creole."

CSBU 052 Veterinary Assistant

"This course is a 60-hour certificate program. Learn invaluable veterinary hospital and office procedures and the skills needed to succeed as a Veterinary Assistant. From professional conduct, laws and effects on policy and procedures to front office and exam room procedures and administrative duties. In addition you will learn restraint, safety concerns and basic procedures for small animals. Textbook is required at an additional cost. Students must possess a high school diploma or equivalent.

CSBU 149 Event Planning Certificate Program 0 credits

"This 45-hour certificate program is based on industry best practices and is designed for students new to event planning or need additional knowledge to prepare them for a rewarding career in the event industry. Through an interactive hybrid learning environment, students will gain hands on experience and learn how to plan different types of events, source vendors, design a tablescape, establish pricing for your services, and so much more. This course will cover four major areas of event management: Foundations of Event Management, Event Marketing, Event Design & Decor, and lastly Event Production and Leaders. A certificate will be awarded upon successful completion of the program."

CSBU 156 Non-Profit Special Events

"Special Events are not only a great way to raise funds but also awareness and community support. Whether you are a nonprofit professional or a passionate volunteer, this educational program will teach you the tried and true ways to pull all the pieces together for your next fundraising event including methods of fundraising methods will include; Sponsorship development, In-kind donations for food and venue, Silent and Live auctions, Ad books, Board development and more.

CSBU 157 Event/Social Media Mktg-Non-profits 0 credits

"Planning fundraising events has always been an important way to secure the financial goals of any nonprofit organization. As a result, social media has now become an essential component of any event and is entwined in the overall marketing and experience. It has also become one of the few ways to interact with supporters, volunteers, sponsors or beneficiaries from a distance. Whether you are a nonprofit professional, an aspiring event planner, or a passionate volunteer, this course will examine the fundamentals of fundraising management and the tried and true ways to pull all the pieces together to make any size or type of event successful, including developing a solid social media plan. Other topics include working with nonprofit committees, meetings, and income-generating elements of a nonprofit event. A certificate will be awarded upon successful completion of the course."

CSBU 160 Interior Design Certificate Program 0 credits

"This 35-hour certificate program is designed to provide a better understanding of the interior design and decoration business. This program is ideal for individuals interested in advancing or changing their careers, as well as the general public. Offered in a hybrid format, this program will cover three modules: Interior Design Basics, Color and Materials, and Blueprint and Layouts. The Interior Design Basics module is an overview of interior design, the decoration business, and career options. In the Color and Materials module, you will learn resources and materials to help you make decisions about room layout, function and feel. In the third and final module, Blueprints and Layouts, you will learn to design and layout interior rooms utilizing blueprints. You will apply all learned design and blueprint concepts to produce your final project, a completely designed room. A certificate will be awarded upon successful completion of the program."

CSBU 161 Interior Design - Basics 0 credits

"This course is the 1st of a 3-course certificate program. Open to everyone, you will learn an overview of the interior design and decoration business and career options. From layout and traffic patterns to trades skills and tools, you will learn through hands-on projects and field trips to Jordan's Furniture in Avon. Additional material fees discussed 1st night of class. Must complete all 3 courses to receive certificate."

CSBU 162 Interior Design - Color and Materials 0 credits

"In this 2nd course, learn the resources and materials available to help interior designers make decisions about room layout, function and feel. From fabrics and floor materials to the effect of various colors and color combinations, you will learn the critical element of design. Must complete all 3 courses to receive certificate.

Prerequisite: CSBU 161 Interior Design - Basics."

CSBU 163 Interior Design Layouts/Blueprints 0 credits

"In this 3rd course, learn to design and lay out interior rooms utilizing blueprints. From basic blueprinting to scaling and problem-solving skills, you will apply all learned design and blueprint concepts to produce your final project, a completely designed room. Must complete all three courses to receive certificate.

Prerequisite: CSBU 162 Interior Design - Color and Materials."

CSBU 165 Learn the Tricks of Staging a Home 0 credits

"Whether you are selling your home on your own or working with a Realtor, find out how to prepare a home for sale using up-to-date methods to make the home more appealing to buyers. Industry statistics say homes sell faster when they are professionally

staged. In this course, you will learn how to use various techniques, including decluttering, rearranging furniture & accessories, and making simple adjustments to make a home more visually appealing to buyers. With these new skills, you could see quicker sales and higher returns."

CSBU 167 Designing Summer Interiors 0 credits

"Do you wish you could redesign your living space for the summer? Would you like to feel the great outdoors when you walk into your rooms or into your summer cottage? Whether for personal use or to expand your Interior Design business, learn the techniques of using color, fabric design, and layout to lighten and lift interiors for the summer season."

CSBU 171 Human Resources Certificate - Part 1 0 credits

"This certificate program will provide a general introduction to the fundamental functions of human resource management. The course will cover the laws affecting Equal Employment Opportunity such as Title VII of the Civil Rights Act, Age Discrimination, Americans with Disability Act, and Immigration Reform Act, business ethics and corporate social responsibility. Other relevant topics include, Strategic planning, job analysis, job descriptions, and succession planning. The course will emphasize the selection and hiring process. The major areas addressed will be the development of recruitment and retention plans, interviewing, and reviewing resumes. In addition, training and development and conducting effective performance evaluations as well as setting performance objectives will be discussed in detail. By the end of the course, students will have a clear understanding of the basic fundamentals of human resource management."

CSBU 172 Human Resources Certificate - Part 2 0 credits

"In part two we will take an in-depth look at indirect and direct compensation with emphasis on job evaluation, job pricing, labor markets, and compensation surveys. In addition, the course will focus on mandated legally required benefits and health care legislation such as Family and Medical Leave Act (FMLA), Health Insurance portability Accountability Act (HIPAA), and the Consolidated Omnibus Budget Reconciliation Act (COBRA) as well as a review of a safe and healthy work environment. In the final section we will review the evolution of the labor and union movement. We will take an in-depth look at the employee and labor relations environment, address concerns and issues related to unionization and collective bargaining and also outline the grievance process. In addition, internal employee relations will be discussed including approaches to disciplinary action, termination, downsizing, promotions, and transfers. The course will end with an introduction to Global HR Management. NOTE: Courses must be taken in sequential order. Certificates will be issued to student who successfully complete both sections of the course."

CSBU 520 Business Writing 0 credits

"Using a 5-step process to save time and increase efficiency, participants will learn to create action-oriented documents that communicate more effectively and produce results."

CSBU 521 For Managers: How to Give and Receive Performance Feedback Virtually 0 credits

"This workshop will provide managers with the tools and information necessary, even while working remotely, to give and receive effective performance feedback. Participants will learn the following: how to accurately document performance, how to provide effective feedback to employees while working remotely, how to assess professional development and training needs, how to continue to motivate your employees in a remote working environment, and how to conduct difficult conversations with employees who need to show improvement."

CSBU 539 Introduction to Project Management Software 0 credits

"Today, many businesses and projects agree that the use of project management software is essential to manage the complexity of any business or project. Most are aware of project management software such as MS Project and Primavera, which are expensive to use. However, there are many open source project management software available which are absolutely free. In this class, you will be introduced to at least five free PM software. You will learn the capabilities of each, and understand the application of these software to your business or project. We will also try to identify the factors that might affect your decision in choosing the right project management software for your business or project. This class is for project managers and business owners who are looking for alternate tools to help them succeed."

CSBU 540 Grant Writing for Non-Profits

"This seminar will focus on topics to help personnel involved in grant writing, from outlining your objectives, organizing an effective proposal narrative, preparing a realistic budget, writing a budget justification, including the right personnel, finalizing and sending the proposal, and organizing effective teams. Participants will examine successfully funded sample grants."

CSBU 541 "Project Management, Part I"

"This introductory course in project management is designed to introduce the concepts of project management to individuals who work alone or work together in a team. Using a holistic approach, the course introduces the participants to the five project management process groups: initiating, planning, executing, monitoring and controlling and closing. The course is crafted into step-by-step approach with easy-to-follow examples that can be applied to projects of any type and size."

CSBU 542 Project Management**0 credits**

This seminar will focus on learning the key components of project management and develops skill at measuring and monitoring project performance that will increase the probability of success. This session is designed to provide the foundation of conceptual knowledge that will be valuable regardless of the technological tools.

CSBU 567 Time Management**0 credits**

"Today there are many conflicting priorities demanding your time. With the endless flow of e-mails, texts, meetings, priorities, projects, and documents that all demand your immediate attention, how do you prioritize and at the same time get results? Time management is an essential skill that helps you keep your work under control. When you know how to manage your time you gain control, increase productivity and achieve greater results. Effective time management isn't about controlling time; it's about managing how you invest your time. This workshop will provide you with the tools and best practices for prioritizing tasks, dealing with frequent distractions, and overcoming procrastination to make time-wise decisions."

CSCC

CSCC 030 Adobe Premiere Pro CC: Introduction**0 credits**

"This class is an introduction to Adobe Premiere Pro and will introduce the user to project setup, basic video editing skills and toolsets including audio and video effects, color correction and slow motion. Through demonstration and hands-on exercises taught by a media arts professional, students will leave with a solid understanding of how to create and export videos for web, social media, television, marketing, and corporate video production projects. Please note: Classroom lab is a Mac environment; however, students may bring their own laptop (Windows or Mac) to class. The course is useful to Windows or Mac users. Students will need to bring a 1TB or larger external hard disc drive to class."

CSCC 031 Adobe After Effects CC: Introduction**0 credits**

"This class is an introduction to Adobe After Effects and will introduce the user to project and interface setup, basic compositing skills and toolsets including working with layers, animating compositions and creating animated type, 3D basics, motion tracking, lighting and other effects, and rendering. Through demonstration and hands-on exercises taught by a media arts professional, students will leave with a solid understanding of how to use the program and create layered compositions in After Effects. Please note: Classroom lab is a Mac environment; however, students may bring their own laptop (Windows or Mac) to class. The course is useful to Windows or Mac users. Students will need to bring a 1TB or larger external hard disc drive to class."

CSCC 032 Adobe Photoshop CC: Introduction**0 credits**

"This class is an introduction to Adobe Photoshop and will introduce the user to the industry standard tools for digital photographic editing. Topics include: color adjustments, retouching capabilities, transparency and blend modes, advanced image editing, design, color management, and type controls. Through demonstration and hands-on exercises taught by a media arts professional, you will create exciting and amazing images using some of this program's limitless capabilities. Please note: The course is conducted with a Mac, however this course is useful to both Windows and Mac users. Students will need to have a 64 GB or larger USB flash or SD XC card."

CSCC 502 Introduction to Access**0 credits**

"This introductory course will show you what an electronic database program is capable of doing. Learn database terminology, how to design your own database, type and edit information, sort and extract specific data from this information through queries and create forms and reports. You will use Wizards, set primary keys, delete records, and fix formatting problems. Most importantly you will acquire knowledge of what a database program is and you can decide for yourself if Access is a piece of software your company could benefit from."

CSCC 503 Introduction to QuickBooks

"QuickBooks is the #1 accounting software package used by small business. This powerful software not only automates tedious bookkeeping tasks, it provides the financial information needed to effectively manage a business. This course offers a hands-on approach to utilizing QuickBooks. Participants will leave with a solid foundation to help implement QuickBooks at their workplace."

CSCC 506 Intermediate Access

"This course will continue instruction in Access. Attendees will learn how to work with queries to refine and extract information from their database(s), create and modify forms and reports, find, sort, and filter records and database maintenance."

CSCC 508 Intermediate Word**0 credits**

"This course is designed for people who have mastered the basics of Word. This session will include: formatting bullets, tabs, and tables, importing and manipulating graphics, creating auto correct entries, advanced formatting of typing, and more."

CSCC 509 Intermediate PowerPoint

"This course focuses on applying and modifying templates, changing presentation colors, creating shapes, adding graphics, adding tables and charts, creating multimedia presentations, reviewing and sharing presentations, and customizing PowerPoint."

CSCC 514	Introduction to Word	0 credits
"This course is designed to teach the basics of word processing in a very relaxed atmosphere. Topics include creating a document, developing good editing techniques, formatting your document the way you want it to appear, spell check, lots of keyboard commands and shortcuts, avoiding common mistakes, adding special characters like copyright symbols, the always troubling how to save a document, recall a document to the screen for updating, printing and more."		
CSCC 516	PowerPoint	0 credits
"Skills will be developed to create and modify a presentation, tips on formatting to make it look good, add note pages, print handouts for your audience, delete and add slides, change the order of your slides, run a slide show manually and much more."		
CSCC 526	Introduction to Excel	0 credits
"You will be introduced to the Excel environment and how to type, edit, and finalize a simple spreadsheet."		
CSCC 530	Pivot Tables in Excel	0 credits
"Learn pivot table fundamentals as well as creating and customizing, formatting and viewing data, calculations, and creating pivot charts."		
CSCC 532	Excel for Project Managers	0 credits
"In this hands-on workshop you will learn to plan, execute, monitor and manage all aspects of Project with the most widely used tool at your workplace, MS Excel. You will go beyond the basic calculations and simple spreadsheet applications. Guided by an expert instructor you will explore Charts, Data and Formula functions of MS Excel to create Gantt charts, timeline, dashboards and other templates to help you in day to day decision making at all levels. At the end of this workshop, you will be perfectly capable of creating your own project management templates, designed and customized to your needs. Prerequisite: Working knowledge of MS Excel."		
CSCC 535	Reports & Dashboards with Excel	0 credits
"Reports can be described as a document that contains data used for reading and viewing, and dashboards are visual interface that graphically communicates performance at a glance. In this class, participants will learn to create powerful reports and performance dashboards using MS Excel that will help decision makers and stakeholders get the insight they need to understand and solve issues quickly, efficiently, and effectively."		
CSCC 565	Max Productivity for Word	0 credits
"Most of us use Microsoft Word every day and yet are unaware of the many cool ways Word can enhance our work. This class will explore features such as: Table of Contents, Creating Tables of Content, Format Painter, Mail Merge, and Multi-Item Clipboard to show participants how easy and effective it is to take 'everyday' Word to the next level."		
CSCC 566	Search and Organize with Outlook	0 credits
Learn to organize email with advanced search tools. Learn to use flagging to easily follow up on Outlook items. Create quick steps to automate finding and organizing groups of emails as well as tips to find any Outlook items quickly.		
CSCC 567	Excel List & Data Tools	0 credits
Learn to organize lists and use database and sorting and filtering tools to work with specific data from a large data set. Apply table formats and the tools that are associated with this feature.		
CSCC 568	Introduction to Microsoft Office Suite	0 credits
"Learn how to develop the skills necessary to use the computer as a tool for productivity, research, and communication. Through a series of hands-on activities, students will learn the basic skills of Microsoft Office. This 12-hour course includes 4-hours of instruction in each of the following: Excel, Word, and PowerPoint."		
CSCC 569	Intermediate Microsoft Office Suite	0 credits
"This course is designed for individuals with previous experience in Microsoft Office. Learn how to further develop the skills needed to become more productive in the workplace, school, and home. This 12-hour course includes 4-hours of instruction in each of the following: Excel, Word, and PowerPoint."		
CSCC 570	Advanced Excel	0 credits
"Go beyond the basic Excel formulas. Learn to create IF statements, the count function, absolute value, pivot tables, and using dates in your calculations."		

CSED

- CSED 001 Beginner ESOL 1A 0 credits**
Attribute: XCS
This course level is for students with little or no English ability. Course focus includes basic oral communication and introduction to reading and writing of the English language.
- CSED 002 Beginner ESOL 1B 0 credits**
Attribute: XCS
This course level is for students with some English ability. Course focus includes oral communication and reading and writing of the English language.
- CSED 003 Intermediate ESOL 2A 0 credits**
Attribute: XCS
"This course level is for students with fundamental English ability. Course focus includes oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and introduction to writing."
- CSED 004 Intermediate ESOL 2B 0 credits**
Attribute: XCS
"This course level is for students with fundamental English ability. Course focus includes oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and introduction to writing."
- CSED 005 Advanced ESOL 3A 0 credits**
Attribute: XCS
"This course level is for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing."
- CSED 006 Advanced ESOL 3B 0 credits**
Attribute: XCS
"This course level is for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing."
- CSED 007 Intermediate ESOL 2B 0 credits**
"Intermediate English for Speakers of Other Language level for students with a strong foundation of English. Course focus includes strengthening pronunciation and writing of the English language including introduction of advanced grammar concepts, vocabulary building, and introduction to composition writing."
- CSED 014 Transitional Writing Skills Workshop 0 credits**
Attribute: XCS
This course will concentrate on basic writing skills while incorporating analytical reading skills to produce quality essays as well as prepare the students to take the Accuplacer test and subsequent English courses at the college level.
- CSED 017 Beginner ESOL 1C 0 credits**
"This course level is for students with limited English ability. Course focus includes oral communication, reading and writing of the English language."
- CSED 027 Basic Math Review 0 credits**
Attribute: XCS
"This workshop is a review of basic mathematics functions and computations, including percentages, decimals, ratios, and fractions. Basic algebraic equations are also reviewed. Students benefit from a small workshop environment that supports maximum student/teacher interaction."
- CSED 028 MTEL Preparation 0 credits**
Attributes: EC XCS
"Program reviews whole numbers, signed numbers, fractions, decimals, ratios and proportions, percentages, descriptive statistics, algebraic expressions, linear equations and inequalities, graphing lines and inequalities, systems of equations."
- CSED 032 Changing Lives Through Literacy 0 credits**
"Students will learn some of the critical, social and emotional skills needed to be successful. Tools will be provided to help change patterns of failure and indifference and improve life choices and personal growth."

CSED 036 HS Equiv Prep - English & Soc Stud 0 credits
Students in Massachusetts now have the option of earning their high school equivalency through GED or HiSET. Massasoit Community College has created a specialized High School Equivalency Preparation Program that will prepare students for success with either GED or HiSET tests. This course is designed to assist students that need short term preparation of the English and Social Studies sections prior to taking the high school equivalency exams.

CSED 037 High School Equivalency - Math & Science 0 credits
Students in Massachusetts now have the option of earning their high school equivalency through GED or HiSET. Massasoit Community College has created a specialized High School Equivalency Preparation Program that will prepare students for success with either GED or HiSET tests. This course is designed to assist students that need short-term preparation of the Math & Science sections prior to taking the high school equivalency exams.

CSED 044
"This course is designed to prepare individuals seeking employment as paraprofessionals. Paraprofessionals are specially trained educators whose primary responsibility is to provide quality instruction and support to school-aged children, particularly those with diverse needs, in an array of academic and community-based settings.

CSED 046 Advanced ESOL 3C 0 credits
"This course level is for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing."

CSED 047 Beginner ESOL 1C 0 credits
This course level is for students with some English ability. Course focus includes oral communication and reading and writing of the English language.

CSED 048 College Success Seminar-ABE 0 credits
"This course covers a range of topics intended to help first semester students adapt to college life. Students will become familiar with the college's resources, policies, and procedures while exploring their personal values and reasons for seeking a college education. It will provide students the opportunity to learn and adopt methods that promote success in college and life."

CSED 056 Proctored Testing (0-3 Hours) 0 credits
This course is for anyone who needs to have an exam proctored for up to 3 hours in length. Exams are proctored on the Brockton campus Monday-Friday between 9am-3pm. To register please call x1991.

CSED 057 Proctored Testing (3-5 Hours) 0 credits
This course is for anyone who needs to have an exam proctored that is 3 to 5 hours in length. Exams are proctored on the Brockton campus Monday-Friday between 9am-3pm. To register please call x1991.

CSED 065 CLEP Testing 0 credits
"This course is for students who have already registered with the College Board to take any of the 33 CLEP exams offered. Please note: the Massasoit test administration fee is non-refundable and must be paid at appointment. Exams are proctored on Wednesdays by appointment only. To schedule appointment or to register, please call x1991."

CSED 073 Early Educator Development and Support 0 credits
"This new six-session module will introduce the new professional to the field of Early Childhood Education. Topics will include becoming an Early Childhood Education professional and the value and role of EEC, NAEYC, and other professional organizations. Participants will learn how to navigate EEC requirements, regulations, and resources. Participants are expected to have or to find a related work/volunteer experience to complement the training in this module."

CSED 084 Environmental Science Research Apprenticeship 0 credits
"This course gives students the opportunity to engage in research as part of the Massasoit STEM pollinator research program. Students will take responsibility for an aspect of the project and work closely with mentors to design, execute and analyze ongoing research. In addition, students attend regular research meetings, participate in weekly journal clubs, and work collaboratively with other researchers and students. Participants will be coached in research methods and proper laboratory and workplace professionalism."

CSED 087 "STEM Scholars, Part I" 0 credits
Attribute: XCS
"STEM Scholars I is a cohort-based, STEM focused skills class designed to prepare students for success at Massasoit, and beyond. Many employers and four-year institutions in science, technology, engineering, and math (STEM) fields are looking for college graduates with extracurricular activities, well-developed communication skills, critical and creative thinking skills, strong collaboration and interpersonal skills along with good grades. The STEM course complements a student's regular academic

schedule and allows them the opportunity to build these additional skills through a wide variety of STEM-focused activities. STEM Scholars I begins with locating resources on campus, learning about what Massasoit has to offer, and working to create a cohort group of supportive STEM peers. Students do this by utilizing online discussions, online assignments, community service opportunities, interesting industry speakers, course advising, and more! (This course is a prerequisite for CSED 088 STEM Scholars, Part II.)"

CSED 088 "STEM Scholars, Part II"

0 credits

Attribute: XCS

"STEM Scholars II is a continuation of STEM Scholars I and builds on and deepens students' involvement in the STEM community. The course is set up the same way: online discussions, online assignments, community service opportunities, interesting industry speakers, and course advising. However, the topics go a bit deeper with the expectation that students are well into their academic careers at Massasoit. Students focus on building soft skills and applying these newly honed skills as they progress through the course. (This course is a prerequisite for CSED 089 STEM Scholars, Part III. Prerequisite for CSED 088 is CSED 087.)"

CSED 089 "STEM Scholars, Part III"

0 credits

Attribute: XCS

"STEM Scholars III is the third part in the STEM Series. This course will be a bit more free-form than STEM Scholars I and II. This STEM III course is project based with a nod towards community service. Students will work with a STEM Mentor and choose a STEM related project to complete during the semester. This could be a research project, a community service project, a PSA, and more! It will be up to the mentor and student to come up with the project according to student interest. Each student will have their own individual project but there is the possibility of students collaborating. {**This course is a prerequisite for CSED 090. Prerequisite for CSED 089 is CSED 088.}"

CSED 090 "STEM Scholars, Part IV"

"STEM Scholars IV is the fourth and final course in the STEM series. STEM IV will focus on preparing students to transfer to a career or to a four-year college or university. Topics to be addressed will include desired major, course transfer, application process, recommendation letters, interview skills, resume writing, financial discussions (loans/grants/scholarships), and more. Students and mentors will work together to ensure a smooth transfer process. {**Prerequisite for CSED 090 is CSED 089.}"

CSED 092 TRIO Success Seminar

0 credits

Attribute: XCS

The purpose of this course is to assist and support the student's transition into TRIO Student Support Services and the college. This course is designed to help TRIO students gain the basic academic skills and knowledge needed to be a successful college student. Only TRIO students are eligible to register for this course.

CSED 093 Latch Success Seminar

0 credits

Attribute: XCS

"The Success Seminar is designed to help students get to know one another and the larger Massasoit and Latch community in a collaborative learning environment. The goal of these sessions is to familiarize students with the dynamics of the college experience along with helping students discover their realms of influence as responsible students. Throughout the semester, students will participate in workshop sessions facilitated by Latch academic counselors, Massasoit staff, and Massasoit faculty. These sessions will cover a broad range of topics, including developing study skills, exploring the college's resources, educational goal setting, and maintaining academic integrity in the classroom."

CSED 094 Additional Support Course

0 credits

"This course is designed to provide additional academic support to the students, who are teachers, to learn how to implement aspects of the curriculum into their classrooms."

CSED 112 College Success 101

"This is course is required for high school elective credit for first-semester students enrolled in the Gateway to College program. The seminar covers a range of topics intended to prepare students for success in the program and on a college campus."

CSED 113 Community Civic Engagement Seminar

"This course is required for high school elective credit that meets the community civic engagement obligation for Gateway to College students. Students are expected to perform 10 hours volunteer work each semester, or a minimum of 30 hours by the time they complete the program, in a field of choice determined by the student and instructor."

CSED 114 Transition Seminar

"This course is required for high school elective credit designed to assist students graduating from the Gateway to College program to develop the tools, knowledge and skills necessary to successfully transition to college or career. Topics covered include, but not limited to, resume and cover letter writing, career and college exploration, as well as college and financial aid applications. This course culminates with students completing and presenting an online portfolio. Graduating students are expected to have met the minimum number of 30 community civic engagement hours."

CSED 116 Geometry 0 credits
"This course explores topics of geometry and statistics/probability. Topics in geometry include congruence, similarity, right triangles, trigonometry, circles, and measurement. Students will use these skills to reason quantitatively and problem solve. Statistics/probability will include conditional probability and data interpretation. Additionally, students will use probability to make decisions and evaluate outcomes."

CSED 117 Health & Wellness: Get Real 0 credits
"This course uses evidence-based curriculum designed to build young people's knowledge and skills, empowering them to make informed decisions about their sexual health and overall well-being. Topics include introduction to sexuality, reproductive anatomy, sexual identity, shared responsibility, STI and HIV prevention, pregnancy prevention, communication, social media, and healthy relationships."

CSED 118 Health & Wellness: Drug Education 0 credits
"This course will provide students with an introduction to substance use disorders, the impact this disease is having on society, as well as preventative strategies being implemented in the local communities to combat this epidemic. By the end of the course, students will be able to: identify common drugs and their impact on the brain and body, define and explain addiction and risk factors associated with addiction, and understand overdose management skills and resources available in the local area. As a summative assessment for the course, students will be required to develop a hypothetical social marketing campaign. All objectives will be met through presentations, large group discussion, small group discussion, and film."

CSED 119 Health & Wellness 0 credits
"This course covers a variety of topics related to individual health and wellness. Students will be educated about healthy living as well as prevention strategies. Topics will include, but not be limited to, drug and addiction awareness, sexual education, healthy relationships, stress reduction techniques, and financial well-being."

CSED 120 College Success Seminar 102 0 credits
Attribute: XCS
"This seminar is designed to assist and support early college students as they transition up to the college campus. The focus will be on helping students become familiarized with college resources, policies, procedures, as well as the academic and behavioral expectations of being a successful college student. Students will participate in and be exposed to group discussions/projects, hands-on activities, lecture, and guest speakers."

CSED 121 College Success Seminar 103 0 credits
"This seminar is designed to provide ongoing assistance and support for early college students as they continue as full time students at Massasoit. The focus will be on helping students become familiarized with college resources, policies, and procedures, as well as the academic and behavioral expectations of being a successful college student. Emphasis will also be placed on educating and preparing students for applying to college, financial aid, etc. Students will participate in and be exposed to group discussions/projects, hands-on activities, lectures, and guest speakers."

CSED 124 Transition Seminar II 0 credits
"This seminar is designed to support students in their final semester as Early College Students. The focus will be on following up on financial aid packages, college applications, and scholarships, and assisting students with selecting and transferring to a four-year college or university. Students will participate in group activities and lectures, and will also receive individualized support from the instructor/academic advisor."

CSED 125
"This course will provide students the opportunity to practice and strengthen a variety of reading strategies that support comprehension, vocabulary development, and critical thinking. Students will read both narrative and expository texts, learning to identify patterns of organization and evaluate ideas. Since reading ability is closely connected to other language skills, the course will also emphasize writing, speaking, and listening activities that reinforce comprehension and communication. This course incorporates Massasoit's Core Competencies: reading, writing, oral communication, critical thinking, quantitative and computer skills."

CSED 300 Beginner ESOL 1A 0 credits
This course is designed for students with little or no English ability. Course focus includes basic oral communication and introduction to reading and writing of the English language. Assessment required prior to registration. Please call x1509 to arrange for your assessment.

CSED 301 Beginner ESOL 1B 0 credits
"This course level is designed for students with some English ability. Course focus includes oral communication and reading and writing of the English language.
Prerequisite: CSED 300 or CSED 306 Beginner ESOL 1A. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."

- CSED 302 Intermediate ESOL 2A 0 credits**
"This course level is designed for students with fundamental English ability. Course focus includes oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and introduction to writing. Prerequisite: CSED 301 or CSED 307 Beginner ESOL 1B. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."
- CSED 303 Intermediate ESOL 2B 0 credits**
"This course level is designed for students with fundamental English ability. Course focus includes oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and introduction to writing. Prerequisite: CSED 302 or CSED 308 Intermediate ESOL 2A. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."
- CSED 304 Advanced ESOL 3A 0 credits**
"This course level is designed for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing. Prerequisite: CSED 303 or CSED 309 Intermediate ESOL 2B. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."
- CSED 305 Advanced ESOL 3B 0 credits**
"This course level is designed for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing. Prerequisite: CSED 304 or CSED 310 Advanced ESOL 3A. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."
- CSED 306 Beginner ESOL 1A 0 credits**
This course is designed for students with little or no English ability. Course focus includes basic oral communication and introduction to reading and writing of the English language. Assessment required prior to registration. Please call x1312 to schedule an ESOL assessment test.
- CSED 307 Beginner ESOL 1B 0 credits**
This course level is designed for students with some English ability. Course focus includes oral communication and reading and writing of the English language. Assessment required prior to registration. Please call x1312 to schedule an ESOL assessment test.
- CSED 308 Intermediate ESOL 2A 0 credits**
"This course level is designed for students with fundamental English ability. Course focus includes oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and introduction to writing. Assessment required prior to registration. Please call x1312 to schedule an ESOL assessment test."
- CSED 309 Intermediate ESOL 2B 0 credits**
"This course level is designed for students with fundamental English ability. Course focus includes oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and introduction to writing. Prerequisite: CSED 302 or CSED 308 Intermediate ESOL 2A. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."
- CSED 310 Advanced ESOL 3A 0 credits**
"This course level is designed for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing. Prerequisite: CSED 303 or CSED 309 Intermediate ESOL 2B. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."
- CSED 311 Advanced ESOL 3B 0 credits**
"This course level is designed for students with strong English ability. Course focus includes conversation practice, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing. Prerequisite: CSED 304 or CSED 310 Advanced ESOL 3A. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."
- CSED 312 Transitional ESOL - A 0 credits**
"This 60-hour course is the first of a two-part program designed to bring students to the level of Massasoit's college credit ESOL classes. This course strongly focuses on academic speaking, listening, reading, vocabulary, and the mechanics of expository writing. Prerequisite: CSED 305 or CSED 311 Advanced ESOL 3B. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."

CSED 313 Transitional ESOL

"This 60-hour course is designed for learners who have completed advanced ESOL 3B courses and are ready to bridge to higher-level English proficiency. This core class provides structured instruction in reading, writing, speaking, and listening while focusing on real-world applications. Students will participate in discussions, role-plays, and project-based activities to strengthen their fluency, vocabulary, and confidence in academic, workplace, and everyday English contexts. This course prepares learners to successfully transition to college, career, or advanced ESOL programs.

CSED 314 Transitional ESOL - B**0 credits**

"This 60-hour course is the second of a two-part program designed to bring students to the level of Massasoit's college credit ESOL classes. This course will continue to strongly focus on academic speaking, listening, reading, vocabulary, and the mechanics of expository writing. Students who successfully complete this course may register for the first level of college credit ESOL courses in the following semester.

Prerequisite: CSED 312 Transitional ESOL - A. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."

CSED 315 ESOL Conversation Group**0 credits**

"Come practice your English in a fun, relaxed, and informal setting, while learning about American customs and culture. This course is designed for advanced ESOL students. We will work on basic communication skills and what to do and say in a variety of everyday practical and social situations, such as meeting others, working, traveling, and celebrating holidays. Learn to overcome communication difficulties and improve one's speech pattern in society."

CSED 316 Advanced ESOL Conversation & Culture**0 credits**

"Come practice your English in a fun, relaxed, and informal setting while learning about American customs and culture. This course is designed for intermediate to advanced ESOL students. We will discuss the meaning of idioms and what to do and say in a variety of everyday practical and social situations, such as meeting others, working, traveling, and celebrating holidays. Learn to overcome communication difficulties and improve one's speech pattern in society.

Prerequisite: ESOL Level 1B (CSED 301/CSED 307)."

CSED 317 ESOL Book Group**0 credits**

"The ESOL Book Group is a fun opportunity to practice your reading, speaking, and listening skills and increase your confidence in reading books in English. Join us to discuss various books in a group setting, meet new people, and learn new words and phrases to express yourself more effectively. Skill level: Intermediate to Advanced.

Prerequisite: CSED 301 or CSED 307 Beginner ESOL 1B. If new student, then pre-assessment required. Please call x1509 to arrange for your assessment."

CSED 318 Transitional ESOL - A Grant**0 credits**

"This 60-hour course is the first of a two-part program designed to bring students to the level of Massasoit's college credit ESOL classes. This course strongly focuses on academic speaking, listening, reading, vocabulary, and the mechanics of expository writing."

CSED 319 Transitional ESOL - B Grant**0 credits**

"This 60-hour course is the second of a two-part program designed to bring students to the level of Massasoit's college credit ESOL classes. This course will continue to strongly focus on academic speaking, listening, reading, vocabulary, and the mechanics of expository writing. Students who successfully complete this course may register for the first level of college credit ESOL courses in the following semester."

CSED 320**0 credits**

"This course is designed for adult learners who want to build confidence and fluency in everyday English conversation. Whether you're new to speaking English or looking to strengthen your basic skills, this class offers a supportive and engaging environment to practice listening, speaking, and pronunciation. Weekly sessions focus on practical vocabulary, common expressions, and interactive activities that encourage real-life communication."

CSED 321**0 credits**

"This course is designed for learners who already have a foundation in English and are ready to take their speaking skills to the next level. Through engaging discussions, role-plays, and real-world scenarios, students will expand their vocabulary, improve fluency, and develop confidence in expressing opinions, telling stories, and participating in group conversations."

CSED 322

"This online course, held on Zoom, is designed for learners with a strong foundation in English who want to further develop their speaking and listening skills. Students will practice advanced vocabulary, pronunciation, and conversational strategies for every day, college, and workplace communication. Through discussions, presentations, and collaborative activities, students will build confidence expressing ideas, sharing opinions, and participating in group conversations."

CSDE 508**0 credits**

"This course is for students with little or no English and limited literacy in any language. The class focuses on essential everyday English, letter and number recognition, personal information, and basic conversation skills. Instruction supports early literacy development and builds readiness for Beginner ESOL 1A."

CSHH

CSHH 001 Basic Life Support-CPR & AED**0 credits**

"This course is designed to provide you with the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. Textbook required."

CSHH 007 Nurse Assistant/Home Health Aide Program

"Start or expand your healthcare career today! In this 150-hour dual certificate Nursing Assistant/Home Health Aide program, you will learn the basic nursing skills required of a Nurse Assistant/Home Health Aide. You will fulfill your classroom hours through a combination of lectures and hands-on practical skills in our DPH approved classroom and complete 32 clinical hours, unpaid in a long-term care facility with our Registered Nurse instructors. In addition, you will receive the CMS Hand-in-Hand Dementia training. Upon successful completion of this program, you will receive a certificate of completion for Nurse Assistant as well as Home Health Aide and will be eligible to sit for the Massachusetts Certified Nurse Assistant exam. Students must take and pass the state board examination to become a Certified Nurse Assistant. The cost of the exam is not included in the cost of the tuition. Students must also purchase textbooks and uniforms."

CSHH 008 Phlebotomy Technician Certificate

"Phlebotomists are specially trained professional members of the healthcare delivery team whose primary responsibility is to collect blood specimens from patients for diagnostic testing."

CSHH 009

"Receive YMHA is a skills based training that teaches parents, family members, caregivers, teachers, school staff, peers, neighbors, health and human services workers and any other citizen how to identify, understand and respond to an adolescent (ages 12-18) who may be experiencing a mental health or substance use challenge. In this course content for working with children ages 5 to 11 is provided in the book."

CSHH 021 CareerStep Online Course Extension**0 credits**

Attribute: XCS

This course is to allow an online student to extend their access to the online course offered by CareerStep.

CSHH 022

"Course Description"

CSHH 023

"EKG/Phlebotomy Technician TRAIN grant"

CSHH 033**0 credits**

"This 172-hour MA accredited certificate program is designed to prepare students to function in the field as pre-hospital care providers. The curriculum follows National Standard Curriculum and meets and/or exceeds the Massachusetts Department of Public Health Office of Emergency Medical Services (OEMS) requirements. Through classroom and hands-on training, students learn how to manage emergencies in the pre-hospital environment including but not limited to: medical, traumatic, obstetric, psychiatric, pediatric, geriatric, and environmental emergencies. Successful completion allows the student to sit for State of Massachusetts and National Registry of EMTs Emergency Medical Technician certification exams. This is an entry-level program for those who wish a career in Emergency Medical Services (EMS) up to the Paramedic level. Additional fees for: textbooks, uniforms, Basic Life Support certification, national testing, and MA state certification. Students are required to acquire and/or maintain a certification for Basic Life Support in order to successfully complete the program. A Massachusetts certificate of completion will be issued to students who successfully complete the Basic EMT program."

CSHH 034 EMT Basic - Grant**0 credits**

This 172 hour certificate program prepares students for a career and certification as an EMT Basic.

CSHH 035**0 credits**

"This 172-hour MA accredited certificate program is designed to prepare students to function in the field as pre-hospital care providers. The curriculum follows National Standard Curriculum and meets and/or exceeds the Massachusetts Department of Public Health Office of Emergency Medical Services (OEMS) requirements. Through classroom and hands-on training, students learn how to manage emergencies in the pre-hospital environment including but not limited to: medical, traumatic, obstetric, psychiatric, pediatric, geriatric, and environmental emergencies. Successful completion allows the student to sit for State of Massachusetts and

National Registry of EMTs Emergency Medical Technician certification exams. This is an entry-level program for those who wish a career in Emergency Medical Services (EMS) up to the Paramedic level. Additional fees for: textbooks, uniforms, Basic Life Support certification, national testing, and MA state certification. Students are required to acquire and/or maintain a certification for Basic Life Support in order to successfully complete the program. A Massasoit certificate of completion will be issued to students who successfully complete the Basic EMT program."

CSHH 039 EMT Basic Practical Exam 0 credits

This serves as the State of Massachusetts Office of Emergency Medical Services Basic EMT Practical exam. It is the psychomotor component of the exam. Students will demonstrate proficiency in four practical stations. Only students scheduled who have successfully completed the EMT Basic course will be allowed to take the exam.

CSHH 041 Paramedic Core Competency

"National Continued Competency Requirements (NCCR) are determined by the NREMT Board of Directors based upon widespread input from EMS researchers, EMS physician and EMS provider stakeholders. The NCCR comprises 50% of the overall requirements necessary to recertify. Topics in the NCCR are chosen among the following: evidence-based medicine, any changes in the National EMS Scope of Practice Model, science-related position papers that affect EMS patient care, topics which cover patient care tasks that have low frequency yet high criticality, and articles which improve knowledge to deliver patient care. The NREMT will provide the educational materials for this component to the EMS community as part of their mission - to protect the public.

CSHH 045 EKG Technician 0 credits

"This 60-hour course is designed to prepare students for the ASPT national certification exam. Through a combination of classroom and practical sessions students will gain the experience as well as meet licensure eligibility requirements. The course objectives will be to learn the required skills of an EKG Technician such as Heart Anatomy and Physiology, proper lead placement, Operating and adjusting EKG monitors, Diseases of the Heart, and medical terminology through a combination of lectures and hands-on practical experience. Certificate awarded upon successful completion of course. Additional fees for textbooks and ASPT certification."

CSHH 048 Pharmacy Technician

"This comprehensive 50 hour program will prepare students to work as a pharmacy technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board's PTCB exam. Course content includes: pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Through classroom lecture students will review dosage calculations, drug classifications, the top 200 drugs, I.V. flow rates, sterile compounding, dose conversions, aseptic technique, the handling of sterile products, total parenteral nutrition (TPN), dispensing of prescriptions, inventory control and billing and reimbursement. Strong math skills are required for success in this program.

CSHH 049 EMT Certification - TRAIN Grant 0 credits

This serves as the State of Massachusetts Office of Emergency Medical Services Basic EMT Practical exam for the TRAIN Grant program. It is the psychomotor component of the exam. TRAIN Grant students will demonstrate proficiency in four practical stations.

CSHH 054 Medical Interpreting 0 credits

"Medical interpreters are in great demand both in person and remotely by video or phone. Interpreters can elect to work for a hospital, school, or state agency, or as contractors with many agencies throughout the country. They can also elect to work remotely from home where they can work independently and make their own hours. Open to all languages, this 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. The course provides intense practice via oral role plays on a variety of medical topics. The student will also be introduced to VRI (Video Remote Interpreting) and OPI (Over the Phone Interpreting). Offered in collaboration with TransFluenci EDU, this course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. Students must be fully bilingual and must be fluent in English and one other language. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the national certification exam. Upon successful completion of the course, students will receive a certificate of completion from the college and may elect to apply for national certification. Textbook and certification fees are not included. Students must possess a high school diploma or equivalent. Because a language assessment is required, students must register at least two weeks in advance."

CSHH 060 Ophthalmic Assistant 0 credits

"This 42-hour certificate program will prepare you for a career as an Ophthalmic Assistant. This course will provide students with the foundation of knowledge regarding the basics required for all healthcare practices and an in depth understanding of ocular anatomy and physiology, diseases and treatments, as well as patient histories, pharmacology, and basic skills. Additional hands-on learning combined with more advanced principles needed to perform at an entry level will give you the skills to succeed. Students should possess strong math skills and a High School diploma or equivalent. Note: Some class sessions will be offsite; students must provide transportation for these offsite sessions. Additional fee for textbook."

CSHH 062 Review Course for the Certified Ophthalmic Assistant Exam 0 credits

"Certification as an Ophthalmic Assistant is the first level of recognized proficiency as an eye care professional. If you have worked in the ophthalmic field for a minimum of six months (1000 hours) and have passed the Home Study test that accompanies either of the recognized textbooks (The Ophthalmic Assistant or Ophthalmic Medical Assisting), the certification exam is the next step. This four-hour review course will assist you in preparing for the Certified Ophthalmic Assistant exam. During this review course, the 19 knowledge areas of the exam will be reviewed. Study and test taking strategies will be discussed in order for you to create an action plan for review. Course material is based on the instructor's interpretation of the content areas outlined in the JCAHPO "Criteria for Certification," and the instructor of this review course has no direct knowledge of the specific certification questions. **Cost does not include any exam fees.** It is recommended that students will have the completed Home Study test prior to registering for this course."

CSHH 065

"This 60-hour online Medical Interpreter Training Program, offered online, is designed to equip bilingual individuals with the skills, knowledge, and ethical foundation needed to become professional medical interpreters. Students will develop a strong understanding of interpreter roles, standards of practice, HIPAA compliance, and consecutive interpreting techniques. The course emphasizes building specialized medical vocabulary in both English and the target language, guided by experienced educators and professional interpreters. Through interactive lectures, role-plays, peer feedback, and real-life scenarios, participants strengthen both linguistic fluency and cultural competence."

CSHH 067 ACLS--Advanced Cardiovascular Life Support 0 credits

"ACLS is designed for paramedics, nursing and medical students, ECG technicians, respiratory care practitioners, PAs, physicians, and any other allied health personnel who work in emergency departments, critical care units, post-anesthesia care units, operating rooms, and telemetry units preparing for an Advanced Cardiac Life Support. ACLS is an advanced, instructor-led course that highlights the importance of team dynamics and communication, systems of care, and immediate post-cardiac-arrest care. In addition, the ACLS course also covers airway management and related pharmacology."

CSHH 074 How Do We Get There? What Happens When the GPS is Blinking? Workshop 0 credits

Attribute: XCS

This 2 hour workshop will describe a key element of stress for the EMS industry. Students will learn traditional and non-traditional techniques.

CSHH 100 Phlebotomy Certificate Program 0 credits

"Phlebotomists are specially trained professional members of the healthcare delivery team whose primary responsibility is to collect blood specimens from patients for diagnostic testing. This program is designed to prepare students for entry-level positions in phlebotomy and laboratory support services. Students learn through a combination of theory and laboratory practice, including instruction in venipuncture, skin puncture, special blood collections, specimen handling, waived laboratory testing, EKG and all regulations governing safety and infection control practices. The importance of professionalism and effective communication is emphasized. Course material will be learned through lecture, hand-on skills, DVDs, and Simtix simulations. Pre-requisites: MEDA 104 Basic Lab I and MEDA 107 Medical Assisting Techniques I."

CSHH 101 LPN Bridge 0 credits

"This 15-hour course is designed to assist Licensed Practical Nurses who are to be admitted via the Advanced Placement option to explore the role change that occurs as they progress from an LPN to furthering their education in the Associate Degree Registered Nurse Program. Students enrolled in this course will be given assistance to review and strengthen their knowledge and skill in the following areas: Study Skills, Role Transitions, Use of Computerized Technology, Teaching and Learning as a Registered Nurse, The Nursing Process, Critical Thinking and Concept-based Learning, Mathematics as it relates to the Administration of Medications, Physical Assessment, Newborn Postpartum assessment, and stages/phases of labor."

CSHH 102 0 credits

Attribute: XCS

"Phlebotomists are specially trained professional members of the healthcare delivery team whose primary responsibility is to collect blood specimens from patients for diagnostic testing. This program is designed to prepare students for entry-level positions in phlebotomy and laboratory support services. Students learn through a combination of theory and laboratory practice, including instruction in venipuncture, skin puncture, special blood collections, specimen handling, waived laboratory testing, EKG and all regulations governing safety and infection control practices. The importance of professionalism and effective communication is emphasized. Course material will be learned through lecture, hand-on skills, DVDs, and Simtix simulations."

CSHH 105 Nursing Review for NCLEX Exam 0 credits

"This course is a comprehensive and systematic State board review for RNs to successfully pass the NCLEX exam. To learn more, view our brochure at www.massasoit.edu and click on Community Education."

CSHH 378 BLS for Healthcare Providers - Grant 0 credits

This course is designed to provide skills required in a healthcare setting.

CSHH 379 Basic Life Support for Healthcare Providers 0 credits

"The BLS for Healthcare Providers course is designed to provide skills required in a healthcare setting. This program is for physicians, nurses, paramedics, emergency medical technicians, respiratory, physical, and occupational therapists, physician's assistants, and other allied health personnel. In addition, BLS training can be appropriate for first responders, such as police officers and firefighters, as well as for laypeople whose work brings them into contact with members of the public. Skills taught are adult and pediatric CPR, two-rescuer scenarios and use of the bag-valve mask, foreign-body airway obstruction (conscious and unconscious), automated external defibrillation (includes child AED update), special resuscitation situations, and other cardiopulmonary emergencies."

CSHH 550 ServSafe Certification 0 credits

"This course is for any food service professional required to be certified in ServSafe by federal, state, or local jurisdictions. Participants will learn all aspects of food sanitation and safety such as the flow of food, proper hygiene, HACCP, pest control, time temperature requirements, and food allergies. The certification exam is administered during the last class."

CSHH 556 Nutrition Fundamentals 0 credits

"This course will cover the science of food intake, building blocks of nutrition, digestion and nutrient utilization, food allergies and alternative/complementary medicine. Students will also learn about body systems, medical nutrition, and resident care plans review."

CSHH 557 Foodservice and Personnel 0 credits

"This course will cover menus, standardized recipes, food production systems and quality assurance. In addition, practices for recruiting, hiring and managing staff will also be covered.
Prerequisite: CSHH 556 Nutrition Fundamentals."

CSHH 558 "Sanitation, Safety, and Business Operations" 0 credits

"This course will cover safe food handling thru the flow of food. Students will also learn how to manage a monthly operating budget, capital budget, department layout, revenue and cash handling.
Prerequisite: CSHH 557 Foodservice and Personnel."

CSHH 559 CDM Exam Review 0 credits

"Are you preparing for the CDM Credentialing Exam? This interactive 8-hour course will provide you with a review of the knowledge and skills in the following areas - Nutrition Fundamentals, Medical Nutrition Therapy, foodservice communication and personnel, business operations along with food sanitation and safety. Upon successful completion, you will feel more confident about passing the CDM credentialing exam."

CSHH 572 Bloodborne Pathogen & Needlestick Safety & Prevention 0 credits

"This program provides information about the requirements of the Occupational Health and Safety Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030. Information about the Needlestick Safety and Prevention Act will also be provided. Participants will learn the requirements of the OSHA Bloodborne Pathogens Standard including definitions, minimum elements of an exposure control plan (ECP), engineering and work practice controls, methods of compliance with the standard, use and availability of the hepatitis B vaccine, actions required in the event of an exposure, post-exposure follow-up, labeling, training, workplace communication of hazards, and required record keeping. (This course is general in nature and not state specific)."

CSHH 573 "Slips, Trips, and Falls in the Construction Workplace" 0 credits

"Falls are the leading cause of injury and fatality in the construction workplace. This online safety course focuses on prevention of injury by teaching you the common exposures that lead to workplace accidents. This course offers steps for planning, communicating, and educating for success in creating a safe work environment, which is the key to preventing accidents and injuries."

CSHH 574 Infectious Disease Control for Construction 0 credits

"Construction work may require special procedures, equipment and precautions for performing the work. In these challenging times the risk of exposure at our job sites is more prevalent than ever before. Construction, renovation, and demolition activities can affect contractors, subcontractors, and the general public. Dust and debris from construction, renovation, and demolition activities can be a hazard. Workers can be exposed to hazardous environments and materials such as infectious disease in the workplace by the nature of their business. This course is designed to give the worker a better understanding of infection control, safety, PPE, hazards, and mitigation."

CSHH 800

"Course Description"

CSNI

CSNI 001 J.M. Pet Resort Marketing Internship 0 credits

This course consists of a required 64 hours of work at an approved internship site combined with bi-weekly required online seminar participation. This course is not specific to any discipline or program and fosters development of and reflection about professional skills. The online aspect of the course consists of recommended readings and the completion of a bi-weekly discussion and work log that includes worked and descriptions of completed tasks and concepts learned. Open to current Massasoit students who have either completed a minimum of 12 credits with a GPA of 2.0 or higher or one course/semester of a non-credit certificate program.

CSNI 002 Non-Credit Internship 0 credits

Attribute: XCS

"This course consists of a required 64 hours of work at an approved internship site combined with bi-weekly required online seminar participation. This course is not specific to any discipline or program and fosters development of, and reflection about, professional skills. The online aspect of the course consists of recommended readings and the completion of a bi-weekly discussion and work log that includes hours worked and descriptions of completed tasks and concepts learned. Open to current Massasoit students who have either completed a minimum of 12 credits with a GPA of 2.0 or higher or one course/semester of a non-credit certificate program."

CSPE

CSPE ADD Creating Sourdough Bread

"Learn the art of bread making using a sourdough starter. Making artisanal bread from home is a wonderful craft that gives you the opportunity to create your favorite flavors into your own bread. We will discuss how to create a starter, and how to maintain it. You will make two different types of bread, bread sticks, and your own starter to take home. Please wear comfortable shoes, and bring an apron if you have one. Feel free to bring a snack/ lunch and beverage along, as we will take a short break at noon time.

CSPE 001 Quilting 101 0 credits

"This class will provide students with a demonstration on the types of quilting methods and the different methods of completing a quilt. You'll learn quilting terms, tips, and tricks to selecting fabrics, using a template pattern, using a rotary cutter, and different quilting and finishing techniques. At the end of the class, you will have a beautiful table runner quilt for display in your home. Quilters must bring a sewing machine and fabric. A list will be provided to students before the start of class."

CSPE 003 Japanese Quilted Tote Bag 0 credits

"This is a very simple style tote bag but the wide strap makes it easy to carry over the shoulder. For this course you will need a sewing machine, sewing kit, canvas, or heavy weight material. A list will be provided to students before the start of class. Materials fee: \$5 payable to instructor at the beginning of class."

CSPE 004 Decorate with Holiday Quilting 0 credits

Make your holiday extra special by making a tree skirt and some ornaments. Simple but elegant designs that will make your tree sparkle for years! Materials fee: \$5 payable to instructor at the beginning of class.

CSPE 005 Create a Snippet Wreath 0 credits

"With a few scraps and an iron, you can create a festive wreath wall hanging for your home. Choose holiday fabric or some brown, orange, and red for fall, or make a patriotic wreath from red, white, and blue. Materials fee: \$5 payable to instructor at the beginning of class."

CSPE 006 Make Your Own Microwavable Hot Bowl 0 credits

"End burning fingers when microwaving soups or reheats. Made with 100% cotton fabric and thread, these bowls are insulated with microwavable battering and can be made in all sizes, even dinner plate sizes. You'll want to make several. These are great for gifts too! Quilters must bring a sewing machine. Materials Fee: \$10.00 payable to instructor at the beginning of class."

CSPE 007 Make Your Own Fleece Poncho 0 credits

"Imagine in just three hours, you will walk out wearing a fabulous new poncho. Ponchos can be made in a variety of sizes for yourself and/or as a gift. Quilters must bring a sewing machine. Instructor will provide material list prior to first class."

CSPE 008 Create A Snippet Wreath 0 credits

"With a few scraps and an iron, you can create a festive wreath wall hanging for your home. Choose holiday fabric or some brown, orange, and red for fall, or make a patriotic wreath from red, white, and blue. Quilters must bring a sewing machine. Instructor will provide material list prior to first class."

- CSPE 009 Create A Quilted Beach Tote Bag 0 credits**
 "In this one-day course, you will leave with a beautiful quilted tote just in time for your next trip to the beach. Quilters must bring a sewing machine and fabric. Instructor will provide material list prior to first class."
- CSPE 010 Make Your Own Quilted Zipper Pouch 0 credits**
 "Quilted zipper pouches are quick to sew, handy to use, and great gifts. They come in all different sizes and styles. We will make a lovely bag to use for makeup, sewing bag, or catchall. Learn to quilt, add zipper. You'll want to make several of these zipper pouches. Materials fee: \$5 payable to instructor at the beginning of class."
- CSPE 011 Sashiko Pillows 0 credits**
 "Sashiko is a hand-sewing technique dating back to ancient Japan. Using a simple running stitch, you will create decorative designs which can be use on clothing, pillows, blankets and various other items. In this class, you will make a decorative pillow. Materials fee: \$5 payable to instructor at the beginning of class."
- CSPE 020 Introduction to Drawing 0 credits**
 "This course is designed to show students how to use common materials such as pencils, pen tools, and ink to create beautiful works of art. Drawing was a common activity for all of us at some point in our lives, and this course intends to bring back that fresh spirit of creativity; so, the course is for learners of all ages. Students will learn how to draw through live demonstrations, slide lectures, and step by step videos. Projects include but are not limited to: drawing common objects around the house, drawing trees and organic forms, and drawing portraits. A list of materials will be provided to students before the start of class."
- CSPE 021 Introduction to Painting 0 credits**
 "This course is designed to meet the needs of students who wish to experience the power of color and how it is used to create images. Students with little or no experience with water-based paints such as acrylics and aqua oils will benefit from taking this class. Students will learn the basics of color mixing and how to use their brushes to apply paint in a variety of ways. Students will learn how to paint through live demonstrations, slide lectures, and step by step videos. Projects include but are not limited to: geometric abstractions, still-life, and landscapes. A list of materials will be provided to students before the start of class."
- CSPE 100 Zoom Basics 0 credits**
 "This course is an introduction to the features of Zoom and its capabilities as a meeting, teaching, and event tool. Students will learn about the Zoom interface, setting up and inviting others to meetings, and the in-meeting tools available to create and host effective meetings. The class will cover global settings as well as breakout rooms, whiteboard, sharing screens, and security. Prior to the class, students will need to download and install the Zoom app to their Mac or PC and use their Massasoit Zoom account or have a personal Zoom account for the class. Tablet and phone users should install the Zoom app from the Apple or Google Play store in advance of the class."
- CSPE 101 Zoom - Beyond the Basics 0 credits**
 "This course is designed for more experienced Zoom users/meeting hosts or those who have taken the Zoom Basics class and want a more in-depth understanding of Zoom. It will cover more advanced tools in Zoom, including breakout rooms, security, whiteboard and annotation, polling, and managing a large meeting in Zoom. Users must have the Zoom app pre-installed on their Mac or Windows PC. Some features of Zoom are not available on tablets and cell phones so a PC or Mac computer or laptop with the latest update of the Zoom app pre-installed (required) is strongly recommended for attendees. Bring questions. We will have a Q&A period."
- CSPE 200 Bread 101 0 credits**
 "Together we will explore the finesse of making homemade bread. Learn how to create a dough, shape, proof, and then, of course, bake. Take home Focaccia, dinner rolls, and bread sticks, and enjoy your freshly made breads. You will never want store bought again. All classes take place in a professional college teaching kitchen that uses a wide variety of ingredients. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces."
- CSPE 201 Quick Breads 0 credits**
 "Come learn how easy it is to make tender, flavorful loaves of quality quick breads, like Walnut Sour Cream Coffee Cake loaves and Heavenly Scones. This is a great way to learn the basic techniques in the bakeshop. All classes take place in a professional college teaching kitchen that uses a wide variety of ingredients. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces. Materials Fee: \$5.00 payable to instructor at the beginning of class."
- CSPE 202 Pizzapalooza 0 credits**
 "Pizza comes in many different styles - thick crust, thin crust, baked, grilled. In this adult/child class we will make a sampling of pizzas - from classic Margarita to a Cheesy White Pizza with Salad. We will even use some of the dough to make a sweet treat for dessert! Please wear comfortable shoes (no heels) and bring an apron. Materials fee: \$5 payable to instructor at the beginning of class. Please note students are asked to participate in a small amount of clean up as part of the class."

- CSPE 203 Pieapalooza 0 credits**
"Enjoy a Pieapalooza of an afternoon! We will be creating beautiful hand pies and a two-crust pie for you to take home and enjoy just in time for the holiday. Class structure consists of a short lecture, followed by baking, and tasting your delicious pie. All classes take place in a professional college teaching kitchen that uses a wide variety of ingredients. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces. Materials Fee: \$5.00 payable to instructor at the beginning of class."
- CSPE 204 Chocolate Candies 101 0 credits**
"Ever want to make candies, but you don't know where to start? Come in for a fun, leisurely Saturday afternoon to learn how to properly melt your chocolate, create fillings, and produce delicious chocolates to take home. This course will consist of a brief lecture, production, and then clean up. Please wear comfortable shoes (no heels) and bring an apron. Materials fee: \$5 payable to instructor at the beginning of class. Please note students are asked to participate in a small amount of clean up as part of the class."
- CSPE 205 Breakfast Sweet Rolls 0 credits**
"Come and have fun learning how to make your own beautiful babkas and scrumptious cinnamon rolls. We will talk about working with yeast doughs in your home and give you suggestions on how to make more enticing breads at your leisure. Class consists of a short lecture, baking, and tasting. All classes take place in a professional college teaching kitchen that uses a wide variety of ingredients. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces. Materials Fee: \$5.00 payable to instructor at the beginning of class."
- CSPE 206 Shortbread Bird Houses 0 credits**
"Sweet tweets! Take some time with your little one and have a sweet time decorating a completely edible shortbread bird house, complete with a cute marshmallow bird. A child must be accompanied by an adult for the whole class. Appropriate for ages 5 - 8. A recipe and list of materials will be provided to students before the start of class. Registration includes one parent and one child."
- CSPE 207 Chocolate Bliss 0 credits**
"Come learn the basics of working with chocolate and what different types are available. Together we will learn to make bark, truffles, and clusters. You will take home all your chocolate treasures! All classes take place in a professional college teaching kitchen that uses a wide variety of ingredients. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces. Materials Fee: \$5.00 payable to instructor at the beginning of class."
- CSPE 208 "Cannoli and Biscotti, Two Friends of Mine" 0 credits**
Learn how the bakeries in the North End make these two Italian family classic favorites. Appropriate for ages 18 and over. A recipe and list of materials will be provided to students before the start of class.
- CSPE 209 Cool Summertime Dessert 0 credits**
"One of the best summertime desserts is a cold cream pie. This class will teach you how to make a graham cracker crust, the gorgeous pastry cream filling, and real sweet whipped cream. Truly a decadent way to enjoy a summer evening with family and friends. This class will take place in a professional college teaching kitchen that uses a wide variety of ingredients. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We all will pitch in to help with a quick clean up to tidy up our spaces. Materials fee: \$5 payable to the instructor at the beginning of class. Students are responsible for following all college policies including the Code of Conduct."
- CSPE 210 Creating Sourdough Bread**
"Learn the art of bread making using a sourdough starter. Making artisanal bread from home is a wonderful craft that gives you the opportunity to create your favorite flavors into your own bread. We will discuss how to create a starter, and how to maintain it. You will make two different types of bread, bread sticks, and your own starter to take home. Please wear comfortable shoes, and bring an apron if you have one. Feel free to bring a snack/ lunch and beverage along, as we will take a short break at noon time.
- CSPE 211 New England Favorites**
"Come learn how to make some great treats from our part of the USA, and a bit of local lore with each one.
- CSPE 212**
"Create the classic rustic tart with amazing local fruits and also learn how to make a beautiful lattice on another galette styled tart. These pastries are sure to wow with both flavor and texture and take less time to make than a traditional American pie. Serve with your favorite ice cream, and you'll be making them all the time! Please contact the Chef if you have any questions or allergy concerns. Please wear low, comfortable shoes, and an apron if you have one.
- CSPE 213**
"There's nothing like a fresh cream puff orclair and even better if you made them yourself."

CSPE 214

"Come join us in making a warm fruit cobbler, perfect with vanilla ice cream or hot cocoa!

CSPE 215

"Sunrise bread is a flavorful yeast loaf of spices and dried fruits. I love this bread for toast, bread pudding, or simply smeared with butter.

CSPE 216

"Come monkey around with us in the kitchen as we make incredible monkey bread and Spring filled flat breads, stuffed with a variety of cheeses, herbs, and chopped vegetables. This class will take place in a professional kitchen that uses a wide variety of ingredients. Please contact the Chef if you have any questions or concerns.

CSPE 217

"A fun day of learning how to make bagels and bialys. Making a great breakfast or sandwich item, a softer cousin to the bagel you can enjoy warm with soft butter. Please contact the Chef if you have any questions or allergy concerns. Please wear low, comfortable shoes, and an apron if you have one. Feel free to bring lunch or a snack as we will take a short break about noon. We will all pitch in to help with a quick clean-up to tidy up our spaces.

CSPE 218

"Treat Yourself!

CSPE 219

"Smooth, rich Creme Brulee and decadent Bread pudding like you never tried before! Great ideas for family meals or special days, these custards never disappoint. Take home and enjoy. Please contact the Chef if you have any questions or allergy concerns.

CSPE 225 Holiday Cookie Extravaganza

"A day to relax and have fun creating these sweet treats we all crave during our holiday celebrations. Beautiful pinwheels piped Danish butter cookies, and a true favorite Russian tea cakes. Take a box of your treats to share or indulge with loved ones at home. Please contact Chef if you have any questions or allergy concerns.

CSPE 226 Holiday Gingerbread House**0 credits**

Gingerbread house time! Bring your child in to decorate a cute child-sized holiday cottage made with fresh gingerbread! We supply all the icing and candy - you supply the talent. Please wear comfortable shoes (no heels) and bring an apron. A child must be accompanied by an adult for the entire class. Appropriate for ages 2 and up. Materials fee: \$5 payable to instructor at the beginning of class. Please note students are asked to participate in a small amount of clean up as part of the class.

CSPE 227 Classic Rolled Cake**0 credits**

"Learn the technique to make a classic rolled cake. Chocolate sponge and a traditional egg sponge will be created in class. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces. Materials Fee: \$5.00 payable to instructor at the beginning of class."

CSPE 228 Learn the Basics**0 credits**

"Come learn the basics and go home with a great assortment of cookies! We will start with a favorite, chocolate chip, and then go on to two other flavors. Learn how to use the mixers, digital scales, and how to make the best doughs ever. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces. Materials Fee: \$5.00 payable to instructor at the beginning of class."

CSPE 229 Advanced Cookie Decorating**0 credits**

"Using royal icing, we will start learning fun techniques to flood shortbread cookies and create beautiful designs. Flooded cookies take time to dry, so be prepared to allow the cookies to finish drying at home. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces. Materials Fee: \$5.00 payable to instructor at the beginning of class."

CSPE 230 Italian Cookies**0 credits**

"Cantucci, almond macaroon, and Italian Wedding Cookies (Anginetti) - giving us a wonderful flavor and texture variety. Almonds will be used in class, if you have allergy concerns. If you have concerns about food allergies, please contact the Chef ahead of time. Please wear comfortable flat shoes and bring along an apron, if you have one. We will all pitch in to help with a quick clean up to tidy up our spaces. Materials Fee: \$5.00 payable to instructor at the beginning of class."

CSPE 250**0 credits**

"This 20-hour course is designed to cultivate active citizenship & foster a deeper understanding of the roles individuals play within their communities. Students will explore the principles, practices, and challenges of civic engagement, with a focus on empowering communities to address social issues and effect positive change. Through discussions, experiential learning activities, and community-based projects, students will develop the knowledge and skills to become informed, engaged, and effective agents of change in their communities."

CSPE 251**0 credits**

"This 20-hour course examines the pivotal role of women in politics, focusing on their historical and contemporary contributions, challenges, and achievements. Students will explore strategies for overcoming barriers, the impact of gender diversity in leadership, and global efforts to promote women's political empowerment through case studies and interactive discussions."

CSPE 300**Community Reads****0 credits**

The popularity of book discussion groups at MCC continues with this group that meets in the evening and is designed to complement the More Community Reads discussion series that takes place in the afternoon. Sessions will be led by distinguished MCC library and staff members. Books are available at local and online bookstores and at most local libraries.

CSPE 301**Community Engagement & Service****0 credits**

"This informal seminar will describe the goals and benefits of service learning and community engagement for students and citizens and discuss the different types of opportunities available. Presenter and Professor of Sociology, Lucy Anne Hurston, will highlight her work with students and Habitat for Humanity, including several trips to New Orleans following hurricane Katrina, travels to a Heifer Farm in Rutland, MA, and even existing in a Cardboard City on campus each year."

CSPE 302**"Climate Change, COVID & the Future"****0 credits**

"Where do we stand with respect to the Paris Climate Accord of 2016? What progress has been made in global attempts to address climate disruption? How is the COVID-19 pandemic related to our climate issues? What do these things mean for our near future, our children, grandchildren, and future generations?"

CSPE 303**Beekeeping 101****0 credits**

"Bees are a crucial piece of our food chain, and now more than ever folks are interested in being involved in what they eat. Learn about the basics of beekeeping--everything from why bees make so much extra honey to why they're considered so at risk."

CSPE 304**Gravestone/Burial Rites Plymouth Co.****0 credits**

"Have you ever wandered through an old cemetery and wondered about the symbols on gravestones? In this lecture we will explore the meanings of these gravestone symbols, and discuss how changes in iconography and burial rites were the result of cultural changes throughout the colony. We will be focusing on these deathway trends from 1620-1700 and using Plymouth Colony's Burial Hill as a case study."

CSPE 305**The Victory Garden****0 credits**

Join Carol Cohen as she takes us on a historic journey of the modern-day victory garden. Throughout this informative lecture you will be introduced to valuable primary sources and interesting stories about the important role the victory garden has played in the past and present as well its part in addressing the sustainability of the planet for the future.

CSPE 306**History of Blackstone River Valley****0 credits**

"At first glance, the Blackstone River seems remarkably ordinary. But when one looks closer, the incredible history of the place comes into view. It was along the banks of the Blackstone River that the American Industrial Revolution began at Slater Mill. This revolution spread across the Valley, and completely changed the United States of America. Home to over 10,000 historic sites, the Blackstone Valley remains an important home to this nation's industrial heritage. Blackstone River Valley National Historical Park was established to protect, preserve, and interpret this remarkable history for this and future generations. What makes the Blackstone Valley so important? What stories does this place tell? How do these stories affect our past, present, and future? Join us to find out!"

CSPE 307**Declaration of Human Rights****0 credits**

Celebrate the 72nd Anniversary of the passage of the Declaration of Human Rights together during this informative lecture and discussion about Eleanor Roosevelt's important role in creating the Declaration of Human Rights during the early days of the United Nations. Take a close look at this document which still holds the important meaning and purpose it did 72 years ago.

CSPE 308**Zora Neale Hurston: Her Life and Work****0 credits**

"This casual and informative seminar will examine the life and work of Zora Neale Hurston, the ""Queen of the Harlem Renaissance"". We will look at this famous author's life and examine her most famous work, *Their Eyes Were Watching God*, as well as her children's literature and posthumous works, such as *Barracoon: The Story of the Last ""Black Cargo""*. The instructor, who is Zora's niece, will also share personal family insights into her aunt's life and work. Participants are instructed to bring their sense of humor to class."

- CSPE 309 The Caribbean: A Cultural Exploration 0 credits**
 "Travel to the Caribbean and see how presenter Lucy Anne Hurston has worked on several sociological projects in this region. During this informal presentation, we will explore her interesting work done on several different Caribbean Islands, looking at their distinctive cultures and interesting practices. Ms. Hurston will highlight her work on projects in Jamaica, a woman-centered fishing project in Turks and Caicos, and interviews with death row inmates in St. Kitts."
- CSPE 310 I Hear Your Cry: Women In Prison 0 credits**
 "I Hear Your Cry: Women in Prison is an unflinching yet compassionate look at female prisoners in a Massachusetts prison, written from the instructor's perspective as an outsider whose commitment to bringing them the benefits of yoga and meditation earned their trust and their willingness to share the often extraordinary stories of their lives. One of the surprising lessons learned is that anyone, under the right set of circumstances, can end up in prison."
- CSPE 311 What Was a Mill Village? 0 credits**
 "Most people have heard of Slater Mill, the birthplace of the American Industrial Revolution, but fewer know of Slatersville. This mill community, created along the banks of the Branch River in North Smithfield, Rhode Island, became the first planned industrial community in the United States. This village became the model on which hundreds of other communities were built. This was a new way of constructing a community. A way that sought to maximize profits and keep workers under the careful watch of the company management. A system which continues to affect the ways we think of planned communities today. By using Slatersville as an example, we will discuss the component parts of a mill village, and we will discover what life was like for those that lived there."
- CSPE 312 Make Health Your Hobby 0 credits**
 Make Health Your Hobby is a presentation provided by Dr. Sears' Health Coach program. It focuses on increasing health and wellness awareness with science based facts about our bodies and how they perform. The presentation will share tips on how to live a healthy life through all the stages of our lives.
- CSPE 313 Music and Wellness 0 credits**
 "Music is all around us and influences our mood, especially these days. Whether it introduces you to new people, creates new traditions, helps you move around, or soothes your soul, music can impact your wellbeing. In this course, we will talk about favorite music, favorite singers, and learn to recognize and enjoy rhythm instruments featured in song titles the students bring to class. Just remember, no musical talent is needed, just a love of music and a few names of your favorite songs."
- CSPE 314 Forestry for Hikers 0 credits**
 "Enjoy going for hikes out in nature, but wish you knew more in order to appreciate all that nature has to offer? This lecture will provide you with a framework to understand the core concepts of wildlife habitat, management, tree identification, forest biomes, and forest succession for a better understanding of the natural world around you."
- CSPE 316 It's All Greek to Me-Explore Greece 0 credits**
 "Are you thinking about traveling to Greece or wanted to know what it's like? Spend the next 90 minutes with Dr. Roi Armstrong, a first-generation Greek American, who has lived and traveled extensively around Greece. She will show pictures and give details of mainland Greece as well as the islands. In addition to highlighting the geography she will discuss the culture and the people, explaining their deep attachment to food, freedom, and a more relaxed way of life. She will touch upon Greece's history, its many monuments and temples, and teach you how to say a few helpful words and phrases. If you want to know more about the birthplace of democracy and the mood, or "kefi", of the Greek people, hop on board!"
- CSPE 317 France-It's Not All About Paris 0 credits**
 "France is known for its food, Paris, and of course a somewhat superior attitude, but it is also so much more than that. Come journey with Dr. Roi Armstrong, who lived in the South of France and traveled throughout the country. She will offer her insights into the language, the culture, and why it's ok to eat a cheese platter for breakfast. She will teach you how to pronounce helpful words and phrases and why the French are so confident. Additionally, she will discuss France's history and importance in the world. Did you know that at one point French was the dominant language across most of the globe? Come hop on board and learn about France, and finally learn why the French made the phrase joie de vivre (joy of living) so popular."
- CSPE 318 The Impact of Food Security on College Students 0 credits**
 "Did you know that due to many factors including increasing tuition costs and declining financial aid, college students are forced to make difficult financial choices that often result in them skipping meals? Dr. Armstrong will present an overview of the state of food and housing insecurity on college campuses. She will present details about why food and housing insecurities are so prevalent in the student population and how community members can collaborate to address this crisis."
- CSPE 319 "Agatha Christie - Her Work, Writing, & Persona" 0 credits**
 "What does Agatha Christie introduce in her stories that keeps us coming back for more? In this session, we will figure out how this works. The brilliant and engaging Christie memories of Hercule Poirot, Miss Marple, and Tommy and Tuppence have unique characters, but the narrative and the telling of the story is what makes so much of Agatha Christie endure. Staying ahead or trying to keep up is the fun of it."

- CSPE 320 Native Identity and Protest Art 0 credits**
World Religion Instructor & Registrar Jannie Gilson will lead a discussion on the evolution of Native American identity through early 20th century art and modern protest art.
- CSPE 321 Exploring Sicilian Immigration and Life circa 1910 0 credits**
"This course will explore the massive immigration from the island of Sicily in the early part of the twentieth century and subsequent relocation into local areas such as Lawrence, Massachusetts. It will encompass a walk through the immigrant's life by addressing work, family, and food. Students will understand parallels with contemporary immigrants while exploring three specific areas: review of homeland, urbanization of factory or mill city and the enclaves in which immigrants lived, and the celebrations via food that occurred, as well as the current movement toward healthy living that draws upon this food."
- CSPE 322 Story of the Native American Drum 0 credits**
"Come learn the story of how the drum came to the Native people, the importance to the culture, and how it's being used today."
- CSPE 324 Native American Song and Culture 0 credits**
This discussion focuses on building a stronger community through understanding the culture of Native American nations. Participants will explore songs and cultural activities that promote community building and creating connections with other cultures.
- CSPE 325 A Smaller Kind of Flood: A Photographic Lecture 0 credits**
"In this lecture, Bourque will talk through his creative process, the tools and techniques he uses to create his works, and meanings behind individual and collective images from the extended project called ""A Smaller Kind of Flood"" (SKF). SKF is an exploration of the connections between family life and the larger systems that sustain us. SKF suggests that systems are not only shaped by human need, but in turn shaped those who use them. Weaving together personal narrative and the contemporary landscape, SKF makes connections between watershed, aqueduct system, and the residential patterns. Taking the form of a book series and monumental installations, SKF mixes and re-uses images through multiple books, allowing images to change based on their context. The monumental installations create singular images composed of many smaller views. This lecture celebrates the completion of all six hand bound books and the launch of new photography workshops at Massasoit Community College."
- CSPE 326 Thirteen Moons of the Native Year 0 credits**
"Every year, there are 13 moon cycles, each with 28 days from one new moon to the next. Many Native American people look at Turtle's back as a sort of calendar, with its pattern of 13 large scales standing for 13 moons in each year. In many Native American cultures, each of the 13 moons of the year is said to hold its own story. The Native people of North America have always depended upon the natural world for their survival. Watching the changes going on in the natural world with each season, they also look up into the sky and see it changing. In many parts of North America, the Native people relate the cycles of the moon to those seasons."
- CSPE 327 Traffic Light Eating Nutritional Workshop 0 credits**
"This workshop starts with the concept of Traffic Light Eating. What is a Green Light Food, a Yellow Light Food, and a Red Light Food? How much should or should we not be consuming throughout our day? What is the importance of these foods and their nutritional values? Students will also learn about label reading, serving sizes, dirty dozen ingredients in packaged foods, the many different names of sugar, and the benefits of macronutrients."
- CSPE 328 Racism and Resistance for Community 0 credits**
"What is Racism? In this course, students will learn about the evolution of racism and about its influence in our communities. Students will also learn about the concept of implicit bias and the impacts racism has on our society, including a discussion of the income gap and ways to take action."
- CSPE 329 Health Benefits with Simple Mediterranean Recipes 0 credits**
"This course will use traditional Sicilian recipes that promote and maintain health benefits of a Mediterranean diet. Recipes will include vegetable, seafood, poultry, and beef, with options for desserts."
- CSPE 350 The Art of the Historian 0 credits**
"In this course, students will learn about historiography and historical methodology. We will also discuss different fields of history including public history, archival history, and academic history, and discuss the important implications of these different branches. This course will help the ""armchair historian"" navigate the complicated world of historical works and bring us to a better understanding of what the study of history is really all about."
- CSPE 351 Women in the Middle East 0 credits**
"Many people in the West hold a rather stereotypical view of women's lives in the Middle East. But like any place in the world, there is a spectrum of varied lived experiences due to factors such as class, social customs, geographical location, family traditions, and so on. This course provides an overview of the history and present conditions of women in the MENA region (Middle East and North Africa). We will particularly focus on the status of women in various countries in the Middle East; modernization and gender issues; active state involvement in issues such as maternity and abortion; development of female education; growing participation

of women in public life; family life, marriage, and divorce; views on emancipation of women; and female sexuality in literature and film."

CSPE 352 Refugees: A Historical Introduction to Human Migration 0 credits

"Every day all over the world, people make the most difficult decision of their lives: to leave their homes. Human migrations, both voluntary and forced, have been part of history for millennia. Yet, migration has taken a different form with the emergence of the nation-state. Transnational migration today prompts us to reconceive the way we think of society, nation, family, and home. This course aims to provide a historical introduction to understand the contemporary issues in migration by examining case studies from [Western] Asia, Africa, Europe, and the Americas."

CSPE 353 Jacksonian Democracy 0 credits

"Andrew Jackson, the seventh President of the United States, shaped an era which now bears his name. The Jacksonian Era has been heralded as a revolutionary time period. However, this assertion has been challenged in recent years, and a time which once seemed revolutionary might have been regressive. This class will look at not only Andrew Jackson and his Presidency, but will also look at the nearly three decades that followed. By looking closely at the political, economic, social, and military impacts of this time, we will study to what extent this period was revolutionary, if at all. This era has uncanny parallels to the United States in which we live today. What can we learn from this historic period which could be applied in our own time?"

CSPE 354 Native American Awareness Series 0 credits

"In this four-part series led by our own Massasoit faculty and staff, students will enjoy three lectures based on exploring Indigenous cultures, race, and identity. The fourth meeting will be an in-depth discussion on the novel ??Killers of the Flower Moon: The Osage Murders and the Birth of the FBI? by David Grann. Registration includes a copy of the book for students."

CSPE 355 Seasons of Change: Moving Forward from the Boarding School Era 0 credits

"Seasons bring about change for each of us. The cold and harshness of winter cause us to reflect on our past and lean on our stamina to move forward. Spring is the season of new growth and renewal and increased focus on our own growth. Summer is a time of celebration, reward, innovation, and creating a lasting legacy. In this 3-part series, students will learn about the history of Native American residential boarding schools, the impact of intentional cultural genocide, examine the present struggles to regain lost tribal and individual identities, and look to the growth of these identities in the future."

CSPE 400 Feed the Muse: Unlock Your Creativity 0 credits

"This 4-week series nurtures inspiration and develops strategies to overcome ""burnout,"" confront creative ""blocks,"" and stifle the inner critic. Prioritizing creativity results in increased energy, focus, and innovation, these workshops will examine participants' unique creative processes, investigate the stories we tell ourselves about our creative lives, and explore rituals that cultivate the imagination. Please bring a journal or notebook to class."

CSPE 401 "Memory, Musing, and Memoir" 0 credits

"Whether we wish to leave a legacy for our loved ones or simply keep a memory alive, when writing a memoir, we embark on a personal journey. This journey can sometimes tell the story of what brought us from tragedy to transformation. It may reveal wisdom, wit, or warm the heart and will help participants find their muse in memoir writing. Write, remember, and reflect on what has been longing to be written. Please bring a journal or notebook to class."

CSPE 402 Mindfulness Every Day 0 credits

"Start your week with a mindfulness practice. Explore the principles of mindfulness and how they can improve well-being, focus, and effectiveness in our personal and professional lives. Incorporating mindfulness everyday increases a sense of wonder, gratitude, and inner peace. In 4 weekly sessions, we'll look at practical applications for everyday living and evaluate how mindfulness can help us live life more fully."

CSPE 403 Writers' Circle 0 credits

"Dust off those poems you've stashed on the top shelf of the closet or the abandoned manuscript on an old flash drive. It's time to write! Aspiring, doubting, and seasoned writers come together to form a community of collaboration and support as we breathe new life into the written word."

CSPE 404 Yoga Fundamentals Workshop 0 credits

"New to yoga? In this introductory workshop, students will learn some basic yoga poses (asanas) and meditation skills. Basic breathing and mindful techniques are introduced. Students will be taught and led through a slow and easy Vinyasa flow. At the end of class, students will be guided through a meditation practice. The class is designed for adult students of any age and will provide individuals an opportunity to ask clarifying questions to help support and guide their home and daily practices. Students are recommended to wear comfortable clothes and have a mat."

CSPE 405 Vinyasa Flow Yoga 0 credits

This class is designed for adult students of any age and any level. Each class will begin with a vinyasa flow to develop strength and stability. Students will be guided into poses (asanas) designed to slow down the body and mind. Students will also be guided through

a sampling of meditation and breathing techniques to incorporate into their own daily practice. Students are recommended to wear comfortable clothes and have a mat.

CSPE 406 **Family Yoga**

0 credits

"Welcome to Family Yoga, where families connect one pose and one breath at a time. Families are the union of beings that connect, love, and support one another and yoga is the union of mind, body, and soul. When families practice yoga together, each individual in that unit deepens self-love, self-understanding, and self-trust that in turn strengthens the unit not only physically but also energetically. This class will provide families with tools to decrease stress and anxiety, self-calm and self-regulate emotions, increase attention-span and focus, and cultivate a deeper understanding of themselves as individuals and as a family unit. Registration includes one parent and one child."

CSPE 407 Mindfulness Every Day - Preview

0 credits

Mindfulness is more than a passing fad or the latest buzz word. It is a practice that leads to awareness and self-actualization. In the face of all the chaos in our world, mindfulness is one of the few ways we can maintain a sense of well-being and stability. Whether you want to improve your personal or professional life, mindfulness opens the door to a new experience."

CSPE 408 Spring Into Yoga

0 credits

This class is designed for adult students of any age and any level. Each class will begin with a vinyasa flow to develop strength and stability. Students will be guided into poses (asanas) designed to slow down the body and mind. Students will also be guided through a sampling of meditation and breathing techniques to incorporate into their own daily practice. Students are recommended to wear comfortable clothes and have a mat.

CSPE 500 More Community Reads

0 credits

"Come join a community of avid readers age 55 and older in this popular series of book discussions lead by distinguished MCC faculty and staff members. Offering a provocative mix of new and classic literature each semester, the course meets the third Tuesday of the month. Books are available at local and online bookstores and at most local libraries. Please note that availability may be limited, depending on the book's popularity or release date, so we recommend calling your library to confirm."

CSPE 501 Writing for Memory Enhancement

0 credits

"This 4-week workshop, designed for students age 55 and older, focuses on the benefits of story-telling and journal writing for brain health. Practical approaches will utilize writing for creative thought, short-term recall, and recording memories."

CSPE 502 "Leadership, Teams and Dynamics"

"Unleash your potential! Join us for an engaging exploration of leadership in team settings, where you'll dive into both

CSPE 503 Building Personal Resilience Thriving Not Just Surviving

"This Personal Resilience course uses core material from the Forward-Facing approach. This will provide participants the opportunity to transform the way you relate to the world and yourself as you learn how our bodies experience stress, encode traumatic memories, and can experience healing in everyday life. Set your intention for your life and learn how to stick to it instead of being distracted by anxiety and fear left over from the past. Take back control of your responses to the world around you instead of living in constant reaction. Ultimately, you'll regain the ability to choose your life and the way you live it.

CSPE 510 **iPhone Basics**

0 credits

"Feeling overwhelmed by your iPhone? Designed for students age 55 and older, come learn how to navigate the basic features of your iPhone."

CSPE 511 Introduction to iPads

0 credits

"This is a 2-part class that will teach students age 55 and older everything you need to know about using the basics of your iPad. We will cover the basics during the first class. The basics include, connecting to Wi-Fi, setting up email, change settings, and exploring iCloud. In the second part of the class we will learn about downloading and using apps from the App Store, using FaceTime, email, internet (Safari), photos and much more."

CSPE 512 Intermediate iPads

0 credits

"This is the second half of a 2-part class that will teach students age 55 and older to go beyond the basics. If you are using your iPad only to send email and search the internet this will take you to the next step. Review downloading apps, add payment methods, record video, learn to text, edit photos, create photo albums, copy and paste and, many tips and tricks."

CSPE 513 Appy Hour

0 credits

"For students 55 and older, learn everything about Apps on your Apple device. You will learn about your Apple ID and how to use it in the App Store. You can come to class with an iPhone or an iPad."

- CSPE 514 Chromebook Basics 0 credits**
 "For students 55 and older, learn how to navigate your way around the Chromebook. You'll learn about apps for the Chromebook and how to navigate the Google environment. Students will need their own Chromebooks for the class."
- CSPE 520 Computer Concepts for Beginners 0 credits**
 "How much do you know about using your computer or downloading from the internet and attaching files? Ever wonder what terms like desktop, file, browser, and document mean? This course, designed for students age 55 and older, will demystify topics like Windows, the Windows Desktop, basic terminology, connecting to the internet, understanding browsers and search engines, as well as provide a basic introduction to word processing. This class is taught from a PC perspective using Microsoft Windows 10 operating system and is not designed for Mac users."
- CSPE 521 Computer Concepts & Beyond 0 credits**
 "This course, designed for students age 55 and older, is a continuation of Computer Concepts for Beginners. Now that you are comfortable with computer basics, take your skills to the next level by learning how to create folders and manage your files, size windows, move and copy files, and multitask in the Windows environment. Emphasis will also be given to continued work in Microsoft Word. An introduction to Microsoft Word and Excel may be introduced if time allows. This class is taught from a PC perspective using Microsoft Windows 10 operating system and is not designed for Mac users."
- CSPE 522 Introduction to Word 0 credits**
 "This course, designed for students age 55 and older, will cover the basics of Microsoft Word. Students will learn how to create a document, formatting, spell check, keyboard commands and shortcuts, saving a document, recalling a document to the screen for updating, printing, and more."
- CSPE 523 Introduction to Excel 0 credits**
 "This course, designed for students age 55 and older, will cover the basics of Microsoft Excel. Students will learn the essentials of creating a spreadsheet, including creating simple formulas, editing, and finalizing a simple spreadsheet."
- CSPE 530 Gentle Yoga 0 credits**
 "This course will provide students age 55 and older with gentle stretching and breathing techniques. These series of poses (asanas) can be done on a chair or on a mat. These poses stretch the muscles in the body while increasing flexibility in the joints. Yoga creates relaxation, pain relief, easing of depression and anxiety, and improves the quality of life."
- CSPE 531 Zumba Gold 0 credits**
 "This Zumba Gold course will provide students age 55 and older who are looking for a modified Zumba class that creates the original moves you love at a lower-intensity. The design of the class introduces easy-to-follow Zumba choreography that focuses on balance, range of motion, and coordination. Come ready to sweat, and prepare to leave empowered and feeling strong. Class focuses on all elements of fitness: cardiovascular, muscular conditioning, flexibility, and balance!"
- CSPE 540 Modern Quilt Group 0 credits**
 "Would you like learn to make a quilt or finish one of your Unfinished Objects (UFOs)? For students age 55 and older, this class is designed to help you do exactly that! You can learn how to piece a simple quilt top from beginning to finish, bring in a ""UFO"" that you never seem to have time to finish, or start an entirely new project. Whether you are trying quilting for the first time or finishing your 100th quilt, you will expand your knowledge as you quilt with this group."
- CSPE 542 History and Evolution of Film 0 credits**
 "For students 55 and older, this course will discuss the history and evolution of film as ""the most popular art form of the 20th century"". This course will provide students a broad survey of the history of motion pictures. Classics and important films from the birth of the medium to the present time are discussed with regard to their cultural influence. The course follows the evolution of the art, industry, and technology of moviemaking from their beginnings to the present day. The student will understand the cultural impact of the medium and its significance in the world today. An important goal of this course is to illustrate how movies as a mass medium have evolved over time and also that they not only entertain, but also have the power to inform, persuade, and influence modern society."
- CSPE 600 Beginner American Sign Language 0 credits**
 "This course initiates the development of the ability to sign and understand American Sign Language. Students learn the fundamentals of grammar, basic vocabulary, and correct signing. Cultural aspects of the Deaf community are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study in Sign Language at the high school level."
- CSPE 605 Spanish for Your Next Trip 0 credits**
 "If you are traveling to a Spanish-speaking country, would you like to know how to ask for the time, directions, and where to eat? We will discuss travel scenarios, daily social interactions, and transactions. Have fun trying out some Spanish phrases while learning how to apply vocabulary, grammar, and conversation in real-life situations. We will use Spanish in the classroom as much as possible."

- CSPE 610 French for Your Next Trip 0 credits**
 "An introductory course designed for students who are interested in France and the French culture. Students will discuss history, geography and acquaint themselves with francophone countries, diverse French cultures and dialects. Additionally, you will develop basic conversational skills to help you engage in formal and informal chats on your next trip."
- CSPE 700 Enjoy Music by Learning Guitar 0 credits**
 "Learning to play the guitar is a great way to learn the basics of reading music. In this course, students will learn how to hold the instrument and pick, as well as tune a guitar with their phones. Using the required book, students will learn basic guitar instruction and review chords each week while also learning new songs to sing and play. Appropriate for ages 9 and up. Please make sure you have a full size acoustic guitar and picks, plus required text: Hal Leonard Guitar Method Book I, Second Edition by Will Schmid and Greg Koch."
- CSPE 701 Ukulele for Beginners 0 credits**
 "Come learn to play the instrument that everybody is playing these days--the Ukulele! Students will learn to play different strums and chords to play their favorite songs. You do not have to know any music or have any experience playing an instrument to play the Ukulele. Using a pick or just your thumb, come make new friends, learn to read music, and play a new instrument. Appropriate for ages 9 and up. Please make sure you have a Ukulele, extra strings, and tuner, plus the required text: Ukulele Primer for Beginners Book with Video Access by Bert Casey. Note: You can play the Soprano, Concert, or Tenor Ukulele, as they are all tuned the same way, but in different octaves."
- CSPE 702 The Actor's Workshop for Beginners 0 credits**
 "Interested in acting but not sure where to start? This one-day workshop will cover everything you need to know about beginning your acting career. Whether you want to work professionally or at the community level, work in theatre or film, you will learn the best practices for getting started in the industry."
- CSPE 703 Introduction to Scene Study Workshop 0 credits**
 "This two-day workshop is designed to introduce actors to the process of bringing a text to life. We will work with scenes from selected plays, discuss individual character development, and, of course, how to transform this work into a performance. This workshop, which is designed for actors with little to no experience, will include both analytical discussion and performance practice."
- CSPE 800 iPhone Photography 0 credits**
 "Learn how to get the most out of your iPhone features by shooting, editing, and sharing photographs. Using only your iPhone, you can develop your ""photographer's eye"" and take better pictures! Learn simple tips and tricks that will take your photography to the next level: how to adjust and edit photos, how to download photo apps and use them, how to import, save and share photos. Please bring your iPhone to class."
- CSPE 801 Cell Phone Photography Workshop 0 credits**
 "The best camera is the one you have with you has been a refrain in the photography world. And now, most of us have a camera in our pocket at all times. The Cell Phone Photography Workshop prepares students to use their cell phone camera as a creative tool. We will cover the specs, software, and accessories you'll need to be in control of your photographs. We will look at how to make creative choices to express your vision and get the most out of your cell phone camera."
- CSPE 802 Getting to Know Your Camera Workshop 0 credits**
 "GTKYC workshop is a three hour workshop where we will cover the basic elements that make your camera work. This workshop is ideal for those who are interested in purchasing a digital camera and for those who own a digital camera but want to better navigate what it can do. This workshop is designed to get you ready to start shooting and to prepare you for the course ""Introduction to Digital Photography.""
- CSPE 803 Taking Control Of Your Pictures 0 credits**
 "Building on what you learned in our ""Getting to Know Your Camera"" workshop, this workshop digs into your camera's manual exposure controls, with a focus on being in control of what your photographs look like. We'll explore approaches to making photographs that include - depth of field, focal length, color, motion blur, as well as how to freeze motion. Together we will review the main controls, shoot in the class, and review the results. Students should bring cameras that have manual exposure controls, and be ready to shoot!"
- CSPE 804 Composition in the Field 0 credits**
 "Composition in the Field is an intensive but fun workshop. We take a ""Learn as you Shoot"" approach. We begin by discussing simple but effective compositional strategies, then apply them while shooting. Your instructor will be there to give feedback as you shoot, helping you make better pictures immediately, while you develop strategies to handle almost any photography scenario in the future. Composition in the Field workshops are not only a great way to improve your photography, but are a fun excuse to shoot more and to meet people with similar interests. You can take Composition in the Field workshops more than once. Students will meet at the Blue Hills Trailside Museum located at 1904 Canton Ave. in Milton."

CSPE 900 The Rewards of Reading to a Child! 0 credits
"Do you remember how wonderful it was to be read to? Did you know that reading to a child helps to improve their vocabulary, spelling, concentration, and imagination, and develop a love of reading? Whether it's your grandchild, niece, or nephew, see how reading can help build a strong relationship. What are the benefits of holding an actual book instead of an eBook? Where have nursery rhymes gone and why were they important? Find the answers to these questions and more while discovering the rewards of reading to a child and the impact you can make!"

CSPE 901 Racism and Resistance 0 credits
"The murders of George Floyd, Breonna Taylor, Ahmaud Arbery, and countless others have triggered an unprecedented national protest movement centered around racism, policing and the criminal justice system, resistance movements, and political power. In this survey course, learners will be provided the intellectual tools necessary to access a broader understanding of these current issues through the academic fields of History, Human Services, Literature and the Arts, Sociology, and Criminology. Special focus will be given to the evolution of racism, its influence in policing and its broader current impacts, responses to racism through art and activism, and the concept of implicit bias. This section is available for members of the community."

CSRE

CSRE 001 MA Sales License Prep 0 credits
This course will present the information necessary to take and pass the MA Real Estate Salesperson's examination. This course meets the requirements of the MA Board of Registration of Real Estate Brokers and Salespersons for license preparation.

CSRE 002 Real Estate Investment 0 credits
"Thinking about putting your money into something more tangible - like real estate? Understand the rewards and risks involved in land, rental, single family, and commercial real estate investments. How much do you have to invest? Can you really make a profit? Learn how the market works, how to recognize a good opportunity for purchase, what your time, tax and maintenance costs would be after the purchase, and how to make a decision about the timing of the sale."

CSTT

CSTT 006 "Associate Home Inspection Trainee, Part I" 0 credits
"This is the first of a two-part Associate Home Inspector Trainee program designed to start a Trainee on the required pathway towards becoming a licensed Massachusetts Home Inspector. Trainees are required to attain 72 hours of classroom training and discussion in topics listed by the Board of Registration of Home Inspectors. Trainees are also required to select 3 additional training hours at a venue of their choice to attain a total of 75 training hours. There is an additional \$50 fee payable to the instructor for copies of the PowerPoint presentation, as well as a \$75 fee payable to the college for any make-up classes an individual student may need. Recommended textbooks: Mechanical Systems and NHIE Content Material and Structural Systems and Business Manual by Bruce Barker are available at <https://nationalhomeinspectorexam.org/books>."

CSTT 007 "Associate Home Inspection Trainee, Part II" 0 credits
"This is the second of a two-part Associate Home Inspector Trainee program designed to start a Trainee on the required pathway towards becoming a licensed Massachusetts Home Inspector. Trainees are required to attain 72 hours of classroom training and discussion in topics listed by the Board of Registration of Home Inspectors. Trainees are also required to select 3 additional training hours at a venue of their choice to attain a total of 75 training hours. There is an additional \$50 fee payable to the instructor for copies of the PowerPoint presentation, as well as a \$75 fee payable to the college for any make-up classes an individual student may need. Recommended textbooks: Mechanical Systems and NHIE Content Material and Structural Systems and Business Manual by Bruce Barker are available at <https://nationalhomeinspectorexam.org/books>."

CSTT 008 Home Inspection Trainee - Make Up 0 credits
Attribute: XCS
This course is designed as a make-up for required classroom hours of the Associate Home Inspection Trainee program that were missed during the normal course schedule.

CSTT 022 Process and Procedures/Home Inspectors 2 credits
"Home Inspection. Instruction will focus on recommended methods for conducting a home inspection, with advice on setting up the checklist so that all important components are covered. Participants will learn how to look for, identify, and follow up on indications of a possible problem. The significance of new roof shingles that are lifting, tall foundation shrubs, foundation mud trails, darkened and streaked exterior shingles, for example, will be discussed as possible indicators of hidden damage. Aspects of insect damage, water damage, electrical and structural problems will be addressed. (State Board Approved for 3 continuing education credits.) This course is for Licenserd Home Inspectors."

CSTT 023 266 CMR Regs/Prof. Ethics for Home Inspection

"This course will provide licensed home inspectors with a review of the most current 266 CMR regulations including the MA Standards of Practice as well as a review of the standards of professional and ethical conduct set forth by the MA Board of Registration of Home Inspectors. Numerous illustrations will be used to teach each system that a home inspector is required to know, identify and report on. (5 contact hours)

CSTT 027 Plumbing & Gas /Home Inspection

"This course is designed to improve the licensed Home Inspector's understanding of basic principles necessary to recognize problems in plumbing and gas systems in residential properties. You will be trained to make observations and judgments regarding acceptable installation and operation of systems, as well as requirements for fixtures, materials, water temperature, pipe sizing, and venting. Basic observations will be made from CMR 248 Fuel Gas and Plumbing Code as it relates to Home Inspection. (3 contact hours).

CSTT 028 Heating Systems Review for Home Inspection

"This course is designed to assist licensed Home Inspectors in understanding and recognizing adequately installed and operating residential heating systems. Discussion will focus on warm air furnaces, boilers, and oil distribution systems. An overview of applicable MA State Code will be addressed as it relates to the Home Inspection process. (2 contact hours).

CSTT 029 Electrical System/Home Inspection 0 credits

"This course is designed to assist licensed home inspectors with the fundamental phases and to provide a systematic approach to the electrical inspection process. You will review the MA Code electrical inspection requirements, feeder distribution, and branch circuit layout and obtain resource materials as well as interactive learning techniques. In addition, you will learn situations home inspectors may encounter when inspecting electrical systems - from electrocuted mice, to violations in grounding, knob and-tube wiring, aluminum wiring, circuits boxes, and fuses. (3 contact hours)"

CSTT 031 "Legal Aspects, Cases & Practices/Home Inspection"

"This course will provide licensed professionals with an advanced understanding necessary to avoid the legal pitfalls of performing home inspections. Discussion will focus on the legal ramifications of action taken or not taken by the home inspector while performing inspections. (2 contact hours)

CSTT 032 "Mold, Mildew, and Moisture for Home Inspection"

"This course is designed for the licensed Home Inspectors to provide participants with the basic facts about mold, mildew and moisture. Discussion will focus on the assessment and identification of mold and potential health affects and symptoms associated with exposure. We will also review the ways to eliminate and control mold spores in the indoor environment. Participants will take away an understanding of Mold, Mildew and Moisture, and the basic cleanup options that may directly impact the air quality of a residential and commercial structure. (2 contact hours)

CSTT 033 "Home Inspection/Utilizing New Technology**CSTT 034 Report Writing for Home Inspection**

"This course is designed for licensed Home Inspectors and will use the 266 CMR Regulations as a guide in assisting home inspectors in the development of their required inspection reports. (2 contact hours).

CSTT 035 Exterior Aspects of Home Inspection 0 credits

"This course provides a discussion of the elements to look for on the exterior of a home when conducting a home inspection. Learn to make an informed assessment of outside features provides valuable insights about the interior, as well as the general condition of the home (3 contact hours)."

CSTT 116

"Introduction to Modern Building Systems & Facilities Management

CSTT 117

"Introduction to HVAC & Building Systems

CSTT 315 15-Hour MCE C & D License Renewal Course

"Every C & D License expires on July 31, 2016. You must complete a 15 hour MCE course before July 31, 2016 in order to hold a valid license after that date. The State Board of Examiners of Electricians requires attendees to bring a 2014 National Electrical Code. This book can be purchased through NFPA 1-800-344-3555, www.nfpa.org or MECA 1-800-231-6322, www.mecanetwork.org. Upon completion of this 15 hr. course and the 6 hr. professional development workshop, your requirements will be complete.

- CSTT 316 Electrician D Lic/AC Theory 0 credits**
 "One of 12 state-approved and mandated courses required to fulfill the 300-hour classroom training requirement for the Electrician D-License. This course covers the historical evolution of electrical applications and how these applications apply to the alarm industry. Special topics covered include AC power circuits, formulas, parallel and series circuits. Participants must possess a high school diploma or equivalent."
- CSTT 317 Electrician D Lic/DC Theory 0 credits**
 "One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-license. This course includes a review of DC electrical theory, including Ohms Law, voltage, current, resistance, electric power, series and parallel circuits. Participants must possess a high school diploma or equivalent."
- CSTT 318 Electrician D Lic/Alarm Syst 0 credits**
 "One of the 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License, this course covers the history of burglary alarm systems from their inception to the present. The course discusses the main components found in burglar alarm systems, how these components operate, and basic troubleshooting when installing these components. Participants must possess a high school diploma or equivalent."
- CSTT 319 Electrician D Lic/Fire Syst 0 credits**
 "One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License, this course covers the history of fire detection systems from their inception to the present. The course discusses the main components found in fire detection systems, how these components operate, and basic troubleshooting when installing these components. Participants must possess a high school diploma or equivalent."
- CSTT 320 Electrician D Lic/MA Bldg Code 0 credits**
 One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course details the Massachusetts State Building Codes in relation to fire detection systems. Participants must possess a high school diploma or equivalent.
- CSTT 321 Electrician D License/NFPA-Part 1 0 credits**
 One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is an introduction to NFPA-72. Participants must possess a high school diploma or equivalent.
- CSTT 322 Electrician D Lic/NFPA-Part 2 0 credits**
 One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course gives an in-depth understanding of NFPA-72 and its interpretation for alarm installers. All requirements of a fire detection system under NFPA-72 will be analyzed. Job site safety issues will also be covered. Participants must possess a high school diploma or equivalent.
- CSTT 323 Electrician D Lic/NFPA-Part 3 0 credits**
 One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is a continuation of NFPA'72 Part Two. Participants must possess a high school diploma or equivalent.
- CSTT 324 Electrician D Lic/Mass Elect Code-1 0 credits**
 One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course will review the Massachusetts Electrical in all areas that pertain to security installation. The course will also cover the first section of the National Electrical Code and the relevant laws and requirements involving the installation of security systems. This is a four-part course.
- CSTT 325 Electrician D Lic/ Mass Elec Code-2 0 credits**
 One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is Part Two of Massachusetts Electrical Code and the National Electrical Code. Participants must possess a high school diploma or equivalent.
- CSTT 326 Electrician D Lic/Mass Elect Code-3 0 credits**
 One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is Part Three of Massachusetts Electrical Code and the National Electrical Code. Participants must possess a high school diploma or GED.

CSTT 327 Electrician D Lic/Mass Elect Code-4 0 credits

One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is Part Four of Massachusetts Electrical Code and the National Electrical Code. Participants must possess a high school diploma or GED.

CSTT 381 Burglar Alarm Basics 0 credits

"This course is designed to meet the State Electrician Board requirement for an additional six-hour Professional Development Workshop and is appropriate for A, B, C, and D license-holders. The course will provide the basic information needed for burglar technicians and electricians to install burglar systems correctly. Wiring methods, codes, and layout will be covered. NFPA72 Code Book suggested."

CSTT 566 OSHA 10-Hour Construction 0 credits

"This course provides entry-level construction workers with information about their rights, employer responsibilities, and how to recognize, control, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site such as fall protection, electrical, struck-by, caught between, scaffolds, and ladders. The practical, focused, and ""how to"" instructional approach will provide a basic orientation to the many concepts of safe work practices and hazard avoidance. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Outreach DOL course completion card."

CSTT 567 OSHA 10-Hour General Industry 0 credits

"Learn the tools you need to see how your safe work practices can meet all the OSHA standards. This course is developed for general industry and covers what is required by OSHA standards in essential operation areas. The practical, focused, and ""how to"" instructional approach will provide a basic orientation to the many concepts of safe work practices. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach DOL course completion card."

CSTT 569 OSHA 30-Hour Construction 0 credits

"The OSHA 30-Hour Construction course is an advanced safety training course that gives workers a more in depth look into the hazards and injuries that could be faced at worksites and the prevention methods to be used. A large variety of topics will be covered including: cranes, excavations, materials handling, storage, use and disposal, scaffolds, tools - hand and power, intro to industrial hygiene, safety and health programs, fall protection, and confined space. The course will involve both classroom and hands-on style training and is specifically devised for safety directors, foremen, and field supervisors. Upon successful completion of the course, participants will receive an OSHA 30-Hour Construction Outreach DOL course completion card."

CSTT 570 OSHA 30-Hour General Industry 0 credits

"The OSHA 30-Hour General Industry course is an advanced safety training course that gives workers a more in depth look into the hazards and injuries that could be faced at worksites and the prevention methods to be used. A large variety of topics will be covered including: hazardous materials, permit-required confined spaces, lockout /tagout, machine guarding, welding, cutting, and brazing, introduction to industrial hygiene, blood borne pathogens, ergonomics, fall protection, safety and health programs, and powered industrial vehicles. The course will involve both classroom and hands-on style training and is specifically devised for safety directors, foremen, and field supervisors. Upon successful completion of the course, participants will receive an OSHA 30-Hour General Industry Outreach DOL course completion card."

CSTT 571 OSHA 300 Recordkeeping 0 credits

"This 2 hour course will cover OSHA's revised recordkeeping requirements, the new recordkeeping forms, and offers a number of opportunities for you to practice classifying a case's recordability. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Course topics include: recordkeeping forms, protection of employee privacy, recordable injuries and illnesses, non-recordable injuries and illnesses, categories of incidents, and COVID-19 recordability."

CSZK

CSZK 002 Look What I Created! 0 credits

"In this two-week session, students will be introduced to basic concepts in engineering, science, and math. Our goal is to spark scientific imagination through creative and challenging projects. We encourage teamwork and social responsibility. Is there an idea for constructing a bridge lurking in the back of your brain that we can test? Would you like to learn how to design and build a simple machine? Would you like to try your hand at studying habitats where local animals live? This is your chance to test your ideas or simply find out how things work. We'll explore our world through science and use math to explain what happened. Team projects can include many topics. Sign on to join this investigative team and let's look at the world around us to figure out how does ""that"" work. Warning: you may never look at science and math the same way again after having this much fun! This course is designed for students in grades 3 to 5 for the 2017-2018 school year. The \$399 course fee includes lab supplies. Students will need to provide their own lunch. Pre-approval prior to registration. Contact x1656."

CSZK 006 Science Investigative Team 0 credits
"In this two-week session, students work as a team in the science lab to test materials and use what you learn to engineer your own unique design. Then we'll put your design to the test to see how it works. We'll explore a variety of topics and social issues from around the world that are fun and interesting, such as ecology, health and the body, physics, and the environment. We'll work together with team games and eye-opening hands-on activities. This course is designed for students in grades 6 to 8 for the 2017-2018 school year. The \$399 course fee includes supplies. Students will need to provide their own lunch. Pre-approval prior to registration. Contact x1656."

CSZK 012 New Heights 9th Grade Summer Bridge Program 0 credits
"The New Heights Charter School 9th Grade Summer Bridge program will strengthen the community culture of the New Heights Charter School. Students will have an opportunity to learn new material in a fun, hands-on environment thus keeping students academically on track and socially engaged in the learning experience."

CSZM

CSZM 005 Adult Volleyball 0 credits
Attribute: XCS
"The league consists of eight weeks of round robin play, plus a championship play-off week. Players should have experience beyond recreational volleyball and a solid understanding of the rules. Net violations, carries, double hits, and other infractions will be enforced. Expect consistent, highly competitive bump, set, and spike action with hard hitting."

CSZM 006 Adult Co-Ed Competitive Volleyball 0 credits
"The league consists of ten weeks of round robin play plus a championship play-off week. Players should have experience beyond recreational volleyball and a solid understanding of the rules. Net violations, carries, double hits, and other infractions will be enforced. Expect consistent, highly competitive bump, set, and spike action with hard hitting."

CSZM 017 Baseball Prospect Clinic 0 credits
Attribute: XCS
This is a skills and recruitment clinic/showcase. Showcase your skills and learn about the college game from MCC coaches and players. This clinic will focus on skills and mechanics for well-rounded training as well as introduce players to the college recruitment process.

CSZM 018 Girls Basketball Prospect Clinic 0 credits
"The Massasoit Girls Basketball Prospect Clinic is designed for high school basketball players who are looking to showcase their skills as well as work to improve skills necessary to become a better player. Shooting, defensive and skills work will be evaluated by a member of the college's basketball staff."

CSZM 019 Baseball February Clinic
"Open to young players in the community to learn skills from collegiate players and coaches and do drills. Aside from the fundamental skills of baseball, players will learn teamwork, discipline, dedication, and sportsmanship. Limit 75."

CSZM 020 Massasports Girls Basketball Academy 0 credits
"This Massasports Academy is designed to teach fundamentals of basketball as well as team concepts. Lectures and drills will emphasize the correct way to execute the skills of ball handling, footwork, dribbling, passing, shooting, offensive moves, defense positioning and rebounding. In addition to skill work, players will compete in game situations that emphasize the importance of team play. This Massasports Academy emphasizes good sportsmanship, leadership and teamwork while providing a fun experience. Each day ends with 1 ' hour recreational swim."

CSZM 021 Volleyball Prospect Clinic
"The Massasoit Volleyball Clinic is designed for middle and high school volleyball players including Level 1 players who are looking to improve their

CTIM

CTIM 100 Computer Keyboarding 3 credits
"In this introductory computer keyboarding course, the student obtains a thorough knowledge of the computer keyboard and the basic principles of touch keyboarding. The course will include the basic features of word processing software and an introduction to letter styles, tables, and manuscripts. The student should progress to a speed of 25-45 words per minute with no more than three errors on three-minute timed writings. The course is adaptable for business and personal use."

- CTIM 101 Beginning Windows 1 credit**
 "This course is designed as a practical, step-by-step introduction to beginning concepts of the Microsoft Windows operating system. Students learn how to use the Windows desktop, manage documents, work with the documents library, and create shortcuts. In addition, students learn file and folder management and Windows accessories programs. Students also learn how to customize their work environment and to use the control panel."
- CTIM 102 Beginning Word 1 credit**
 "Students learn the basic features of Microsoft Word in order to prepare professional business documents incorporating appropriate formatting. Students also learn to insert objects and text into documents, as well as use shortcuts that enable them to become proficient in producing various business documents such as letters, reports and tables."
- CTIM 103 Beginning Excel 1 credit**
 "Students learn the essentials of spreadsheet development, including data entry and editing, formatting, sorting and filtering data, and enhancing worksheets. The creation of formulas and functions receives major emphasis. Other topics include preparing and inserting charts as well as workbooks and worksheets."
- CTIM 104 Intermediate Windows 1 credit**
 "This course is a continuation of Beginning Windows. Students learn advanced file management capabilities of Windows, systems maintenance procedures, and how to add hardware and software. In addition, students use Windows in conjunction with multimedia and the Internet as they work with digital photographs and music. Security considerations including organizing and protecting information are also covered."
- CTIM 105 Intermediate Word 1 credit**
 "This course is a continuation of Beginning Word. Students learn how to customize paragraphs and pages and to use the advanced proofing capabilities of the software. Other features presented include merging documents, styles, templates, specialized tables and indexes, advanced graphic features, and sharing documents. Students increase their efficiency as they develop problem-solving word-processing skills for various business applications."
- CTIM 106 Intermediate Excel 1 credit**
 "This course is a continuation of Beginning Excel. Advanced work with formulas and functions receives major emphasis. Other topics include tables and data features, pivot tables, data analysis features, and integration. Students increase their efficiency as they develop problem-solving spreadsheet skills for various business applications."
- CTIM 109 Advanced Excel 1 credit**
 "This course is a continuation of Intermediate Excel for Windows. Topics covered include advanced functions, creating and running macros, using templates, linking worksheets, embedding objects, charts and graphs, pivot tables, goal seek, and forecasting and modeling scenarios."
- CTIM 112 Word Applications 3 credits**
 "This course introduces students to the more advanced functions of Word to format various types of business documents. Competencies the student develops include using the word processing software to create sophisticated tables and graphics, templates, mail merge, styles, macros, forms, and master documents. Students learn how to customize Word to automate work and create complex documents. Two lecture and two laboratory hours per week.
 Prerequisite: CTIM 102 Beginning Word or ACCT 108 Computerized Business Applications or departmental approval."
- CTIM 114 Beginning PowerPoint 1 credit**
 "This course provides basic training in Microsoft PowerPoint for Windows presentation graphics software. Students learn to plan, create, modify, and enhance presentations and to produce slides for an on-screen slide show. Effective presentations are created using graphics, tables, transitions, WordArt, sound, animation, and object linking and embedding."
- CTIM 115 Intermediate PowerPoint 1 credit**
 "This course is designed to familiarize the student with more advanced features of Microsoft PowerPoint for Windows presentation graphics software. Basic skills are reinforced and the following software features are utilized in creating sophisticated electronic slide shows: customizing slide masters, inserting text boxes and shapes, SmartArt, integrated web content and applications, and information graphics and media."
- CTIM 117 Beginning Access 1 credit**
 "This course provides basic training in Microsoft Access for Windows database software. Students learn to create and modify files, add and edit records, and produce reports and labels for a variety of business applications."

CTIM 131 Introduction to Coding 3 credits

"This course introduces students to the broad field of computer science with an emphasis on coding. Students explore what coding is and why it is needed and then examine how it is used in controlling digital technology such as creating computer software, apps, websites, and the interfacing of devices for the Internet of Things (IoT). Topics include an introduction to coding concepts and terminology, exploration of programming languages, logic, syntax, debugging, hardware, documentation, and careers in programming. The chief goal of the course is to develop the student's creative mindset for computational thinking."

CTIM 171 Computer Hardware and Software Configuration 3 credits

"This course is intended to provide the student with real-world exposure to both computer hardware and software installation, maintenance, and repair. Students use system diagnostics to analyze and restore computer system defects through troubleshooting and replacing individual system components. Hand-on experiences with software installation and maintenance, including operating systems and applications, are an integral part of the course. Two lecture and two laboratory hours per week."

CTIM 178 Help Desk Concepts 3 credits

"This course is designed to teach students the importance and benefits of measuring the delivery of customer support; how to create positive interactions with customers; how to identify customer needs; how to meet customer expectations; how to deal effectively with a variety of customer situations in multicultural environments; how to work with unrealistic or angry customers; how to develop better listening skills; and how to use basic tools and technologies used in the customer support industry. Students learn how to de-escalate a situation, lessen stress, and troubleshoot aimed at solving problems."

CTIM 180 Computer and Information Security 3 credits

"Instruction is provided in security for computer hardware, software, and data including physical security, backup procedures, relevant tools, encryption, and protection from viruses and cyberattacks. This course covers the safeguarding of computer systems by demonstrating server support skills and designing and implementing a security system. Students identify security threats and monitor network security implementation and use best practices to configure operating systems to industry security standards."

CTIM 213 Administrative Management 3 credits

"This course provides students with the tools for supervising people and technology in the rapidly changing information systems environment through a study of management theories, supervisory styles, and personnel procedures. Problem-solving and critical-thinking skills are developed and applied to business situations. Topics covered include facilities layout and design, work standards and job analyses, work measurement and simplification, budgetary considerations, and the effective utilization of human resources."

CTIM 221 Desktop Operating Systems 3 credits

"This course covers the concepts of Microsoft Windows operating systems. Students learn how to install, configure, and troubleshoot computer operating systems and will gain the knowledge and skills necessary to perform administration tasks in a peer-to-peer network or a workstation-based system using Microsoft Windows."

CTIM 225 Introduction to Networking 3 credits

"This course provides an overview of the operational, managerial, and technical aspects of networking technologies and their implementation. Hardware and software, as well as the codes, formats, protocols, use of private and public information utilities, transmission media, topologies, and point-to-point communications are integrated throughout the course."

CTIM 230 Ethics in Information Technology 3 credits

"This course examines various ethical situations that arise in information technology. Issues related to privacy, freedom of expression, intellectual property, software development, human resources, cybercrime, social networking, and the impact of computers on the quality of life are examined. Students are given the opportunity to examine various scenarios relating to these topics in order to develop positive decision-making capabilities when faced with difficult situations in their work life."

CTIM 250 Current Issues in Computing 3 credits

"This course educates existing and future information technology professionals on the impact ethical, legal, and social issues have on the use of computers in the business world. Topics include privacy, freedom of expression, intellectual property, software development, human resources, cyber-crime, social networking, certifications, and the impact of computers on the quality of life. Through a study of a variety of contemporary, technology-related trends, students should have the foundation they need to make appropriate decisions when faced with difficult situations and help them to make a positive impact on the field. Case studies and individual and group projects are utilized."

CTIM 266 Professional Development for Business 3 credits

"This course presents a study of behavioral psychology as applied to the workplace and is designed to enable students to develop the professional and personal skills necessary to succeed in a global environment in the business world. Topics covered include a survey of the soft skills, focusing on non-verbal communication, appearance, goal setting, confidence and motivation, self-assessment, managing change, leadership, human capabilities and limitations, and diversity issues. Employment, certifications, and industry credentialing are also covered in this course."

CTIM 271 Database Concepts and Practices 3 credits

"Database software is used to plan, organize, and manage a relational database management system. Students are introduced to structured query language (SQL) as they create, store, sort, and retrieve data. Through a series of hands-on exercises, the students learn how to develop, manage, and reference a database; build various database objects; and write SQL statements that access information from the database. Two lecture and two laboratory hours per week."

CTIM 278 Data Communications 3 credits

"This course provides an overview of the broad area of business data communications. The fundamental concepts of communications in the computer and telecommunications field are covered. Specific equipment and hardware, such as multiplexers, concentrators, and front-end processors are studied. Various types of transmission will be discussed such as modulation, duplex transmission, and errors. Basic network concepts like topologies, architecture, protocols, and media are discussed in detail."

CTIM 285 Python 3 credits

"This course examines the Python programming language. Students create programs using sequence, selection, repetition, functions, strings, lists, tuples, sets, dictionaries, objects, classes, files, inheritance, polymorphism, exceptions, and recursion. Two lecture and two laboratory hours per week.

Pre/Co-requisite: CTIM 157 Introduction to Java Programming or CTIM 371 Programming in C++; or departmental approval."

CTIM 287 HTML5 for Websites and Applications 3 credits

"This course combines theory and practice while introducing the student to the fundamental elements that make up a webpage and for developing web applications. Students learn to understand how a webpage is structured, organized, and presented in a browser. In addition, the student learns how to use HTML5 (the language of the web) to create a range of webpages and for developing web applications. Students should be familiar with a personal computer, Windows, and the Internet. Two lecture and two laboratory hours per week."

CTIM 322 Photoshop for the Web and Print Media 3 credits

Students will learn the basic concepts and skills required to develop effective graphics for the Web and various business publications. Students will learn the basic tools used in Adobe Photoshop to create and edit images. Students will learn how to optimize images and save images in proper file formats. Students will learn color selection and conversion as it relates to both Web and business publications. Techniques of digital image capture and photo retouching will also be explored.

CTIM 371 Programming in C++ 3 credits

"This is the first course in the C++ programming language. The course covers general program structures, functions, variable naming rules, iteration statements (for, while, do/while), arithmetic and relational operators, arrays, an introduction to pointers, and an introduction to objects. Hands-on programming exercises are completed using the Visual Studio C++ compiler. Two lecture and two laboratory hours per week.

Prerequisite: CTIM 281 Introduction to Software Design and Development; or departmental approval."

CTIM 372 Advanced Programming in C++ 3 credits

"This course is a continuation of Programming in C++. The course covers object-oriented programming concepts: classes, member functions, stream I/O, inheritance, pointers, arrays, and linked lists. Hands-on programming exercises are completed using the Visual Studio C++ compiler. Two lecture and two laboratory hours per week.

Prerequisite: CTIM 371 Programming in C++; or departmental approval."

CTIM 375 Computer Programming and Data Structures with C 3 credits

"This course presents an introduction to computer programming theory for engineering and computer science students utilizing the C programming language. Programming in C and data structures are covered with engineering applications through a principal-before-application approach. Two lecture and two laboratory hours per week.

Prerequisite: MATH 003 Preparation for College Math III, MATH 012 Intermediate Algebra, or MATH 125 Technical Mathematics I or higher; waiver by placement testing results; or permission of instructor."

CTIM 400 Special Study in Computer Technology Information Management 1 credit

This course involves independent work on a selected topic under the direction of members of the Computer Technology and Information Management Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

CULA

CULA 123 Table Service 3 credits

"This course prepares students to set a table according to various styles: American, English, French, and banquet service. Students develop interpersonal skills to interact effectively with customers and co-workers. Emphasis is placed on setting attractive tables,

creating centerpieces, various napkin folds, and table applications with a focus on design and comfort. One lecture and four laboratory hours per week. Note: It is recommended that students should have successfully tested out of or completed ENGL 092 Preparing for College Reading II and MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Mathematics before enrolling in this course."

CULA 128 The Art of Bread

3 credits

"In this course, students are taught the fundamentals of bread production. Students learn the proper textures, flavor, and production methods for dough, and the work ethic and terminology for being a baker. A wide variety of breads are explored in the bake shop utilizing cultivated yeast, wild yeast starters, and chemically leavened doughs. Laminated doughs, rich doughs, and artisan breads are included in this foundation class. Students should be prepared for some lifting and physical manipulation of dough as part of their production. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and two laboratory hours per week. Note: It is strongly recommended that students should have successfully tested out of or completed ENGL 092 Preparing for College Reading II and MATH 001 Preparation for College Math I or MATH 010 Fundamentals of Mathematics before enrolling in this course.

Prerequisite: CULA 143 Foundations of Baking."

CULA 135 Garde Manger

3 credits

"Garde manger is the production of food that is not only flavorful but pleasing to the eye. This course familiarizes the students with several aspects of banquet and catering production, including the various design components related to banquets, special occasions, and buffet menus. Students also cover the planning and application of food garnishes, decorations, centerpiece displays, and other culinary art forms. Canapes, hors d'oeuvres, salads, and galantines are produced and served by the students. Two lecture and two laboratory hours per week.

Prerequisite: CULÁ 140 Culinary Concepts."

CULA 139 Culinary Certification

3 credits

In this course students experience the in-depth study of the regulations governing sanitation and food safety. Skills and knowledge learned throughout the course via lecture and various tools offered within the ServSafe text prepare students for taking the National Association Educational Foundation (NRAEF) ServSafe Certification Exam.

CULA 140 Culinary Concepts

3 credits

"This introductory course focuses on the development of the student's knowledge through product identification, professional cooking techniques, knife skills, measurements, and weekly preparation of a variety of food items using these new skills. Mother sauces are incorporated in the weekly lessons. Two lecture and two laboratory hours per week.

Pre/Co-requisite: CULA 139 Culinary Certification."

CULA 143 Foundations of Baking

3 credits

"Students are introduced to the fundamental concepts, skills, and techniques of basic baking. Special emphasis is placed on the study of ingredients, terminology, analysis of baked goods, and the use of bake shop equipment. Mixing methods of a wide variety of baked goods are learned weekly through lecture, demonstration, and hands-on production. Cookies, pies, and pate a choux are a few examples of pastries students work with. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and two laboratory hours per week. N"

CULA 146 American Regional Cuisine

3 credits

"This course is designed to offer students an overview of the regional cuisine throughout the United States. Students incorporate cooking techniques, the art of mise en place, historical and current food trends from the geographic regions, and proper review of recipes and procedures resulting with a finished meal from a specific region. Two lecture and two laboratory hours per week.

Prerequisites: CULA 139 Culinary Certification and CULA 140 Culinary Concepts."

CULA 151 International Cuisine

4 credits

Attribute: GL

"This course introduces the student to a variety of cultural ingredients and cooking styles used throughout the globe. Different regions are covered in class each week through lectures, handouts, and text. In addition, this course aids in the further development of the student's learned skills and offers a better understanding of the time restraints common to the industry. Students are required to mise en place assigned recipes and prepare and plate completed tasks. Two lecture and four laboratory hours per week.

Prerequisite: CULA 146 American Regional Cuisine."

CULA 152 Classical Cuisine

4 credits

"This course covers classical foods and recipes found throughout France and global cuisines. In addition to principles and techniques recommended by Auguste Escoffier and other European masters, the introduction of trends and techniques used in present day food establishments are reviewed each week through lectures, handouts, and text. Emphasis on mise en place, preparation, and plating further develops the student's knowledge and skills for entrance into the food industry. Two lecture and four laboratory hours per week.

Prerequisite: CULA 146 American Regional Cuisine."

CULA 156 Nutrition and Food Trends 3 credits

"Designed to acquaint students with basic nutritional concepts and their relationships to promotion of good health, this course focuses on consumer food choices and the appropriate means to ensure pleasurable and healthful dining experiences. The student is involved in the preparation of foods utilizing current nutritional trends and dietary practices. Two lecture and two laboratory hours per week.

Pre/Co-requisite: CULA 140 Culinary Concepts."

CULA 157 Meat Fabrication and Charcuterie 3 credits

"This course introduces the student to the meat structure and composition of beef, veal, lamb, and pork. Proper cutting techniques used to fabricate a variety of protein items are an integral part of this course using hands-on production. In addition, poultry, game, and seafood are also covered through lecture, demonstration, and text. Two lecture and two laboratory hours per week.

Prerequisite: CULA 140 Culinary Concepts."

CULA 159 Cake Decorating 3 credits

"The student is instructed in the fundamentals of cake decorating. Techniques covered include icing and cake preparation, masking cakes, border and inscription styles, and basic floral designs. Introduction to other decorating mediums are explored. Basic cake decorating tools are required for this class. The student should be prepared to practice at home to further develop their piping skills. Two lecture and two laboratory hours per week.

Pre/Co-requisite: CULA 143 Foundations of Baking; or departmental approval."

CULA 160 Chocolate Artistry 3 credits

"This course introduces the student to the sweet world of chocolate. Through lecture, demonstration, and hands-on production, the student learns the art of working with chocolate that is desirable throughout the culinary industry. A technique of tempering and creating chocolates, as well as display pieces, is a primary focus in this class. The student has the opportunity to work with other forms of display media such as sugar, pastillage, and marzipan. Emphasis is placed on the creative process as the student designs, produces, and presents a finished centerpiece. Some basic tools will be required for this course. Two lecture and two laboratory hours per week."

CULA 161 Advanced Pastries 4 credits

"In this course, students are taught the art of preparing a variety of American and international desserts, as well as continuing their development of bread production skills. Building on techniques learned in previous baking classes, emphasis will be on flavor and techniques as well as final presentation. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and four laboratory hours per week.

Prerequisite: CULA 143 Foundations of Baking."

CULA 162 Classical Desserts 4 credits

"The focus of this course is to develop the classic techniques used to produce European pastries such as Gateau St. Honore, Opera Torte, and Dacquoise. Balance of flavors, textures, and visual presentations are a weekly goal. Chocolate and bread production skills are developed within the class structure. Mise en place, organization, and sanitation are an integral part of this course. Two lecture and four laboratory hours per week.

Prerequisite: CULA 143 Foundations of Baking."

CULA 295 Field Work Experience in Culinary Arts 4 credits

This course enables students to participate in a supervised (paid or unpaid) learning experience of at least 240 hours for the semester. Students are required to work in a food service establishment that will enhance the students' skills and learning objectives established by the faculty coordinator. All field work experience sites must meet departmental guidelines and standards. Any student who finds it to their advantage to do half their field work during the three months prior to the semester of their sophomore year may do so with departmental approval. This process must begin before the seventh week of the spring semester of the freshman year.

Prerequisites: CULA 143 Foundations of Baking and CULA 146 American Regional Cuisine.

DANC

DANC 101 Dance - Fitness - Fusion 3 credits

Attributes: FA GL HU LA

"This course utilizes dance from a variety of cultures around the world, including Jamaican, Middle-Eastern, Colombian, Cuban, jazz, and African, to develop physical fitness with aerobic activity, strength, and flexibility. Students complete the course with the tools to create and execute a personalized dance fitness plan."

DANC 102 Introduction to Dancesport: Ballroom and Latin Dance 3 credits

Attributes: FA GL HU LA

"This course is designed to provide a physical and cultural dance experience. The course introduces basic dance skills in the wide variety of ballroom and Latin dances. It explores the similarities and differences in competition and social-style dancing, providing learning experiences for students to create well-rehearsed performance material."

DANC 103 Latin Dance 3 credits

Attributes: FA GL HU LA

"This course is designed to provide a cultural dance experience. The classes introduce the basics of the following Latin dances: Salsa, Merengue, Cha Cha, Rumba, and Samba. Partner work is required, but students do not need to bring their own partner."

DANC 145 Contemporary Dance 3 credits

Attributes: FA HU LA

"This is a studio-based class including the study of classic, contemporary, and modern forms to help students develop their flexibility, rhythm, strength, and self-awareness. The class is a combination of the study of famous and founding dancers, learning routines/dance phrases, and improvisation. Weekly dance combinations are taught. Students will conclude the course with an appreciation for contemporary dance. All levels are welcome, but some dancing experience is recommended."

DANC 150 Choreography 3 credits

Attributes: FA HU LA

"This course is designed to provide a creative, expressive, and critical-thinking experience. The classes will introduce basics of choreography, including use of space, time, groupings, movement quality, theme and variation, and improvisation. The course provides a learning environment for critical thinking in the process of artistic decision making."

DANC 296 Special Topics in Dance 3 credits

Attributes: FA HU LA

"This course offers specialized knowledge and skills on specific topics related to the field of dance. Topics and course content vary by semester, and are determined by the instructor of each course offering. The class is a studio style format, focusing on a combination of the study of famous and founding dancers, learning routines/dance phrases, and improvisation. Weekly dance combinations are taught. Limited to two courses on different topics per student."

DANC 400 Special Study in Dance 1 credit

Attributes: FA HU LA

This course involves independent work on a selected topic under the direction of members of the Dance faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

DENT

DENT 102 Dental Materials I 3 credits

"This course includes theory and practical use of dental materials including uses, composition, properties, and proper manipulation. Gypsum products, impression materials, waxes, and cements are covered. Basic restorative materials are introduced. Two lecture and two laboratory hours per week."

DENT 103 Dental Radiography I 3 credits

"This course provides instruction in the nature of ionizing radiation; the production, properties, dosage, and hazards of radiation; infection control; and appropriate protection techniques for patient and operator. Instruction in the function and correct use of the dental unit and processors for chemical and digital radiography is presented. Two lecture and two laboratory hours per week. Pre/Co-requisite: DENT 106 Dental Science I."

DENT 105 Dental Office Management 3 credits

"This course is designed to train the Dental Assistant in business procedures for a dental setting. Emphasis is placed on this role as part of the team concept. Included in this course is a study of communication as it relates to patient/doctor/auxiliary relations, as well as employer/employee situations. The course covers telephone techniques, appointment control, record and filing procedures, banking, billing, third-party payments, inventory control, and supplies. Resume and interviewing techniques are also covered."

DENT 106 Dental Science I 5 credits

"This course provides instruction in head and neck anatomy and emphasizes oral anatomy as it relates to the growth and development of the teeth and adjacent structures. The course includes the relationship of dental structures to body systems and to health. The course also covers oral history, oral embryology, and microbiology as they apply to oral disease and the prevention and methods of infection control. Oral pathology and identification of common oral conditions and lesions are a component of this course. Nutrition is included as it relates to oral health and dental caries. Home care instruction and plaque control are also emphasized. Four lecture and two laboratory hours per week."

DENT 107 Chairside Assisting 6 credits

"This course prepares the student for clinical externship utilizing the concepts of four-handed dentistry. Instruction is provided in instrumentation, tray set-ups, and sterilization. Also included is instruction in chairside positioning, preparation of the dental unit, and maintenance of equipment. Basic intra-oral functions such as mirror placement and retraction, use of oral evacuation, and rubber dam technique are also covered. CPR training is included as part of this course. Four lecture and four laboratory hours per week."

DENT 111 Dental Science II 3 credits

"A continuation of Dental Science I, this course includes dental pharmacology, emphasizing the nature and property of drugs and anesthetics used frequently in dentistry. Also included is an introduction to dental specialties, namely: orthodontics, periodontics, oral surgery, endodontics, pediatric dentistry and prosthodontics. Two lecture and two laboratory hours per week.
Prerequisite: DENT 106 Dental Science I."

DENT 112 Clinical Externship 6 credits

"This component of the program provides the student with practical experience in four-handed dentistry, general office procedures, and basic laboratory skills. To expose students to a broad spectrum of patients and settings, the students rotate through several types of dental settings, including private practice and a hospital or dental clinic. To integrate experiences, students must maintain a daily log of dental procedures and duties performed and must attend a seminar with the Dental Assistant faculty member. This course involves 300 hours of clinical experience.
Prerequisites: a grade of C+ or higher in: DENT 102 Dental Materials I, DENT 103 Dental Radiography I, and DENT 107 Chairside Assisting."

DENT 113 Dental Materials II 2 credits

"This course includes restorative materials in more depth than in the first semester. Students also learn to perform laboratory procedures associated with chairside assisting: pouring, trimming, and polishing study models and casts; fabricating custom impression trays from preliminary impressions; cleaning and polishing removable appliances; and fabricating temporary crowns and restorations. Sealants and Coronal Polishing are taught to clinical proficiency. Polishing agents are introduced. Lecture: 1 hour, Laboratory: 2 hours.
Prerequisite: Dental Materials I (DENT 102) with a grade of C+ or better."

DENT 114 Dental Radiography II 3 credits

"This course provides instruction in the exposure and continued evaluation of dental film using the following methods: bisecting angle, paralleling, panoramic, chemical, and digital film techniques. Further instruction in quality assurance and radiology regulations is addressed. Duplication of film technique and rapid processing is also included. Two lecture and two laboratory hours per week.
Prerequisite: DENT 103 Dental Radiography I."

DIES

DIES 107 Engine Principles I 3 credits

"This course is designed to familiarize the students with the fundamental physical principles and relationships which apply to reciprocating internal combustion engines. Topics include the operational theory of internal combustion engines, combustion and heat, fuel consumption and power, scavenging, and supercharging. The hands-on servicing of complete engines involves disassembly, precision measuring, and reassembly of an engine in the laboratory. Two lecture and two laboratory hours per week."

DIES 108 Electrical Systems 3 credits

"The student develops understanding of electrical knowledge as a foundation for future level advancement. The course gives the student the background and working knowledge of electrical theory required to test and service the electrical system of a diesel-powered piece of equipment. Repair and troubleshooting procedures consisting of removal, disassembly, inspection, repair, and reassembly of electrical components are designed to prepare students for entry into the job market equipped with both the knowledge and skills needed for satisfactory performance on the job. Safety in all areas is constantly stressed as well as the development of correct work habits, attitudes, and interest for each student. Two lecture and two laboratory hours per week."

DIES 118 Engine Machining 3 credits

"This course covers the principles of basic engine machining with an emphasis on the development of basic engine machining skills. It covers cylinder block repairs including counterbore cutting, water passage inserts, thread repairs, boring and honing cylinders, and welding repairs. Cylinder head repairs include pressure testing, valve and valve guide replacement, and proper procedures for valve seat refinishing. Nondestructive metal inspection is covered including Magnafluxing and dye penetrant procedures. Special emphasis is placed on developing precision measuring skills which are necessary to complete any machining process. Two lecture and two laboratory hours per week."

3 credits

Prerequisite: DIES 124 Truck Components II."

3 credits

DIES 124 Truck Components II

3 credits

Prerequisite: DIES 123 Truck Components I."

2 credits

DIES 133 Governing and Computer Control Systems

3 credits

Prerequisite: DIES 222 Electronic Engine Diagnostics."

4 credits

Prerequisite: DIES 222 Electronic Engine Diagnostics."

3 credits

"This course introduces the most common marine diesel engines used in the marine industry. Basic engine design, basic diesel fuel systems, basic engine electrical and electronics, basic engine mechanical troubleshooting, basic cooling systems and maintenance are covered. This course provides valuable experience for both boat owners and mechanics involved in the maintenance of diesel-powered vessels."

4 credits

Prerequisite: DIES 123 Truck Components I."

3 credits

"This course is designed to introduce the student to the fundamentals of craning. It is divided into three units: site, load charts, and operations. Crane safety is emphasized throughout the course. Two lecture and two laboratory hours per week."

3 credits

"This course provides the student with a basic knowledge of rigging equipment, materials, procedures, and safety precautions used in the construction industry. Two lecture and two laboratory hours per week."

- DIES 154 Electricity I 3 credits**
 "This course is designed to introduce the student to electricity and electronics as they are commonly used in mobile machines. It covers theory, components, batteries, and circuitry. Two lecture and two laboratory hours per week."
- DIES 155 Electricity II 3 credits**
 "This course is designed to build upon the knowledge and skills obtained in Electricity I. It focuses on switches and controls, monitors and controllers, as well as diagnosis and testing of electrical systems commonly used in heavy equipment operations. Two lecture and two laboratory hours per week."
- DIES 156 Heavy Equipment Pre-Operation Inspection 3 credits**
 This course is designed to teach the basic and generic elements that a student should know about nearly all types of construction equipment. The student acquires a basic understanding of mechanical systems for purposes of pre-operational checking and inspection. Two lecture and two laboratory hours per week.
- DIES 158 Earthmoving Equipment Operation 3 credits**
 "This course introduces the student operator to the basics of bulldozers, graders, rubber tire loaders, and rubber tire loader backhoes in terms of their elementary, intermediate, and advanced operations. Two lecture and two laboratory hours per week."
- DIES 159 Welding 4 credits**
 This is a welding fundamentals course designed to introduce the student to gas and arc welding processes through classroom study and hands-on shop practice. Two lecture and four laboratory hours per week.
- DIES 222 Electronic Engine Diagnostics 3 credits**
 "This course covers the introduction and uses of computer-based diagnostic applications. Students learn basic Windows and then learn engine-specific diagnostic applications that are used in the calibration and repair of today's electronic diesel engines. Students learn to open and create new job orders using engine software applications. Students learn how to diagnose engine faults using diagnostic programs and follow appropriate troubleshooting procedures. Electronic engine control module calibrations and customer-controlled parameters are covered in depth. The primary focus in this class is on the Cummins Insite and the Caterpillar ET diagnostic programs, although others are discussed. Two lecture and two laboratory hours per week.
 Prerequisite: DIES 124 Truck Components II."
- DIES 223 Natural Gas Engines 3 credits**
 "This course covers the characteristics of compressed natural gas (CNG) and propane and how they are used as alternative power sources in internal combustion engines. Students learn the characteristics of alternative fuels, evaluate the storage and handling components of the alternative fuel system, and the safety procedures involved in working with these fuels. Students learn the theory behind the operation of gaseous fuel engines and are able to identify, service, and troubleshoot components unique to these engines. Primary focus is centered on the Cummins ISL-G and L10 G engines, although other manufacturers are discussed. Two lecture and two laboratory hours per week.
 Prerequisite: DIES 123 Truck Components I."
- DIES 226 Hydraulics 3 credits**
 "This course provides the student with an in-depth study of open and closed hydraulic systems. Topics covered include a study of hydraulic fluids, graphic symbols and schematic Interpretation. An applied systems approach is used to discuss pumps, control valves, actuators, and other components. Two lecture and two laboratory hours per week.
 Prerequisite: DIES 123 Truck Components I."
- DIES 227 Advanced Hydraulic Systems**
 "This course is designed to build off of the fundamentals learned in the hydraulic systems class, which provides the student with an in-depth study of the various types of hydraulic pump controls, flow and horsepower regulation. Topics covered include; open and closed center hydraulic systems, pressure compensation, load-sensing pressure-compensation, flow sharing/ downstream compensation, positive and negative flow controls, flow summation and hydrostatic drives. Two lecture hours and two laboratory hours each week.
 Prerequisites: DIES 226 Hydraulic Systems.
- DIES 230 Power Train Systems I 3 credits**
 "This course provides the student with an in-depth study of heavy equipment power trains and supporting systems. Topics include heavy equipment operation and safety, belt and chain drive systems, manual transmissions, planetary and gearing theory, differentials, final drive units, hydraulic steering, and braking systems. An applied approach is used in comprehension of system functions and diagnostics. Two lecture and two laboratory hours per week."

DIES 231 Power Train Systems II

"This course is the continuation of Power Train Systems 1, which provides the student with an in-depth study of heavy equipment power trains and supporting systems. Topics covered include: the operating platform and HVAC, powershift and automatic transmission theory, hydrodynamic drives,

DIES 296 Special Topics in Diesel Technology 3 credits

"This course offers specialized knowledge and skills on topics related to the field of diesel technology. Topics and course content vary by semester and are determined by the instructor. Students are exposed to topics related to emerging trends, updates, and certification preparation in the diesel industry. Two lecture and two laboratory hours per week. Limited to two courses on different topics per student."

DIES 401 Diesel Internship 3 credits

"This course offers students an opportunity for structured, paid, or unpaid work experience, which allows students to apply the theory of classroom experience to practical applications in their technical fields of concentration. In addition, a biweekly seminar gives students the opportunity to discuss their job and their employers' evaluations of their work performance in their weekly academic assignments.

Prerequisite: open to students enrolled in the Diesel Technology program; or departmental approval."

ECED**ECED 101 Guiding Children's Behavior 3 credits**

"This course provides the student with an introduction to principles involved with positive guidance in the young child (through age eight). Strong relationships, positive interactions between adults and children, along with effective learning environments are explored. The influence of culture, customs, family, peers, and community and their effect on children's behavior are studied. A grade of C or higher is required for graduation."

ECED 102 Development in Early Childhood 3 credits

This course introduces the student to a child's developmental growth from pre-natal stages to seven years of age. Developmental landmarks are studied as they relate to an early childhood setting. The importance of recognizing individual as well as cultural differences and various rates and patterns of growth is emphasized. A grade of C or higher is required for graduation.

ECED 105 Introduction to Early Childhood Education

"This course gives the beginning student in early education an overview of early childhood education from a philosophical, historical, multicultural, and

ECED 111 Early Childhood Curriculum: A Multi-Cultural Perspective

"The course explores the development and implementation of curriculum in an early childhood setting. It facilitates ways of integrating differing

ECED 112 "Health, Nutrition, and Safety Needs of the Young Child" 3 credits

"The dynamics of health, safety, and nutrition as they relate to the child's development and environment is explored. The student identifies problems that may occur in an early childhood setting: poor nutrition, safety dangers, or child abuse. Advocacy for young children is encouraged. As advocates, students develop methods of assessment, reporting, and referral. The student is introduced to first-aid techniques by the completion of the course. A grade of C or higher is required for graduation."

ECED 150 CDA Program and Practices 3 credits

"This course introduces students to the CDA (Child Development Associate) Competency standards, designated by the Council for Professional Recognition. Students enhance their knowledge of developmentally appropriate practices and curriculum for children birth through age eight. Specific focus includes the six competency goals and 13 functional areas of CDA. Emphasis is placed on preparing the CDA Professional Portfolio, with supporting competency statements. A grade of C or higher is required for graduation. Prerequisites: ECED 101 Positive Guidance, ECED 102 Development in Early Childhood, and either ECED 111 Early Childhood Curriculum: A Multi-Cultural Perspective or ECED 231 Infant and Toddler Curriculum, all completed with a grade of C or higher; or departmental approval. Co-requisite: Current ECE work verification (minimum of one year) in an Infant, Toddler, Preschool, or Family Child Care setting in MA; or departmental approval."

ECED 201 "Administration, Supervision, and Management of Child Care Programs" 3 credits

"This course emphasizes the importance of thoughtful planning and administration for the success of early childhood programs. Special attention is given to understanding organizational structure; budgeting; and personnel recruitment, selection, and supervision. Ways to develop and implement philosophical goals and their relationship to the children, families, staff, and the community are discussed. All Massachusetts state standards, guidelines, and licensing regulations are thoroughly covered. A grade of C or higher is required for graduation.

Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher; or ECED 105 Introduction to Early Childhood Education with a grade of C or higher, or PSYC 202 Child Psychology; or departmental approval."

ECED 211 Child Care Policies and Issues 3 credits

"This course is designed to give the participant an overview of the growing field of early childhood. Topics focus on a variety of issues such as administration, child abuse, laws and regulations, and historical and social issues as they relate to early childhood today. A grade of C or higher is required for graduation.

Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher, ECED 105 Introduction to Early Childhood Education with a grade of C or higher, or PSYC 202 Child Psychology; or departmental approval."

ECED 217 The Young Child with Special Needs 3 credits

"This course acquaints teachers with ways of integrating the young child with special needs into the regular early childhood program. It examines ways of assessing and identifying characteristics of the young child with special needs or the child at risk. Topics include planning and program development, modifying classroom environment, and working with parents and community resources. A grade of C or higher is required for graduation.

Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher, ECED 105 Introduction to Early Childhood Education completed with a grade of C or higher, or PSYC 202 Child Psychology; or departmental approval."

ECED 231 Infant/Toddler Curriculum 3 credits

"This course explores how the development stages relating to the first three years should impact the care of infants and toddlers. The student examines physical, psychological, linguistic, and cognitive development from birth to age three. Emphasis is placed on designing developmentally-appropriate activities; understanding the importance of health, nutrition, and feeding practices; equipping space; and nurturing self-esteem in the early childhood setting.

Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher or PSYC 202 Child Psychology; or departmental approval. This course meets the curriculum requirement in the ECE Foundational Certificate."

ECED 241 Special Study in Early Childhood Education 1 credit

Formerly ECED 400. This course involves independent work on a selected topic under the direction of members of the Early Childhood Education Department. Limited to two courses per student. A grade of C or higher is required for graduation.

Prerequisite: approval of the department chair and division dean.

ECED 250 Practicum in Early Childhood Education

"Practicum in Early Childhood Education- 4 Credit Course The student is placed in an early childhood setting as an unpaid intern which could include: a public or private preschool, a private or non-profit child development center, or a Head Start program. The age group for this practicum is one of the following: Birth-3 or 3-5. The student works under the supervision of a lead teacher who hold a minimum of an AS in Early Childhood Education for 150 hours per semester. Students who are employed in early childhood settings that meet the college requirements for practicum placement may be able to use their current work setting for their practicum placement with departmental approval. The student keeps a journal and completes

ECED 260 Practicum II in Early Childhood Education and Administration 5 credits

"Practicum II in Early Childhood Education and Administration: 5 credits The student is placed in an early childhood setting as an unpaid student intern, which could include: a public or private preschool, a private or non-profit child development center, or a Head Start program. The age group for this practicum is one of the following: Birth-3 or 3-5. Both the type of program and the age group will differ from the ECED 250 Practicum in Early Childhood experience. The student works under the supervision of a lead teacher who holds a minimum of an AS in Early Childhood Education for 150 hours per semester. The student keeps a journal and completes written observations. Student interns participate in a variety of experiences to apply what they have learned in early childhood courses. Students are observed by a Massasoit Coordinator throughout the semester. Management skills such as personnel hiring, supervision, and evaluation, as well as understanding the regulations that govern group care are developed. The student practices the importance of addressing multicultural issues, parents and community support, and interaction, and assumes the responsibilities for the full range of teaching and caregiving. A weekly video conference seminar class will take place where the students meet to discuss assignments, the practicum experience, exchange ideas, and share concerns. Pre and Post Observation Conference sessions will be included during the seminar. A grade of B- or higher is required for graduation.

Prerequisites: ECED 250 Practicum in Early Childhood Education completed with a grade of B- or higher; or departmental approval. Pre/ Co-requisite: ECED 201 Administration, Supervision, and Management of Child Care Programs with a grade of C or higher"

ECED 280 Practicum I in Early Childhood Education 3 credits

"The student is placed at one early childhood setting, which could include: an early school grade, a child care center, or a Head Start program. The age group for this practicum is one of the following: B-3, 3-5, or 5-8. The student works under the supervision of a lead teacher for 150 hours per semester. The student keeps a journal and completes written observations. Student interns participate in a variety of experiences reflective of the community. Field experiences begin with observation and increase to planning activities for individuals or small groups as well as management of the whole group for a portion of the placement. A grade of B- or higher is required for graduation.

Prerequisite: ECED 102 Development in Early Childhood completed with a grade of C or higher and ECED 111 Early Childhood Curriculum: A Multicultural Perspective with a grade of C or higher. Co-requisite: ECED 285 Seminar I in Early Childhood Education."

ECED 285 Seminar I in Early Childhood Education 2 credits
"Formerly ECED 407. The students meet twice a week to discuss the practicum experience, exchange ideas, and share concerns. Conference sessions are included during the seminar. Members of our diverse cultural community are invited to share their knowledge with students. A grade of B- or higher is required for graduation. Co-requisite: ECED 280 Practicum I in Early Childhood Education or departmental approval."

ECED 290 Practicum II in Early Childhood Education and Administration 3 credits
"Formerly ECED 405. The student is placed in one early education setting that could include: an early school grade, a child care center, or a Head Start program. The age group for this practicum is one of the following: B-3, 3-5, or 5-8. Both the type of program and the age group will differ from the ECED 280 Practicum I experience. A minimum of 12 hours per week, for a total of 150 hours, is required. Management skills such as personnel hiring, supervision, and evaluation, as well as understanding the regulations that govern group care are developed. The student will also understand the importance of addressing multicultural issues, parents and community support, and interaction, and assume the responsibilities for the full range of teaching and care giving. A grade of B- or higher is required for graduation.
Prerequisites: ECED 280 Practicum I in Early Childhood Education (formerly ECED 401) and ECED 285 Seminar I in Early Childhood Education (formerly ECED 407) both completed with a grade of B- or higher; or departmental approval. Pre/ Co-requisite: ECED 201 Administration, Supervision, and Management of Child Care Programs with a grade of C or higher. Co-requisite ECED 295 Seminar II in Early Childhood Education."

ECED 295 Seminar II in Early Childhood Education and Administration 2 credits
"Formerly ECED 408. The students meet twice a week to discuss the practicum experience, exchange ideas, and share concerns. Conference sessions will be included during the seminar. Members of our diverse cultural community are invited to share their knowledge with students. The focus includes administration and management topics. A grade of B- or higher is required for graduation.
Prerequisite: ECED 285 Seminar I in Early Childhood Education (formerly ECED 407) completed with a grade of B- or higher. Co-requisite: ECED 290 (formerly ECED 405) Practicum II in Early Childhood Education and Administration or departmental approval."

ECED 400 Special Study in Child Care 1 credit
This course involves independent work on a selected topic under the direction of members of the Early Childhood Education Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

ECON

ECON 201 Principles of Economics I (Macroeconomics) 3 credits
Attributes: LA SS
This course is an introduction to the study of the capitalist economy and supply and demand. The major emphasis is devoted to an analysis of the components of the national product. Consideration is also given as to how the economy operates at full employment. Fiscal and monetary policies are examined. Understanding economics as a discipline is stressed throughout the course.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

ECON 202 Principles of Economics II (Microeconomics) 3 credits
Attributes: LA SS
"This course includes a continuation of market analysis and the choices individuals and firms make when they buy and sell. Emphasis is on the pricing of the factors of production. Some attention is given to allocation by non-market methods. Market structures are also examined. Policy problems include income distribution, competition, and regulation. Trade and comparative economic systems are also studied.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval."

ECON 210 Introduction to Health Economics 3 credits
Attributes: LA SS
This course is an introduction to the application of economic principles used to analyze health care issues. Topics include: an overview of the US health care sector; the determinants of demand for health care services and private insurance; the supply of health care services and private insurance; the role of government programs such as Medicare and Medicaid; and the overall performance of the health care sector of the economy.
Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval.

ECON 220 Introduction to Environmental Economics
"This course provides a broad understanding of the causes and alternative solutions to natural resource and modern environmental problems from an economic perspective and helps apply insights derived from economic theory in designing and evaluating policy solutions to a variety of

ECON 400 Special Study in Economics**1 credit**

Attributes: LA SS

This course involves independent work on a selected topic under the direction of members of the Economics faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

EDUC**EDUC 106 Introduction to Special Education****3 credits**

"This course introduces special education from theoretical, practical, and legal perspectives. Information regarding characteristics of individuals with exceptionalities and evidence-based instructional strategies are examined. Students begin to learn about the different exceptionalities and explore the legal policies in meeting students' educational needs in grades one through six.

Pre/Co-requisites: ENGL 101 English Composition I and MATH 127 Mathematics for Elementary Teachers I or higher; or waiver by placement testing results."

EDUC 111 Introduction to Elementary Education**3 credits**

"This course introduces elementary education from philosophical, theoretical, social, and historical perspectives. Emergent theories and philosophies are examined. Students begin to explore the development of young children and legal issues related to education in grades one through six. Students are required to participate in a 40-hour pre-practicum experience during this course. Students assimilate classroom learning about the educational process with observational experiences in grades one through six classroom settings. One month (or as early as possible) prior to the pre-practicum placement, students must submit to CORI and SORI checks. Inability to fulfill the course requirement of 40 hours of pre-practicum observation due to CORI or SORI restrictions will result in course failure. It will also result in inability to successfully fulfill the program and degree requirements. Note: this course is only offered in the fall semester.

Prerequisites: MATH 127 Mathematics for Elementary Teachers I or MATH 128 Mathematics for Elementary Teachers II and one life science course (BIOL 121 Biological Principles I or BIOL 140 & 142 Introductory Biology and Lab) or one physical science course (CHEM 151 General Chemistry I, ESCI 121 Geology, ESCI 123 Meteorology, ESCI 124 Physical Ocean Environment, PHYS 113 & 112 The Science of Music and Lab, PHYS 151 College Physics I, or PHYS 161 General Physics I); or departmental approval."

EDUC 201 Mass Tests for Educator Licensure (MTEL) Prep for Comm & Literacy Skills Test (CLST) 1 credit

"This course is offered to provide Massasoit pre-service teachers an opportunity to prepare for their first MTEL test in communication and literacy skills. If transferring to a Massachusetts public university or college as part of the MassTransfer program, teacher candidates must successfully complete this test prior to transfer. Course content includes critical reading, vocabulary building, grammar practice, and essay writing. All course content is delivered online in a five-week time frame. Two laboratory hours per week. Recommended prerequisite: ENGL 102 English Composition II."

EDUC 205 Language and Literacy Learning**3 credits**

"This course introduces the basic principles and methods of instruction in reading, writing, listening, and oral communication in elementary school settings. Students examine the Common Core Standards and Massachusetts Curriculum for English Language Arts & Literacy. Phonemic awareness, phonics, vocabulary, fluency, and comprehension are explored. Students reflect on sociocultural aspects of language and literacy development with special emphasis on English language learners. Students complete observation hours in an elementary school setting.

Prerequisite: ENGL 102 English Composition II; or departmental approval."

EDUC 210 Critical and Anti-Racist Approaches to Education**3 credits**

"This course helps students acquire a critical understanding and an appreciation of processes of diversity (cultural, racial, ethnic, socio-political, ability, and gender). It honors and empowers the diverse experiences, knowledge, and identities that students and their communities bring into schools. The course provides practical educational conceptualizations to foster equitable, inclusive, and multicultural learning for all learners.

Prerequisites: EDUC 111 Intro to Elementary Education and ENGL 102 English Composition II; or departmental approval."

EMSP**EMSP 210C Paramedic Clinical Rotation II (Continued)****0 credits**

"Continuation of EMSP 210. This course is a continuation of EMSP 209 Paramedic Clinical Rotation I. It is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learning in EMSP 201 Paramedic I: Advanced Pre-Hospital Care and EMSP 202 Paramedic II: Advanced Pre-Hospital Care. Students will complete 200 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations will be conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical care units, psychiatric, and pediatrics. Students will be required to document all clinical time and complete program requirements for EKG interpretations including 12 lead, Advanced Cardiac Life Support (ACLS), patient assessments in psychiatric, pediatrics, geriatrics, and ambulance operations. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements.

Prerequisites: BIOL 115 Human Form and Function, EMSP 112 Paramedic Pharmacology, EMSP 201 Paramedic I: Advanced Pre-Hospital Care, EMSP 209 Paramedic Clinical Rotation I, and permission of paramedic program director and/or medical director; or departmental approval. Co-requisite: EMSP 202 Paramedic II: Advanced Pre-Hospital Care."

EMSP 101 Introduction to Paramedicine

1 credit

"This course serves as an introduction to paramedicine and provides the student with an overview of those topics that are utilized in every patient encounter. The topics include: introduction to paramedicine, EMS systems, roles and responsibilities of the paramedic, workforce safety and wellness, EMS research, public health, medical legal aspects, ethics, EMS system communications, documentation, and EMS politics.

Prerequisite: acceptance into the Paramedic Program; or permission of paramedic program director and/or dean; or departmental approval.

Pre/Co-requisite: ENGL 101 English Composition I. Co-requisites: BIOL 115 Survey of Form and Function and EMSP 112 Paramedic Pharmacology."

EMSP 112 Paramedic Pharmacology

2 credits

"This course integrates comprehensive knowledge of pharmacology to formulate a treatment plan intended to mitigate emergencies and improve the overall health of the patient. Lectures and discussions focus on the study of drugs, especially those relating to emergency care as described by current Massachusetts Statewide Protocols. Actions, indications, contraindications, side effects, and dosages of drugs are studied. This course is for Paramedic students only. This course does not satisfy the requirements for the Respiratory Care Program.

Prerequisite: acceptance into the Paramedic Program.

Pre/Co-requisite: ENGL 101 English Composition I."

EMSP 230 Paramedic Fundamentals I

6 credits

"Topics include cardiopulmonary resuscitation (CPR); basic EMT skills; basic and advanced airway management including endotracheal intubation, supraglottic airways, and capnometry; and patient assessment. The course provides education for complicated and non-complicated emergency childbirth.

Prerequisites: BIOL 115 Survey of Human Form and Function, EMSP 101 Introduction to Paramedicine, EMSP 112 Paramedic Pharmacology, and ENGL 101 English Composition I; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 231 Paramedicine Lab Practical I and EMSP 232 Paramedicine Clinical I."

EMSP 231 Paramedicine Lab Practical I

4 credits

"Practical skills include airway management, patient assessment (medical and trauma), intravenous therapy, medication administration, emergency childbirth, scenario-based cases, and high-fidelity mannequin simulation. Continued skill reinforcement includes instructor assessment and peer review assessment. Eight laboratory hours per week.

Prerequisites: BIOL 115 Survey of Human Form and Function, B- or higher in EMSP 101 Introduction to Paramedicine, B- or higher in EMSP 112 Paramedic Pharmacology, and ENGL 101 English Composition I; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 230 Paramedic Fundamentals I and EMSP 232 Paramedicine Clinical I."

EMSP 232 Paramedicine Clinical I

1 credit

"This course is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learned in EMSP 230 Paramedic Fundamentals I and EMSP 231 Paramedicine Lab Practical I. Students complete a minimum of 133 hours in their clinical practicum. Students begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations are conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical care units, psychiatric, and pediatrics. Students are required to document all clinical skills and time in tracking software. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements.

Prerequisites: BIOL 115 Survey of Human Form and Function, B- or higher in EMSP 101 Introduction to Paramedicine, B- or higher in EMSP 112 Paramedic Pharmacology, and ENGL 101 English Composition I; or permission of the paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 230 Paramedic Fundamentals I and EMSP 231 Paramedicine Lab Practical I."

EMSP 240 Paramedic Fundamentals II

3 credits

"This course provides didactic information for cardiology including anatomy and physiology, EKG electrophysiology, rhythm interpretation and 12 lead acquisition. The course includes Advanced Cardiac Life Support and associated medical emergencies.

Prerequisites: B- or higher in EMSP 230 Paramedic Fundamentals I, B- or higher in EMSP 231 Paramedicine Lab Practical I, and B- or higher in EMSP 232 Paramedicine Clinical I; or permission of paramedic program director and/or dean; or departmental approval.
Co-requisites: EMSP 241 Paramedicine Lab Practical II and EMSP 242 Paramedicine Clinical II."

EMSP 241 Paramedicine Lab Practical II

2 credits

"Practical skills continue cumulatively. The course includes airway management, patient assessment (medical and trauma), intravenous therapy, medication administration, emergency childbirth, scenario-based cases, high-fidelity mannequin simulation, and cardiac emergency management. Continued skill reinforcement includes instructor assessment and peer review assessment. Five-week course; 12 laboratory hours per week.

Prerequisites: B- or higher in EMSP 230 Paramedic Fundamentals I, B- or higher in EMSP 231 Paramedicine Lab Practical I, and B- or higher in EMSP 232 Paramedicine Clinical I; or permission of the paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 240 Paramedic Fundamentals II and EMSP 242 Paramedicine Clinical II."

EMSP 242 Paramedicine Clinical II 1 credit

"This course is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learned in EMSP 240 Paramedic Fundamentals II and EMSP 241 Paramedicine Lab Practical II. Students complete a minimum of 133 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations are conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical care units, psychiatric, and pediatrics. Students are required to document all clinical skills and time in tracking software. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements.

Prerequisites: B- or higher in EMSP 230 Paramedic Fundamentals I, B- or higher in EMSP 231 Paramedicine Lab Practical I, and B- or higher in EMSP 232 Paramedicine Clinical I; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 240 Paramedic Fundamentals II and EMSP 241 Paramedicine Lab Practical II."

EMSP 250 Paramedic Fundamentals III 3 credits

"This course provides didactic information for head and facial trauma, trauma systems and mechanism of injury, environmental emergencies, toxicological emergencies, substance abuse and psychiatric and behavioral emergencies.

Prerequisites: B- or higher in EMSP 240 Paramedic Fundamentals II, B- or higher in EMSP 241 Paramedicine Lab Practical II, and B- or higher in EMSP 242 Paramedicine Clinical II; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 251 Paramedicine Lab Practical III and EMSP 252 Paramedicine Clinical III."

EMSP 251 Paramedicine Lab Practical III 2 credits

"Practical skills continue cumulatively. The course includes airway management, patient assessment (medical and trauma), intravenous therapy, medication administration, emergency childbirth, scenario-based cases, high-fidelity mannequin simulation, and cardiac emergency management. Continued skill reinforcement includes instructor assessment and peer review assessment. Five-week course; 12 laboratory hours per week.

Prerequisites: B- or higher in EMSP 240 Paramedic Fundamentals II, B- or higher in EMSP 241 Paramedicine Lab Practical II, and B- or higher in EMSP 242 Paramedicine Clinical II; or permission of the paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 250 Paramedic Fundamentals III and EMSP 252 Paramedicine Clinical III."

EMSP 252 Paramedicine Clinical III 1 credit

"This course is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learned in EMSP 250 Paramedic Fundamentals III and EMSP 251 Paramedicine Lab Practical III. Students complete a minimum of 134 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations are conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical care units, psychiatric, and pediatrics. Students are required to document all clinical skills and time in tracking software. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements.

Prerequisites: B- or higher in EMSP 240 Paramedic Fundamentals II, B- or higher in EMSP 241 Paramedicine Lab Practical II, and B- or higher in EMSP 242 Paramedicine Clinical II; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 250 Paramedic Fundamentals III and EMSP 251 Paramedicine Lab Practical III."

EMSP 260 Paramedic Fundamentals A 3 credits

"Topics include cardiopulmonary resuscitation (CPR); basic EMT skills; basic and advanced airway management including endotracheal intubation, supraglottic airways, and capnometry; and patient assessment. The course provides education for complicated and non-complicated emergency childbirth.

Prerequisites: BIOL 115 Survey of Human Form and Function, B- or higher in EMSP 101 Introduction to Paramedicine, B- or higher in EMSP 112 Paramedic Pharmacology, and ENGL 101 English Composition I; or permission of the paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 261 Paramedicine Lab Practical A and EMSP 262 Paramedicine Clinical A."

EMSP 261 Paramedicine Lab Practical A 2 credits

"Practical skills include airway management, patient assessment (medical and trauma), intravenous therapy, medication administration, emergency childbirth, scenario-based cases, and high-fidelity mannequin simulation. Continued skill reinforcement includes instructor assessment and peer review assessment. Five-week course; 12 laboratory hours per week.

Prerequisites: BIOL 115 Survey of Human Form and Function, B- or higher in EMSP 101 Introduction to Paramedicine, B- or higher in EMSP 112 Paramedic Pharmacology, and ENGL 101 English Composition I; or permission of the paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 260 Paramedic Fundamentals A and EMSP 262 Paramedicine Clinical A."

EMSP 262 Paramedicine Clinical A 1 credit

"This course is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learned in EMSP 260 Paramedic Fundamentals A and EMSP 261 Paramedicine Lab Practical A. Students complete a minimum of 133 hours in their clinical practicum. Students begin to integrate

Prerequisites: BIOL 115 Survey of Human Form and Function, B- or higher in EMSP 101 Introduction to Paramedicine, B- or higher in EMSP 112 Paramedic Pharmacology, and ENGL 101 English Composition I; or permission of the paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 260 Paramedic Fundamentals A and EMSP 261 Paramedicine Lab Practical A."

"This module prepares the student to learn new skills and reinforce skills already attained. The course reviews pathophysiology of shock and its treatment, medication administration, and intravenous therapy. Reviews pharmacology and reinforces patient assessment skills for medical and trauma patients.

Prerequisites: B- or higher in EMSP 260 Paramedic Fundamentals A, B- or higher in EMSP 261 Paramedicine Lab Practical A, and B- or higher in EMSP 262 Paramedicine Clinical A; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 271 Paramedicine Lab Practical B and EMSP 262 Paramedicine Clinical B."

"Practical skills continue cumulatively. The course includes airway management, patient assessment (medical and trauma), intravenous therapy, medication administration, emergency childbirth, scenario-based cases, high-fidelity mannequin simulation, and cardiac emergency management. Continued skill reinforcement includes instructor assessment and peer review assessment. Five-week course: 12 laboratory hours per week.

Prerequisites: B- or higher in EMSP 260 Paramedic Fundamentals A, B- or higher in EMSP 261 Paramedicine Lab Practical A, and B- or higher in EMSP 262 Paramedicine Clinical A; or permission of the paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 270 Paramedic Fundamentals B and EMSP 272 Paramedicine Clinical B."

This course is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learned in EMSP 270 Paramedic Fundamentals B and EMSP 271 Paramedicine Lab Practical B. Students complete a minimum of 133 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations are conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical care units, psychiatric, and pediatrics. Students are required to document all clinical skills and time in tracking software. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements.

Prerequisites: B- or higher in EMSP 260 Paramedic Fundamentals A, B- or higher in EMSP 261 Paramedicine Lab Practical A, and B- or higher in EMSP 262 Paramedicine Clinical A; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 270 Paramedic Fundamentals B and EMSP 271 Paramedicine Lab Practical B."

"This course provides didactic information for cardiology including anatomy and physiology, EKG electrophysiology, rhythm interpretation and 12 lead acquisition. The course includes advanced cardiac life support, pediatric advanced life support, and associated medical emergencies.

Prerequisites: B- or higher in EMSP 270 Paramedic Fundamentals B, B- or higher in EMSP 271 Paramedicine Lab Practical B, and B- or higher in EMSP 272 Paramedicine Clinical B; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 281 Paramedicine Lab Practical C and EMSP 282 Paramedicine Clinical C."

"Practical skills include airway management, patient assessment (medical and trauma), intravenous therapy, medication administration, emergency childbirth, scenario-based cases, high-fidelity mannequin simulation, and cardiac emergency management. Continued skill reinforcement includes instructor assessment and peer review assessment. Eight laboratory hours per week.

Prerequisites: B- or higher in EMSP 270 Paramedic Fundamentals B, B- or higher in EMSP 271 Paramedicine Lab Practical B, and B- or higher in EMSP 272 Paramedicine Clinical B; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 280 Paramedicine Fundamentals C and EMSP 282 Paramedicine Clinical C."

This course is a work-based learning experience conducted in a hospital/clinical setting that enables the paramedic student to apply specialized occupational therapy, concepts, and skills learned in EMSP 280 Paramedic Fundamentals C and EMSP 281 Paramedicine Lab Practical C. Students complete a minimum of 134 hours in their clinical practicum. Students will begin to integrate didactic knowledge with clinical experience under the supervision of a preceptor. Clinical rotations are conducted in a variety of medical-related facilities to include: emergency divisions, intensive care/critical care units, psychiatric, and pediatrics. Students are required to document all clinical skills and time in tracking software. Students must achieve a final course grade of 80, which is equal to a B-, receive a satisfactory clinical evaluation, and adhere to the program requirements.

Prerequisites: B- or higher in EMSP 270 Paramedic Fundamentals B, B- or higher in EMSP 271 Paramedicine Lab Practical B, and B- or higher in EMSP 272 Paramedicine Clinical B; or permission of paramedic program director and/or dean; or departmental approval. Co-requisites: EMSP 280 Paramedic Fundamentals C and EMSP 281 Paramedicine Lab Practical C."

EMSP 283 Advanced Medical Issues in Paramedicine 1 credit

"This course provides knowledge to the paramedic students for hemorrhage and shock, spinal trauma, thoracic and chest trauma, burns, orthopedic trauma, multiple casualty incidents, hazardous material response, and ambulance operations. Students are presented scenarios and discuss response and management of these incidents.

Prerequisites: B- or higher in EMSP 250 Paramedic Fundamentals III, B- or higher in EMSP 251 Paramedicine Lab III, and B- or higher in EMSP 252 Paramedicine Clinical III; or B- or higher in EMSP 280 Paramedic Fundamentals C, B- or higher in EMSP 281 Paramedicine Lab Practical C, and B- or higher in EMSP 282 Paramedicine Clinical C; or permission of paramedic program director and/or dean; or departmental approval."

EMSP 295 Paramedic Field Internship 2 credits

"Students apply theory and acquired clinical skills while performing pre-hospital treatment under the supervision of certified paramedics. Upon successful completion of the course, students meet minimum CoAEMSP skill requirements and have a working knowledge of entry-level paramedic skills, hospital/clinical operations, and requisite field experience. Students complete a minimum of 150 hours in their field practicum as adopted by the Massachusetts Office of Emergency Medical Services. Adherence to the attendance policy, receipt of a satisfactory evaluation, completion of minimum CoAEMSP skills, and a minimum final course grade of 80, which is equal to a B-, must be met in order to be eligible for the Massachusetts state exam or equivalent standard.

Prerequisites: B- or higher in EMSP 250 Paramedic Fundamentals III, B- or higher in EMSP 251 Paramedicine Lab III, and B- or higher in EMSP 252 Paramedicine Clinical III; or B- or higher in EMSP 280 Paramedic Fundamentals C, B- or higher in EMSP 281 Paramedicine Lab Practical C, and B- or higher in EMSP 282 Paramedicine Clinical C; or permission of paramedic program director and/or dean; or departmental approval."

ENGL

ENGL 095 Reading and Writing Seminar 6 credits

Attribute: DEV

"This course strengthens students' reading, writing, and critical thinking skills in preparation for college-level courses. Students develop strong critical reading skills, as well as background knowledge, vocabulary, and study skills. The course involves intensive practice reading complex texts and writing essays that indicate readiness to succeed in ENGL 101 English Composition I and other college-level courses. It also includes the study of usage, mechanics, and sentence development. Credit earned in this course cannot be applied toward graduation. (This course serves as the equivalent of two courses: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing.)

Prerequisites: ENGL 091 Preparing for College Reading I and ENSL 102 College ESL II; waiver by placement testing results; or departmental approval."

ENGL 098 Reading and Writing Studio 3 credits

Attribute: DEV

"This course focuses on developing students' reading, writing, and critical thinking skills in preparation for college-level courses. Students use the writing process, integration of multiple texts, and accurate documentation to organize well-developed essays. Students review grammar and learn about audience, voice, and purpose. This course supports students in English Composition I and their other introductory college courses. Co-requisite: ENGL 101 English Composition I."

ENGL 101 English Composition I 3 credits

Attributes: HU LA

"This course helps students develop and organize extended pieces of writing. Students focus on the correct and appropriate use of language and the organization and development of paragraphs and essays. Research techniques, documentation of sources, and a short research paper are included. Constant reading and frequent writing is required.

Prerequisites: Placement testing results; or departmental approval."

ENGL 102 English Composition II 3 credits

Attributes: HU LA

This course strengthens students' skills as writers and focuses on analysis and argument. Assignments include critical examination of literature and an essay using research and documentation utilizing the MLA style sheet. Emphasis is on writing as part of the processes of thinking and learning.

Prerequisites: ENGL 101 English Composition I; waiver by placement testing results; or departmental approval.

ENGL 110 Introduction to Fiction Writing 3 credits

Attributes: FA HU LA

This course focused on the writing and study of contemporary fiction. Students compose and revise original stories and participate in workshops as a writer and critical reader. Coursework includes close reading and practicing and applying the elements of craft to one's work.

Prerequisite: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor.

ENGL 119 Creative Writing 3 credits

Attributes: HU LA

"Students write in a minimum of three genres, as determined by the instructor. Genre choices include fiction, poetry, drama, and creative nonfiction. The course includes reading and analyzing literature for the elements of craft in each genre. Students participate in class workshops, revise their work, and develop regular writing habits.

Prerequisite: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor."

ENGL 121 Children's Literature 3 credits

Attributes: HU LA

"This course examines the reading interests of children from pre-school years through the elementary grades with emphasis on the contribution that reading can make toward the process of growth. Topics include the history of literature for children, illustrators, folk tales, myths, modern fanciful tales, fiction, poetry, and books in special fields. This course requires extensive reading and writing. This course fulfills a Liberal Arts or Humanities (LA or HU) elective, it does not fulfill a 200 level literature requirement."

ENGL 131 Myth in Literature 3 credits

Attributes: HU LA

"This course examines the way that literary works embody themes and motifs found also in myth and folklore: the cycle of human life from conception and birth through initiation, journey, and quest to death; and the appearance of recurrent figures like the hero, the wise fool, and the outcast. This course requires extensive reading and writing. This course requires extensive reading and writing. This course fulfills a Liberal Arts or Humanities (LA or HU) elective, it does not fulfill a 200 level literature requirement."

ENGL 141 Women in Literature 3 credits

Attributes: HU LA

"This course involves a thematic approach to literature, dealing primarily with various aspects of the feminine psyche. Women as writers as well as women as the subjects of literature are studied, and the changing role of women is examined in poetry, story, and drama. This course requires extensive reading and writing. This course requires extensive reading and writing. This course fulfills a Liberal Arts or Humanities (LA or HU) elective, it does not fulfill a 200 level literature requirement."

ENGL 171 Introduction to Fiction 3 credits

Attributes: HU LA

"This course examines the short story and the novel; the emphasis falls on contemporary works, but always in reference to the traditions of prose fiction and the forms and styles that have served as models for contemporary writers. Requires extensive reading and writing. This course fulfills a Liberal Arts or Humanities (LA or HU) elective; it does not fulfill a 200-level literature requirement."

ENGL 201 British Literature I 3 credits

Attributes: GL HU LA

"This course explores the British literary tradition through selected readings in major writers from the Anglo-Saxon period to the 18th century. Since the course is based on time periods and major authors, British Literature I does not have to be taken before British Literature II.

Prerequisite: ENGL 102 English Composition II."

ENGL 202 British Literature II 3 credits

Attributes: GL HU LA

"This course explores the British literary tradition through selected readings in major writers from the beginnings of Romanticism to post modernism. Since the course is based on time periods and major authors, British Literature II does not have to be taken after British Literature I.

Prerequisite: ENGL 102 English Composition II."

ENGL 203 Shakespeare 3 credits

Attributes: HU LA

"This course examines plays from Shakespeare's early, middle, and late periods, using representative comedies, tragedies, and histories. It focuses on dramatic development and principal themes. The sonnets are examined briefly. The course is usually offered in alternate years.

Prerequisite: ENGL 102 English Composition II."

ENGL 210 LGBT Themes in Literature 3 credits

Attributes: HU LA

"This course examines major literary works that portray the individual lives and collective history of gay, lesbian, bisexual, and transgender people beginning with the era of William Shakespeare and continuing through to the present day. The unique role that literature has played in preserving the history of LGBT people will be examined. Ongoing themes in the literature studied include the effects of social oppression, gender non ?conformity, and the inspiration of being in love. The diversity within the LGBT community will be emphasized through studying authors who reflect racial, ethnic, and economic diversity. Constant writing will be required throughout the course in conjunction with the literature being studied, and students will write a capstone research paper. Prerequisite: ENGL 102 English Composition II."

ENGL 211 Masterpieces of World Literature I 3 credits

Attributes: GL HU LA

"This course presents a study of significant works of world literature up to and including the Middle Ages. Emphasis is on comprehension and appreciation of human values in literature. The curriculum traces literary philosophical influences of writers from around the world as they are revealed in varied literary forms. Emphasis is on comprehension and appreciation of human values in literature. and Since the course is based on time periods and major authors. Since the course is based on time periods and major authors, World Literature I does not have to be taken before World Literature II.

Prerequisite: ENGL 102 English Composition II."

ENGL 212 Masterpieces of World Literature II 3 credits

Attributes: GL HU LA

"This course presents a study of significant works of world literature from the Renaissance to the 20th century. Emphasis is on comprehension and appreciation of human values in literature. The curriculum traces literary philosophical influences of writers from around the world as they are revealed in varied literary forms. Emphasis is on comprehension and appreciation of human values in literature. and Since the course is based on time periods and major authors. Since the course is based on time periods and major authors, World Literature II does not have to be taken after World Literature I.

Prerequisite: ENGL 102 English Composition II."

ENGL 213 American Literature to 1860 3 credits

Attributes: HU LA

"This course examines the major contributors to the development of American literature, culture, and ideals from the colonial period to the era of American Romanticism. Since the course is based on time periods and major authors, American Literature I does not have to be taken before American Literature II.

Prerequisite: ENGL 102 English Composition II."

ENGL 214 American Literature since 1860 3 credits

Attributes: HU LA

"This course examines the major contributors to American literature, culture, and ideals from the Civil War to the present. Since the course is based on time periods and major authors, American Literature II does not have to be taken after American Literature I.

Prerequisite: ENGL 102 English Composition II."

ENGL 215 African-American Literature I 3 credits

Attributes: HU LA

"This course examines the works of African-American writers and performers from the periods of colonization and slavery through the Harlem Renaissance. Emphasis is placed on political, historical, and cultural contexts of the readings, with particular focus on contributions and challenges to Euro-American culture and to simultaneous developments internationally among peoples of African descent. Since the course is based on time periods and major authors, African-American Literature I does not have to be taken before African-American Literature II.

Prerequisite: ENGL 102 English Composition II."

ENGL 216 African-American Literature II 3 credits

Attributes: HU LA

"This course examines the works of African-American writers and performers after the Harlem Renaissance to the present including the periods of Realism, Naturalism, and the development of the Black Arts movements of the 1960s. Emphasis is placed on political, historical, and cultural contexts of the readings, with a particular focus on contributions and challenges to Anglo-American culture and to simultaneous developments internationally among peoples of African descent. Since the course is based on time periods and major authors, African-American Literature II does not have to be taken after African-American Literature I.

Prerequisite: ENGL 102 English Composition II."

ENGL 217 Dramatic Literature I 3 credits

Attributes: HU LA

"This course begins with an overview of theatrical literature and an understanding of the play as a form. Following this, selected plays from the Greek, Roman, Medieval, and Renaissance periods will be read and explicated. Since the course is based on time periods and major authors, Dramatic Literature I does not have to be taken before Dramatic Literature II.

Prerequisite: ENGL 102 English Composition II."

ENGL 218 Dramatic Literature II 3 credits
Attributes: HU LA
"This course begins with an overview of theatrical literature and an understanding of the play as a form. Following this, selected plays from late 17th and 18th century, 19th century, early and mid-20th century, and contemporary periods will be read and explicated. Since the course is based on time periods and major authors, Dramatic Literature II does not have to be taken after Dramatic Literature I.
Prerequisite: ENGL 102 English Composition II."

ENGL 251 Honors Seminar: Ethics 3 credits
Attributes: HU LA
"Also offered as PHIL 251. This course develops the skills of critical thinking in ethical issues of contemporary life. Using a multi-disciplinary base, students learn to think clearly, logically, critically, and effectively. Instructional methods include cross-disciplinary lectures, class discussion, readings, written assignments, and problem-solving activities, such as reaching reasoned judgment through seminar-style learning.
Prerequisite: Honors-level ENGL 102 English Composition II; or permission of Honors Program Coordinator."

ENGL 400 Special Study in English 1 credit
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the English Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

ENGT

ENGT 107 Computer-Aided Drafting 3 credits
"Using a microcomputer-based CAD system, students learn basic drawing tools, modifications, layers, dimensioning, text, blocks, and hatch parameters. Students create drawings and learn how to plot, file, retrieve, and modify them. Projects include drawings from architectural, civil, mechanical, and electronic career fields. The course includes a review of basic drawing concepts, including orthographic, isometric, and line weights. Two lecture and two laboratory hours per week."

ENGT 109 Intermediate Computer-Aided Drafting 3 credits
"Topics covered in this course include use of blocks and block attributes in parts libraries, creating bills of material and reports using block attributes and a programming language, drawing isometric drawings on the computer, using 3D surface-modeling routines, 3D drawing, writing and using macros, and customizing the CAD program. Two lecture and two laboratory hours per week.
Prerequisite: ARCH 200 Revit or ENGT 107 Computer-Aided Drafting; or departmental approval."

ENGT 114 Digital Circuits 4 credits
"This course covers digital circuit design techniques including number theory, Boolean algebra, combinational and sequential logic circuits, state machines, counters, memory, and microprocessor basics. Labs cover hand wired logic-circuit implementation along with schematic and VHDL design using field programable gate arrays.
Prerequisite: MATH 203 College Algebra or waiver by placement testing results, and COSC 170 C++ for Engineers or permission of instructor. Three lecture, and two laboratory hours per week."

ENGT 140 Introduction to Engineering 4 credits
"This course introduces the student to the engineering profession and provides an opportunity for students to understand the content within the chemical, civil, computer, electrical, environmental, and mechanical engineering. This course prepares students for success in an engineering program and working environment through technical problem solving and design analysis, understanding engineering ethics and responsible decision making, teamwork, and communication. Significant emphasis is placed on engineering problem-solving techniques using MATLAB for mathematical analysis and graphical presentation. Three lecture and two laboratory hours per week.
Pre/Co-requisite: MATH 217 Precalculus; waiver by placement testing results; or permission of instructor."

ENGT 204 Microprocessors and Digital Systems 4 credits
"This course focuses on embedded systems design and development. Topics include architecture, assembly language programming, timers, interrupt handling, and communication with analog and digital components. C programming is introduced for higher level programming. Hands on design projects are programmed and de-bugged on development boards. PREREQUISITE: ENGT 114 Digital Circuits. Three lecture and two laboratory hours per week."

ENGT 270 Engineering Circuit Theory I 4 credits
"This is the first electrical engineering course covering basic electrical theory and circuit analysis. The goals of this course include developing the ability to solve engineering problems and to design, implement, and test circuits to meet design specifications. Topics include network theorems, nodal and mesh circuit analysis, dependent sources, Thevenin's and Norton's equivalent circuits, and solution of first- and second-order networks to switched DC inputs. The course also covers AC circuit steady-state response analysis,

review of complex numbers, phasors, coupled inductors and ideal transformers, RMS voltage and current, the maximum power transfer theorem, balanced three-phase systems, and power and energy computations. Individual assignments are completed using circuit analysis techniques and MATLAB. Lab activities include the construction of circuits and using the necessary lab equipment to measure their performance and Multisim. Written report of project results is required. Three lecture and two laboratory hours per week.

Pre/Co-requisite: MATH 221 Calculus I; or waiver by placement testing results."

ENGT 271 Engineering Circuit Theory II 4 credits

"This is the second engineering course in basic circuit theory and design. Analysis techniques in this course include application of Laplace transforms and differential equations with initial conditions to provide solutions to switched and steady state multi-ordered circuits. This course covers frequency analysis and the study of passive and active filter circuits. Circuit stability, the understanding of poles/zeros, and the use of Fourier transforms are also covered to introduce the student to circuit frequency response and Bode plot analysis and specification. Students are also introduced to graphical convolution and Fourier series as it applies to circuit analysis. Assignments and lab project activities require the design, implementation, and measurement of filters and other circuits to meet design specifications. Class instruction includes using Metlab and Multisim, in addition to hands-on circuit design and analysis. Three lecture and two laboratory hours per week.

Prerequisites: ENGT 270 Engineering Circuit Theory I and MATH 222 Calculus II; or waiver by placement testing results."

ENGT 272 Engineering Materials 4 credits

"This course covers the basic principles that govern the properties and behavior of engineering materials: atomic structures, interatomic forces, amorphous and crystalline structures, and phase transformations. The course also covers the study of the capabilities and limitations of different materials such as metals, polymers, ceramics, and corrosion. Three lecture and two laboratory hours per week.

Prerequisites: MATH 221 Calculus I and PHYS 161 General Physics I; or waiver by placement testing results."

ENGT 273 Statics 3 credits

"This course is a study of loads (force, torque) on physical systems in static equilibrium. It covers the analysis of force and moment vectors and their resultants, using free-body diagrams. Applications analyzed in this course include simple trusses, frames, and machines; distribution of loads; and internal forces in beams. Properties of areas, second moments, and the laws of friction are also covered. MATLAB is used to support computational analysis. Two lecture and two laboratory hours per week.

Prerequisites: MATH 222 Calculus II and PHYS 161 General Physics I; or waiver by placement testing results."

ENGT 274 Dynamics 3 credits

"This course covers the basic principles that govern forces and torques and their effects on the motion of particles and rigid bodies. This course also covers force, energy, and momentum analysis methods, as well as the study of unidirectional vibrations. MATLAB is used for computational analysis. Two lecture and two laboratory hours per week.

Prerequisites: ENGT 273 Statics and MATH 222 Calculus II; or waiver by placement testing results."

ENGT 275 Strength of Materials 4 credits

"This course provides engineering students with an understanding of various responses exhibited by solid engineering materials when subjected to mechanical and thermal loadings. It provides an introduction to the physical mechanisms associated with the design-limiting behavior of engineering materials, especially stiffness, strength, touchness, and durability. It also explores the basic mechanical properties of engineering materials, testing procedures used to quantify these properties, and ways in which these properties characterize material response. The student acquires quantitative skills to deal with materials-limiting problems in engineering design and a basis for materials selection in mechanical design. Three lecture and two laboratory hours per week.

Prerequisite: ENGT 273 Statics."

ENGT 276 Engineering Thermodynamics 3 credits

"This course introduces fundamental thermodynamic concepts relevant to various engineering applications. Concepts such as work, temperature, and heat are introduced, and students are taught the zeroth, first, and second laws of thermodynamics and their application. An introduction to thermodynamic properties of idealized and real fluids is also provided. Students also learn theories related to the thermodynamic cycles, such as refrigeration, gas power, and steam, which govern the operation of various practical devices such as internal combustion engines, jet engines, power generators, refrigerators, and air conditioners. MATLAB is used for computational analysis. Two lecture and two laboratory hours per week.

Prerequisite: ENGT 273 Statics; or departmental approval."

ENGT 277 Introduction to Mechanical Engineering Graphics and Design with SOLIDWORKS 3 credits

"This course introduces students to SOLIDWORKS for 3D design and parametric modeling of mechanical engineering designs. Students in this course learn problem identification, how to work with product specifications, designing for manufacturing, and product ergonomics considerations. In addition, this course provides students with the necessary tools to produce complete engineering drawing packages and produce 3D samples of their products. Two lecture and two laboratory hours per week.

Pre/Co-requisite: MATH 217 Precalculus; waiver by placement testing results; or permission of instructor."

ENGT 341 Industrial Process Control 4 credits

"Electromechanical devices and circuits are studied as they are applied to the activation and control of modern industrial systems. The course includes the principles of electrical, electronic, and pneumatic controls including associated transducers for monitoring temperature, level, flow, and pressure. Programmable controllers, electronic and pneumatic controllers, and recorders are also studied. The laboratory provides experience in the actual operation of an industrial type process control system with emphasis on discrete digital and analog controls as well as computer control. Three lecture and two laboratory hours per week. Prerequisite: ENGT 112 Electrical Circuits II; or permission of instructor."

ENGT 401 Co-op Work Experience in Applied Technology 3 credits

"This course offers students an opportunity for structured, supervised, and paid work experience in their applied technology areas. This co-op experience allows students to apply the theory of classroom experience to practical applications in their technical fields of concentration. In addition, a biweekly seminar gives students the opportunity to discuss their job and their employers' evaluations of their work performance in their weekly academic assignments. The course is open to qualified sophomore students in any of the departments within the Emergent Technologies Division. Prerequisite: departmental approval."

ENSL

ENSL 101 College ESL I 3 credits

Attributes: HU LA

"This course is designed for non-native English speakers to develop a command of correct English in the four areas of listening, speaking, reading, and writing, with special attention to reading and writing. Emphasis is placed on grammar, sentence structure, idiomatic expression, reading comprehension, and recognizing and developing correct English patterns in sentences and paragraphs.

Prerequisite: Waiver by placement testing results; or departmental approval."

ENSL 102 College ESL II 3 credits

Attributes: HU LA

"This course is a continuation of ENSL 101 College ESL I with emphasis placed on developing a facility to read and discuss standard college English work, ability to recognize and produce correct patterns in sentences and paragraphs, and the ability to combine paragraphs into correct and coherent compositions.

Prerequisite: ENSL 101 College ESL I; waiver by placement testing results; or departmental approval."

ENSL 111 Reading for ESL Students 3 credits

Attributes: HU LA

"This course is designed for ESL students to gain a facility in reading college texts and various printed materials with which they come in contact. Emphasis is placed on developing reading comprehension, vocabulary (including idiomatic expressions and figurative language), and study skills (including following directions, listening skills, and note taking skills).

Prerequisite: ENSL 112 Conversation and Pronunciation in ESL; waiver by placement testing results; or departmental approval."

ENSL 112 Conversation and Pronunciation in ESL 3 credits

Attributes: HU LA

This course is designed to help the ESL students develop an oral facility in English. Oral presentations are required. The ability to participate in discussion and debate on a variety of subjects is emphasized. The unique sounds and intonation patterns of English are analyzed and practiced. Students may be required to work on pronunciation exercises in a laboratory setting.

Prerequisite: Waiver by placement testing results; or departmental approval.

ESCI

ESCI 121 Geology I 4 credits

Attributes: GL LA LS SC

"This course is intended to acquaint students with the physical structure of the earth, the nature of the materials constituting it, and the major processes responsible for continual change. Students learn how geologists go about interpreting the earth and deciphering its history. In the laboratory portion of the course, emphasis is placed on becoming familiar with crystal rocks and minerals and the effects of geological processes as interpreted from topographic maps and aerial photographs. Three lecture and two laboratory hours per week."

ESCI 123 Meteorology 4 credits

Attributes: LA LS SC

"This course is designed to provide students with an understanding of the dynamic processes at play within the earth's fluid atmosphere and with an appreciation of the role of these processes in producing weather. Topics covered in the course include the origin and evolution of the earth's atmosphere, structure and characteristics of the atmosphere, earth/sun relationships and their influence on seasons, solar and terrestrial radiation, hydrologic cycle, gas laws, global circulation, weather systems and fronts,

storms, and analysis of weather maps. Weekly laboratory exercises complement the topics covered in lecture. Three lecture and two laboratory hours per week."

ESCI 124 Physical Ocean Environment

4 credits

Attributes: GL LA LS SC

"This course is an introduction to the physical aspects of the marine environment. Topics include the origin of the earth and oceans, physical properties of water, properties of the ocean basins, economic wealth of the oceans, atmospheric/oceanic circulation, waves, tides, shoreline processes, etc. Three lecture and two laboratory hours per week."

FILM

FILM 122 Film and Society

3 credits

Attributes: GL HU LA SS

"This course will examine the human condition through the medium of film. Films from various genres, such as comedy and drama, will be viewed and the general vocabulary and syntax of film will be studied. Through critical analysis and discussion, this course will consider how these films both reflect and impact our culture.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

FILM 200 Film Analysis

3 credits

Attributes: FA GL HU LA

"Students examine an introduction to the basic issues involved in the serious enjoyment (appreciation) of film. The nature of the medium, its early history and development, the elements of film criticism, and basic issues in film theory are explored. Using concepts developed in the course, students view, study, and analyze selected film masterpieces. Field trips to area movie houses are arranged when possible."

FILM 201 Black Images in Film

3 credits

Attributes: FA HU LA

"This course examines films from history to our present and the changing images of Blacks in film. This course focuses on the evolution and development of African-American characters as they have been represented in theatrical, screen, and television presentations.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

FIRE

FIRE 101 Principles of Emergency Services

3 credits

"This course is an introduction to fire science technology's role in the protection of life and property. Study includes the history and philosophy of fire protection, fire loss analysis, public and private fire protection services, introduction to the chemistry of fire, scientific methods and technology applied to fire protection, equipment usage, and discussion of future fire protection problems."

FIRE 103 Fundamentals of Fire Prevention

3 credits

"This course discusses fire department inspections and the recognition of fire hazards. The development of a systematic and deliberate inspection program stressing public cooperation and image is promoted. Local, state, and national codes pertaining to fire prevention and related technology are surveyed."

FIRE 105 Fire Department Organization and Administration

3 credits

"This course explores the organizational principles and structural components of a fire department. History, types, methods, and principles of fire department organization, both formal and informal, line and staff are studied. Emphasis is placed on supervisory responsibilities and functions."

FIRE 107 Legal Aspects of Emergency Services

3 credits

"This course covers an in-depth study of Chapter 148 of the Massachusetts Laws concerning fire prevention and protection. In addition, the Life Safety Code NFPA 101 (National Fire Protection Association) and Chapter 266 of the Arson Code will be examined. Also covered is the Commonwealth of Massachusetts Regulations (CMRs) on fireworks, oil burner equipment, gasoline service station, LPG appliances, transportation of flammable liquids, use of explosives and flammable decorations in addition to other relevant materials.

Prerequisites: FIRE 101 Principles of Emergency Services and FIRE 103 Fundamentals of Fire Prevention; or departmental approval."

FIRE 111 Fire Investigation I

3 credits

This course is designed to assist firefighters and fire officers in learning to properly determine the cause and origin of fires. The instructor also discusses and reviews various areas of inquiry associated with the preliminary investigation of a fire incident.

FIRE 205 Fire Service Safety and Survival 3 credits

This course introduces the basic principles and history related to the national firefighter life safety initiatives. Safety on the fire ground and emergency scenes is stressed with emphasis on prevention of injuries and reducing fatalities. The course addresses cultural and behavior changes in emergency services.

FIRE 206 Fire Protection Systems and Equipment 3 credits

"This course of study concentrates on fire protection systems. Covered in this course are an analysis of water supply and extinguishing agent requirements, various automatic signaling and detection systems, and special extinguishing systems. Demonstrations and field trips are used to supplement the classroom discussion.

Prerequisite: FIRE 101 Principles of Emergency Services; or departmental approval."

FIRE 208 Fire Hydraulics and Water Distribution Systems 3 credits

"This course addresses the mechanics of the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Design, testing, and use of nozzles and appliances, pumps, and water distribution systems are introduced. Measurements of fluid flow and methods of determining quantities of water available from a distribution system are also studied.

Prerequisite: MATH 158 Introduction to Statistics or higher; or waiver by placement testing."

FIRE 211 Hazardous Material Incident Response 3 credits

"This course concerns itself with hazardous materials and hazardous waste incident response. Emphasis is placed on first responder awareness and operational level response as covered in National Fire Protection Association Standard 472, Competence of Responders to Hazardous Materials Incidents, and OSHA 1910.120, Hazardous Waste Operations and Emergency Response. Initial procedures to be taken during fires and spills of hazardous chemicals encountered during their transportation and in fixed facilities are discussed.

Prerequisites: any Chemistry course, FIRE 101 Principles of Emergency Services, and FIRE 103 Fundamentals of Fire Prevention; or departmental approval."

FIRE 213 "Building Construction, Blueprint, and Plan Review" 3 credits

This course is an overview of construction designs and methods and materials utilized in building construction and emphasizes fire protection concerns. Included in this course of study is an introduction to structural blueprint reading for the purpose of recognizing conditions that may affect the prevention of fire within the building and/or firefighting efforts should a fire occur.

Prerequisite: FIRE 101 Principles of Emergency Services; or departmental approval.

FIRE 215 Terrorism and Domestic Response 3 credits

"This course concerns itself with terrorism and domestic response. Emphasis is placed on understanding terrorism, the associated risks, and potential outcomes of a terrorist incident. Discussion centers on recognizing and identifying the presence of terrorist criminal activity. Actions to initiate an emergency response sequence by notifying the proper authorities are covered."

FIRE 301 Fire Company Officership - Tactics and Strategy 3 credits

"This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents."

FIRE 400 Special Study in Fire Science 1 credit

This course involves independent work on a selected topic under the direction of members of the Fire Science Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

GEOG

GEOG 201 Human Geography 3 credits

Attributes: GL LA SS

"This course provides an investigation of the relationship between human beings and their environment on a global scale. The course will consider how geographic patterns are influenced by distributions of population, ethnicity, economic systems, religious systems, political forms, and landscape development. Note: this course is only offered in the spring semester.

Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval."

GL

GL

GOVT

GOVT 105 American National Government

3 credits

Attributes: LA SS

"This course examines the government and politics of the United States. Major attention is given to the Constitution of the United States and the Amendments and the historical development of the national government. The powers and the actions of Congress, the President, and the Courts are covered. Consideration is given to federalism, political parties and elections, and the influence of special interest groups and the media on American political culture. This course emphasizes reading, writing, and critical thinking. Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

GOVT 200 State and Local Government

3 credits

Attributes: LA SS

"This course investigates the structure and politics of American government at the state and local level. Types of legislatures, city councils, governors, mayors, city managers, county government, the development and operation of town meetings, and constitutional, judicial, and financial problems are discussed. This course is intended to follow GOVT 105 American National Government.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

GOVT 260 Comparative Politics

3 credits

Attributes: LA SS

"This course focuses on the diversity of political systems around the world and is designed to enhance students' understanding of the relationship between a country's political institutions, identities, and interests. Special attention is given to competing forms of democracy, historical context, and current events. Discussion includes political diversity, economic development, and geographic and moral aspects of governance.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

GOVT 400 Special Study in Government

1 credit

Attributes: LA SS

This course involves independent work on a selected topic under the direction of members of the History and Government Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

HIST

HIST 101 History of Western Civilization I

3 credits

Attributes: LA SS

"This course is a study of the foundations and development of the history, ideas, and institutions of the Western world from ancient to early modern times. The Greco-Roman and Judeo-Christian heritages and the Renaissance and Reformation receive special attention. This course emphasizes reading, writing, and critical thinking. Please note: HIST 101 and 102 may be taken in either order.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval"

HIST 102 History of Western Civilization II

3 credits

Attributes: LA SS

"This course deals with the development and problems of the Western world from early modern times. Emphasis is given to the development of nation states; the impact of wars, revolutions, and ideas; industrialization and modern science; and the development of political systems such as democracy and totalitarianism. This course emphasizes reading, writing, and critical thinking. Please note: HIST 101 and 102 may be taken in either order.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval"

HIST 103 United States History I

3 credits

Attributes: LA SS

"This course traces the political, economic, social, and cultural development of what became the United States from its beginnings to the end of the Civil War. Particular attention is paid to the nature of Puritanism, the complex background to the American Revolution, the creation of the Federal and State Constitutions and their implementation, the growth of sectionalism, westward expansion, the nature of slavery, and the breakdown of the American political system resulting in the Civil War. This course emphasizes reading, writing, and critical thinking. Please note: HIST 103 and 104 may be taken in either order.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

HIST 104 United States History II

3 credits

Attributes: LA SS

"This course traces the political, economic, social, and cultural development of the United States since the Civil War. Emphasis is placed on the discord of the Reconstruction Era, the rise of industrialization, urbanization, and immigration, the development of American foreign policy, American reform movements as seen in Populism, Progressivism, and the New Deal, the course of the

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

3 credits

Attributes: LA SS

"This course focuses on the study of the origins and development of early civilizations in the Near East, Egypt, Europe, and the Americas. The period from the domestication of plants and animals to the establishment of large states and empires is covered.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval"

3 credits

Attributes: GL LA SS

"This course is a study of the foundations and development of major world civilizations from the origins of human societies through the Post-Classical Era. Emphasis is given to ideas, institutions, political and economic systems, and cultures as they developed within societies and civilizations in the Near and Middle East, Africa, Central and East Asia, the Americas, and the Pacific Islands. There is a special focus on the development of religion and philosophy in early societies; cross-cultural interaction and trade; the emergence of urban life and empires; human and physical geography; and the development and exchange of science and technology.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval"

3 credits

Attributes: GL LA SS

"This course is a study of modern world history from approximately 1450 to the present with a focus on the non-western world before European expansion; the ecological impact of globalization; the development of modern states and nations in Asia, Africa, the Near and Middle East, and the Americas; and economic and cultural contact and exchange between civilizations in the modern era. Special attention is given to the cultural, political, and economic interrelationship of these regions; local, regional, and global conflicts; imperialism and the struggle for independence; and global political systems.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

3 credits

Attributes: LA SS

"The history of Massachusetts from its earliest settlements to the present is the focus of this course. Topics include the Commonwealth's role in the struggle for independence and in the formation of a Federal Union, leadership in the abolitionist movement, the impact of industry and immigration in the late nineteenth century, and an overview of contemporary issues and problems."

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

3 credits

Attributes: LA SS

"The development of the office of the President from the tenure of George Washington to the present serves as the focus of this course. A major emphasis is placed on the period from the presidency of Franklin D. Roosevelt through the current presidency. Among topics to be considered are the way domestic problems (such as the economy) and international involvement have changed the Presidency and the emergence of new relationships between and among the President, the Congress, and the Courts.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

3 credits

Attributes: LA SS

"This course surveys the political, economic, social, and cultural changes experienced by the United States from the end of the Second World War to the present.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

3 credits

Attributes: GL LA SS

"This course aims to provide both a theoretical orientation and the substantive information necessary to understand and analyze a range of immigration policy issues that confront us at the present. Particular attention will be paid to how transnational migration impacts the way we think of society, nation, family, and home. We will begin by examining the current debates surrounding immigration policy in the US. We will next explore why people choose to leave their homes and the history of immigration to better understand how the policies of immigration have developed over time. To that end, we will draw our case studies from China, Europe, the Middle East, and the Americas from the nineteenth century until the present. We will particularly look at the national security and human rights aspects of migration. The final section of the course will analyze a range of policy issues that confront US politics on immigration.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

3 credits

"This course examines African American History from its West African origins to the end of Reconstruction. Special focus is placed on the Transatlantic slave trade, a comparative exploration of American slavery in the North and South, and an examination of such issues as the Black family and community, culture, and slave resistance. Other issues of note include the importance of Black participation in the American Revolution, the increased growth of slavery in the South after the war, free Blacks in urban cities who were impoverished and denied equal rights but influenced the culture, politics, and economics of the nation, the rise of abolitionism in the north, and how slavery's expansion to the west became the pivotal issue just before the Civil War. The course concludes with an examination of the Reconstruction period that shaped the freedom experiences of the newly freed. Please note: HIST 145 and 146 may be taken in either order.

3 credits

"This course examines African American History from the end of the Reconstruction period through the present. Special focus is placed on the Jim Crow Era, the Great Migration at the beginning of the 20th Century, the African American experience during the two World Wars, and a close review of the social and political developments of the Civil Rights and Black Power movements. Included in this course is an examination of cultural aspects of African American history, including art, religion, and music from the Harlem Renaissance to the development of rap and hip hop. The course concludes with a review of the cultural, social, and political developments of the early 21st century. Please note: HIST 145 and 146 may be taken in either order.

3 credits

"This course traces the changes in the nature of work and the experiences of workers in America from the colonial era to the present. This course reviews all types of American work and labor but concentrates on labor organizations. Extensive coverage is given to the following topics: work in pre-industrial society, conditions of labor in early industries, growth of labor associations and organizations in the 19th and 20th centuries, labor-management relations, and recent changes in the post-industrial economy. This course emphasizes reading, writing, and critical thinking.

1 credit

This course involves independent work on a selected topic under the direction of members of the History and Government Department. Limited to two courses per student.

HOSP

3 credits

"This course introduces students to food and beverage service. Students learn about storeroom procedures and the preservation of foods, wines, and liquors. This course includes instruction for the proper service of food and beverages to customers. Guest lecturers may be invited, and students may take field trips. Special emphasis is placed on techniques of cost comparisons, ingredient costing, and cost reduction. An exam-based certification in Hospitality and Restaurant Management and Controlling Foodservice Costs through NRAEF is a component of this course.

3 credits

"This course introduces students to the complex field of hospitality management. Fundamentals of hotel and restaurant management are discussed: techniques of personnel management, methods of operation, and problems encountered in the industry. Uses case studies and problem-solving exercises to illustrate problems encountered in the field of hospitality.

3 credits

"This course introduces students to a comprehensive overview of the conference and event planning profession, with a focus on marketing and promotional strategies for conventions and special events.

3 credits

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"A study of the legal principles governing hospitality operations, including: common law; contracts; laws of tort and negligence; hotel-guest relationship; laws regarding food, food service, and alcoholic beverages; and employment laws. This course also covers legal issues in travel and tourism, including those associated with transportation, travel agents, tour operators, and gaming. Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

HOSP 131 Hotel Operations 3 credits

Attribute: BU

"This course covers the two basic phases of hotel management. The ""Back of the House"" phase covers such problems as licensing, real estate considerations, engineering, sanitation, and housekeeping. The ""Front of the House"" phase covers such problems as dealing with the needs of the guest, managing the front desk, and understanding the reservations procedures. Exposes students to both phases and may utilize field trips and guest lecturers to enhance knowledge.

Prerequisite: HOSP 103 Introduction to Hospitality Management."

HOSP 133 Introduction to Tourism 3 credits

Attribute: BU

"This is an introductory course surveying the major components of travel and tourism, providing an overview of the tourism industry: its origins, background, organizations, and career opportunities.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

HOSP 134 Hospitality Marketing 3 credits

Attribute: BU

"This course introduces the student to the role of marketing within a hospitality organization. There is major emphasis on the concept of restaurant marketing strategy as a comprehensive, integrated plan designed to meet the needs of the consumer and thus facilitate exchange. Techniques and practices commonly utilized by hospitality marketers in the areas of product, menu layout and design, pricing, place, promotion, strategy, and tactics are discussed. This course also includes a problem-solving approach, utilizing the case study method and lecture. An exam-based certification in Hospitality Marketing through NRAEF is a component of this course."

HOSP 135 Hospitality Human Resources 3 credits

Attribute: BU

"In this course, students examine fundamental principles and practices within the hospitality industry of personnel and human resource management. It provides an in-depth examination of areas including work environment, job description, recruitment, screening, hiring, supervision, training, terminations, employee benefits, and a lawful workplace. An exam-based certification in Hospitality Human Resource Management and Supervision through NRAEF is a component of this course."

HOSP 136 ServSafe Certification 1 credit

Reviews regulations governing sanitation and methods for eliminating food and health hazards within the food service industry. Testing for the NRAEF Sanitation Certificate is required.

HSRV

HSRV 101 Introduction to Social Work/Human Services 3 credits

"This course provides an overview of the US Social Welfare system by examining its history, systems, laws, programs, policies, services, worker roles, and client populations and their problems. Student learning focuses on two key areas: professional development and career planning and the acquisition of knowledge of the US Social Welfare system. Students will work in groups to develop a case plan and presentation. This course emphasizes reading, writing, communication, and critical thinking skills."

HSRV 102 Counseling Techniques 3 credits

"This course provides an introduction to the principles and techniques of the helping interview. Topics include self as professional, appropriate attitudes, values and ethics, client needs, intake interviewing, observation, listening and responding skills, verbal and non-verbal communication, and recording/reporting skills. Classroom simulations, demonstrations, and practice sessions are extensively used. Emphasis is placed on the core competencies of reading, writing, speaking, and critical thinking."

HSRV 103 Group Dynamics 3 credits

"This course provides a structured environment within which students can increase awareness of own and others' attitudes, emotions, and behaviors and how these support or detract from meeting individual and group needs. Students begin to build knowledge and skills which facilitate effective group process. Topics include group formation, types of groups, effective communication, problem solving and decision making, guiding discussions, managing conflict, leadership, and teamwork. Student learning focuses on four key areas: self-assessment, personal development, professional development and career planning, and skill development for effective group process."

HSRV 105 Human/Social Services Practice 3 credits

"This course provides a theoretical and practical overview of entry-level generalist human service practice with all client systems. Special emphasis is given to the continued development of helping skills including relationship building, assessment, goal setting, problem solving, decision making, and evaluation. Particular attention is placed on working effectively with clients from diverse social backgrounds and classes and within a variety of provider systems. Core competencies of reading, writing, speaking, and critical thinking are emphasized in this course.

Prerequisite: HSRV 102 Counseling Techniques; or departmental approval."

HSRV 107 Fostering Equality and Diversity 3 credits

"This course utilizes the concepts of diversity and oppression to build the knowledge, skills, and attitudes necessary to human-service workers serving women, minority, and low-income clients. Examples of how social welfare laws, programs, benefits, and services have promoted, limited, or denied social equity to diverse client groups are explored. Topics include systems of privilege and disadvantage, power, cultural systems for managing diversity, social identity, and social justice. Discrimination based on race, gender, age, ethnicity, national origins, sexual variance or orientation, ability/disability, and other factors are examined. Professional and personal ethics and values which foster equality are promoted. The core competencies of reading, writing, speaking, and critical thinking are emphasized."

HSRV 121 Death and Dying 3 credits

"This course introduces students to various theoretical models for understanding the dying/grieving/loss process. An in-depth exploration of the grieving process helps students begin to develop the knowledge, skills, and attitudes needed to work effectively with dying persons, their families, and others who are experiencing significant losses. Students survey the types of agencies, services, programs, benefits, and worker roles that relate to serving dying and grieving clients and their significant others. Particular emphasis is placed on information related to persons with AIDS or cancer-related diagnoses."

HSRV 124 Introduction to Mental Health 3 credits

"This course offers a historical perspective on the treatment of the mentally ill, an overview of current clinical diagnoses and treatment methodologies, and an introduction to crisis intervention and behavior management in residential and rehabilitative settings. Students develop knowledge of the behavioral model and of the use of drugs as a behavioral management tool and acquire skill in writing behavioral objectives and developing task analysis. Avoidance of labeling is emphasized."

HSRV 141 Community-Based Services 3 credits

"This course is designed to provide students with a basic understanding of the fundamental knowledge and skills needed for working effectively with people with developmental disabilities. The course has two components: students work with developmentally-challenged individuals in Department of Developmental Services sites and attend a weekly on-campus seminar. The Community Support Skill Standards (national standards for Human Service workers) are extensively reviewed, and students are expected to develop a beginning level of skill in four of them. Students keep journals and time logs to report on and enhance their performance and learning at their work sites. Regular reading and writing assignments are included as part of the seminar. Learning methods include guest lectures, videos, group discussions, and small-group simulations. This course is limited to Urban Youth Program students selected for participation by Road to Responsibility. Work-site placements are determined by representatives from Road to Responsibility in conjunction with the Massasoit coordinator."

HSRV 201 Addiction and Society 3 credits

"This course uses a psychosocial approach to examine addiction and explore its causes and impact on individuals and groups in American society. Emphasis is placed on understanding prevailing attitudes about addiction, exploring varied definitions and types of addiction, and examining the impact of addiction on business, family systems, the judicial system, and society as a whole. The concepts of prevention and treatment are explored and a variety of prevention and treatment methodologies are reviewed. Addictive behaviors such as alcoholism, drug abuse, workaholism, eating disorders, runner's high, and gambling are explored. Additionally, domestic violence, especially as it relates to addiction and substance abuse, are examined.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

HSRV 221 Special Topics in Human Services 3 credits

This course offers specialized knowledge and skills in various contemporary topics of importance in the human services field. A small group seminar format and individualized projects are used. Limited to two courses on different topics per student.

Prerequisite: permission of instructor.

HSRV 222 Developmental Disabilities 3 credits

"This course covers the physiological, sociological, and psychological development of the individual with developmental disabilities from birth through senescence and death. The three main causes of developmental disabilities (genetics, prenatal, and postnatal) are examined. An overview of syndromes such as Downs, spectrum disorders such as autism, physical disorders such as spina bifida and head injury, etc. are explored. Emphasis is placed on how the disabled person copes with changes and challenges across varied life stages such as during maturation, puberty, adolescence, and adulthood. The role of family and other social support systems is examined. Students are exposed to methods for promoting effective communication with clients, families, colleagues, and other caregivers. Legal and ethical issues such as the Individuals with Disabilities Education Act (IDEA) and the American with Disabilities Act (ADA), court decisions, litigation, ethics, and guardianship issues are examined and discussed."

HSRV 225 Working with Adults with Autism Spectrum Disorder 3 credits

"This course introduces the students to the history of the Autism Spectrum Disorders (ASD) continuum and issues raised by this diagnosis for individuals, their families, and support and therapeutic practitioners. The etiology of ASD, how ASD is diagnosed, prevalence, social and language differences, sensory integration concerns, emotional characteristics, expectations of each person, and the need for structure and predictability are discussed. This class is intended to provide the foundation, characteristics, and effective strategies to support adults living and working in the community. Reactions to observations of autism spectrum disorder in the community is included in the coursework. No formal field work is required.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

HSRV 231 Addiction Treatment 3 credits

"This course provides an overview of the knowledge and skills needed by workers in the field of addiction treatment. Students develop an understanding of the treatment process. They explore varied counseling skills such as evaluation, screening, assessment, treatment planning, documentation, and interviewing. Students gain a basic level of competency in documentation, assessment, and interviewing skills."

HSRV 235 Supervision and Leadership in Human Services 3 credits

"This course is designed for current and potential supervisors who work in human services. Students gain a deeper understanding of self, strengthen time management and conflict management skills, and assess different forms of leadership and supervision. In addition, they develop a stronger knowledge base of how each supervisor fits into an organization, supervise within a team to better meet agency responsibilities, and understand the team process as an integral part of organizational dynamics. Guest speakers bring current practice issues to the class. This class is intended to provide the foundation, characteristics, and effective strategies to support adults living and working in the community. This course is an introductory course. Observations are included in the coursework."

HSRV 400 Special Study in Human Services 1 credit

This course involves independent work on a selected topic under the direction of members of the Human Services Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

HSRV 405 Seminar and Field Experience in Human Services I 4 credits

"This course provides students with an in-depth, supervised learning experience (of at least 135 hours per semester) in area social service agencies. Students also attend a weekly one-hour, on-campus seminar in which they share knowledge concerning the practices, policies, procedures, and client populations of their field experience settings, consider key social service practice issues, and relate classroom learning to the field experience.

Prerequisites: A grade of C- or higher in HSRV 101 Introduction to Social Work/Human Services, HSRV 102 Counseling Techniques, and HSRV 103 Group Dynamics; or departmental approval."

HSRV 406 Seminar and Field Experience in Human Services II 4 credits

"This course provides students with an in-depth, supervised learning experience (of at least 135 hours per semester) in area social service agencies. Students also attend a weekly one-hour, on-campus seminar in which they share knowledge concerning the practices, policies, procedures, and client populations of their field experience settings, consider key social service practice issues, and relate classroom learning to the field experience.

Prerequisites: a grade of C- or higher in HSRV 101 Introduction to Social Work/Human Services, HSRV 102 Counseling Techniques, and HSRV 103 Group Dynamics; or departmental approval."

HVAC

HVAC 111 Basic Electricity and Control Theory 4 credits

"This course is the first in a series of electrical courses for the HVAC student. It provides students with a general knowledge of electricity and how it is applied to control circuits found in the HVAC industry. After an introduction to electron theory, students explore magnetism, electric meters, direct and alternating current power generation, distribution, and utilization. Once they gain the knowledge of what electricity is, they then proceed to schematic symbols, wiring diagrams, electric code, and motor control fundamentals. In the laboratory, students explore these principles and components through test and analysis. Three lecture and two laboratory hours per week."

HVAC 113 Introduction to HVAC/R 3 credits

"This course is an introductory course to the HVAC/Refrigeration field. The course covers the basic components of the compression refrigeration system, terminology, materials, and the cost estimating of component used to create a HVAC/R system. The course introduces the career fields and paths their career may take. Students are introduced to OSHA safety standards, the tools of the trade, and proper tool usage. Two lecture and two laboratory hours per week."

HVAC 114 Heat Principles and Application 4 credits

"This course is an in-depth study of heat principles, gaseous and liquid heating fuels, heating equipment, and distribution systems. Also discussed is the removal of combustion by-products through ventilation and venting requirements as prescribed in the state and national codes. High-efficiency heating units and their special venting requirements are covered. In a laboratory setting, the student is exposed to instrumentation, methods of metering and proper fuel delivery, and adjusting heating equipment to achieve maximum performance. Three lecture and two laboratory hours per week.

Prerequisites: HVAC 111 Basic Electricity and Control Theory and HVAC 113 Introduction to HVAC/R; or departmental approval."

HVAC 118 Load Calculations and Duct Design 3 credits

"This course teaches the students about heat gains, losses, and the factors which are used in determining the amount of BTU's to be added or removed to satisfy the desired temperatures. Students learn how to calculate the proper cooling and heating loads. They also learn about the process which must be taken prior to any installation of HVAC equipment. Students learn how to plot the enthalpy on the psychometric chart and proper use of the chart when determining hear and air properties in the given space. Students become familiar with the supply, return air, and make up air used in ductwork. Two lecture and two laboratory hours per week.

Prerequisite: HVAC 111 Basic Electricity and Control Theory or HVAC 113 Introduction to HVAC/R; or permission of instructor."

HVAC 119 HVAC and Environmental Controls for Aquaponic Production

"This course explores the role of HVAC and environmental control systems in the design, operation, and maintenance of aquaponic food production facilities. Students will integrate mechanical, electrical, and environmental control principles with knowledge of plant and fish biology to create

HVAC 201 Refrigeration Principles and Application 4 credits

"This course is a concentrated study of the fundamentals of the mechanical refrigeration system, its components, and the proper procedures to follow with the repair of the system. Students gain exposure to the compression refrigeration system with hands-on labs. Students are given introductory lessons for standard HVAC equipment. Students learn how to properly operate the HVAC/R equipment. Students learn the correct procedures for gauge manifold, leak detection, vacuum pump, and EPA recovery, reclaiming, and recycling methods of operation. Students are exposed to the technicians instrumentation testing and verification used in troubleshooting HVAC/R equipment. Students apply their skill in the lab. Three lecture and two laboratory hours per week.

Prerequisites: HVAC 114 Heat Principles and Application and HVAC 118 Load Calculations and Duct Design."

HVAC 206 Hydronics and Piping Design 4 credits

"This course covers the study of concepts for hot water, steam heating, and chilled water systems, including pumps, fluid flow, piping, valves, boilers, air venting, and condensate handling. Weekly labs provide related practical experiences including the layout of basic one- and two-pipe systems, calculation of pressure drops through the system, and proper pipe-sizing methods. Trainers are used by the student in measurement of fluid flow, supply, and return temperatures and the performance of hot water systems. Projects include the design of residential and commercial piping systems, developing specifications, and equipment selection.

Prerequisites: HVAC 114 Heat Principles and Application and HVAC 118 Load Calculations and Duct Design."

HVAC 213 HVAC Equipment Controls 4 credits

"This course is a detailed study of circuitry found in HVAC equipment. Topics include controlling factors, system control components, and heating and cooling equipment control circuitry. Utilizing theories learned, students develop equipment control circuitry. In the laboratory, students investigate the application and troubleshooting techniques of these circuits. Three lecture and two laboratory hours per week.

Prerequisites: HVAC 114 Heat Principles and Application and HVAC 118 Load Calculations and Duct Design."

HVAC 215 Advanced Aquaponic Systems Integration and Optimization 3 credits

Attribute: AR

"This course builds on prior knowledge of aquaponic production and HVAC environmental control systems by focusing on systems integration, automation, and optimization for commercial-scale operations. Students will analyze complex aquaponic systems, focusing on data-driven management, integration of renewable energy sources, and precision environmental control strategies. Using simulation tools and live system monitoring, learners will model and optimize temperature, humidity, nutrient flow, lighting, and energy efficiency to maximize production and sustainability. Emphasis is placed on diagnostics, automation design, system retrofits, and operational scaling in controlled environment agriculture (CEA).

Prerequisites: HVAC115: HVAC and Environmental Controls for Aquaponic Production or instructor approval."

HVAC 223 HVAC Service Procedures 3 credits

"This course introduces students to the basic service, troubleshooting, repair, and start-up procedures found within the HVAC industry. Areas covered include refrigeration, electrical, and heating and cooling systems components. Emphasis is placed on the diagnosis of operational failure and the appropriate corrective action required. Emphasis is placed on refrigerant leak detection, recovery, and recycling procedures are covered in detail. Students have the opportunity to acquire EPA and 410 certifications. These certifications are necessary to attain a career in today's HVAC/R industry. Six laboratory hours per week.

Prerequisites: HVAC 201 Refrigeration Principles and Application and HVAC 206 Hydronics and Piping Design."

HVAC 224 HVAC Systems Control 4 credits
"This course explores the principles of electric, electronic, and pneumatic systems control. An examination of current practices regarding application and design of commercial systems is studied. Discussions include energy savings through computer application in building automation systems. In the laboratory, students investigate the principles, application, and troubleshooting techniques of these circuits. Students also develop computer-generated control drawings. Three lecture and two laboratory hours per week.
Prerequisites: ENGT 109 Intermediate Computer-Aided Drafting, HVAC 201 Refrigeration Principles and Application, and HVAC 206 Hydronics and Piping Design; or permission of instructor."

HVAC 230 HVACR Internship 3 credits
"Students are responsible for seeking department-approved internships at various HVACR companies, exposing them to careers in the field. Students work a minimum of 15 hours per week over a 10-week period or a total of 150 hours. Class discussion is based on the work experiences being performed, clarifying issues students may have while performing their internships, and when necessary, perform in lab the tasks that are creating difficulties.
Prerequisites: HVAC 201 Refrigeration Principles and Application and HVAC 213 HVAC Equipment Controls."

INTR

INTR 110 Introduction to Global Learning 3 credits
Attributes: GL HU LA SS
"This course examines processes of globalization and their consequences. Coursework introduces students to global perspectives, global social justice movements, culture, politics, economics, and research methods used across disciplines to analyze globalization. Students make connections between the personal/local and the global, and develop critical thinking, communication, and problem-solving skills necessary to adapt to a rapidly changing world in which cultural, economic, and political boundaries connect and overlap.
Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval."

INTR 202 Global Studies Seminar 3 credits
Attributes: GL HU LA
"This is an interdisciplinary course taught by a team of professors. The course explores contemporary issues related to science, literature, language, history, and culture in a global context with a focus on a specific geographic region.
Prerequisites: ENGL 101 English Composition I and permission of instructor."

ISEC

ISEC 129 IT Essentials 4 credits
"This course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. Topics include mobile devices, Linux, and client-side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course prepares students to take the CompTIA A+ certification exams. Three lecture and two laboratory hours per week."

ISEC 130 Introduction to Networks 4 credits
"This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple local area networks (LAN), perform basic configurations for routers and switches, and implement IP addressing schemes. Three lecture and two laboratory hours per week. Co-requisite: ISEC 129 IT Essentials; or departmental approval."

ISEC 131 "Switching, Routing, and Wireless Essentials" 4 credits
"This course focuses on switching technologies and router operations that support small-to-medium business networks, including wireless local area networks (WLAN) and security concepts. Students perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. Three lecture and two laboratory hours per week.
Prerequisite: ISEC 130 Introduction to Networks."

ISEC 132 "Enterprise Networking, Security, and Automation" 4 credits
"This course describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. Three lecture and two laboratory hours per week.
Prerequisite: ISEC 131 Switching, Routing, and Wireless Essentials."

JOUR

JOUR 120 Journalism Basics for the Digital Age 3 credits

Attributes: HU LA

"This course is designed to give students instruction and practice in conceiving, gathering, writing, editing, and evaluating the news. Students will learn the conventions of hard-news and news-feature writing, focus on writing and editing factual news stories, and study the basis for news judgments and editorial decisions in the Digital Age of multi-media publishing. Note: some typing required. Prerequisite: C- or higher in ENGL 101 English Composition I; or permission of instructor."

JOUR 400 Special Study in Journalism 1 credit

Attributes: HU LA

This course involves independent work on a selected topic under the direction of members of the Journalism faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

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MATH

MATH 154S Topics in Mathematics with Integrated Support 3 credits

Attribute: LA

"This course is provided for students who wish to know what mathematics is all about but who do not wish to be mathematicians. Possible topics are: elementary logic, set theory, number systems, mathematical systems, number theory, voting coalitions, geometry, mathematics of finance, topology, linear programming, game theory, and cryptography. A selection of three or more such topics are offered each semester. Corequisite: MATH061 Integrated Support for Non-Algebra Pathway"

MATH 158S Introduction to Statistics with Integrated Support 3 credits

Attribute: LA

"This course provides a basic introduction to statistics. It is recommended for students in business, social science, human resources, allied health, and criminal justice and provides an excellent preparation for any career. Topics include descriptive statistics, probability, probability distributions, the normal distribution, hypothesis testing, estimates and sample sizes, the chi square distribution, correlation, and regression. Corequisite: MATH061 Integrated Support for Non-Algebra Pathway."

MATH 203S College Algebra with Integrated Support 3 credits

Attribute: LA

"This course covers the algebra necessary for successful completion of the Precalculus/Calculus sequence while introducing functions, graphing, and graphing utilities. Topics include the operation and use of graphing utilities, polynomial operations and functions, absolute value equations and functions, radical and rational exponent functions, piecewise functions, composite functions, and complex numbers. Corequisite: MATH065 Integrated Support for College Algebra."

MATH 061 Integrated Support for Non-Algebra Pathway 3 credits

Attribute: DEV

"This course is designed to be paired with a college-level non-algebra sequence mathematics course to support underprepared students. Students review the skills necessary for success in the associated college-level course in an ongoing as-needed just-in-

time fashion. Topics include: numeracy, basic data analysis, proportional reasoning, an introduction to algebraic expressions and algebraic reasoning, and linear functions. Note: credits earned in this course cannot be applied toward graduation. Corequisite: MATH154S Topics in Mathematics With Integrated Support or MATH158S Introduction to Statistics With Integrated Support"

MATH 065 Integrated Support for College Algebra

3 credits

Attribute: DEV

"This course is designed to be paired with College Algebra to support underprepared students. Students review the skills necessary for success in College Algebra in an ongoing as-needed just-in-time fashion. Topics may include: operations on natural numbers, integers, rational numbers, and real numbers, ratio, proportions, and percentages, perimeter, area, and volume of geometric figures, solving linear equations, graphing linear equations, polynomial arithmetic, factoring polynomials, radical expressions and equations, rational expressions and equations, and solving quadratic equations. Note: credits earned in this course cannot be applied toward graduation. Corequisite: College Algebra with Integrated Support (MATH203S)."

MATH 115 Contemporary Mathematics

"In this course, students develop problem-solving skills while covering topics which include number sense and estimation, proportions, unit conversions, metric system, statistics and probability, percent's, the mathematics of finance, and mathematical modeling of contemporary problems.

MATH 116 Math Experiences for Early Childhood Education

3 credits

Attribute: LA

"This course presents methods and materials of instruction for the caregivers and teachers of preschool children so they can provide mathematical experiences confidently and knowledgeably. The content focuses on the influences of Piaget, Bruner, Gagne, and the psycho-educational aspects of how children learn (especially mathematics) and progress through the stages of development put forth by Piaget. Students receive instruction in the areas of cognitive development most closely associated with mathematics, i.e., classification, one-to-one correspondence, seriation, and counting, and have the opportunity to observe and participate in model lessons and experiences.

Prerequisite: Waiver by placement testing results; or departmental approval."

MATH 127 Mathematics for Elementary Teachers I

"This course provides a conceptually based, comprehensive study of the mathematical content of numbers and their operations at the deep level required for successful elementary school teaching. Topics are examined in ways that are meaningful to pre-service elementary teachers.

MATH 128 Mathematics for Elementary Teachers II

3 credits

Attribute: LA

"This course provides a conceptually based, comprehensive study of the mathematical content of geometry, measurement, probability, and statistics at the deep level required for successful elementary school teaching. Topics are examined in ways that are meaningful to pre-service elementary teachers. Topics include: two- and three-dimensional Geometry, measurement, data analysis, single variable statistics, probability.

Prerequisite: MATH127 Mathematics for Elementary Teachers I"

MATH 154 Topics in Mathematics

"This course is provided for students who wish to know what mathematics is all about but who do not wish to be mathematicians. Possible topics are: elementary logic, set theory, number systems, mathematical systems, number theory, voting coalitions, geometry, mathematics of finance,

MATH 158 Introduction to Statistics

3 credits

Attribute: LA

"This course provides a basic introduction to statistics. It is recommended for students in business, social science, human resources, allied health, and criminal justice and provides an excellent preparation for any career. Topics include descriptive statistics, probability, probability distributions, the normal distribution, hypothesis testing, estimates and sample sizes, the chi square distribution, correlation, and regression.

Prerequisites: Waiver by placement testing results; or department approval."

MATH 203 College Algebra

3 credits

Attribute: LA

"This course covers the algebra necessary for successful completion of the Precalculus/Calculus sequence while introducing functions, graphing, and graphing utilities. Topics include the operation and use of graphing utilities, polynomial operations and functions, absolute value equations and functions, radical and rational exponent functions, piecewise functions, composite functions, and complex numbers.

Prerequisite: Waiver by placement testing results; or department approval."

MATH 217	Precalculus	4 credits
Attribute: LA		
"This course continues the mathematics preparation for successful completion of Calculus. Topics include the operation and use of graphing utilities, the properties and graphs of rational functions, one-to-one and inverse functions, exponential and logarithmic functions, and trigonometric functions.		
Prerequisite: C- or higher in MATH 203 College Algebra or MATH 203S College Algebra with Integrated Support; waiver by placement testing results; or departmental approval."		
MATH 218	Discrete Mathematics	3 credits
Attribute: LA		
"This course is designed to give necessary mathematical background to students in computer science programs. Topics include logic, sets, basic number theory, induction and recursion, counting, relations, and graphs.		
Prerequisite: C- or higher in MATH 217 Precalculus; waiver by placement testing results; or departmental approval."		
MATH 221	Calculus I	4 credits
Attribute: LA		
"This standard Calculus I course is the first course in the sequence of calculus of one variable intended for undergraduate mathematics, science, technology, or engineering majors. Topics include limits, continuity, techniques and applications of differentiation, indefinite and definite integrals, and the Fundamental Theorem of Calculus.		
Prerequisite: C- or higher in MATH 217 Precalculus; waiver by placement testing results; or departmental approval."		
MATH 222	Calculus II	4 credits
Attribute: LA		
"This course is a continuation of MATH 221 Calculus I. This is the second course in the sequence of calculus of one variable intended for undergraduate mathematics, science, technology or engineering majors. Topics include techniques and applications of integration, indeterminate forms, improper integrals, and infinite series.		
Prerequisite: C- or higher in MATH 221 Calculus I; waiver by placement testing results; or departmental approval."		
MATH 223	Calculus III	4 credits
Attribute: LA		
"This is the third course in the calculus sequence intended for undergraduate mathematics, science, technology, or engineering majors. Topics include conic sections, parametric equations, polar coordinates, vectors and applications, functions of several variables, partial derivatives and applications, double and triples integrals in rectangular and other coordinate systems and applications, vector fields, line integrals and applications, parametric surfaces, surface integrals and applications, Green's Theorem, the Divergence Theorem, and Stoke's Theorem.		
Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval."		
MATH 229	Linear Algebra	4 credits
Attribute: LA		
"This course is designed to introduce students to the theory of systems of linear equations and to mathematical proof. Topics include solving systems of linear equations, linear independence, linear transformations, matrix operations, determinants, vector spaces, eigenvalues and eigenvectors, and applications.		
Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval."		
MATH 230	Differential Equations	4 credits
Attribute: LA		
"This course is an introductory study of ordinary differential equations of the first and higher orders. Topics include linear differential equations with constant coefficients, power series solutions, Fourier Series solutions, Laplace transforms, higher-order forced linear equations with constant coefficients, and applications with numerical methods.		
Prerequisite: C- or higher in MATH 222 Calculus II; waiver by placement testing results; or departmental approval."		
MATH 400	Special Study in Mathematics	1 credit
Attribute: LA		
This course involves independent work on a selected topic under the direction of members of the Mathematics Department. Limited to two courses per student.		
Prerequisite: approval of the Department Chair and Division Dean.		

MDIA

MDIA 108	Radio Broadcasting	3 credits
Attributes: FA HU LA		
"This course is designed to instruct the student in the operation of a radio station, as well as on-air and off-air broadcasting techniques. Broadcast management, sales, promotion, announcing, and copywriting are considered as they relate to specific		

assignments and duties at a radio station. Decisions involved with programming formats are considered. Students apply knowledge to individual and collective work projects."

MDIA 110 Broadcast Writing and Presentation 3 credits

Attributes: FA HU LA

"This course introduces students to writing for broadcast media and the skills needed to present copy over varied media forms. Students will create and record copy for radio, podcast, television, and new media. Students will practice writing news, interview segments, and feature stories for audio and video. Topics include audience analysis; script, feature, news, sports, and commercial copywriting; as well as questions of news standards, practices, and ethics. Students master writing on deadline; fact-checking; and delivering copy in written, verbal, and recorded formats."

MDIA 111 Introduction to Mass Communication 3 credits

Attributes: FA HU LA

"This course surveys the history and growth of newspapers, radio, television, film, and the telecommunications industries. The course offers the student an awareness of how mass media influence social and personal environment. Contemporary media issues, policies, and ethics are discussed."

MDIA 112 Television Studio Production 3 credits

Attributes: FA HU LA

"This course provides an introduction to television production theory and practice. The course combines hands-on experience with background lectures. The student's experiences include television terminology, camera operation, switching, audio, floor plans, shot planning, picture composition, studio broadcasting procedures, floor direction, graphics, scenery, videotape, and master control."

MDIA 113 Radio Production and Podcasting 3 credits

Attributes: FA HU LA

"This hands-on course covers the planning, producing, and performance of radio programs and podcasts. The student produces music, community, and sports/talk-based programming for broadcast, internet radio, and podcast. Students learn audience analysis, delivery style, and production technique."

MDIA 114 Advanced Television Production 3 credits

Attributes: FA HU LA

"This course concerns producing, directing, writing, and performing for television. This course emphasizes the creative nature of the final program product, operation of the television facilities, studio and control room production, script writing, and directing various television formats. The student is required to develop all phases of an independent television program.

Prerequisite: MDIA 112 Television Studio Production; or departmental approval."

MDIA 116 Digital Video Editing 3 credits

Attributes: FA HU LA

"Students taking this course learn about digital technology, use the skills and techniques of video production, and practice them in a wholly-digital environment. Using programs like Avid Liquid and Apple Final Cut Pro, students complete projects by building and editing timelines that will then be rendered and output to digital videotape (DV), digital video disk (DVD), and digital web files."

MDIA 117 Sports Broadcasting 3 credits

"Sports Broadcasting trains students to produce live sports broadcasts and pre-recorded sports programs. Students work on or behind the camera or in radio, in production and on-air roles. These roles include play by play announcer, color analyst, sideline reporter and studio show host/reporter or analyst. Students do background research and conduct interviews. Students write scripts and promote the broadcasts."

MDIA 122 Introduction to Multimedia Production 3 credits

Attributes: FA HU LA

"This course introduces students to the various tools and systems necessary to produce electronic media, with an emphasis on integration of multimedia formats on the Internet, including website development, media production, multimedia integration, electronic hardware, and multimedia delivery systems. It is a hands-on course which has the students primarily involved in developing actual multimedia production skills."

MDIA 123 Digital Music Production 3 credits

Attributes: FA HU LA

"This is a course for musicians who wish to learn how to digitally produce their music. The course covers music theory, orchestration, arranging, digital audio production techniques, including MIDI, sequencing, multi-track recording, and wave form synthesis."

MDIA 213 Advanced Radio Production and Podcasting 3 credits

Attributes: FA HU LA

"This course is designed to build upon the skills learned in MDIA 113 Radio Production and Podcasting. This course is an advanced examination of creating, writing, and producing audio materials for radio programming, podcast, and multimedia. It includes an in-depth analysis of the medium, including audience analysis, pre-production, interview techniques, software for podcast and broadcast, social media promotion, distribution, and marketing. The overall purpose of this course is to improve the student's communication skills and develop their understanding of professional techniques of announcing, delivery, and audio production. Two lecture and two laboratory hours per week.

Prerequisite: MDIA 113 Radio Production and Podcasting; or permission of instructor."

MDIA 400 Special Study in Media

1 credit

Attributes: FA HU LA

This course involves independent work on a selected topic under the direction of members of the Media Arts Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

MDIA 401 Practicum in Television or Radio

3 credits

Attributes: FA HU LA

"Offers a work/learning experience in television or radio. The student performs tasks commensurate with actual production entities. The student is closely supervised by a college instructor, will attend one group meeting per week, and will work closely with television or radio professionals. One lecture and four laboratory hours per week.

Prerequisite: MDIA 112 Television Studio Production or MDIA 113 Radio Production: Theory and Practice, and departmental approval."

MEDA

MEDA 104 Basic Laboratory Procedures I

3 credits

"This course is designed to provide medical assistant students with the basic clinical laboratory principles and skills used in a physician's office. Topics include specimen identification and collection, laboratory safety, microscopy, routine urinalysis, fecal analysis, clinical bacteriology, and blood grouping procedures. Two lecture and two laboratory hours per week."

MEDA 107 Medical Assisting Techniques I

2 credits

"This course is designed to teach students the fundamental clinical procedures medical assistants are allowed to perform with a minimum of supervision. Lecture and laboratory topics include taking medical histories, vital signs, and administration of treatments. Assistance at minor surgical procedures and maintenance of an aseptic environment are also stressed. Four laboratory hours per week."

MEDA 108 "Anatomy, Physiology, and Terminology I"

3 credits

"Medical terms are taught in a systematic manner in tandem with the anatomy and physiology. This enables students to comprehend terminology used in health care facilities. Anatomy and physiology begins with the cell and progresses to the body cavities, planes, and systems through the digestive system. This is designed to strengthen the students' understanding of the clinical sciences and to increase the technical skills they need in administering patient care."

MEDA 109 Pharmacology

3 credits

"This course is an introduction to medical office pharmacology. Types and forms of drugs, their effects on body systems, and legal aspects of medication are emphasized. Abbreviations, systems of measurement, and dosage preparations are also included."

MEDA 116 Clinical Externship in Medical Assisting

6 credits

"Students participate in a clinical affiliation at a selected health care facility for the final eight weeks of the spring semester. Students gain more practice in both clinical and administrative aspects of medical assisting and learn new techniques which are performed at their individual facilities. Clinical facilities include physicians' offices, hospitals, and health maintenance organizations. Each student is evaluated by the supervisor at the facility and the program instructor.

Prerequisite: C or higher in all Medical Assistant courses."

MEDA 119 "Anatomy, Physiology, and Terminology II"

2 credits

"This is a continuation of MEDA 108 Anatomy, Physiology, and Terminology I. Additional body systems and their functions are covered. New medical terms are added at appropriate intervals throughout the course.

Prerequisite: MEDA 108 Anatomy, Physiology and Terminology I."

MEDA 120 Medical Assisting Techniques II

2 credits

"Students perform more complicated clinical procedures and utilize skills learned in MEDA 107 Medical Assisting Techniques I. Topics include electrocardiography, cardiopulmonary resuscitation, and administration of medications. Clinical skills are increased, and students gain comprehension of the disease process and its relationship to clinical situations.

Prerequisite: MEDA 107 Medical Assisting Techniques I."

MEDA 121 Basic Laboratory Procedures II 2 credits

"The basic principles and skills of hematology are covered. Lecture and laboratory topics include blood collection, hematocrit, hemoglobin, white blood cell counts, and differential evaluations. A brief introduction to blood chemistry may also be included. One lecture and two laboratory hours per week.
Prerequisite: MEDA 104 Basic Laboratory Procedures I."

MEDA 229 Medical Office Management I 5 credits

"The course introduces medical assisting students to medical office skills that are required for employment in a health care facility. The skills necessary for the medical assisting student include understanding the operations of the medical facility, telephone techniques, understanding confidentiality (HIPAA regulations), documenting medical records, filing, billing, and medical correspondence. The students are instructed to complete tasks for an electronic medical environment including patient registration, appointment scheduling, and posting patient accounts utilizing computer software."

MEDA 230 Medical Office Management II 2 credits

"This is a continuation of MEDA 224 Medical Office Management I. Managing medical finances (patient accounts/receivables, banking activities, posting charges, encounter forms, posting payments and/or adjustments, recording patient visits on a day sheet, balancing the day sheet, online payments, and patient aging accounts) utilizing medical software is a primary focus of this course. Medical coding is introduced (CPT, ICD, HCPCS). Health insurance (history, obtaining, paying, Medicare, Medicaid, Workers' Compensation); billing (types, credit agreements, collection agencies); and professionalism (externship, certification, professional organization, resume writing, successful job hunting) are covered.
Prerequisite: MEDA 229 Medical Office Management I."

MEDA 301 Principles and Methods of Phlebotomy 3 credits

"This course presents the history of phlebotomy giving an overview of blood collection equipment and techniques, preparing the student for a clinical training experience at a hospital or private laboratory. Lecture topics include an introduction to the health care setting, anatomy and physiology of body systems, blood collection supplies and procedures, safety, and quality assurance. A brief introduction to an EKG is given. The laboratory component includes venipuncture and microcollection demonstration and practice. Two lecture and two laboratory hours per week.
Prerequisite: Students must be accepted into the Certificate in Phlebotomy Program, meeting all requirements."

MEDA 401 Phlebotomy Clinical Practicum 2 credits

"Students are placed in a hospital or private laboratory for training in all procedures of blood collection. Students are trained in the areas of venipuncture, skin puncture, and special procedures such as bleeding time test and blood culture techniques. Students observe arterial puncture techniques and specimen processing.
Prerequisite: C or higher in MEDA 301 Principles and Methods of Phlebotomy."

MLAR

MLAR 101 Beginning Arabic I 3 credits

Attributes: GL HU LA ML

"This course initiates the development of the ability to speak, understand, read, and write Arabic. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Arab cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of Arabic at the high school level."

MLAR 102 Beginning Arabic II 3 credits

Attributes: GL HU LA ML

"This course is a continuation of MLAR 101 Beginning Arabic I. Emphasis is on communication through continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which will enhance their ability to initiate and sustain conversations, read basic Arabic passages, and write basic Arabic sentences and dialogues. Various aspects of Arab cultures are explored. The Modern Languages Department recommends this course to students with one to two years of previous study in Arabic at the high school level or one semester at the college level.

Prerequisite: MLAR 101 Beginning Arabic I; or departmental approval."

MLAR 201 Intermediate Arabic I 3 credits

Attributes: GL HU LA ML

Grammar and syntax are reviewed and expanded upon with greater emphasis on oral work. Students engage in class discussion and conversation as well as reading assignments and compositions. The Modern Language Department recommends this course to students with two to three years of previous study in Arabic at the high school level or two semesters at the college level.

Prerequisite: MLAR 102 Beginning Arabic II or departmental approval.

MLCV

MLCV 101 Beginning Cape Verdean Creole I 3 credits

Attributes: GL HU LA ML

"This course initiates the development of the ability to speak, understand, read, and write Cape Verdean Creole. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Cape Verdean cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study in Cape Verdean Creole at the high school level."

MLCV 102 Beginning Cape Verdean Creole II 3 credits

Attributes: GL HU LA ML

"This course is a continuation of MLCV 101 Beginning Cape Verdean Creole I. Emphasis is on communication through continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which will enhance their ability to initiate and sustain conversations, read basic Cape Verdean Creole passages, and write basic Cape Verdean Creole sentences and dialogues. Various aspects of Cape Verdean cultures are explored. The Modern Languages Department recommends this course to students with one to two years of previous study in Cape Verdean Creole at the high school level or one semester at the college level.

Prerequisite: MLCV 101 Beginning Cape Verdean Creole I; or departmental approval."

MLCV 400 Special Study in Cape Verdean Creole 1 credit

Attributes: HU LA

This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

MLFR

MLFR 101 Beginning French I 3 credits

Attributes: GL HU LA ML

"This course initiates the development of the ability to speak, understand, read, and write French. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of French cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of French at the high school level."

MLFR 102 Beginning French II 3 credits

Attributes: GL HU LA ML

"This course is a continuation of MLFR 101 Beginning French I. Emphasis is on communication through the continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which enhances their ability to initiate and sustain conversations, read basic French passages, and write basic French sentences and dialogues. Various aspects of French cultures are explored. The Modern Languages Department recommends this course to students with one to two years of previous study in French at the high school level or one semester at the college level.

Prerequisite: MLFR 101 Beginning French I; or departmental approval."

MLFR 201 Intermediate French I 3 credits

Attributes: GL HU LA ML

Grammar and syntax are reviewed and expanded upon with greater emphasis on oral work. Students engage in class discussion and conversation as well as reading assignments and compositions. The Modern Languages Department recommends this course to students with two to three years of previous study of French at the high school level or two semesters at the college level.

Prerequisite: MLFR 102 Beginning French II; or departmental approval.

MLFR 400 Special Study in French 1 credit

Attributes: HU LA

This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

MLPO

MLPO 101 Beginning Portuguese I 3 credits

Attributes: GL HU LA ML

"This course initiates the development of the ability to speak, understand, read, and write Portuguese. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Portuguese cultures are discussed. This

is a beginning-level course designed for students with no previous experience or with no more than one year of study of Portuguese at the high school level."

MLPO 102 Beginning Portuguese II

3 credits

Attributes: GL HU LA ML

"This course is a continuation of MLPO 101 Beginning Portuguese I. Emphasis is on communication through continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which will enhance their ability to initiate and sustain conversations, read basic Portuguese passages, and write basic Portuguese sentences and dialogues. Various aspects of Portuguese cultures are explored. The Modern Languages Department recommends this course to students with one to two years of previous study in Portuguese at the high school level or one semester at the college level.

Prerequisite: MLPO 101 Beginning Portuguese I; or departmental approval."

MLPO 400 Special Study in Portuguese

1 credit

Attributes: HU LA

This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

MLSL

MLSL 101 Beginning American Sign Language I

3 credits

Attributes: HU LA ML

"This course initiates the development of the ability to sign and understand American Sign Language. Students learn the fundamentals of grammar, basic vocabulary, and correct signing. Cultural aspects of the Deaf community are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study in American Sign Language at the high school level."

MLSL 102 Beginning American Sign Language II

3 credits

Attributes: HU LA ML

"This course is a continuation of MLSL 101 Beginning American Sign Language I. Emphasis is on the continued development of communication skills and face and body expressions. Students continue to acquire grammar, syntax, and vocabulary, which enhances their ability to initiate and sustain conversations using American Sign Language. Cultural aspects of the Deaf community are explored. The Modern Languages Department recommends this course to students with one to two years of previous study of American Sign Language at the high school level or one semester at the college level.

Prerequisite: MLSL 101 Beginning American Sign Language I; or departmental approval."

MLSL 400 Special Study in Sign Language

1 credit

Attributes: HU LA

This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

MLSP

MLSP 101 Beginning Spanish I

3 credits

Attributes: GL HU LA ML

"This course initiates the development of the ability to speak, understand, read, and write Spanish. Students learn the fundamentals of grammar, basic vocabulary, and correct pronunciation. Various aspects of Spanish cultures are discussed. This is a beginning-level course designed for students with no previous experience or with no more than one year of study of Spanish at the high school level."

MLSP 102 Beginning Spanish II

3 credits

Attributes: GL HU LA ML

"This course is a continuation of MLSP 101 Beginning Spanish I. Emphasis is on communication through continued development of reading, writing, speaking, and listening skills in the language. Students continue to acquire grammar, syntax, vocabulary, and correct pronunciation, which enhances their ability to initiate and sustain conversations, read basic Spanish passages, and write basic Spanish sentences and dialogues. Various aspects of Spanish cultures are explored. The Modern Languages Department recommends this course to students with one to two years of previous study in Spanish at the high school level or one semester at the college level.

Prerequisite: MLSP 101 Beginning Spanish I; or departmental approval."

MLSP 201 Intermediate Spanish I 3 credits

Attributes: GL HU LA ML

Grammar and syntax are reviewed and expanded upon with greater emphasis on oral work. Students engage in class discussion and conversation as well as reading assignments and compositions. The Modern Languages Department recommends this course to students with two to three years of previous study of Spanish at the high school level or two semesters at the college level.

Prerequisite: MLSP 102 Beginning Spanish II; or departmental approval.

MLSP 202 Intermediate Spanish II 3 credits

Attributes: GL HU LA ML

"This course is a continuation of MLSP 201 Intermediate Spanish I. Grammar and syntax are reviewed, with a greater emphasis on oral work. Students engage in class discussions and conversation, as well as reading and writing assignments. The Modern Language Department recommends this course to students with three to four years of previous study of Spanish at the high school level or three semesters at the college level.

Prerequisite: MLSP 201 Intermediate Spanish I or departmental approval."

MLSP 400 Special Study in Spanish 1 credit

Attributes: HU LA

This course involves independent work on a selected topic under the direction of members of the Modern Languages Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

MUSC

MUSC 101 History and Development of Music 3 credits

Attributes: FA HU LA

This course offers greater understanding and enjoyment of music. A wide range of music is presented with emphasis on musical style and historical background evident in the works of the great composers. Study includes compositions from the Renaissance to the present.

MUSC 205 Introduction to Piano 3 credits

Attributes: FA HU LA

"This beginning course in piano instruction offers students an opportunity to learn the basics of the piano and music theory, including rhythm, harmony, structure, building chords, and reading lead sheets. Students experience playing in an ensemble, learn how different instruments fit in with the whole ensemble, and learn how orchestration works."

MUSC 207 Elementary Guitar 3 credits

Attributes: FA HU LA

This course introduces elementary principles of guitar playing. The student learns simple tunes and melodic patterns. The student also strums basic chord patterns and explores music reading and musical notation. Students must furnish their own instruments.

MUSC 220 The Black Experience Through Music 3 credits

Attributes: FA HU LA

"This course explores the various musical traditions of Black people, with a specific focus on the United States. It examines the impact of African, European, and Native American traditions on music, as well as the role of music as an expression of Blacks' aesthetics, traditions, and life. The course considers historical and contemporary forms of music, with selected video presentations of musical styles.

Prerequisites: Placement in English 101 English Composition I or higher."

MUSC 400 Special Study in Music 1 credit

Attributes: FA HU LA

This course involves independent work on a selected topic under the direction of members of the Music faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

NURS

NURS 101 Nursing I 8 credits

"This course is designed to provide the foundation for nursing practice. The focus is on the nursing process, patients, and their families as community members, and the adaptations in their patterns of daily living necessary during illness. Emphasis is placed on health and hygienic practices for the nurse and patient. Content includes interpersonal relations, observations, communications, nutrition, basic pharmacology, and therapeutic measures with an introduction to critical thinking, evidence-based practice, and patient teaching. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Pre/Co-requisites: BIOL 201 Anatomy and Physiology I and PSYC 101 General Psychology."

NURS 203 Nursing II 4 credits

"This course is designed to introduce the student to the role of the nurse in the comprehensive health care of mothers and newborn infants during the childbearing phase of the life-cycle. A family centered approach applying the nursing process is the framework for health care delivery to families from diverse populations. The student is guided to integrate previously learned knowledge and skills. Content includes social and biological sciences, nutrition, pharmacology, growth and development, patient/family teaching, critical thinking, and evidence-based practice. Emphasis is placed on the study of relationships and responsibilities as the family expands. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 101 Nursing I, and PSYC 101 General Psychology.

Pre/Co-requisite: BIOL 202 Anatomy and Physiology II."

NURS 204 Nursing III 4 credits

"This course is designed to build upon the content of Nursing 101 and focuses on basic human needs when altered by common health problems. The content includes pathophysiology, pharmacology, nutrition, social sciences, nursing theory, patient teaching, and evidence-based practice. The student continues to apply the nursing process in the care of patients with medical and surgical problems. The student is guided to integrate previous learning. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 101 Nursing I, and PSYC 101 General Psychology.

Pre/Co-requisite: BIOL 202 Anatomy and Physiology II."

NURS 212 Nursing I-E 6 credits

"This course is designed as the foundation for nursing practice, stressing critical thinking and the nursing process. Emphasis is on health, hygienic practices, and the necessary adaptations during illness. The content includes the study of interpersonal relations, safety, basic pharmacology, asepsis, and psychomotor skills and concepts necessary for therapeutic interventions. Evidence-based practice is introduced. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Pre/Co-requisites: BIOL 201 Anatomy and Physiology I and PSYC 101 General Psychology."

NURS 213 Nursing II-E 5 credits

"This course is designed to introduce the role of the nurse in meeting health needs of the growing family. The focus is the maternity cycle, care of the neonate, and the family's expanding role. Cultural diversity and developmental needs are explored. Emphasis is placed on critical thinking skills, therapeutic interventions, and the application of the nursing process to support optimal wellness. The content includes nursing theory, related pharmacology, nutrition, family teaching, and evidence-based practice. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 212 Nursing I-E, and PSYC 101 General Psychology.

Pre/Co-requisite: BIOL 202 Anatomy and Physiology II."

NURS 214 Nursing III-E 5 credits

"This course is designed to focus on the application of critical thinking to the nursing process when caring for patients whose basic needs are threatened by common health problems. Integration of previous learning is expected. Nursing constructs as they apply to acutely ill patients are introduced. The content includes nursing theory, pathophysiology, pharmacology, evidence-based practice, and the social sciences. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Prerequisites: BIOL 201 Anatomy and Physiology I, NURS 212 Nursing I-E, and PSYC 101 General Psychology.

Pre/Co-requisite: BIOL 202 Anatomy and Physiology II."

NURS 301 Nursing IV 9 credits

"This course is designed to present the principles of comprehensive nursing care related to the major mental and physical health problems across the life span. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. Emphasis on patient teaching, evidence-based practice, and critical thinking continues. The nursing process is further implemented as the student learns to recognize and meet more complex nursing problems. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, and clinical component. A minimum grade of C+ is required.

Prerequisites: BIOL 202 Anatomy and Physiology II, NURS 203 Nursing II, and NURS 204 Nursing III.

Pre/Co-requisites: BIOL 231 Microbiology and PSYC 205 Human Growth and Development."

NURS 302 Nursing V 9 credits

"This course is designed to continue to present the principles of comprehensive nursing care related to major complex mental and physical health problems across the life span. The content includes pathophysiology, pharmacology, nutrition, social sciences, and nursing theory. The nursing process is further implemented as the student learns to recognize and meet more complicated health problems. Emphasis on patient teaching, evidence-based practice, and critical thinking continues. Community resources are included as a focus for continuity of care. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric community settings. The student is expected to integrate previous learned knowledge and skills. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Prerequisite: NURS 301 Nursing IV."

NURS 303 Nursing Seminar 1 credit

"This course is designed to present the evolution of nursing practice as it interfaces with contemporary nursing issues and problems that influence health care delivery. Contemporary issues relating to leadership and management, health care costs, nursing theory, legal and ethical concerns, cultural disparity of disease, emergency preparedness, world health problems, and health care policy are discussed. Lectures and discussion integrating previous knowledge and skills are utilized. A minimum passing grade of C+ is required.

Prerequisite: NURS 301 Nursing IV. Co-requisite: NURS 302 Nursing V."

NURS 304 Nursing A 6 credits

"This course is designed to present the role of the nurse utilizing the nursing process in providing comprehensive nursing care. Major mental and physical health problems across the life span are presented. The content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Critical thinking, evidence-based practice, and teaching/learning are stressed. Clinical experiences are planned in medical-surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Prerequisites: BIOL 202 Anatomy and Physiology II; NURS 213 Nursing II-E and NURS 214 Nursing III-E are required for part-time generic students. Advanced placement students must have a current license to practice Practical Nursing in the Commonwealth of Massachusetts.

Pre/Co-requisite: PSYC 205 Human Growth and Development."

NURS 305 Nursing B 6 credits

"This course is designed to present the principles of comprehensive nursing care related to major mental and physical health problems across the life span. Students are expected to integrate previously learned knowledge and skills. The nursing process is further implemented as the student intervenes therapeutically. The course content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Emphasis on critical thinking, evidence-based practice, and teaching/learning continues. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Prerequisite: NURS 304 Nursing A."

NURS 306 Nursing C 6 credits

"This course is designed to build on the knowledge and skills of the previous nursing curriculum. The nursing process is further implemented to provide a framework for comprehensive nursing care for diverse populations across their life span. The content includes nursing theory, pathophysiology, pharmacology, nutrition, and the social sciences. Critical thinking, evidence-based practice, and teaching/learning continue to be stressed. Clinical experiences are planned in medical surgical, psychiatric, and/or pediatric settings. This course has a lecture, lab, and clinical component. A minimum passing grade of C+ is required.

Prerequisite: NURS 305 Nursing B.

Pre/Co-requisite: BIOL 231 Microbiology."

NURS 307 Nursing Trends 1 credit

"This course is designed to provide a survey of the challenges, issues, and problems influencing contemporary health care delivery. Nursing history and the growth of leadership and management in nursing practice are reviewed. Legal and ethical responsibilities, cultural disparity of disease, emergency preparedness, and global health problems are discussed. Lectures and discussion enhance the integration and application of previous nursing knowledge. A minimum passing grade of C+ is required. Co-requisite: NURS 306 Nursing C."

PDCC

PDCC 001 American Sign Language 0 credits

"This course teaches the primary structures of signing. Participants will be introduced to conversational relevant signs, finger spelling, classifiers, facial expression, body language, grammatical sign principles and deaf cultures."

PDCC 002 Appropriate Anger Manage in Wrokplace 0 credits

"Helping adults in the workplace to solve their own problems with colleagues can be difficult. Some people seem to naturally do this more effectively than others. We know that people can successfully acquire new skills during adulthood which can assist them in resolving problems and conflicts at work. Participants will learn to analyze their own conflict resolution style, and will learn concrete skills that can be used to manage their own disputes, thereby, developing a more positive and productive work climate."

PDCC 003 Bank Teller Training 0 credits

"This course is designed for any employee who is involved in a customer/teller relationship on a full-time or part-time basis. Emphasis is placed on training new employees as well as upgrading the skills of current tellers with one year or less experience. Topics will include the teller's role and demeanor, banking fundamentals, types of products and services that most financial institutions provide, check handling, as well as proper ways to handle and count cash."

- PDCC 004 Basic Accounting Skills 0 credits**
 "This course is designed for non-business majors. Emphasis is on record keeping systems for service and merchandising concerns. The accounting cycle through trial balance, adjustments, and financial reports is studied. Topics include control of cash, receivables and payables as well as worksheets, bank reconciliation and payroll."
- PDCC 005 Blueprint Reading 0 credits**
 "This course provides an introduction to blueprint reading. Topics will include principles of orthographic projection, lines, symbols abbreviation dimensioning and tolerances interpretation of multi-view, section and assembly drawings, numbering system and drawing format."
- PDCC 006 Business and Technical Writing Skills 0 credits**
 "Writing as a major form of communication must be clear, concise, and attention getting. This course will concentrate on writing skills and report writing. A hands- on approach allows students to draft, analyze, and compose effective business letters, memos and reports. Participants will use their own job-related writing samples in case studies."
- PDCC 007 Certified Food Handling 0 credits**
 This course specializes in on-site services which brings training to your facilities tailoring the training to address any sanitation issue that affect your facility. This is a certification program which will fulfill the requirements in Massachusetts and in most other states.
- PDCC 008 Coaching People at Work to Peak Perform 0 credits**
 "This course is for supervisors and managers responsible for managing staff performance. Managing an employee's performance always requires three phases: planning, coaching and appraisal. This course will assist participant to understand the process and to write effective performance plans and appraisals and to recognize the importance of coaching."
- PDCC 009 Command Spanish 0 credits**
 "This customized Spanish language is for non-Spanish speakers who interact with Spanish-speakers in the workplace. The classes deploy techniques that teach specific occupational language skills. Command Spanish materials are one-way communication techniques to train participants to say things in Spanish, but not to receive or understand complicated incoming messages. The training is customized to the occupation. (Command Spanish manual required)"
- PDCC 010 Communicating Through E-mail 0 credits**
 "This course is designed to enhance the designing, writing and editing of electronic business correspondence. This includes discussing appropriate electronic writing form and style in communicating. E-mail etiquette. written and oral communication effectiveness, as well as editing and proofreading skills. Emphasis on discussion and hands-on practice activities with work in partners and teams."
- PDCC 011 Conflict Resolution in the Workplace 0 credits**
 "Any group of people working together will experience situations of conflict. Learning to manage and resolve situation conflict has become an essential tool in effective management. This course will explore the nature and dynamics of conflict, assertive communication, preferred styles for dealing with conflict, fairness issues and the value of joint problem-solving to produce win-win situations. You will learn to identify the five typical responses to conflict and how to diagnose, plan, prepare and implement an effective action plan to resolve conflict constructively."
- PDCC 012 Construction Math 0 credits**
 "This course is a study of basic arithmetic skills including whole numbers, fractions, decimals, percents, proportions and measurement."
- PDCC 013 Cardio-pulmonary Resuscitation 0 credits**
 "This course will certify you in cardio-pulmonary resuscitation. You will become proficient in Basic Life Support, as well as gain knowledge in cardio-pulmonary health promotion, and the skills needed to provide assistance to fellow employees and customers when needed. Upon successful completion of this course, you will receive certification in CPR."
- PDCC 014 Dealing with Difficult Customers 0 credits**
 In this course you will learn practical ground rules for handling conflict; to be assertive without being aggressive; why some people are difficult and some are not; and to identify the many faces of impossible behavior. You will learn specific coping techniques to deal with all types of difficult people; to keep calm and not crumble under pressure; to stand up to bullies; and to monitor for mood-manipulators.
- PDCC 015 Document and Stream Company Process 0 credits**
 Documenting is as invaluable tool. All companies need to record and improve the way their people work. This work- shop includes such topics as information gathering and the language of documentation and streamlining.

- PDCC 016 Effective Performance Appraisal 0 credits**
 "The subject of performance appraisals can be either difficult and depressing or dynamic and positive. This workshop will help you through the process, provide you with guidelines in effective appraisal discussions, identify the pitfalls to avoid, help with attitudinal change necessary in conducting or participating in the process, and provide pointers on dealing with unsatisfactory performance, etc."
- PDCC 017 Computerized Resume Writing 0 credits**
 "Computers have revolutionized the workplace in more ways than one. One of the most important of these is computer scanning of resumes and job applications. This course will teach you how to compete for jobs in companies and job placement services which use keyword scanning to select resumes and applications. You will learn how to identify keywords in ads and job specs, how to write (and speak) resumes that highlight the right keywords and learn the secrets of today's electronically sophisticated job selection methods."
- PDCC 018 English As a Second Language 0 credits**
 "The goal of this course is to develop English language skills, with particular emphasis on reading comprehension. Grammar will be taught with the primary goal of recognition and understanding of the structure. It will focus on the ability to write complete sentences and short paragraphs. Workplace materials will be incorporated into the training."
- PDCC 019 Customer Service Skills 0 credits**
 "It is fairly easy to provide exemplary service under 'normal' or occasionally difficult conditions. However, when conflicting priorities, tight deadlines, irate or abusive customers and other difficult conditions prevail, specific skills are required to deliver exemplary, or even basic customer service. This workshop will cover how to handle typical customer service situations, saying 'no' effectively, delivering services that are not customer friendly, and diffusing anger and frustration in irate customers."
- PDCC 020 Enabling the Disabled Worker 0 credits**
 The spirit your business reflects in your relationship to persons with disability can be as important as any physical facility changes you make. This seminar clarifies the ADA Federal requirements businesses must understand to provide reasonable accommodations for the disabled worker.
- PDCC 021 Understanding Grant Writing 0 credits**
 "This seminar will focus on topics to help personnel involved in grant writing. It includes outlining your objectives, organizing an effective proposal narrative, preparing a realistic budget, writing a budget justification including the right personnel, finalizing and sending the proposal, and organizing effective grant writing teams."
- PDCC 022 Interviewing Skills 0 credits**
 "Interviews are the basic currency of all communication. Whether we are conducting the interview or being interviewed, it is important that we understand both roles. In this workshop, you will learn to handle the different types of interviews, both as an interviewer and interviewee."
- PDCC 023 Leadership Skills 0 credits**
 "This program will enable managers to analyze their leadership style, explore approaches to effective leadership, and maximize the effectiveness of their organization from both a system and an interpersonal perspective. This program also will provide participating decision-makers with a format of understanding the dynamics of leadership. In order to identify priorities, situation contingencies and leadership styles will be discussed. In addition, the course will include strategies for human resources and organizational management, and for increasing teamwork and motivation among staff."
- PDCC 024 Essential Management and Leadership 0 credits**
 "Discuss skills necessary for effective team functioning; roles of team members, how to create 'buy in' to team goals and priorities. Using a simulation exercise, participate in a team activity and evaluate your effectiveness as a team player. Introduce Hawken's Fifteen/ Five reporting technique."
- PDCC 025 Maintain Profess/Client and Co-worker 0 credits**
 "This is a training program for staff who want to develop friendly and healthy relationships with clients and co-workers, while still maintaining neutrality and appropriate boundaries. Upon completion of this seminar, participants will be able to describe appropriate boundaries for their setting and will exhibit understanding of practical strategies for handling boundary issues as they arise."
- PDCC 026 Manag People During Difficult Times 0 credits**
 "This training program provides supervisors and managers with the tools needed to monitor employee morale and to recognize employee's involvement and contributions. By understanding the concept of motivation and developing practical application techniques, supervisors and managers can guide their employees to a higher level of productivity."

- PDCC 027 Math in the Workplace 0 credits**
 "A study of basic arithmetic skills including whole numbers, fractions, decimals, percents, proportions and order of operations with signed numbers. This course will also explore problem solving in applied situations."
- PDCC 028 Motivating Employees Workshop 0 credits**
 "How do you create a work environment where everyone is focused on working hard and is committed to organizational goals and objectives? By understanding the concepts of motivation and developing practical application techniques, supervisors, managers and team leaders can guide their employees to a higher level of productivity. Positive reinforcement inspires employees to contribute to individual group and organizational success."
- PDCC 029 On the Job Learning 0 credits**
 This workshop presents the essential of O.T.S. learning that enables attendees to develop their own structured program.
- PDCC 030 Overcoming Negativity in the Workplace 0 credits**
 "In this workshop, you will learn to diagnose critical issues and sources of negativity on your job and to recognize the difference between symptoms and problems. You will learn to differentiate negative situations from merely negative perceptions. You will also practice how to avoid, manage and follow up on everyday negative behavior patterns in your workplace. The participants will work on real work- place problems."
- PDCC 031 Project Management Workshop 0 credits**
 "This workshop teaches the essential project management process of combining systems, technique and people to complete a project within established goals of time, budget and quality."
- PDCC 032 Persentation Skills Workshop 0 credits**
 This one-day workshop is designed for individuals who wish to improve their presentation skills. Participants learn techniques and tools for delivering an effective presentation and use this information to prepare and videotape their own presentations.
- PDCC 033 Preventing Sexual Harassment 0 credits**
 "Handling a sexual harassment complaint is difficult, but it can mean the difference between a lawsuit and internal resolution. This workshop will define sexual harassment and identify types of harassment. You will learn sexual harassment compliance, and how to interview the alleged offender and what appropriate action to take."
- PDCC 034 Problem Solv to Imporve Work Process 0 credits**
 "Eliminate waste and improve your bottom line by learning these techniques from a PRO! Clarifying methods for ""taking a step back to observe"", listen and measure how things are being done now; before moving on to a quality improvement and/or cost savings."
- PDCC 035 Problem Solv Build Customer Satisfact 0 credits**
 "How well do you satisfy your customer needs? This work- shop deals with understanding the customer satisfaction triangle; obstacles to listening to your customer; minimize the noise factor, common customer concerns; prioritizing customer feedbacks; evaluating customer focus data and more."
- PDCC 036 Protect Confidenti Clinic Ed/Corp Set 0 credits**
 "The information you need to work with clients effectively can best be obtained in an atmosphere of trust and confidentiality. Breaching this confidentiality can cause many repercussions, from loss of that trust to litigation. This seminar focuses on common errors in handling confidential information, and offers strategies for taking a proactive approach to managing this information. Upon completion of this seminar participants will demonstrate understanding of practical strategies for managing confidential information."
- PDCC 037 Quality Management 0 credits**
 "This seminar is for every company wishing to build a work environment committed to Total Quality Management. Recognizing that every function in an organization is responsible for quality, this seminar presents the methodology of continuous improvement for every company process."
- PDCC 038 Pead/Write in the Workplace 0 credits**
 "The primary focus of this course is placed on improving basic reading comprehension and writing skills. Emphasis will be placed on critical thinking techniques, skimming and scanning techniques, and vocabulary."
- PDCC 039 Stand-up Sales Skills Workshop 0 credits**
 "This interactive workshop is designed for all in-person sales professionals. Learning to sell products and services successfully requires understanding and mastering key components of in-person sales. Topics include: presentation essentials, reading the customer, selling yourself and successfully driving/closing the sale."

- PDCC 040 An Overview of Strategic Planning 0 credits**
 "Learn about trends in strategic planning, seven elements to strategic planning, strategic analysis, long term objectives integrated programs, financial projections and more."
- PDCC 041 Stress Management 0 credits**
 "Are you or your employees stressed? If you see a decrease in performance, low morale and motivation, excessive absenteeism and high turnover, this course is for you. You and your employees will become aware of some causes of stress. Become aware of the many different causes of stress. Results of managing stress will increase performance and morale, motivate employees, reduced absenteeism and low turnover."
- PDCC 042 Study Skills Workshop 0 credits**
 "This workshop is based on the skills development needs of the participants. Topics may include identifying and maximizing your learning/thinking styles, memory skills, listening skills, taking notes, reading techniques and using test/reference books efficiently."
- PDCC 043 Successful Tele-Sales 0 credits**
 "This class equips tele-sales professionals to confidently and effectively market products and services by phone. Content areas include: consumer basics, driving calls and successfully closing sales."
- PDCC 044 Team Building 0 credits**
 "Human capital is one of the key competitive advantages in today's environment. Leaders for the future recognize the vital role of people in creating success. In this workshop, we will explore the role of the leader's communication skills and behavior is team building, problem-solving and achievement of organizational goals. Be ready and practice leadership skills in various real-life situations."
- PDCC 045 Test Taking Strategies 0 credits**
 "In this course you will learn to develop reasoning strategies for taking tests, learn to analyze test questions and problem styles. Identify effective self-testing techniques and practice test taking strategies."
- PDCC 046 Time Management Workshop 0 credits**
 "Where does the time go? This course explores what time management is and how participants can better manage their time. Topics include: planning, prioritization, goal setting, and dealing with interruptions, procrastination and clutter."
- PDCC 047 Train the Trainer Workshop 0 credits**
 "This workshop provides an opportunity for the trainers to learn how to design and develop a training program that ensures employees are trained consistently and thoroughly each time. This course is beneficial for supervisors, managers, subject matter experts, as well as anyone called upon to train new employees."
- PDCC 048 Understanding the Customer 0 credits**
 "An essential workshop for all tele-marketing and in-person professionals. Attendees will gain an in-depth understanding of consumer profiles: that is, who buys what, when and why."
- PDCC 049 Workplace Diversity Training 0 credits**
 "Different languages, cultures, values and beliefs could represent major obstacles in achieving organizational success. During this workshop, you will learn how to manage and capitalize upon the benefits of diversity and how to increase awareness and sensitivity to cultural, racial, ethnic and gender issues. Other job related differences and how to avoid discrimination and legal pitfalls will be covered."
- PDCC 050 Workplace Violence Prevention 0 credits**
 "Personality conflicts, tension and misunderstanding can erupt into heated altercations and physical fights in the workplace. This workshop will teach how to recognize tendencies toward violence and ways to avert disruptive and assault behavior. It will also help the participant develop skills and methods to defuse hostility, preventing violence before it happens."
- PDCC 051 Assertive Communication 0 credits**
 "Many people experience difficulty in handling interpersonal situations requiring them to assert themselves in some way, just as every employee has a 'personal style' for interacting with her/his coworkers. This style affects the person's ability to get their message across to others, accurately and effectively. This seminar offers both information and an opportunity for self-reflection on daily workplace communication."
- PDCC 052 Best Strateg Manag Diffic Behav Child 0 credits**
 "The objective of this training series is to learn new strategies for handling aggressive behavior in a variety of settings. The indicators of risk are discussed, and the theoretical frameworks for understanding aggression in children are taught. Following this training,

participants will demonstrate an understanding of anti-social behavior and mental health diagnoses, and will be able to implement learned strategies immediately in their work with children and families."

PDCC 053 Diag + Symp of Depression in Children 0 credits

Service providers and teachers working with children and families need adequate information and knowledge about the diagnosis and treatment of depressive symptoms in children. This training provides basic information about identification of symptoms and gives providers and teachers the language to use with parents in explaining childhood depression.

PDCC 054 Exemplary Customer Service 0 credits

"It is extremely important how staff treat your internal and external customers. It is also important to reflect upon how our customers consider our services. Help your staff to develop the necessary skills they need in order to handle customer situations. Enhance your employee's job performance and job satisfaction, while also cutting down on employee burnout. This workshop offers improved exemplary customer service that will WOW your internal and external customers."

PDCC 055 Yoga Techniques for Business 0 credits

"This yoga workshop will provide all participants with some simple techniques that can be incorporated into their hectic workday. Learn how to manage stress, handle negative emotions, become a more productive employee, and improve many other situations that arise in today's workplace environment. Participants will also learn how to improve their flexibility, build body strength, learn how to incorporate relaxation and mediation techniques into what might otherwise be a hectic day."

PDCC 056 Planning Effective Meetings 0 credits

"We have all been in meetings that appear a complete waste of time. Meetings are a critical tool in accomplishing goals within an organization. Ineffective meetings are at best, costly and at worst, demoralizing. This three-hour seminar models successful meetings for a variety of purposes."

PDCC 057 Managing Effective Meeting 0 credits

"This seminar will help you become a more effective participant and/or leader. Learn how to set the groundwork for effective meetings, key ingredients to foster open communication, what alternatives can replace a meeting and how to follow-up after a meeting."

PDCC 058 Overcome Your Fear of Public Speaking 0 credits

This workshop will assist you in overcoming your hesitation to accept the challenge of speaking in public forums. Learn to integrate some of the techniques that are used by actors in order to overcome 'stage fright' and open the door to share your creative talents. This workshop will provide you with opportunities to practice through the use of exercises and by giving some useful suggestions and tools of the trade. You should leave this session with more confidence to express yourself before a group.

PDCC 059 Spanish at the Workplace 0 credits

Spanish in the workplace is an introductory workshop which will provide participants with an introduction to simple Spanish phrases and some frequently used questions and dialogue that can be integrated into the daily workplace. This class is designed for the employee who would like to participate in simple conversational Spanish with their fellow employees in the workplace.

PDCC 060 Dressing for Success for Men/Women 0 credits

"Your wardrobe can be an effective business tool for telling our fellow workers who we are. Our choice of work clothes sends strong non-verbal messages about how we perceive our job and ourselves. It also can affect the way we perform at work. Today, after an era of 'casual business dress' many employers have mixed feelings about the current trend towards increasing casual business attire. This is due to the fact that some employees have 'pushed the boundary' as to what is acceptable as 'casual business wear'. In most companies, an employee becomes part of a team. We all know that teams perform better when everyone is on the same page. That also includes dressing like our colleagues who are successful. The age of 'business formal' is making a return to the world of work. It doesn't matter what your job is; but looking successful is the first step to being successful. This workshop will focus on how we can develop the image that we are trying to portray at the workplace."

PDCC 061 Effective Writing for Business 0 credits

"Writing is a major form of communication. It must be clear, concise and attention getting. This course will concentrate on improving your business writing skills. Participants will compose their own draft documents to analyze."

PDCC 062 Aromthpy: Gift to the Heart During Grief 0 credits

"Grief is difficult and painful, all people must do it, no matter what the loss is. This workshop has been designed around utilizing the healing properties of essential oils during grief. We will identify grief and how it works, and use of essential oils to help the heart sustain itself during the process."

- PDCC 063 Using Math for the Wrokplace 0 credits**
 "This workshop will share some basic math techniques that can be integrated into our daily lives. Participants will learn how to utilize math so they can effectively address their everyday work tasts. Participants will also learn how to use some simple problem solving techniques that will help them to overcome their 'fear of math'. Materials will include the use of decimals, addition and simple multiplication techniques. Come learn how math can be FUN!"
- PDCC 064 Healthy Eating for Employees on the Run 0 credits**
 "If you are a manager, what is your responsibility for employee's health? Do health issues have an economic impact on your organization? The obvious answer is 'yes'. Human resources, training, employee retention, work culture and building and maintaining an empowered, motivated workforce are on everyone's mind. Should an organization have key measurable health objectives and strategies? Ask any athletic coach and the answer is 'yes'. As a business person, why wouldn't your answer be a BIG YES? Healthy eating and an active lifestyle can help one to reduce the risk of heart disease and some forms of cancer; elevate one's mood, energy and self-esteem; and reduce every day anxiety and stress. We know that it is important for an employer to provide a safe and healty workplace. Did you also know that it is important to encourage healthy lifestyles among employees? Healthy eating programs are a great first step. A healthy eating program can bring a diverse group of employees together to learn how to improve their health."
- PDCC 065 Aromthpy Stress with Ease in Dis-Ease 0 credits**
 Stress is without a doubt a very 'crippling' Dis-Ease in our lives today. The experts no longer question it's role in every day life. A person does not have to have a disease to become seriously ill. The term Dis-Ease simply refers to the body/mind spin out of a sense of order.
- PDCC 066 Bank Teller Training Part 2 0 credits**
 "This new and exciting program is designed specifically to meet the needs of your seasoned teller. In these three sessions your tellers will receive in-depth information on quality customer service and cross selling, banking regulations and security, and much more."
- PDCC 067 Academic Counseling Workshop 0 credits**
 "The course is designed to inform/prepare the student to make appropriate academic choices, set goals, and establish a workable plan in continuing his/her education. The process of researching and applying to college will be explored. The class will consist of lecture, group activities and individual assignments."
- PDCC 068 Medical Terminology 0 credits**
 "Topics will include: word roots; the skeletal system; the muscular system; the cariovascular system; the lymphatic system; the immune system; the respiratory system; the digestive system, the urinary system; the nervous system; the special senses: eyes and ears; the integumentary system; the endocrine system; and the reproductive system."
- PDCC 069 Alzhiemer Dementia Care Trng Part I 0 credits**
 Topics will include: definitions/progression; behaviors/ expectations; communication; diet and exercise; safety; routines/adaptive equipment; adapting the enviroment; adapting to the client; and managing unpredictable behaviors.
- PDCC 070 Cooking with Kids 0 credits**
 Introduction to the basic cooking skills and the proper use of various kitchen equipment needed to produce food products that students will consume themselves at the end of each session.
 Prerequisite: DARE students only.
- PDCC 071 Restorative Care 0 credits**
 "This course will include topics in body mechanics and safety using assistive devices for gait, infection control, and safety in the kitchen and bath, neurological conditions common to home care such as CVA, Parkinson Disease, MS; adaptive equipment use, dealing with frail elder and terminal illnesses, orthepedic conditions in home care - THR, TKR and back pain."
- PDCC 072 Alzhiemer Dementia Care Trng Part II 0 credits**
 This course will include topics in routines/adaptive equipment; adapting the environment; adapting to the client; and managing unpredictable behavior.
- PDCC 073 Training Wheels Motorcycle Training 0 credits**
 Attribute: XCS
 "Learn to ride your motorcycle safely. Beginner Rider course includes: challenge of motorcycle controls, basic riding skills, special riding situations, dangers of impaired riding, turning, shifting and stopping, evasive maneuvers, advanced cornering, braking and swerving techniques, traction management, and more."

- PDCC 074 NCLEX Prep Review Course 0 credits**
 "The review focus is on answering NCLEX questions correctly. An integrated, conceptual, critical thinking approach is utilized in content review, interspersed with NCLEX sample questions. Participants learn to draw on past knowledge and to recognize related concepts to solve even the most difficult nursing problems."
- PDCC 075 The Teller Role and Demeanor 0 credits**
 "This session will review the teller's role and its importance to the financial institution. The importance of customer service, confidentiality, and personal appearance will be reviewed."
- PDCC 076 Banking Fundamentals Training 0 credits**
 "This session will cover how banks make money, the different functions within a banking organization and how they interrelate. An overview of the different types of financial institutions will also be reviewed."
- PDCC 077 Bank Products 0 credits**
 "The purpose of this session is to present an overview of the types of products and services that most financial institutions provide. This session will review the various types of deposit products, consumer loans, mortgage loans, and various other services."
- PDCC 078 Bank Checks 0 credits**
 "This session will cover the proper way to handle and count cash. Check handling, endorsements, uncollected funds and the general processing of checks will be discussed."
- PDCC 079 Currency and Security 0 credits**
 This session will cover a variety of compliance issues such as Currency Transaction Reports and Transaction Logs. Various security issues such as fraud and robbery will be addressed.
- PDCC 080 Personal Digital Assistants 0 credits**
 This seminar is designed to help those who have made the move and those who are contemplating the move to a PDA. This hands-on seminar will show how your business needs will drive your technology purchases. You will be introduced to the state of the art in PDAs and details on what is possible. You will see examples of how businesses use PDAs to solve problems.
- PDCC 081 Bank Teller Sales 0 credits**
 "In this session, tellers will acquire the skills they need to become professional financial sales and service consultants. Tellers will learn to identify new and existing customers needs and suggest financial products and services to help them solve those needs."
- PDCC 082 Compliance Training for Tellers 0 credits**
 "This session will review teller procedures, which are related to compliance with federal regulations. Tellers will review the various laws and regulations that have been created to protect the public and to help make banking safe, fair, affordable and efficient. Various regulations and laws that will be covered are EFT; TISA; CRA; HMDA; BSA; Reg D; RFP; and lobby signs and notices."
- PDCC 083 Security Training the Tellers 0 credits**
 "This course will include monetary value of your name and reputation, safeguarding customer information, identify theft- threats in the banking industry, assisting identify theft victims, and preventative measures to combat identify theft."
- PDCC 084 C+D License Renewal Course 0 credits**
 "Every C & D license expires on July 31, 2004. You must complete a 2002-2004 15-hour license renewal course before July 31, 2004 in order to hold a valid license after that date."
- PDCC 085 Training Wheels Motorcycle Training II 0 credits**
 "This course is designed for motorcyclists with at least 3000 miles and 1-year experience riding. Upon successful completion of the course you will be issued a certificate enabling you to have your motorcycle license issued to you without a RMV Road test. Students must use their own motorcycles (which are properly insured, registered and inspected) and pass an instructor's pre-ride check. A copy of the pre-ride check will be mailed to students. Course covers: rider and motorcycle preparation, advanced street riding strategies, traction management, advanced cornering, braking and swerving techniques, danger of impaired riding and basic skills review. Students must register through trainingwheelsonline.com."
- PDCC 086 Discovering the Leader in You 0 credits**
 "Do you want to become a leader, but are not sure about taking that step? Have you been put into a leadership role and want to know what is expected of you as a leader? From your peers? From your staff? From senior management? In this session you will learn what it means to be a leader, define what leadership is and analyze your own beliefs about leadership. You will discover your own unique leadership style and determine what leadership attributes you already possess."

- PDCC 087 Communicating with Impact 0 credits**
 "With leadership comes a greater responsibility to communicate effectively. Words and decisions have a direct impact on you as a leader and your organization. How something is said is just as important as what is said. To lead well, you must communicate well. This session will focus on discovering why interpersonal skills are critical to good leadership."
- PDCC 088 Lead/Discover + Prob Solv 0 credits**
 "Leaders have to make decisions, both popular and unpopular and solve problems. The key is knowing how to take the best approach and solve the problem. How the decision is communicated is just as important as how the decision was made."
- PDCC 089 Teamwork Through Effective Leadership 0 credits**
 "Ultimately, the leader is responsible for the success or failure of a team. A good team leader can have a positive and powerful impact on a team just as a poor or indifferent leader can have a negative impact on a team. In this session you will identify leadership actions that encourage teamwork and team spirit and learn the steps to being an effective team leader."
- PDCC 090 Leadership Role Manag Conflict Res 0 credits**
 "Conflict occurs when individuals or groups are not obtaining what they need or want and are seeking their own self-interest. Although conflict is inevitable, it can be minimized, diverted or resolved. This is where your leadership skills come into play. In this session you will learn the fundamentals of conflict, identify blocks to resolving conflict, examine ineffective ways of managing conflict and explore ways to analyze conflict. Most importantly you will learn why, as a leader, you play a key role in managing conflict."
- PDCC 091 How to Lead People to Success 0 credits**
 "To be effective in your leadership role, you must be able to use influence, gain commitment, recognize the potential in people and motivate them to where you need them to be. In this session you will learn how to recognize coachable moments, determine when people are ready to be mentored, gain insight as to why people are motivated versus what motivates people to learn strategies for delegating effectively."
- PDCC 092 Safety & Self Defense for Women Course 0 credits**
 "This course will provide safety strategies for in and out of the home, at work and in relationships. Participants will gain knowledge about violence prevention and legal remedies for personal protection combined with hands-on practice of techniques to protect oneself from an attack. THIS IS FOR WOMEN ONLY."
- PDCC 093 Twelve Deadly Management Mistakes 0 credits**
 "Management is the effective and efficient utilization of resources to meet organizational goals. This course examines the practice of management from the perspective of an ongoing business activity. It is designed for both current and aspiring managers. Course topics include, 'Is Management for You?' and 'The Twelve Deadly Sins of Managers.'"
- PDCC 094 Leadership Certificate 0 credits**
 This course is aimed at individuals who want to explore the roles and responsibilities of leadership and for front-line employees moving into management positions. It will introduce leadership and supervisory skills and competencies that you need to become more than just a good leader but a successful leader.
- PDCC 095 Personal Finance Course 0 credits**
 "This course is a brief overview in the areas of personal finance, investments and planning for your retirement."
- PDCC 096 Refresh Your Grammar 0 credits**
 "Too many of us waste time trying to decide between affect and effect, accept and except, lie and lay, 'between you and I' or 'between you and me'. There's total confusion about using commas and periods with final quotation marks. Do they go inside? Outside? When should we every day or everyday? This course is designed to help everyone speak and write correctly. Topics will include: active and passive voice, capitalization, change in grammar rules and usage, numbers parts of speech, pronouns, rules for all major and minor punctuation marks, sentence structures and comma rules, essential vs. nonessential clauses and vocabulary. Suggested prerequisite to Effective Writing for Business"
- PDCC 097 GED Review Course 0 credits**
 "This 48-hour course is designed to prepare students for the GED test. PLATO software is available in the classroom to allow students to progress at their own rates. Instructional emphasis is on English language and reading skills, as well as mathematics and use of the GED test-specific calculator. The course is a fast review, not designed to address needs for in-depth ESOL or ABE instruction. Before registering, a pre-assessment is required."
- PDCC 098 Communication and Design 0 credits**
 "Participants work in small groups to discuss and create ideas for a possible small business. PhotoShop software is then used to design logos, letterheads, and brochures for each team enterprise. Teamwork, the use of creative design, and PhotoShop skills are emphasized."

- PDCC 099 Leadership/Teamwork through Athletics 0 credits**
In this course students will be exposed to working on a team and will learn how to work together to achieve their desired goals. This positive experience through teamwork will be accomplished utilizing a variety of athletic activities along with group discussions.
- PDCC 100 Microsoft and Office Tech Over-view 0 credits**
"This course will begin with a thorough overview of the computer and the Windows operating system. Participants learn the basics of Windows to comfortably continue on their journey on to Microsoft Word (for word processing) and Microsoft Excel (to be introduced to spreadsheet software) and PowerPoint (for work-related presentations). Students will easily absorb computer knowledge through a hands-on, teacher led approach, and will each product their resume in MS Word as an outcome. All assignments will simulate workplace projects. A college certificate will be provided."
- PDCC 101 Workplace Comm and Outstanding Cus Serv 0 credits**
"Students will learn the basics of interpersonal communication: body language, eye contact, tone of voice. They will understand the differences between personal and professional forms of communication. From these basics, they will apply communication principles to an understanding of customer service, managing stress and anger in the workplace, and how good workplace communication enhances the principles of teamwork. A college certificate will be provided."
- PDCC 102 Time and Project Management 0 credits**
"Participants will map their present methods for allotting time, and learn how to create a plan and manage their time. A work-based case study will be used to teach creation of timelines necessary for project completion. Emphasis throughout will be on the importance of managing time as it relates to prompt arrival at work, organization of tasks, and timely completion of projects. A college certificate will be provided."
- PDCC 103 Thinking for Change 0 credits**
Turbulent times call for flexible and innovative thinking. This engaging and interactive one-day course provides strategies and techniques for 'getting out of the box'. Consider a more appropriate mental 'stance' for flexible thinking; learn strategies inventors use to get break-out ideas; practice specific techniques for getting creative ideas when you need them.
- PDCC 104 Computer Security 0 credits**
"Your computer could be attacking foreign websites, storing illegally copied computer applications, or just be infected with a computer virus, worm or Trojan horse and you have no idea! This discussion will offer suggestions that will help you mitigate these and other problems. Topics covered will include: anti-virus solutions, patch management, user administration, and wireless network security."
- PDCC 105 ESOL Assessment 0 credits**
Students are issued a standardized assessment which is graded and used in placing them into the appropriate level of training.
- PDCC 106 Team Building Seminar 0 credits**
"In this workshop we will explore the role of the leader's communication skills and behavior in team building, problem solving and achievement of organizational goals. Be ready to explore and practice leadership skills in various real- life situations."
- PDCC 107 Resolving Conflict in Workplace 0 credits**
"This course will explore the nature and dynamics of conflict, assertive communication, preferred styles for dealing with conflict, fairness issues and the value of joint problem-solving to produce win-win situations. You will learn to identify the five typical responses to conflict and how to diagnose, plan, and prepare and implement an effective action plan to resolve conflict constructively."
- PDCC 108 Customer Satisfaction Seminar 0 credits**
"This workshop will cover how to handle typical customer service situations, saying 'no' effectively, delivering services that are customer friendly, and disfusing anger and frustration in irate customers."
- PDCC 109 Coaching + Supervision 0 credits**
"This course is for managers and supervisors responsible for staff performance. This course will assist participants to understand the process (planning, coaching + appraisal), write effective performance plans and appraisals, and to recognize the importance of coaching."
- PDCC 110 Introduction Food Production I 0 credits**
"Students enrolled in this course will be introduced to safety and sanitation, identification of basic food items, proper use of kitchen equipment, knife skills, and basic cooking methods. Strong emphasis will be placed on the student's demonstration of these basic food principles to the chef instructor. Students will be tested through the use of written and practical examinations. Successful completion of this class is required to move on to Introduction to Food Production II."

- PDCC 111 Introduction Food Production II 0 credits**
 "Students enrolled in this course will continue to build upon the basic principles taught in Introduction to Food Production I. The student will be introduced to sauteing of more advanced food items, braising and roasting of meats, starch and vegetable cookery, breakfast cookery, and cold foods. The student will be expected to demonstrate a basic understanding of cooking methods, knife skills, and sanitation to receive a passing grade in this class. Evaluation will take place through written and practical exams."
- PDCC 112 "Soups, Sauces and Thickening Agents" 0 credits**
 "This course is designed to provide the student with an understanding of the following: clear soups, thick soups, cold soups, roux, and leading sauces."
- PDCC 113 Breakfast and Salad Cookery 0 credits**
 "This course is designed to provide the student with an understanding of the following: egg cookery, starch related items, simple salads, dressings."
- PDCC 114 Simple Cakes and Desserts 0 credits**
 "This course is designed to provide the student with an understanding of the following: cake batters, icings, decorating cakes, mixing procedures, simple desserts."
- PDCC 115 Appetizers and Hors D'Oeuvres 0 credits**
 "This course is designed to provide the student with an understanding of the following: hot appetizers, cold appetizers, platter presentation, garnishing"
- PDCC 116 Group Dynamics 0 credits**
 "Increase your awareness of how attitude, emotion, and behavior influence the needs of your client. To create an effective group process, you need to acquire skills in four key areas: self-assessment, personal development, career planning, and skill development."
- PDCC 117 Effect Comm Trng 0 credits**
 Meeting the demands and expectations of society can sometimes be very difficult - especially if you have disabilities. Learn how to prepare your client and society for transition into the community for a shopping trip or a visit to the park.
- PDCC 118 Diversity 12 0 credits**
 "Different languages, cultures, values, and beliefs could represent major obstacles in achieving organizational success. Learn how to manage and capitalize upon the benefits of diversity and how to increase awareness and sensitivity to cultural, racial, ethnic and gender issues. Many job related differences will be discussed along with how to avoid discrimination and legal pitfalls."
- PDCC 119 Coach Mang 0 credits**
 "Use this seminar to bring out the potential of your staff. Learn how to create the condition for continuous improvement, help your staff to define and achieve goals, pinpoint individual strengths and leadership capabilities, develop staff by stretching their abilities and delegating responsibility."
- PDCC 120 QuickBooks 1 0 credits**
 "QuickBooks is the #1 accounting software package used by small business. This powerful software not only automates tedious bookkeeping tasks, it provides the financial information needed to effectively manage a business. This course offers a hands-on approach to utilizing QuickBooks. Participants will leave with a solid foundation to help implement QuickBooks at their workplace."
- PDCC 121 1st Time Super 0 credits**
 "This course focuses on the tools that can help a new supervisor survive and thrive. Topics include making the transition from 'work bee' to supervisor, personality typing, working with 'difficult' people, coaching and supervising, motivating the troops, listening skills, brainstorming, delegating, managing time and negotiating techniques."
- PDCC 122 Cust Ser Refresher 0 credits**
 "It is getting harder and harder to please today's demanding customer. Good customer service isn't always enough no matter how good you may think you currently are at satisfying and keeping customers. If you are looking to ""move to the next level"" of providing customer service, then this course is for you."
- PDCC 123 Work + Family 0 credits**
 Striking a reasonable balance between work and family is a huge issue in corporate America. Virtually everyone struggles with the pull between excellence at work and maintaining strong family relationships. This is particularly true at the supervisor/management level where careers place demands on individuals and their time. Come learn how to better balance your work and family.

- PDCC 124 Business Killers 0 credits**
 "How well is your business and your future protected? Learn ways to safeguard your business and enhance your personal wealth. You will hear from a number of expert consultants/specialists who have worked with and helped business owners across the country and around the world. Discussion will address six commonly made mistakes: ""I know what my business is worth.""", ""I'm too busy running the company.""", ""That will never happen to me.""", ""There's plenty of time for that later.""", ""My business is my retirement.""", and "" You can't beat Uncle Sam.""."
- PDCC 125 Define Customer Service 0 credits**
 "This course will discuss the realities of the marketplace, perceptions of the customer, expectations of the customer and bank personal."
- PDCC 126 Welcome Customers 0 credits**
 "This course will discuss the proper telephone techniques, face-to-face encounters including body language and verbal language, the impact of negativity and listening skills."
- PDCC 127 Management Role 0 credits**
 "This course will discuss the management's role, the customer service team and setting goals, and support of the company."
- PDCC 128 Aging Population 0 credits**
 "This two-hour module covers topics of aging, including medical, financial, social and emotional change common to the aging process. Participants will expand their knowledge and skills in dealing with the elderly."
- PDCC 129 Alzheimer Disease/2 0 credits**
 This two-hour module covers the Alzheimer's disease process and its impact on function and quality of life. Participants will learn strategies to identify common signs and symptoms of the disease and how to deal effectively with patients who are living with this disorder.
- PDCC 130 Elder Balance/Fall 0 credits**
 This two-hour module covers the incidence of falls in the elderly and the most common reasons for the falls. Participants will learn strategies to identify risk of falling and prevent injury.
- PDCC 131 COPH/CHF 0 credits**
 "This two-hour module covers the causes and incidence, signs and symptoms, and treatment of these diseases. The participants will learn how to effectively deal with patients who have COPD or CHF."
- PDCC 132 Diff Customer /3hr 0 credits**
 "Learn practical ground rules for handling conflict; to be assertive without being aggressive; why some people are difficult and some are not; and to identify the many faces of impossible behavior. Learn specific coping techniques to deal with all types of difficult people, keep cool and not-crumble under pressure, stand up to bullies and monitor for mood-manipulators."
- PDCC 133 Legal and Ethical 0 credits**
 "This course will cover topics in HIPPA, confidentiality & consent, protection of client dignity and rights, understanding the term ""mandated reporter""", using emergency restraints, staff knowing their boundaries and relationships with clients and families."
- PDCC 134 Alzheimer /3hr 0 credits**
 This course covers the Alzheimer's disease process and its impact on the function and quality of life. Participants will learn strategies to identify common signs and symptoms of the disease and how to deal effectively with patients who are living with this disorder.
- PDCC 135 Aging 0 credits**
 "This course covers medical, financial, social and emotional changes common to the aging process. Participants will expand their knowledge and skills in dealing with the elderly."
- PDCC 136 Death and Dying 0 credits**
 "Explore the grieving process and develop a knowledge of the attitudes and skills needed to work effectively with a dying person, their families, and others who are experiencing significant losses."
- PDCC 137 Family Finance 0 credits**
 This course is a brief overview of family finances and the importance of developing a budget plan.

- PDCC 138 Medical Term/12 0 credits**
 "Learn medical terminology. Topics include: word roots and the systems that make up the human body: skeletal system, muscular system, cardiovascular system, lymphatic system, immune system, respiratory system, digestive system, urinary system, nervous system, eyes and ears, integumentary, endocrine and reproductive system."
- PDCC 140 Life Planning Skills 0 credits**
 "This course will focus on coaching and development of students to encourage attention to life skills. There will be both formal and informal classroom instruction. The placement into classes will depend on the student's ability to focus and complete on tasks requested. The more disenfranchised, focus-less students will benefit from the more formal instruction method."
- PDCC 141 Aging II 0 credits**
 "This course will discuss the issues common to the aging process such as medications, their side effects, depression and the effects it has on daily living."
- PDCC 142 0 credits**
 "At the completion of this 20-hour program the participants will develop skills with assisting the client/family with home management activities and non-medical directed personal care. The HCAI is not to perform duties under a medically directed plan of care and is not to be assigned to duties related to assistance with medications or wound care. Common duties performed include all duties of the HCAI plus assistance with ambulation, bathing, hair care/grooming, dressing, toileting, transfer activities, special diets, activities of daily living and appropriate client teaching consistent with training."
- PDCC 143 Family Financial Strategies II 0 credits**
 "This is a continuation of family finance I. Discussion will include the family finances, developing a budget plan."
- PDCC 144 Depress Death Elder 0 credits**
 "This two-hour module covers the causes, incidence, signs and symptoms and treatment of depression. The participant will learn how to effectively deal with patients who have depression. In addition, the stages of death and dying will be discussed; including techniques for dealing with patient and family."
- PDCC 145 ADL's + Restor Nursing Program 0 credits**
 "This two-hour module will review techniques for safely assisting patients with their activities of daily living. It will include physical strength and ability, special training and assistive device, adaptive equipment use and how to deal with the uncooperative patient. The range of motion and basic charting will occur."
- PDCC 146 Infection Control + Skin Care 0 credits**
 "This two-hour module will review techniques of proper information control and recognize the importance of hand washing as a means to limit the spread of disease. Common signs of infection, handling hazardous waste, handling linen and cognizing the new strains of bacteria in their work environment will be covered. The participants will also recognize the importance of skin care, age related changes to the skin, how to assess the color of the skin, stages of development for pressure sores, effects of immobility on the skin, and treatment of pressure sores in the elderly."
- PDCC 147 Cerebrovascular Accidents 0 credits**
 "This two-hour module covers the causes, incidence, signs and symptoms, and treatment of the disease. The participants will learn how to effectively deal with patients who have a right-sided hemiplegia or a left-sided hemiplegia."
- PDCC 148 Notetaking Skill 0 credits**
 ""What did she just say?"" This is an introduction to the skill of taking notes, including the reasons why we take them, an overview of L-Star, and the three main systems of notetaking."
- PDCC 149 Read Study/Memory 0 credits**
 ""I have to read HOW many chapters?"" This course will give a look at how we can spend less time reading textbooks, but remember more. Also discussed is a step-by-step explanation of the SQ3R method of reading a text."
- PDCC 150 Time/2 hours 0 credits**
 ""I'll do it tomorrow"". With so much to do and only 24 hours in a day, how can we possibly get it all done? Practical advice on stopping procrastination, setting priorities and creating a plan of attack."
- PDCC 151 Test Anxiety 0 credits**
 ""Test"" is a four letter word. A discussion of what test anxiety is and ways to reduce it, whether you have days to prepare or only a few minutes. ""Tricks of the trade"" to maximize test scores for multiple choice, matching, true/false or even essay tests will be discussed."

PDCC 152 Home Health Care I + II 0 credits

"The Home Health Aide (HHA) Certification program provides students with the skills and knowledge necessary to enter the health field as a Homemaker, Personal Care Homemaker or full Home Health Aide. This 100 hour training program follows federal guidelines and the curriculum has been approved by the MA Council for Home Care Aide Service, the home care quality assurance agency in MA. At the successful completion of this training, students will receive certification in the area of Home Health Aide Level Three, which includes the three different career areas Homemaker, Personal Care Homemaker and Home Health Aide. Textbook is required for an additional cost. Must be 18 years old. An interview is required prior to registration."

PDCC 153 Veterinary Assistant I 0 credits

"This course is the first of a two-course certificate program. Learn invaluable veterinary hospital and office procedures and the skills needed to succeed as a Veterinary Assistant! From professional conduct, laws, and effects on policy and procedures to front office and exam room procedures and administrative duties, you will also learn restraint, safety concerns, and basic procedures for small animals. Textbook is required at additional cost. Must possess a GED or high school diploma and complete both courses to receive certificate."

PDCC 154 Electrical Troubleshooting 0 credits

This course provides the proper fundamental knowledge and theory of electricity and how it interfaces with boating. Learn practical application of low voltage systems in low production powerboats.

PDCC 155 Training for Marine 0 credits

"This course stresses the importance of customer service and employee relations. It provides the student with sound management skills that are necessary to effectively operate any business successfully. The instructor will use personal experience operating a marine dealership to demonstrate management skills in action. The course will cover budgeting, flat rate, service writing, inventory control, labor rates, time management and more. The student will learn efficient ways of operating a profitable marine business."

PDCC 156 Veterinary Assistant II 0 credits

"In this second course, you will learn the legal issues regarding pharmacy and pharmacology, laboratory, and surgical preparation procedures as well as introduction of radiology and ultrasound imaging equipment. Must complete both courses to receive certificate and possess a GED or high school diploma."

PDCC 159 Math Review 0 credits

"A review of basic arithmetic skills including whole numbers, fractions, decimals, percents, proportions and order of operation with signed numbers. This course will also explore problem solving in applied workplace situations."

PDCC 160 Customer Communication in L-T Care 0 credits

This workshop focuses on how long-term care residents and their families respond to staff based on verbal and non-verbal communication styles. These styles are explored and interactive exercises used.

PDCC 161 Customer Service/Dining Services 0 credits

"This course will increase awareness to ""extraordinary"" dining room service for nursing home staff to better serve residents. Discover how those involved in dining service are an essential component with the resident positive dining experience as part of the ""Eden Alternative""."

PDCC 162 Delegate Results 0 credits

The hallmark of good supervision is effective delegation. Effective delegation develops people who are ultimately more fulfilled and productive. This course will present the key elements and benefits of effective delegation.

PDCC 163 Giving + Receiving Feedback 0 credits

"A key skill for all who manage people is the ability to provide candid, constructive feedback about performance. The purpose of this course is to enhance your skills in giving feedback."

PDCC 164 Coach for Employee Performance 0 credits

One of the most important responsibilities of a manager/supervisor/leader is to help the people who work for you to be successful. This course will provide techniques and strategies for effective performance management.

PDCC 165 Marine Program Survey 0 credits

"This is a Marine Program Survey of 140 students who have taken non-credit classes in boating trades or marine technician programs at Massasoit. This course will provide Design and format survey, identify students and print labels, post survey to 140 students, provide second mailing, reach non-respondents by telephone, collect and analyze data, write summary report, administrative support, postage, copying and report writing."

PDCC 166**0 credits**

"Constant change is one of the most challenging aspects of the workplace. In order for change to be productive it is essential that it is planned, communicated and managed effectively. In this course you will learn how to lead and manage change."

PDCC 167 Team Building**0 credits**

"Human capital is one of the key competitive advantages in today's environment. Leaders for the future recognize the vital role of people in creating success. In this workshop we will explore the role of the leader's communication skills and behavior in team building, problem-solving and achievement of organizational goals. Be ready to explore and practice leadership skills in various real-life situations."

PDCC 168 English Review Course**0 credits**

"This course is a review of basics of the English Language. Topics such as reading comprehension review, sentence structure, skimming, paragraph focus and verbal review will be covered."

PDCC 169 Reading and Writing**0 credits**

"The primary focus of this course is placed on basic workplace reading comprehension and writing skills. It will focus on the ability to write complete sentences and short paragraphs. Topics such as reading comprehension review, sentence structure, skimming, paragraph focus and verbal review will be covered."

PDCC 170 Land Surveying**0 credits**

"In this course participants will learn the basic principles of surveying. They will perform a field survey and produce a certified plot plan using Auto CAD. During this field lab, the participants will receive training from a Registered Professional Land Surveyor in the proper use of field Instruments and the procedures to be used in the field traverse."

PDCC 171 AutoCAD for Land Surveyors**0 credits**

This course is the first part of a two part certificate program designed to provide a person with the knowledge to produce a plan from field to finish. This course will be beneficial in providing field personnel with an understanding of field work and will aid those individuals looking to improve their knowledge and performance in the Land Surveying Profession. The course will be geared to land surveying with practical hands-on application for the Industry.

PDCC 172 Legal Issues in Hiring**0 credits**

"From the Job posting to the Application, from the interview to the employment offer, legal issues abound. In this 3 hr session we will create an ad, review your organization's application form (bring a copy with you if it is available), role play an interview, and make an employment offer. Note that this session does not in any way construe legal advice but rather, it is designed to provide insight based on general HR management fundamentals, practices and principles."

PDCC 173 Action Discipline Termination**0 credits**

"We begin each employment relationship with a set of expectations. But, what happens if those expectations aren't met? Ideally we can use corrective action to get the employee to take responsibility for correcting their own behavior and /or attitudes. We know though, that as we deal with individual personalities and behaviors, there are times when disciplinary action would be more effective or involuntary termination the only recourse. Come prepared to briefly present a real-life behavioral problem you have had to deal with in the workplace so that we can develop corrective action recommendations, define disciplinary actions that may be necessary, and determine the legal landmines that await should termination be imminent."

PDCC 174 Risk Management**0 credits**

"In this six hour workshop attendees will learn specific lessons and techniques that can save their company from suffering significant losses, fines, and judgements. Learn the ""not so secret"" policies and procedures that are easy to implement. Understand how they save time, money, and lives. Additionally learn how to make your commercial insurer work for YOU and how the commonwealth of Massachusetts wants to invest funds to help you train, retain your current employees, and create a safe working environment."

PDCC 175 Forklift Safety**0 credits**

"The simple hands on approach to forklift safety training. In this three hour workshop attendees will learn the fundamentals for safety policy and procedures. Understand when a company is required to have the policy and procedures in place. Who can provide the training and the specifics of exactly what your policy and procedure MUST contain to maintain compliance. Attendees will also learn tips and tricks to make implementation and follow through easy. Additionally you will be supplied with sources for update and learn how to find help with policy creation, implementation, and personalized training. The commonwealth of Massachusetts want to invest funds to help you train, retain your current employees, and create a safe working environment."

PDCC 176 Employment Law Updates**0 credits**

"On a regular basis employers are faced with changes in and updates to the federal and state laws affecting their employees. These run the gamut from wage and hour to pension/retirement plans, from independent contractor status to identity theft, from healthcare to immigration. Join us for breakfast on Sept.27th, 2005 at 7.45 a.m. for an HR practitioner's overview of some of the key

legal updates that have occurred in the past year. Particular attention will be given to the 2004 FLSA changes affecting the exempt/non-exempt status of employees and the payment of overtime."

PDCC 177 Proper Risk Management 0 credits

"Risk management is an area too many companies ignore. Proper risk management can save your company money. This presentation will cover risk prevention policies and procedures, recommended insurance coverage and costs, available assistance for training and possible funding sources for the training."

PDCC 178 Privacy Issues 0 credits

This Course will explore issues relating to Privacy. Areas relating to privacy that must be understood in order to provide respectful service to people with disabilities will be identified.

PDCC 179 Relationships + Affection 0 credits

This course will examine relationships that staff has with the people they service. It will explore use of affection and establishing boundaries and role clarification for staff.

PDCC 180 Intimate Care 0 credits

This course will identify issues in the provision of personal care and discuss strategies to increase safe environments.

PDCC 181 Practice Guidelines 0 credits

This 3 -hour module will cover Neutral Writing and a review of preference assessments and behavioral guidelines.

PDCC 182 Mental Retardation + Illness 0 credits

"In this class, we will discuss the signs and symptoms of mental illness that are commonly associated with mental retardation. The importance of discerning between behaviors associated with mental illness versus those associated with mental retardation will be reviewed. Also, a brief overview of commonly prescribed medications as well as other treatment interventions will be presented."

PDCC 183 Project Management 0 credits

"This Course provides competency training, planning tools and guidelines, role definitions, and a common language essential for the successful completion of projects. The program leads you through three phases of project management: defining, planning and implementing. In addition, it describes the parameters of scope, schedule and resources. Through participation in a sample case project, you will prepare a statement of Work, Work breakdown structure and dependency diagram, identify the critical path and assess risks."

PDCC 184 US History 0 credits

"This course traces the political, economic, social and cultural development of what became the United States from its beginning to the end of the civil war. Particular attention is paid to the nature of Puritanism, the complex background to the American Revolution, the creation of the Federal and State Constitutions and their implementation, the growth of sectionalism, westward expansion, the nature of slavery, and the breakdown of the American political system resulting in Civil War. This course emphasizes reading, writing, and critical thinking."

PDCC 185 How to Excel in Teamwork 0 credits

"In this highly interactive teambuilding session, you will learn skills vital to effective teamwork, including, decision-making, problem-solving and conflict resolution. Through a game simulation, you will experience first-hand the impact of planning on group results and recognize the effect of individual behavior on group behavior."

PDCC 186 Goals to Maximize Performance 0 credits

Knowing where you are going and having a roadmap to get you there is vital to your performance and the performance of your organization. In this module you will learn the S.M.A.R.T model for goal and objective setting and how to align your goals with your company's goals.

PDCC 187 Successful Performance Reviews 0 credits

This module will provide you with the steps you need to conduct successful performance reviews. Topics discussed will include the characteristics of an effective performance review and what a well-planned performance review can do for you and the employee.

PDCC 188 Prob Solving/Decision Making 0 credits

"In this module you will solve ""real world"" business problems using a rational process for problem solving and decision making and using creative techniques for generating solutions. Techniques to be discussed will be the ""Fishbone Diagram"" and the ""Force Field Analysis.""

- PDCC 189 Make a Diff through Mentoring 0 credits**
 "In this module you will learn the difference and similarities between mentoring and supervising explain the benefits of mentoring to the company, the employee and the manager and identify the many roles and responsibilities that a mentor fulfills."
- PDCC 190 Intro to Automotive Technology 0 credits**
 Students will be able to locate the most important parts of a vehicle and describe the purpose of the automotive system.
- PDCC 191 Basic Tools + Intro to Engines 0 credits**
 Identify Common automotive hand tools; select the right tool for a given job and safe handling of tools. Learn and explain the principles of the four stroke cycle and the major parts of an internal combustion engine.
- PDCC 192 Cooling + Lubrication System 0 credits**
 "Students will learn the design and application of a cooling system, coolants and related parts. Inform students of the importance of oil, lubricants and other devices designed to protect an engine and perform an oil and filter change."
- PDCC 193 Auto Electric/Starting System 0 credits**
 "Introduce students to the basic automotive electrical system, batteries, simple circuits and lighting. Students will learn the operation of a starting system and how to test and service a starter motor."
- PDCC 194 Basic charging/ignition system 0 credits**
 Students will learn how the charging system recharges the battery and supplies electricity to the entire automotive electrical system and how to diagnose and test alternator and voltage regulator problems. Students will be introduced to the basic ignition system.
- PDCC 195 Electronic Ignition Theory 0 credits**
 "Students will learn the operation of a basic electronic ignition system, especially distributories ignition widely used in modern vehicles."
- PDCC 196 Fuel/Brake System Fundamentals 0 credits**
 "Students will learn the operation of a fuel system, identify major components, perform diagnosis and repairs. They will also learn the basic principles of brakes and inspect and perform drum and disc brake service including replacing wheel cylinders,calipers, brake pads and shoes."
- PDCC 197 Suspension + Steering System 0 credits**
 Students will learn the basic steering and suspension fundamentals identify and describe the function of each suspension and steering component including performing needed repairs.
- PDCC 198 Accuplacer Math Review 0 credits**
 "This Course prepares participants for the mathematics portion of the state mandated Accuplacer assessment. Topics reviewed are fractions, decimals, percentages, ratios, and proportions, exponents, signed numbers, algebraic expressions, equations, inequalities, and factoring."
- PDCC 199 Accuplacer English Review 0 credits**
 "This Course prepares participants for the English portion of the state mandated accuplacer assessment. The review focuses on examples of reading and grammar questions, and teaches the correct construction and idea sequencing for an acceptable essay."
- PDCC 200 Supervisor Tool Kit 0 credits**
 "Transitioning to a supervisor can be disastrous without the tools to do the job. What are the initial ""must haves"" for a supervisor? This workshop provides the supervisor with the required basic tools to begin their role as a supervisor. Supervisors will learn to manage their former peers, set goals with employees, deliver feedback effectively, delegate and communicate effectively based on the various styles of their employees. This workshop is a must for the newly appointed supervisor."
- PDCC 201 Introduction to PCs 0 credits**
 This course will give you ample opportunity to get comfortable with your computer. Instruction will start with using the on/off switch and what to do with your computer mouse. You will also learn about different computer parts (called components) as well as system configuration (how it is set up) in easy-to-understand language. An introduction to Windows software will start your computer journey.
- PDCC 202 Windows Part 1 0 credits**
 "Get comfortable with your Windows operating systems in this workshop. Understand what you're looking at on the screen and the computer terminology that goes with it. With our instructor, create and correct common user problems., understand the desktop, issue keyboard commands, learn how to work properly with your mouse - such as how and when to use the right button vs. the left button, and more."

PDCC 203 Windows Part 2 0 credits

"Proper disk work and document maintenance is a must. You will be introduced to this using programs known as My Computer and Explorer. Learn how to properly use a disk, delete documents and free up drive space, restore documents deleted by accident, work with folders, find lost documents. customize the desktop, cancel print requests and create shortcuts. Learn how to control your Windows environment - don't let it control you.

Prerequisite: Windows Part 1."

PDCC 204 Introduction to Word 0 credits

"This course is designed to teach the basics of word processing in a very relaxed atmosphere. Topics include creating a document, developing good editing techniques, formatting your document the way you want it to appear, spell check, lots of keyboard commands and shortcuts, avoiding common mistakes, adding special characters like copyright symbols, the always troubling how to save a document, recall a document to the screen for updating, printing and more.

Prerequisite: Windows"

PDCC 205 Intermediate Word 0 credits

"This course is designed for people who have 'mastered' the basics of the Introduction to Word course. Intermediate Word will include how to set up and format numbered/ bullets lists, setting up tabs and tables and an explanation of when to use tabs vs. tables, adding dots to your tabs as in a Table of Contents, importing and manipulating graphics, using built-in templates, creating an auto correct entry so the computer types for you, more advanced formatting of your typing, using Format Painter to save time, and more. time, and more.

Prerequisite: Windows and Intro to Word."

PDCC 206 Introduction to Excel 0 credits

"A pleasant introduction to electronic spreadsheets. You will be introduced to the Excel environment and learn to type, edit, and finalize a simple spreadsheet. Learn terminology and commonly used math formulas to calculate your numbers and how to double-check the accuracy of these formulas. Editing skills will be developed to format your numbers the way you want them to be, fix some basic printing problems, save your spreadsheet from unknown computer demons, learn about fill series, and more.

Prerequisite: Windows."

PDCC 207 Intermediate Excel 0 credits

"This course is designed for users who are comfortable with the commands taught in the Introduction to Excel course. This session will give additional practice on functions and commands used in Excel. Learn how to build and transform your spreadsheet into easy-to-read charts and graphs for presentation purposes, use absolute references, custom format numbers such as zip codes, phone numbers, and social security numbers, use Excel as a database, correcting circular references, freeze sections of your worksheet and more.

Prerequisites: Windows and Introduction to Excel"

PDCC 208 Powerpoint Part 1 0 credits

"This course is specifically designed for the person who is typing a presentation using PowerPoint. Skills will be developed to create and modify a presentation, tips on formatting to make it look good, add notes pages, print handouts for your audience, delete and add slides, change the order of your slides, run a slide show manually, and much more.

Prerequisite: Windows."

PDCC 209 Intermediate Powerpoint 0 credits

"This course is designed to put finishing touches on the typed presentation and get it ready for presentation day. Topics covered will center on manipulating color schemes, adding graphics, charts, tables, utilizing transitions and effects to liven up your show, automating your presentation, hide slides for backup purposes, hyper-linking slides, and more as time permits."

PDCC 210 Introduction to Access 2010 0 credits

"This introductory course will show you what an electronic database program is capable of doing. Learn database terminology, how to design your own database, type and edit information, sort and extract specific data from this information through queries and create forms and reports. You will use Wizards, set primary keys, delete records, and fix formatting problems. Most importantly, you will acquire knowledge of what a database program is and you can decide for yourself if Access is a piece of software your company could benefit from.

Prerequisite: Familiarity with Windows software."

PDCC 211 Intermediate Access 0 credits

"This course will continue instruction in Access. Attendees will learn how to work with Queries to refine and extract information from their database(s), create and modify forms and reports, find, sort, and filter records, and database maintenance.

Prerequisite: Introduction to Access."

- PDCC 212 The Internet 0 credits**
 "Learn how to explore the Internet in this course. Use popular software to learn how to visit Web sites all over the world. Organize your favorite sites easily, navigate the Web using hyper-links, and learn about search engines to help you find information that you desire.
 Prerequisite: Familiarity with Windows software."
- PDCC 213 E-mail (Outlook) 0 credits**
 "Using Outlook software participants will gain experience in creating, sending, receiving, and responding to E-mail messages received both in-house and from customers. Gain experience on handling your inbox, sent items and deleted items. Add a personal signature and more.
 Prerequisite: Windows"
- PDCC 214 Introduction to AutoCAD 2000 0 credits**
 "Students will learn options palette, use of rays, override layer color, measure and divide, match properties, make and insert blocks, text symbols and multileader modifications."
- PDCC 215 Windows Palm Pilot 0 credits**
 "This course will provide an overview of the Palm Pilot. Topics to be discussed include selecting applications, using Graffiti, entering information, calendar memos, installing desktop software, using HotSync, beaming and learning of web sites that offer freeware and shareware."
- PDCC 216 Web Page Development 0 credits**
 "This course covers the basics of Web Page development using Hypertext Markup Language (HTML). Topics will include planning and designing a web page, establishing links in a document, adding graphics, typing, editing and preparing your web page for publishing.
 Prerequisite: Windows"
- PDCC 217 On-Site Computer Training 0 credits**
 "The Professional Development Center is happy to send our trainer(s) to your site for computer training. Specifics as to training topics and times will be discussed with the PDC.
 Prerequisite: For computer training, a dedicated room is required."
- PDCC 229 Powerpoint/4hours 0 credits**
 "This course is designed to put finishing touches on the typed presentation and get it ready for presentation day. Topics covered will center on manipulating color schemes, adding graphics, charts, tables, utilizing transitions and effects to liven up your show, automating your presentation, hide slides for backup purposes, hyper-linking slides, and more as time permits.
 Prerequisite: Windows experience."
- PDCC 230 Advanced Excel 0 credits**
 "This course is designed to lead on from our intermediate course or is available to students with a solid working knowledge of Excel beyond the basics. This training course covers topics such as importing data, what if utilities, pivot tables, simple macros, security protection of your data, and much more."
- PDCC 231 Computer Boot Camp 0 credits**
 "This course is designed for individuals with little or no experience with computers. Participants will be instructed on the use of the various components of the computer such as the keyboard and mouse along with an introduction to Microsoft Windows, the internet, email, and Microsoft Word. Certificates will be given upon completion of the course."
- PDCC 232 Advanced Excel 0 credits**
 Attribute: XCS
 "This course is designed as a continuation of our Intermediate Excel course. Topics covered include importing data, what if utilities, pivot tables, simple macros, security protection of your data and much more."
- PDCC 233 Advanced Word 0 credits**
 "This Course is designed for the experienced MS Word user. Your Knowledge will be tested with a review document upon which additional topics will be introduced. Topics such as templates, styles, graphics, working with large documents, solving printing problems, document storage and protection, and much more will be discussed."
- PDCC 234 Tech + Info Systems 0 credits**
 This course will give you ample opportunity to get comfortable with your computer. Instruction will start with using the on/off switch and what to do with the computer mouse. You will learn about different computer parts as well as system configuration in easy to understand language.

- PDCC 235 PC + Small Business 0 credits**
 "This course is geared to people who are starting or growing a home-based business. Learn how to use the Internet to discover what your competition is doing. Your business image should carry over from your business card to your brochure, newsletter and website. The instructor will lead a discussion on how to use your PC home computer and Microsoft Office to establish a basic consistent marketing presence."
- PDCC 236 Search Internet 0 credits**
 This course will focus on increasing your knowledge of how to search and actually find information you need using the Internet. Learn tricks and tips to help you feel comfortable whether you're searching for driving directions or for information to complete a research project.
- PDCC 237 PowerPoint with Pizzazz 0 credits**
 Learn the tools to make your presentation go from ho-hum to attention getting. Learn to pace the slides to go with your verbal presentation.
- PDCC 239 Intermediate Word 0 credits**
 "Intermediate Word will include how to set up and format numbered/bullets lists, setting up tabs and tables and an explanation of when to use tabs vs. tables, adding dots to your tabs as in the Table of Content, importing and manipulating graphics, using built-in templates, creating an auto correct entry so the computer types for you, more advanced formatting of your typing, using Format Painter to save time and more."
- PDCC 240 Intermediate Excel 0 credits**
 "Learn how to build and transform your spreadsheet into easy-to-read charts and graphs, use absolute references, custom format numbers, correct circular references, freeze sections of your worksheet, work with range, insert rows and columns, move/copy data, and more."
- PDCC 241 Advanced Access 2010 0 credits**
 "This course focuses on a variety of tools and macros available to experienced Access users. Included will be training in database manipulation, developing and using program tools in providing multiple presentation formats, and using multiple data sources to improve the efficiency of the program and resulting databases."
- PDCC 242 Intro to MS Access 0 credits**
 "This introductory course will show you what an electronic database program is capable of doing. Learn database terminology, how to design your own database, type and edit information, sort and extract specific data from this information through queries and create forms and reports. You will use Wizards, set primary keys, delete records, and fix formatting problems."
- PDCC 243 Customize Access Reports Query 0 credits**
 Learn to customize reports and queries. Create queries and reports that extract the information and formatting that you need to display your data. Some Access experience required.
- PDCC 244 Computer Shortcuts 0 credits**
 "How good are your computer skills? Would you know how to complete a project on your computer if the mouse broke? There are many computer tricks and shortcuts you may not know about. This hand-on, workshop will expose you to some computer shortcuts in Windows, Word, and Excel. Come join other business colleagues for an enjoyable morning of learning."
- PDCC 245 Mass Trial Court Training 0 credits**
 "In this course, students will review basic computer components and explore various web sites via internet explorer."
- PDCC 246 MS Publisher Overview 0 credits**
 "Learn to create publications such as calendars, flyers, advertisements, invitations and leaflets. You will use clipart, pictures and drawing objects along with text to create professional looking documents to print."
- PDCC 247 Intro to PowerPoint 0 credits**
 "In this 2.5hr course, PowerPoint techniques will be introduced. How to develop, create and modify a presentation, tips on formatting to make it look good, add note pages, print handouts for your audience, delete and add slides, change the order of your slides, run a slide show manually, and much more.
 Prerequisite: Windows"
- PDCC 248 Creating Tables in MS Word 0 credits**
 Learn to create various types of tables using different formatting and styles. This class will show how to sort and calculate data in a table. Enhancing tables using many different table formatting techniques will also be covered. Working with various border types is also included in this class.

- PDCC 249 Tracking Changes in Word 0 credits**
 "Tracking changes is a feature in Microsoft Word that allows multiple reviewers to ""marked up"" document electronically. You will learn how to accept or reject changes from other reviewers and add comments to a document."
- PDCC 250 Transition to Windows 2007 0 credits**
 "This lecture based course focuses on the transitional issues be dealt when upgrading to Windwos 2007 from 97-2003. Topical areas covered include Word, Excel and Outlook. The instructor will provide an overview and then answer specific questions regarding these three programs."
- PDCC 251 Accuplacer Reading 0 credits**
 This course prepares the participant for the English portion of the state mandated accuplacer assessment. The review focuses on reading and comprehension.
- PDCC 252 Accuplacer English Comp 0 credits**
 This course prepares the participant for the English portion of the state madated accuplacer assessment. The review focuses on grammar and correct construction and idea sequencing for acceptable essay.
- PDCC 253 Intermed Computer Training Series 0 credits**
 "This course is designed for someone with some computer knowledge. Learn to organize documents, protect against file loss or unauthorized access to your computer data, shortcuts and icons, special function keys, apply communication skills and etiquette on emails and use Microsoft Word and Microsoft Excel more efficiently."
- PDCC 254 Microsoft Office Software Update 0 credits**
 This course focuses on the transitional issues to be dealt with when upgrading from Microsoft Office 2007-2010.
- PDCC 255 ESOL Assessment 0 credits**
 "Students are issued a three-hour standardized assessment, which is graded and used in placing them into the appropriate level of training."
- PDCC 256 Mastering Outlook 0 credits**
 "This course will focus on how Microsoft Outlook can help an organization plan, communicate, manage, and delegate more efficiently."
- PDCC 258 TABE CLAS-E Assessment 0 credits**
 "Students are evaluated on their English language proficiency, including reading, listening, writing, and speaking skills using the TABE CLAS-E assessment."
- PDCC 259 BEST Plus Assessment 0 credits**
 "BEST Plus is an individually administered, face-to-face oral interview designed to assess the English language proficiency of adult English language learners and is a combined test of listening and speaking skills."
- PDCC 260 Basic Weatherization 0 credits**
 "Participants learn the principles of warm and cool air flow, movement, and leakage in residential buildings, while understanding the requirements for ensuring a healthy home air quality."
- PDCC 261 Basic Math for Construction 0 credits**
 Participants review basic math and learn beginning principles of geometry and algebra as they relate to building measurements and calculations.
- PDCC 262 Basic Construction Skills 0 credits**
 "Participants will learn how to identify basic construction tools and machines, basic construction principles, and shop safety as it relates to construction."
- PDCC 263 Basic Blueprint Reading 0 credits**
 "Participants will learn to recognize the basic symbols, lines, measurement ratios, and building systems represented in single and multi-view blueprints."
- PDCC 264 Math for Energy Efficiency 0 credits**
 Participants will extend their basic knowledge of math to include construction-based calculations for determining heat and energy transfer and loss.

- PDCC 265 Intro to Energy Efficient Building Systems 0 credits**
 "Participants will be introduced to the various energy systems within buildings and will learn how energy is lost or conserved through various system designs, products, and installation techniques."
- PDCC 268 Construction Supervisor Training 0 credits**
 "Prepare for the Massachusetts Construction Supervisor's License Exam. With an Unrestricted Construction Supervisor's License (CSL), you can pull building permits to build buildings containing less than 35,000 sq. feet of enclosed space, one or two family dwellings, buildings for farm purposes and retaining walls less than 10 ft. in height. The exam is not about construction, but knowledge of building codes. If your profession or business requires you to deal with contracts, contractors, building inspectors, property managers, etc., you will find this course very helpful."
- PDCC 269 Customer Service Focused ESOL 0 credits**
 "This training will develop participants ability to communicate more effectively with supervisors, co-workers, and residents in order to better handle work assignments. Class instruction will include coverage of work duties including communication of company performance goals, work policies and procedures, and customer relations."
- PDCC 270 Lean for the Office 0 credits**
 "The primary objective for this course is to start a business culture that helps employees look for waste and variation in their current systems. This will have a direct impact on efficiencies and internal/external customer satisfaction throughout the company. Participants are expected to work within a team on a real life project, present project status reports are expected to work within a team on a real life project, present project status reports at the DMAIC process gates, and implement sustainability actions to ensure project improvements continue."
- PDCC 271 Enhanced English and Public Speaking 0 credits**
 "This training is designed to enhance English and oral communication skills. The goals of the program are as follows: to increase confidence and poise when presenting information in a public forum, to expand grammar and vocabulary knowledge, to explore the mechanics necessary for excellent presentations, and to practice a variety of methods or formats for presentations. There is an additional 1.5 hours per week of online assignments or distance learning."
- PDCC 272 Enhanced English & Business Writing 0 credits**
 "This training will develop participants ability to communicate more effectively with co-workers and customers in order to better handle more complex transactions and meet strategic performance goals. Reading and writing exercises based on company forms and product lines, verbal role-playing dialogues to alleviate difficulty communicating with customers, and workplace terminology will all be infused into the curriculum. There is an additional 1.5 hours per week of online assignments or distance learning."
- PDCC 273 High Performance Teamwork 0 credits**
 "The objective of this training is for participants to better understand the new workplace-with its virtual teams, diversity, multiple generations, web of technological and organizational complexity, complicated structures, and rapidly changing internal and external environments. In this new work environment, the ability of people to communicate and collaborate is critical to developing a dynamic organization, increasing employee involvement and enhancing efficiency and productivity."
- PDCC 274 Trust Factor 0 credits**
 This program was designed to develop behaviors that are beneficial at all levels of an organization. The focus will be to teach the company's leaders how to create a climate of trust and goodwill among their employees."
- PDCC 275 Enhanced English/ESOL 0 credits**
 "The Enhanced English/ESOL training will develop participants' ability to communicate more effectively with co-workers, store associates, and customers in order to better handle management duties including communication of company performance goals, work policies and procedures, and customer relations. Workplace ESOL training is key to success in improving customer relations as well as achieving individual and team performance goals."
- PDCC 278 Effective Communication/Team Work 0 credits**
 "The Effective Communication Team-Oriented Problem Solving training covers tools and techniques used in a team. Emphasis will be placed on communication, practicing productive reasoning techniques to see perspectives from different angles, understanding different communication styles, how to flex your style based on those of others to reach common team goals, and how to choose the best communication type depending on the usage occasion. Classes will follow best practices of adult learning and include lectures, small group activities, case studies, role-playing, and interactive technology/videos."
- PDCC 279 Topics in Computers 0 credits**
 "Learn how to develop the skills necessary to use the computer as a tool for productivity, research, and communication. Through a series of hands-on activities, students will master the computer skills needed in the workplace, school, and home. This 20-hour course includes instruction in Excel, Word, and PowerPoint."

- PDCC 280 Computer Boot Camp 0 credits**
 "This course is designed for individuals with little or no experience with computers. Participants will be instructed on the use of the various components of the computer such as the keyboard and mouse along with an introduction to Microsoft Windows, the internet, email, and Microsoft Word and Excel. Certificates will be given upon completion of the course."
- PDCC 281 High Performance Leadership 0 credits**
 "This training consists of numerous individual and group exercises that ensure that participants translate the principles into a personal plan of action. Leaders will learn the principles and practices needed to: understand the differences between managers and leaders, learn the limitations of 'command and control' leadership and how to become an 'empowering' leader who brings out the best in others, understand six practices of the world's greatest leaders, recognize your personal leadership strengths, create a clear and compelling vision for yourself as a leader, understand how to 'lead from the balcony' and utilize the five major leadership roles, develop the ability to confront poor performance and behavior problems and hold people accountable, and learn skills to coach and bring out the best in high performance teams."
- PDCC 282 Business Writing for Excellence 0 credits**
 "This course will develop the participants ability to communicate more effectively with co-workers, store associates, and managers in order to increase overall productivity and efficiency, particularly in sales. In addition, the training will focus on improving writing skills, including e-mails, reports, and performance evaluations in order to reduce miscommunication."
- PDCC 283 Effective Supervisory Skills 0 credits**
 "The objective of this course is for supervisors to gain an understanding of their role in the organization, acquire knowledge of the issues facing supervisors in order to develop more effective supervisory skills and leadership competencies. We need supervisor to play a key role in our growing organization and be responsible for creating a link between upper management and front-line employees, and have a dramatic impact on employee performance and behavior."
- PDCC 284 Effective Cross Selling and Upselling 0 credits**
 "This course focuses on specific upselling sales techniques to better address customers' needs and to teach sales associates to realize greater unit cost savings on promotional sale items. In addition, techniques will be taught on how to address customer concerns and how to turn complaints into opportunities."
- PDCC 285 Principles of High Performance 0 credits**
 "Organizations, as well as individuals, are perfectly designed to get the results they are currently getting. If they keep doing what they have always been doing, they will continue to get the same results. In this course, you will be introduced to the importance of chaos in getting you from where you are to where you want to be. You will learn the principles and methodologies that will enable you to achieve outstanding and sustainable results within your organization."
- PDCC 286 Positive Impact 0 credits**
 "This training focuses on the High Performance employee behaviors that create strong organizations. We look at attitude, personal accountability, work/home-life balance, adaptability to change, productivity, communication, and leadership."
- PDCC 287 Lean Yellow Belt 0 credits**
 The primary objectives for this training is to start a business culture that helps employees look for waste and variation in their current systems. This training is a prerequisite for the Green Belt training and Kaizen Events. This training will have a direct impact on efficiencies and internal/external customer satisfaction throughout the company.
- PDCC 288 Emotional Intelligence 0 credits**
 "The objective of this training is for our leaders to develop a clear vision of what they want that is grounded in a set of principles of personal conduct. Participants will be more effective in working with others, able to experience empathy, and work through situations to win-win outcomes."
- PDCC 289 Lean Green Belt 0 credits**
 "The primary objectives for this training is to understand, construct, and interpret key statistical tools that drive out variation and waste in the current business systems. Participants are expected to work within a team on a real life project, present project status reports at the DMAIC process gates, and implement sustainability actions to ensure project improvements continue. The training, projects, and class demonstrations are directly tied to the corporate goals to improve operational efficiencies."
- PDCC 290 Customer Service for Allied Health 0 credits**
 "This highly interactive Allied Health Customer Service program will give students the skills they need to effectively interact with clients and co-workers while on the phone, in the office or in the field. Using a building-block format, this course will focus on topics to help employees better understand and appreciate their customers, minimize conflict and misunderstanding, communicate effectively, learn the skills to manage angry or difficult customers, and improve team effectiveness."

PDCC 291**0 credits**

"Handling a sexual complaint is difficult, but it can mean the difference between a lawsuit and internal resolution. This 2-hour workshop is an overview of sexual harassment and will help you identify types of harassment."

PDCC 292 LeanSigma Champion**0 credits**

"The LeanSigma Champion training is designed to train key managers and executives on the principles of leading a LeanSigma organization. All LeanSigma tools are introduced, but the main focus will be to define the role of the Champion. Topics include: project management, DMAIC process, selection of corporate projects, project reports, and sustainability of improvements within the organization. Participants will demonstrate and practice these skills during the class with the use of a LeanSigma exercise."

PDCC 293 Customer Service for Municipalities I**0 credits**

""Teamwork to Best Serve Citizens"" - Utilizing the Everything DISC Personal Profile System, participants will learn simple, intuitive ways to make lasting improvements on their team effectiveness."

PDCC 294 Customer Service for Municipalities II**0 credits**

""Dealing with Angry Citizens and Difficult People"" - Working in the public sector, chances are you will occasionally encounter an angry or difficult customer. Knowing how to resolve conflict quickly and professionally can make a big difference in how employees perform their jobs and how customers feel about an organization or municipality."

PDCC 295 Customer Service for Municipalities III**0 credits**

""Appreciating the Customer"" - Using the Everything DISC Personal Profile System, participants will learn to recognize characteristics of human behavioral styles in others while simultaneously learning ways to adapt their style for greater understanding and appreciation of their customers."

PDCC 296 Customer Service for Municipalities IV**0 credits**

""Exceptional Communication in the Public Sector"" - This highly interactive workshop will give participants the tools they need to communicate effectively with members of the public sector thus eliminating stress, conflict, and misunderstanding."

PDCC 297 Medical Inventory**0 credits**

"The medical inventory course exposes students to the purchasing process at a medical facility. There is an introduction to medical inventory systems as it pertains to maintaining, storing and re-stocking inventory. Students will be completing purchase requisitions, inventory and equipment log sheets utilizing Microsoft Office Programs."

PDCC 298 Customer Service**0 credits**

"In today's world of customer engagement and customer experience, it's obvious that customer service is the height of customer satisfaction, which means providing excellence customer service. How you think about your customers is how you will treat them. It is one thing to provide customer service and quite another to exemplify it. Excellent customer service starts with the attitude of the individual service provider. This course will provide insights, tips, and techniques to master behaviors that exhibit excellent customer service skills, recognize the importance of projecting a professional image, and have a customer service mindset."

PDCC 299 Advanced Excel II**0 credits**

"This course is designed as a continuation of our Advanced Excel course. Additional focus is placed on the following topics: importing data, pivot tables, macros, and security protection."

PDCC 300 Customer Service for Municipalities

"This highly interactive Four Session Customer Service Program will give participants the skills they need to effectively interact with citizens and co-workers while on the phone, in the community or in the field. Using a building block format, this seminar series will focus on topics to help municipal employees to better understand and appreciate their customers, minimize conflict and misunderstanding, communicate effectively, learn the skills necessary to manage angry or difficult customers, and improve team effectiveness."

PDCC 301 Enhance your QuickBooks Reports**0 credits**

"Come learn how to maximize your current QuickBooks program by customizing your reports and memorizing them for the future. Perform data integrity, condense and archive files so that you will be able to use e-mail. We will discuss online bookkeeping through the internet vs. desktop, utilize data better and put it into Excel Files. Bring your QuickBooks Problems and /or questions to class and we can problem-solve together. What reports does your account need?"

PDCC 302 Lean Strategies for Business**0 credits**

"This session will introduce participants to lean concepts, whether working in manufacturing or service Company. Examples of practical, common sense projects will be presented and discussed that can be implemented throughout all organizational levels. Start developing a lean organization today."

- PDCC 303 Memory Fitness 0 credits**
This seminar will provide participants strategies to improve the various aspects of memory. Techniques will be introduced that will assist a person to enhance attention and concentration. This is an interactive seminar.
- PDCC 304 Exercises for the Mind 0 credits**
"This seminar will provide participants strategies to improve the various aspects of memory. Techniques will be introduced that will assist a person to enhance visual and auditory memory, sequential thought and organization, and reasoning and judgment. This is an interactive seminar."
- PDCC 305 Designing a Quality ESOL Prog 0 credits**
"This training component will present the successful model used by Massasoit Community College at its Stoughton ABE program. Topics will include class design, teacher/student ratio, staffing components, intake and student placement processes, establishing student goals, setting curriculum, using data for improvement, and budgetary planning and costs. All training materials will be provided."
- PDCC 306 Principles of Teaching Adults 0 credits**
"This Training Component will focus on the way adults learn, as well as how adult's best acquire a new language. Adult education and English language acquisition principles will be taught through presentation and provided materials. Topics of interest identified through the teacher survey will be identified and finalized at the first meeting, and will form the basis of this training."
- PDCC 307 Mentoring and Supervision 0 credits**
This course is for managers & supervisors responsible for managing staff performance. You will learn the difference and similarities between mentoring and supervising and identify the many roles and responsibilities that a mentor and supervisor fulfill.
- PDCC 308 Career and Grant Management 0 credits**
"Training will identify needs and outcomes for participants in their job placement program and recommendations will be provided for job readiness, career planning and success planning. We will also concentrate on the preparation of subcontracts, as well as the financial and administrative processes involved in grant management. Techniques on grant record-keeping, documentation, and report-writing will be presented."
- PDCC 309 Workplace Spanish-Managers 0 credits**
Spanish in the Workplace is an introductory workshop which will provide participants with an introduction to simple Spanish phrases and some frequently used questions and dialogue that can be integrated into the daily workplace. This class is designed for the employee who would like to participate in simple conversational Spanish with their fellow employees during the workplace.
- PDCC 310 Intro to Engine System 0 credits**
"Learn and explain the principles of the four stroke cycle, design and application of a cooling system, and identify common hand tools."
- PDCC 311 Electrical and Lubrication Sys 0 credits**
"Introduce students to the basic automotive electrical and lubrication system, operation of a starting system and how the charging system recharges the battery and supplies electricity to the entire automotive electrical system."
- PDCC 312 Basic Ignition and Fuel System 0 credits**
"Students will be introduced to the ignition system and learn the operation of the fuel system, perform diagnosis and repairs."
- PDCC 313 Brake and Steering System 0 credits**
"Students will learn the principles of brakes, steering and suspension fundamentals and review the basic automotive systems."
- PDCC 314 Culture/Vocabulary Development 0 credits**
"Developing word-power in the classroom is the focus of this class. We will discuss practical approaches and strategies, based on the linguistic, cognitive and social principles affecting the adult learner use of words and their meanings in English as an additional language. We will integrate recent studies in the area of cultural studies within the existing framework of development studies."
- PDCC 315 Learning Difficulties 0 credits**
"There is no exact dividing line between adults with those without learning difficulties. Everyone learns new skills, information and ideas at different rates and in a variety of ways. Barriers to learning may be a result of social barriers rather than intellectual. The need to unlearn is also a barrier to adult learning success."

- PDCC 316 Student Goals and Lesson Planning 0 credits**
 "To begin setting your student goals and lesson plan, ask yourself three basic questions: Where are your students going? How are they going to get there? How will you know when they have arrived? Goals determine purpose and rationale. Objectives focus on what your students will do to acquire further knowledge and skills."
- PDCC 317 Problem-Solving for Healthcare 0 credits**
 "The strategic steps involved in the problem-solving process, such as recognizing the problem, defining the problem, developing solutions, and make a decision are presented. Participants then analyze and problem-solve practical situations that have occurred in the health care setting. Case studies are provided by the employer."
- PDCC 318 English for Health Care 0 credits**
 "The focus of this training is reading and writing skill. Topics included are proper sentence structure, writing paragraphs, and writing essays. Reading skills include techniques used in reading for understanding", reading scientific and technical information, and drawing conclusions from readings. Learning activities, reading assignments and writing exercises will utilize information from the health care setting. The employer will provide this information."
- PDCC 319 Pain Recognition and Assessment 0 credits**
 "This two hour module reviews basic pain mechanisms including proper methods to measure pain in the elderly client including breathing pattern, skin condition, body position, facial expression and tone of voice."
- PDCC 320 Nutrition and Hydration 0 credits**
 "This two hour module reviews current nutrition guidelines for healthy eating as it relates to the elder client. Guidelines for specific nutritional modifications are covered including diabetic diet, high calorie diet. Concepts regarding variety of foods, textures, flavors, temperature, taste, shape, color and recognition of adequate hydration are discussed. Techniques to assist a patient to eat including position, timing and process are also emphasized."
- PDCC 321 Social and Family Changes in Aging 0 credits**
 "This two hour module covers culture, family, and its impact on patient well being. Decision making roles, views of illness, members in the family, economic resources, family member needs, culture of family members and culture of native country are discussed."
- PDCC 322 Positioning in the Elderly 0 credits**
 "This two hour module discusses the impact of prolonged positioning on the immobile elder and covers the principles of positioning the elder when in bed or seated. Techniques for bed positioning including instructions in alternate positions for pressure relief, moving the patient safely in bed, and proper positioning when in the seating position is covered. All techniques incorporate proper body mechanics to assure safe clinician technique thereby avoiding potential back strain."
- PDCC 323 Pre-College English 0 credits**
 "This Course is a review of basics of the English Language. Topics such as reading comprehension review, sentence structure, skimming, paragraph focus and verbal review will be covered."
- PDCC 324 Presentations Skills 0 credits**
 This two and a half hour workshop is designed for individuals who wish to improve their presentation skills. Participants learn techniques and tools for delivering an effective presentation and use this information to prepare and videotape their own presentations.
- PDCC 325 Time Management 0 credits**
 "Where does the time go? This 2.5hr course explores what time management is and how participants can better manage their time. Topics include planning, prioritization, goal setting and dealing with interruptions, procrastination and clutter."
- PDCC 326 Exceptional Customer Service 0 credits**
 "Help your staff develop the necessary skills they need in order to handle customer situations. Enhance your employee's job performance and job satisfaction, while also cutting down on employee burnout. This course utilizes the DISC Personal Profile System to teach how to resolve conflicts quickly and professionally."
- PDCC 327 Vocational Education Program 0 credits**
 This Course will focus on vocational and educational training of students to encourage attention to life skills. There will be both formal and informal classroom instruction. The placement into classes will depend on the students ' ability to focus and complete tasks requested.
- PDCC 328 Test Taking 0 credits**
 "In this course you will learn to develop reasoning strategies for taking tests, learn to analyze test questions and problem styles, identify effective self-testing techniques and practice test taking strategies."

- PDCC 329 English Review Course 0 credits**
 "This Course is a review of basics of the English language. Topics such as reading comprehension review, sentence structure, skimming, paragraph focus and verbal review will be covered."
- PDCC 330 Math Review Course 0 credits**
 "This Course prepares participants for the mathematics portion of the state mandated accuplacer assessment. Topics reviewed are fractions, decimals, percentages, ratios, and proportions, exponents, signed numbers, algebraic expressions, equations, inequalities, and factoring."
- PDCC 331 Biology for Healthcare 0 credits**
 "This Training focuses on human anatomy and movement. Basic biological principles, body parts and body systems are introduced. Fundamental medications most commonly used in a health care setting are discussed, as well as common reactions to those medications. Body movements and some range of motion exercises are included."
- PDCC 332 Entrepreneurial Training 0 credits**
 "This course will focus on coaching and development of students to encourage attention to life skills. Students will practice mock applications , talk about the interview process, what the employer is looking for , what the employee is looking for, expectations, etc."
- PDCC 333 ESOL Level 1B 0 credits**
 "By the end of this level, students will be able write complete sentences using present, past, and future tenses. Formulate questions to ask for clarification when given instructions. Learn 50 new work-related vocabulary words. Write more than one paragraph using an introduction, specific examples, descriptors and details. Read for meaning and understand multiple paragraphs. Engage in more complex workplace conversations using appropriate facial and hand gestures."
- PDCC 334 ESOL 3 0 credits**
 "By the end of this level, students will be able write complete sentences using complex grammatical structures and appropriate writing mechanics. Rephrase questions to clarify multi step verbal instructions. Learn and be able to use in a variety of ways 50 new work-related vocabulary words. Write a clear multi paragraph essay with extensive detail and varied use of vocabulary. Be able to proof read for accuracy. Read for meaning, understand, and summarize key concepts from a variety of written materials. Engage in complex workplace dialogue sequencing factual information and presenting personal points of view."
- PDCC 335 Prep-College Math 0 credits**
 Attribute: XCS
 "A Review of basic arithmetic skills including whole numbers, fractions, decimals, percents, proportions and order of operation with signed numbers. This course will also explore problem solving in applied situations."
- PDCC 336 Leadership I 0 credits**
 Have employees do effective leaders activity. Write down words that describe what that person is like or what the person does that makes him/her a good or bad leader.
- PDCC 337 Qualities of Leadership 0 credits**
 "Discuss why aspects of integrity are important to leadership, emphasizing the role of being honest with co-workers as necessary to building trust. Teach controlling your emotions and anger. Give comment on how communication and inspiration are included in the five qualities of leadership."
- PDCC 338 Assertiveness 0 credits**
 "Introduce assertiveness, sound decision making/problem-solving, defusing emotions as part of the leadership quality of integrity."
- PDCC 339 Having Knowledge 0 credits**
 Provide a framework for why as leaders they will be responsible for answering basic questions that other CNA's have on a daily basis.
- PDCC 340 Written Communication 0 credits**
 Use taking incident reports and passing them on to the supervisor as an exercise. Have student role play asking the right questions.
- PDCC 341 Physical Communication 0 credits**
 Talk about communication through body language. Have the group discuss some of the cultural differences they are aware of regarding body language.
- PDCC 342 Verbal Communication 0 credits**
 Teach the differences in the ways we communicate and have students role play communicating with peers and supervisors.

PDCC 343	Having Empathy	0 credits
Discuss a leader 's role in understanding what motivates different employees.		
PDCC 344	Inspiring Teamwork	0 credits
Students participating in this class will learn how to inspire others in the workplace through a variety of team building exercises. Inspiring others will help promote cooperation and teamwork within the organization.		
PDCC 345	Modeling Through Customer Service	0 credits
Learn how to inspire others and improve your working conditions by improving your customer service skills and the skills of your co-workers.		
PDCC 346	Inspiring Others-Mentoring	0 credits
"Through a variety of training techniques, the focus of this program is to learn how to inspire others through mentoring. Learn the importance of being a mentor and see the positive effects it can have on others in the workplace."		
PDCC 347	Leadership XII	0 credits
Discuss why a leader must understand the goals of the organization and have a group discussion on any barriers they anticipate.		
PDCC 348	Management for Marine Business	0 credits
"This management course stresses the importance of customer service and employee relations in part 1 of the course. It provides the student with sound management skills that are necessary to effectively operate any business successfully. Part 2 will cover shop budgeting, flat rates service writing, inventory control, labor rates, time management and more. The student will learn efficient ways of operating a marine business."		
PDCC 349	Principals of Troubleshooting	0 credits
"Learn about the basic theory of troubleshooting. As a result you will reduce your customer's repair costs and increase his satisfaction. The material is of general nature and will apply to trouble shooting of all marine engine systems including outboard, inboard, stern drive and diesel. This principle can be applied to any field."		
PDCC 350	Introduction to Engine Diagnostics	0 credits
This course will review basic Efl controls and functions. Discussion and demonstrations will be on engine analyzers and what they do. The course will cover the manufacturer-specific diagnostics software that is being used in the industry. Computer operation for marine applications will be discussed.		
PDCC 351	Electrical Systems	0 credits
"This course teaches the proper fundamental knowledge and theory of electricity and how it interfaces with marine systems. Learn practical application of low voltage systems in current production powerboats. Heavy emphasis is placed on trouble shooting, demonstration and hands on training."		
PDCC 352	Stern Drive System	0 credits
Stern drive specific components will be shown and their importance will be discussed.. The proper identification of out drives and their maintenance will be reviewed as well as an inspection process for the drive and transom assembly. The 'trim system' will be explained as well as time saving tips on how to troubleshoot the system. topics to be covered are engine mechanical systems; shifting-steering systems; transom assembly inspection; out drive maintenance; trim systems; abnormal noise detection; vibration causes and cures.		
PDCC 353	Outboard Electronic Ignition	0 credits
You will gain a better understanding of the ignition components and how the ignition system operates. Discover new tips and techniques that will build your confidence and greatly reduce your troubleshooting time.		
PDCC 354	Outboard Direct Fuel Injection Tech	0 credits
"This program is tailored to all outboard technicians regardless of your level of experience. Important basic will be stressed, along with in-depth servicing and time saving diagnostic procedures that are field proven."		
PDCC 355	4-Stroke Outboard System	0 credits
"Upon completion of the program, the student will have a clear understanding of 4-stroke systems. We will discuss the practical theory and each systems function. Emphasis will be on finding engine faults, service procedures, and the test equipment required."		
PDCC 356	Outboard Hands On	0 credits
A summary of the weeks work on outboards in a alb setting.		

- PDCC 357 Intro to OSHA/Electrical Safety 0 credits**
 "An overview of the administration, why it was created, what it does, who is covered and Employer 's responsibilities. Basics of electricity, electrical shock, electrical hazards and how to control them, ground fault circuit interrupters, locking/tagging out electrical circuits, safety related work practices."
- PDCC 358 Walking/Working surfaces/1926 Part M 0 credits**
 "Fixed Stairs, Portable and Fixed Ladders ' General requirements for walking and working surfaces including: Housekeeping, aisles and passageways, covers and guard rails, floor loading, protecting workers from floor openings, open sided floors and platforms, and fixed industrial stairs. Working conditions that prompt the use of fall protection, options available to protect workers from falls."
- PDCC 359 Hand/Portable powered tool -Machinery 0 credits**
 "Workers using hand and powered tools may be exposed to hazards in the workplace such as objects that fall, fly, are abrasive, or splash, harmful dusts, fumes, mists, vapors, and gases, frayed or damaged electrical cords, hazardous connections and improper grounding. This section covers ways to prevent worker injuries when using hand and power tools. Machinery and Machine Guarding - Causes of Machine Accidents, Where Mechanical Hazards Occur, Requirements for Safeguards, Methods of Machine Safeguarding, Machine Safety Responsibilities, Operator Training"
- PDCC 360 Scaffolding/Subpart N 0 credits**
 "What is a scaffold? Types of scaffolding, hazards encountered on scaffolds, scaffold construction and inspection. 1926 Subpart N: Cranes, Derricks, Hoists, Elevators & Conveyors, 1910 Subpart F: Powered Platforms, Man lifts and Vehicle Mounted Work Platforms ' Major Causes of Bucket truck, Crane Accidents, Bucket Truck Safety, Overview of Training Operator Requirements, Hazards, Pre-Operation Requirements, load limiting factors, Safety Equipment, Worksite and equipment Inspection, Operation, Leaving the worksite."
- PDCC 361 Personal protection/Bloodborne Pathogens 0 credits**
 Attribute: XCS
 "Personal Protective and Lifesaving Equipment, 1910 Subpart I: Personal Protective Equipment - Employers must protect employees from workplace hazards such as machines, hazardous substances, and dangerous work procedures that can cause injury. Employers must: Use all feasible engineering and work practice controls to eliminate and reduce hazards, then use appropriate personal protective equipment (PPE) if these controls do not eliminate the hazards. OSHA has determined that employees face a significant health risk as a result of occupational exposure to blood an OPIM (Other Potentially Infectious Material). This section will describe requirements of a written Exposure Control Plan, information, recordkeeping, and training requirements, identify engineering and work practice controls, and personal protective equipment."
- PDCC 362 Hazard Communications/Mean of Egress 0 credits**
 "Purpose of OSHA 's Hazard Communication Standard. Who is covered? Employer Responsibilities, minimizing workplace hazards, Written HazCom Program Requirements, Container Labeling in the Workplace, Material Safety Data Sheets, Training. 1910 Subpart E & L: Means of Egress and Fire Protection, 1926 Subpart F: Fire Protection and Prevention - There is a long and tragic history of workplace fires in this country caused by problems with fire exits and extinguishing systems. OSHA requires employers to provide proper exits, fire fighting equipment, and employee training to prevent fire deaths and injuries in the workplace."
- PDCC 363 Responsibility 0 credits**
 "In this class, students will discuss what is expected of them as a supervisor. What is their responsibility to their employees and to the company?"
- PDCC 364 File Management for Beginners 0 credits**
 Learn to create files and folders. Create subfolders and organize your files into folder. Learn the skills to find/search for files anywhere on your computer. Find out about naming files and sorting files within folders. You will also practice moving and copying files from different folders. You will become proficient at using My Computer and Windows Explorer.
- PDCC 366 OSHA Construction Safety Training 0 credits**
 Attribute: XCS
 "Students will learn employer responsibilities, electrical safety requirements, fall protection, requirement for walking and working surfaces, personal protection and life saving equipment, ways to prevent worker injuries when using hand and power tools, scaffold construction and inspection, material handling, storage and disposal, purpose of OSHA's hazard communication standard, fire protection and prevention and means of egress."
- PDCC 367 Telecommunications Orientation 0 credits**
 Orientation for Telecommunications Program
- PDCC 368 Voice Communication 0 credits**
 "Students will learn telephone equipment, load line voice, wireless voice"

PDCC 369	Data Communication	0 credits
"Students will learn terminal equipment, error checking, internet."		
PDCC 370	Switching Modes	0 credits
Students will learn circuit switching message switching and packet switching.		
PDCC 371	Basic Reading and Writing	0 credits
"The class targets native English speakers who need to improve their reading and writing skills. The curriculum will incorporate CNA core clinical competencies including: reading comprehension, responding to clinical directions, writing assignments based on resident needs and conditions, and preparing reports for supervisors."		
PDCC 372	Bridge to Nursing	0 credits
The goal for Bridge to nursing will involve more intensive and lengthy English and mathematics academic preparation for entrance into an LPN program.		
PDCC 373		0 credits
"It is extremely important how staff treat your internal and external customers. It is also important to reflect upon how our customers consider our service. Help your staff to develop the necessary skills they need in order to handle customer situations. This 4-hr course will enhance your employee's job performance and job satisfaction, while also cutting down on employee burnout."		
PDCC 374	Tutoring	0 credits
This program is designed to give assistance to students to improve their skills in academic areas.		
PDCC 375	Pre-College Math	0 credits
"A review of basic arithmetic skills including whole numbers, fractions, decimals, percents, proportions, and order of operation with signed numbers. This course will also explore problem solving in applied CNA situations."		
PDCC 376	Inboard I/O Engine & systems	0 credits
"This course is designed to provide a systematic approach to inboard gasoline engine troubleshooting. The course will provide a sound fundamental knowledge of the engine and the problems associated with each system. On day two, performance problems will be discussed and the class will be broken into small groups to brainstorm customer problems and complaints."		
PDCC 377	Network Architectures	0 credits
"Ethernet, token Ring, FDDI, ATM Cable Modems, DSL, Sonet, Viruses, Worms, Spyware, VPN, encryption firewalls."		
PDCC 378	Computer Networking	0 credits
Covers the open system Interconnect model and how data travels between two computers.		
PDCC 379	LANs	0 credits
"TCP/IP layers and IP addressing, subnet masking. IPV6, TCP/IP applications simulation demonstration, setting up an IP address, pinging working with domain names."		
PDCC 380	WANs	0 credits
"Bridges, Switches, Routers, ISDN, Frame Relay, PPP."		
PDCC 381	Critical Thinking Skills	0 credits
"Defining your thinking style preference using the six thinking hats, recognize what makes effective critical thinking, misconceptions about critical thinking, personal barriers to thinking critically, identifying the major components of critical thinking and examine the role of critical thinking in problem solving."		
PDCC 382	Root cause Analysis Techniques Pt I	0 credits
"8D-Principles of problem solving, fishbone diagram, six thinking hats, the 5 whys, review CAPA report examples."		
PDCC 383	Root cause Analysis Techniques Pt II	0 credits
Applying root cause analysis techniques to case study scenarios.		
PDCC 384	Practical Application I	0 credits
"Applying learning to case studies, completing a CAPA report."		

PDCC 385	Practical Application II	0 credits
"Applying learning to case studies, completing a CAPA report."		
PDCC 386	Continence Mgmt Skills	0 credits
In this class the students will learn the many age related and common disease related conditions affecting elimination. Students will be taught several tips on how to assist the client in maintaining the maximum elimination control. Included are skills to assist in maintaining skin integrity.		
PDCC 387	Communication Reporting and Documentation	0 credits
"In this class, students will learn the importance of written communication. They will review all paperwork used within their job description and examine potential work errors related to poor documentation."		
PDCC 388	Portuguese Medical Terminology	0 credits
"Topics will include: word roots, the skeletal system, the muscular system, the cardiovascular system, the lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system, the nervous system, special senses: eyes and ears, the integumentary system; the endocrine system, and the reproductive system."		
PDCC 389	Mentoring	0 credits
"This segment will discuss the role as mentor, how adults learn, common obstacles to learning and how to deal with them and will explore coaching techniques and ways to provide positive feedback."		
PDCC 390	Physical Assessment	0 credits
This two-hour session describes common abnormal changes that may occur to the long-term care resident due to their physical condition or disease process. The materials detail a process for the CNA to identify the abnormal findings throughout the workday and report them to the medical team to prevent severe medical complications.		
PDCC 391	Care of Diabetic Patient	0 credits
"This module will review the physical aspects of diabetes, the restrictions of ADA diet and the medical treatments received by clients with diabetes complications that can arise. The proper care will be discussed and the care needed for each potential complication."		
PDCC 392	Care of Cardiac Respiratory Patient	0 credits
This module will review the physical aspects of the variety of cardiac and respiratory illnesses that the elderly may exhibit. We will discuss the dietary restrictions and medical treatments received by clients with these issues as well as the complications that can arise. The proper care will be discussed and the care needed for each potential complication.		
PDCC 393	Care of Orthopedic Patient	0 credits
"This two-hour session describes the orthopedic procedure for hip and knee replacement and takes the learner through the acute, short term and long term rehabilitation course. Precautions and common exercise programs utilized with the long term care client is presented."		
PDCC 394	Observing Reporting Orthopedic	0 credits
"This two-hour session instructs the CNA in common early and late complications that a long term care resident may encounter after suffering an orthopedic injury. Common medical complications reviewed include phlebitis, changes in blood pressure, skin condition, and metabolic issues. Common bone complications reviewed include non-healing fractures, pain, and infection. Common soft tissue complications reviewed include skin and nerve injuries."		
PDCC 395	Patho-Physiology for Safe Swallowing	0 credits
This two-hour session reviews the swallowing process and discusses strategies to assist the long-term care resident in achieving a safe feeding program.		
PDCC 396	Principles of Communication	0 credits
"This module will discuss the aspects of verbal and non verbal communication skills. We will role play how to talk to peers, supervisors, family and residents and how to effectively give and receive information."		
PDCC 397	Standard Precautions	0 credits
This two-hour session reviews standard precaution as defined and set forth by the CDC and OSHA to protect residents and staff from unnecessary spread of infection.		
PDCC 398	Preventing Infection-LTC Facility	0 credits
"This two-hour session discusses common infections found in the long-term care environment and measures utilized to prevent the spread of infection. Common eye, respiratory, GI, skin, GU, and integumentary system infections are reviewed and methods to prevent the acquiring and spread of infections is enforced throughout the session."		

- PDCC 399 Frontline Supervisory Training 0 credits**
 "Frontline Personnel face daily challenges that must be handled firmly yet diplomatically. This course will help you find that balance by looking at language skills, body language and common issues you all face every day."
- PDCC 400 I/O Gas Engine & Systems 0 credits**
 "This course is designed to provide a systematic approach to inboard gasoline engine troubleshooting. The course will provide a sound fundamental knowledge of the engine and the problems associated with each system. On day two, performance problems will be discussed and the class will be broken into small groups to brainstorm customer problems and complaints."
- PDCC 401 Landscape Training 0 credits**
 Basics to spring and summer landscape maintenance.
- PDCC 402 Creating Web Pages 0 credits**
 "Learn how to design, create, and post your very own site on the Internet's World Wide Web. Discover low-cost marketing techniques and search engine strategies."
- PDCC 403 Intro Dreamweaver 0 credits**
 Learn how to successfully harness the broad range of capabilities Macromedia Dreamweaver brings to Web Design and development.
- PDCC 404 Customer Service LT Care 0 credits**
 "This workshop is designed to assist staff members (Staff, Supervisors, and/or CNAs) in identifying their primary customers. ie residents and resident families. The primary expectations of these customers are discussed in an effort to help staff members understand and anticipate their customers' needs. Hands-on exercises are done, and the goal of improving customer satisfaction as a key organizational performance outcome is stressed."
- PDCC 405 Keyboarding 0 credits**
 Use the computer program Fas Type for Windows to learn the basic skills of touch-typing.
- PDCC 406 Public Speaking/Presentation Skills 0 credits**
 "Delivering effective presentations is a common activity that nearly everyone has to do in today's business environment. Participants in this course will acquire the skills to manage themselves and the audience for an effective and memorable presentation by using speaking practice, feedback, discussion, strategies, and tools."
- PDCC 407 Admin Assistant Success Program 0 credits**
 "Successful completion of this course will increase your knowledge and ability to envision the Administrative Assistant role in the organization. The course will cover reviewing key responsibilities, identify who are the customers both external and internal, creating a welcoming impression that matches your organization's image by tone of voice and body language, and learning how to handle angry or impatient people with diplomacy."
- PDCC 408 Delivering Dynamic Presentations 0 credits**
 "Participants will learn their style of communication and develop techniques used in presentations which will help improve delivery skills, increase confidence and build rapport with the audience. Each participant will complete an online Disc assessment prior to the first session."
- PDCC 409 Interviewing Skills 0 credits**
 "Do you have a hard time getting ready for a job interview? Is it difficult for you to answer the interview questions with confidence and assertiveness? Much of this anxiety is based on not knowing what to expect. In this workshop, you will learn techniques and strategies to help you ace the interview, and how to best leverage your military experience for the position you are seeking."
- PDCC 410 Resume Writing 0 credits**
 "This may be your first time writing a resume, or maybe you're updating one you already have to create a more effective resume. Your resume is the key part to getting an interview. This workshop will help you to create or transform your resume into a powerful tool that will get you interviews."
- PDCC 411 Organizational Dynamics 0 credits**
 Organizational dynamics in the civilian workplace can be very different from what you experienced in the military. Understanding how to navigate through and resolve organizational differences is key to building successful workplace relationships. Discover strategies in this workshop to help you strengthen and better manage workplace relationships for greater effectiveness.

- PDCC 412 First Time Home Buyers for Veterans 0 credits**
 "Buying a home is a big and important decision for everyone. Without being armed with good information, the process can be overwhelming. This seminar, designed in partnership with Heidrea for Heroes, will include an overview of loan options specifically available to military veterans and will answer many common home buying questions."
- PDCC 413 Tax Prep Tips for Veterans 0 credits**
 "Tax season is upon us and April 15th will be here before you know it! This seminar, designed in partnership with Heidrea for Heroes, will include a general overview, as well as important details specific to veterans & military spouses, such as: special rules for disabled veterans, and select credits; specific bonuses that may be available for those who served in a combat zone; military spouse relief; special deductions for reservists who must travel 100+ miles in connection with their service; and potential waiver of early distribution penalties from retirement accounts. The program will also cover general information on what is included and excluded from income, education credits, and when returns are due."
- PDCC 414 Personal Branding for Veterans 0 credits**
 "In today's marketplace, it's tough to stand out. Do you truly know how to ""set yourself apart"" from the crowd? Personal branding will give you that competitive edge. It's your reputation. It's about bringing who you are to what you do and how you do it. This workshop will help you to define and build your personal brand to enhance your visibility, increase your marketability, and put you above the competition."
- PDCC 415 Introduction to Networking 0 credits**
 "Learn why networks have become so important, how software and hardware makes networking possible, and how networks function."
- PDCC 416 Mobile Office 0 credits**
 "This course is designed to teach participants how to transition from manually preparing and transmitting critical daily field reports on project progress, field personnel time reports and regulatory inspections to using an integrated network of data transmission devices."
- PDCC 417 Networking Made Easy for Veterans 0 credits**
 "If you are job seeking, looking to advance within a career, or trying to find clients to grow your business, networking is a necessity! Designed exclusively for veterans and military spouses, this seminar will provide a host of practical tips on how to effectively network and make impressions that could lead to a job interview, employment opportunity, or new business clients. If you are nervous about networking or frustrated with your past results, this informational program is perfect for you! Networking tips will include identifying contacts and first steps for networking, how to work a room and stand out in a crowd, and the best strategies for follow up. Learn how to set yourself apart and engage with contacts by sharing information about yourself, your military service, and/or job-related experiences."
- PDCC 418 Personal Budgeting for Veterans 0 credits**
 "Learn how to manage your money most effectively with income, expenses, financial goals, and spending habits in mind. This seminar will guide you on how to prepare a personal budget and spending plan, as well as identify ways to decrease spending to match your income level."
- PDCC 419 Scam Prevention for Veterans 0 credits**
 "Become alert to commonly-used financial scam tactics and learn how to minimize your risk of identity theft at this important seminar for veterans and military spouses of all ages. The presentation will cover how to spot and avoid scams, how to prevent identity theft, and what to do if you become a victim."
- PDCC 420 Importance of Credit for Veterans 0 credits**
 "Maintaining good credit is key to your personal financial success. Discover what makes a ""good"" and ""bad"" credit score, tips about credit reports, how to build and repair credit history, how to identify credit repair scams, and the consequences of identity theft and how to guard against it."
- PDCC 421 Saving for College for Veterans 0 credits**
 "Many veterans utilize the Post 9/11 GI Bill for their own education, yet they still need to pay for their child's college education. Hear from representatives from Massasoit's Financial Aid Office and MEFA about college loan programs; securing financial aid; rolling over unused GI Bill benefits for a dependent; 529 investment accounts; and scholarship opportunities. Get up to speed now and be prepared for your child's college expenses!"
- PDCC 422 Saving for Retirement for Veterans 0 credits**
 "No matter how old you are, saving for retirement may seem daunting but it doesn't need to be! Learn how to set your own financial goals for a comfortable retirement and identify savings options to meet those goals. Attendees will also receive an overview of investment options based on varying stages of life."

- PDCC 424 Pivot Tables in Excel 0 credits**
 Attribute: XCS
 "Students learn to create pivot tables and charts in Microsoft Excel. Pivot tables are a tool for summarizing data in spreadsheets. They can sort and count data in a spreadsheet, then display the summarized data in a form specified by the user. They can provide summarized data as raw counts, totals, or averages."
- PDCC 425 Advanced Powerpoint 2010 0 credits**
 "This course is designed for users who are comfortable with the commands taught in the Intermediate Powerpoint class. Additional focus will be placed on hyperlinking slides, automating your presentation, adding graphics, charts and tables, and adding additional effects to make your presentation stand out."
- PDCC 426 Microsoft Advanced Office 0 credits**
 "This course is designed for experienced computer users. Participants will be instructed on some of the advanced features of Word, Excel, Powerpoint, and Outlook."
- PDCC 427 Introduction to Excell 0 credits**
 Attribute: XCS
 "Learn the secrets behind writing powerful formulas, using functions, sorting and analyzing data, creating custom charts, creating 3-dimensional workbooks, building links, and creating macros and custom toolbar buttons."
- PDCC 428 Introduction to PowerPoint 2002 0 credits**
 "Learn how to use PowerPoint 2002, Microsoft's powerful presentation program (and part of the Microsoft Office XP Professional Suite) to create dazzling slide presentations with multimedia slides, sounds and special effects, charts, outlines, graphs, clip art, and hypertext links."
- PDCC 429 Introduction to Word 0 credits**
 "This course is designed to teach the basics of word processing in a very relaxed atmosphere. Topics include creating a document, developing good editing techniques, formatting your document the way you want it to appear, spell check, lots of keyboard commands and shortcuts, avoiding common mistakes, adding special characters like copyright symbols, the always troubling how to save a document, recall a document to the screen for updating, printing and more."
- PDCC 432 Intermediate Networking 0 credits**
 "Learn why networks have become so important, how software and hardware makes networking possible, and how networks function."
- PDCC 433 Introduction to Project 0 credits**
 "Learn to create and manage a project schedule using Microsoft Project. Upon successful completion of this course, students will be able to: identify the basic features and components of the Microsoft Project environment, create a new project plan file and enter project information, manage tasks by organizing tasks and setting task relationships, manage resources for a project, and finalize a project plan."
- PDCC 434 Intermediate Project 0 credits**
 "Learn to exchange project plan data with other applications, update a project plan, manage project costs, report project data visually, and reuse project plan information using Microsoft Project."
- PDCC 435 Navigating Your Palm Pilot 0 credits**
 Learn how to use your Palm Pilot to its fullest potential. This course soars beyond the basics of the Palm Operating System (OS) as you gain a full understanding of the core and add-on applications.
- PDCC 436 Introduction to Outlook 0 credits**
 "This course focuses on the basic functions of Outlook, including: sending messages, using contacts, scheduling appointments, creating tasks, managing messages, and using notes."
- PDCC 437 Intermediate Outlook 0 credits**
 "This course is designed for users who are comfortable with the basic features of Outlook. Topics include: customizing message options, organizing and locating messages, setting calendar options, and managing tasks."
- PDCC 438 Outlook Express - More Than Mail 0 credits**
 "You'll learn how to read, write, send, and organize e-mail messages and organize newsgroup messages. You'll also learn how to customize settings for increased efficiency, and you'll discover that secret to filtering out unwanted messages. You'll find out how to use folders to keep important messages organized, how to use the Address Book as a contact manager, and more!"

PDCC 439	Advanced Web Pages	0 credits
Learn how to turn great Web pages into great Web sites from a top Internet author.		
PDCC 440	WebGraphics with Paint Shop Pro 8	0 credits
"Learn how to create stunning titles, logos, icons, buttons, backgrounds, animated images, drop shadows, 3-D effects, menu bars and more. Learn several exciting strategies to optimize your image sizes for quick downloads, and how to work with interlacing, transparent backgrounds, and digital photos."		
PDCC 441	101 Tips for the iMac + Macintosh	0 credits
"101 tips, tricks and shortcuts to help you become more efficient and productive in using your Macintosh or iMac."		
PDCC 442	Advanced Word	0 credits
"Learn how to build time-saving macros, customize your toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, and much more."		
PDCC 443	Intermediate Excel	0 credits
"Learn how to work faster and more productively by using many of Excel's powerful features such as the PivotTable, Solver, and AutoFilter. Build worksheets with decision-making capabilities, and learn to use advanced graphing techniques."		
PDCC 444	Introduction to MS Access	0 credits
"Learn how to use this powerful and award-winning database to store, locate, print and automate access to just about any type of important information."		
PDCC 445	Intermediate PowerPoint 2002	0 credits
"Learn how to use PowerPoint 2002, Microsoft's powerful presentation program (and part of the Microsoft Office XP Professional Suite) to create dazzling slide presentations with multimedia slides, sounds and special effects, charts, outlines, graphs, clipart, and hypertext links. You'll even learn how to save presentations so that they can be viewed by anyone with access to the Internet and a Web browser."		
PDCC 446	Intermediate MS Words - Spreadsheet	0 credits
"Learn how to create, modify, and format spreadsheets and charts using the popular Microsoft spreadsheet program in the Microsoft Works suite."		
PDCC 447	Introduction to Visual Basics 6.0	0 credits
"Visual Basic is the most widely used programming language and development tool for creating Windows applications. Write Windows programs with rich Graphical User Interface (GUI), using the Visual Basic programming and development environment and more."		
PDCC 448	Creating Documents for Palm OS Handhelds	0 credits
Discover the secrets to creating and distributing documents and images for the wildly popular hand-held organizer.		
PDCC 449	Introduction to Sybase	0 credits
"Plan, organize, and gain control over your data with the Sybase database management system. Become familiar with the Structured Query Language (SQL), ISQL, Sybase Central, and other valuable tools you will need to develop, manage and reference a Sybase database and much more."		
PDCC 450	ServSafe	0 credits
"This course meets the MA and RI certification regulations. All aspects of food sanitation and handling are reviewed. Topics include the flow of food, proper hygiene, HACCP, pest control, time temperature requirements and food allergies. Certification Exam is given during the 2nd half of the last class."		
PDCC 454	Heartsaver Pediatric First Aid CPR AED	0 credits
"This course is designed for anyone involved in child care who has a duty to respond to children s health emergencies, who want more specialized instruction in pediatric emergencies, or who requires first aid CPR AED credential for work or other requirements. Upon successful completion of the course, including a first aid skills demonstration and a CPR and AED skills test, participants receive a Heartsaver Pediatric First Aid CPR AED course completion card that is valid for two years."		
PDCC 455	Work Readiness	0 credits
"This course prepares participants to enter internships or jobs by providing information on employer expectations and workplace communication. Training topics include: job interviewing, professional etiquette, punctuality, time management, cell phone use, resume development, and marketing your skills through social media. Appropriate styles of workplace communication for supervisors and co-workers are discussed in detail."		

- PDCC 456 IT Essentials 0 credits**
"This course covers the fundamentals of computer hardware and software as well as advanced concepts. Topics include internal components of a computer, assembling a computer system, installing an operating system, troubleshooting using system tools and diagnostic software, connecting to the Internet, and sharing resources in a network environment. This course prepares students to take the Google IT and CompTIA A+ certification exams."
- PDCC 460 WEB Based E-Mail Training 0 credits**
This training focuses on the unique characteristics and user techniques of Web based e-mail that are specific to organizational guidelines.
- PDCC 461 Advanced Outlook 0 credits**
"This course focuses on the advanced functions of Outlook. Topics include: customizing message options, managing contacts, organizing Outlook items, saving and archiving Email, organizing and locating messages, and managing tasks."
- PDCC 462 OneNote 0 credits**
"In this course, participants will learn to explore Notebook structure, add content and formats to a OneNote notebook, work with Excel spreadsheets and embedded files, share and collaborate with notebooks, finalize a notebook, and manage OneNote notebooks, history, and backups."
- PDCC 463 Introduction to Visio 0 credits**
"Learn to design and manage basic diagrams, workflow, and flowcharts using Microsoft Visio. Upon successful completion of this course, students will be able to: become familiar with the Visio interface and create a basic Visio document, create a route map by using Visio features to work with shapes and text, create process diagrams, represent an organization hierarchy as a Visio diagram, and modify, format, and arrange shapes to enhance a basic diagram."
- PDCC 464 Advanced Visio 0 credits**
"Learn to create custom elements and a custom template, represent external data as a drawing, and share your work with others using Microsoft Visio. Upon successful completion of this course, students will be able to: create a custom shape, design a custom stencil, design styles and templates, design a floor plan, represent external data in Visio, and share your work."
- PDCC 465 Introduction to Gmail 0 credits**
"This course focuses on the basic functions of Gmail, including: sending messages, using contacts, scheduling appointments, creating tasks, managing messages, and using notes."
- PDCC 470 College Prep 0 credits**
"This course prepares students for the rigors of college academics. Students will understand step by step what it means to be a successful college student. Students will learn study skills, note taking and technical writing through literary selections by the instructor."
- PDCC 473 Managing Distributed Teams 0 credits**
Attribute: XCS
"In this course, students learn to recognize not all in-person management tactics translate to distributed teams. Focus is placed on the following: understanding the importance of clearly setting expectations including communication channels, learning effective communication tactics for distributed teams, and learning effective tools to use during one-on-one s and why one-on-one s are essential for distributed teams."
- PDCC 477 Work Readiness Workshop 0 credits**
Attribute: XCS
"This 48 hour course prepares students to work in an entry-level office support role by incorporating computer training in Microsoft Word, PowerPoint and Excel, as well as Customer Service Training, to include topics such as work readiness, teamwork, communication, and conflict resolution."
- PDCC 480 Supervisory Skills 0 credits**
Building up supervisory skills is a priority to help employees reach their potential and to lead the workforce towards meeting company objectives. A strong supervisory team that embarks on continuing management education contributes significantly to directing this effort by applying the latest knowledge and research to their supervision.
- PDCC 481 Leadership Skills 0 credits**
In today s highly competitive business landscape there is an even greater need for the leadership team to manage and lead with confidence and a sense of great purpose. Leaders need to embody traits to inspire employees and their organization to deliver real sustainable result. This module is based on scientific thinking and best practice ideas that leadership can use to motivate and move employees towards achieving common business objectives and higher performance standards.

- PDCC 483 Workplace Cape Verde Creole 0 credits**
 Attribute: XCS
 "This course is designed to assist employees wishing to interact and develop more effective relations with non-native speaking front-line workers. Participants will learn key vocabulary and phrases that will enable them to communicate work performance and safety matters in Cape Verde Creole. Language class content will focus on grammar and vocabulary review, pronunciation and exercises, as well as verb tenses to enhance a supervisor's basic level of communication in Cape Verde Creole."
- PDCC 490 EKG Technician 0 credits**
 "This comprehensive 50-hour EKG Technician Certification Program prepares
- PDCC 495 Retail Basics 0 credits**
 "This certificate program offers the tools and techniques needed to provide excellent customer service while working in the retail industry. Through classroom instruction and hands-on learning, students will be prepared to: secure employment in an entry level retail position; apply customer service skills in the workplace; communicate effectively, using verbal and non-verbal communication; work as part of a team; and guide others using interpersonal skills."
- PDCC 496 Medical Interpreter 0 credits**
 "This 60-hour Medical Interpreting course meets the certification criteria as established by the National Board of Certification and prepares interpreters to take the National Certification Test. Offered in collaboration with Transfluenci, this course is designed for the new or experienced interpreter and will train you to work in the medical setting according to the standards and ethics of the profession. This course is open to all languages but students must be fully bilingual with strong language skills. Students must possess the ability to comprehend and communicate in both English and one other language. Students who speak more than one foreign language must choose only one language to be assessed and therefore become certified in. Upon successful completion of this course, students will be awarded a certificate of completion and will qualify to interview with Transfluenci for potential employment as interpreters."
- PDCC 497 Child Care Program 0 credits**
 "This interactive program is designed to help young people become more qualified and responsible babysitters. The twelve-hour program includes the following topics maintaining a safe and healthy environment, establishing leadership, fun and safe activities, nutrition, child care and emergency basics."
- PDCC 498 Home Alone Program 0 credits**
 "This program focuses on teaching tweens and teens health and safety through lifesaving skills. Students will gain the knowledge on how to be safe, savvy, and responsible in a variety of emergency situations."
- PDCC 500 CPR Certification 0 credits**
 This workshop trains participants in the skills necessary to receive certification in basic CPR.
- PDCC 501 OSHA for Confined Space Entry 0 credits**
 Develop an understanding of the importance of developing a confined space program. More than 200 people die each year in confined spaces. These deaths are preventable if the confined space entry procedures established by OSHA are followed. Learn the OSHA regulations.
- PDCC 502 Company Standards & Budgets 0 credits**
 "Learn about the budget and how does it effect employee schedules, project time frames, cost control and using the budget to measure employer performance against company standards."
- PDCC 503 Human Resources and the Law 0 credits**
 "Understand the purpose of the HR office and the policies and procedures regarding issues of recruiting, hiring, training, and termination as well as the State and Federal laws of employment including Affirmative Action, American Disabilities Act, employee work status and privacy issues."
- PDCC 508 Family & Friends CPR 0 credits**
 "The Family & Friends CPR course teaches the lifesaving skills of adult Hands-Only CPR, adult CPR with breaths, child CPR with breaths, adult and child AED use, infant CPR, and mild and severe airway block for adults, children, and infants. Skills are taught in a dynamic group environment using the AHA's research-proven practice-while-watching technique, which provides students with the most hands-on CPR practice time possible. Family & Friends CPR is for people who want to learn CPR but do not need a CPR course completion card to meet a job requirement. This course is ideal for community groups, new parents, grandparents, babysitters, and others interested in learning how to save a life."

PDCC 509 Ambulatory and Wheelchair Transportation 0 credits

"This program is designed to provide students with the guidelines needed to deliver safe and efficient transportation of ambulatory and wheelchair bound clients. Students will receive an overview of the following topics - Americans with Disability Act, sensitivity training, defensive training and van operations. In addition, students will gain certifications in Heartsaver First Aid, CPR, AED and Bloodborne Pathogens."

PDCC 510 Paramedic Core Competency 0 credits

Attribute: XCS

"National Continued Competency Requirements (NCCR) are determined by the NREMT Board of Directors based upon widespread input from EMS researchers, EMS physician and EMS provider stakeholders. The NCCR comprises 50% of the overall requirements necessary to recertify. Topics in the NCCR are chosen among the following: evidence-based medicine, any changes in the National EMS Scope of Practice Model, science-related position papers that affect EMS patient care, topics which cover patient care tasks that have low frequency yet high criticality, and articles which improve knowledge to deliver patient care. The NREMT will provide the educational materials for this component to the EMS community as part of their mission-to protect the public. *This program is used in place of DOT 48 hour Paramedic refresher."

PDCC 511 EMT Core Competency 0 credits

Attribute: XCS

This 20-hour program is designed to meet and/or exceed National and Massachusetts refresher requirements for EMT-Basics. This program is based upon task analysis of EMTs and focuses on what skills EMTs perform in their day-to-day operations.

PDCC 512 EMT-Paramedic to Paramedic Transition 0 credits

This 16-hour course is for EMT-Paramedics (EMT-Ps) who were Nationally Registered and will now become Nationally Certified Paramedics. This course is also for ALL Massachusetts EMT-Paramedics! This two-day course will fulfill the National and Massachusetts educational requirements for the transition from EMT-P to Paramedic designation.

PDCC 513 EMS Quarterly Skill Labs 0 credits

Attribute: XCS

"Quarterly Skill Labs are designed to provide opportunities for Paramedics to demonstrate competency of skills. The Quarterly Skill Lab provides a vehicle for Medical Directors and EMS Directors to track skills not used frequently in the field setting. Skills evaluated but not limited to include: Endotracheal Intubation, Rescue Airway (King, Combitube), Needle Cricothyrotomy (QuickTrach), Chest Decompression, Defibrillation, Cardioversion and Pacing, Intraosseus Infusion (EZ-IO), 12 Lead Interpretation. Other skill as determined by Service Medical Director or Affiliate Medical Director. Students provide demonstration of skills and will acquire documentation of skill competency. Remediation is provided to students as needed."

PDCC 514 EMS Continuing Education 0 credits

Attribute: XCS

"Individual Continued Competency Requirements represent 25% of the needed education. For the Individual's first ICCR, they may select any EMS related education. For following recertifications, EMTs will identify what these requirements are based upon outcomes of a self-assessment guide (offered at no additional fee) on the NREMT website as part of the recertification submission process. The assessment guide will help providers assess their knowledge and remediate any identified deficiencies (over four core content areas). The specific assessment guide results are provided only to the individual EMS provider; de-identified, aggregate data will be provided to Training Officers and no actions will be taken to restrict practice or certification of providers who need remediation. If no deficiencies are indicated, the EMS provider may select any EMS-related education for their ICCR component. Topics included will be identified based upon Quality Assurance/Quality Improvement, Affiliate Medical Director, Service Medical Director, EMS Director or as identified by the Massasoit Community College Director of Paramedic Program based on EMS trends and topics identified by Massachusetts Department of Public Health Office of Emergency Medical Services Advisories."

PDCC 515 Advanced Life Support Topics 0 credits

This course will cover various topics within the Advanced Life Support area.

PDCC 516 ACLS Refresher 0 credits

"The ACLS renewal course is designed for those health care providers who wish to renew their ACLS certification. Following the American Heart Association guidelines, this instructor-led, renewal course highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care."

PDCC 517 Paramedic Remediation 0 credits

"The program will review roles and responsibilities of the Paramedic, report writing, ST elevation myocardial infarction including 12 lead recognition, geriatric emergencies, cardiac emergencies specific to tachy arrhythmias and protocol review of protocols 1.0,2.6A,2.13,3.1 and 3.2. The program is prescribed by Medical Direction."

PDCC 518 Emergency Responder Program Part I 0 credits

"This two-part program is designed to foster interest in the emergency response field. Students will participate in programs that offer certifications in the following areas: American Heart Association, First Aid, American Heart Association CPR and AED, American Heart Association Blood Borne Pathogen, Massachusetts First Responder (includes EPI PEN and Narcan), National Incident Management System 100 and 700. In addition there also sessions for MOLST, psychological emergencies and hemorrhage control. In addition, the local Fire Department will provide education on fireground operations and demonstrate equipment. The program will include simulation of emergency responses and will prepare the student to attend Emergency Medical Technician education and ultimately promote a career in emergency response."

PDCC 519 Emergency Responder Part II 0 credits

"This two-part program is designed to foster interest in the emergency response field. Students will participate in programs that offer certifications in the following areas: American Heart Association, First Aid, American Heart Association CPR and AED, American Heart Association Blood Borne Pathogen, Massachusetts First Responder (includes EPI PEN and Narcan), National Incident Management System 100 and 700. There are also sessions for MOLST, psychological emergencies, and hemorrhage control. In addition, the local Fire Department will provide education on fireground operations and demonstrate equipment. The program will include simulation of emergency responses and will prepare the student to attend Emergency Medical Technician education and ultimately promote a career in emergency response."

PDCC 520 0 credits

PDCC 521 Pediatric Advanced Life Support 0 credits

"The PALS training course is intended for professionals who must be credentialed as a requirement for doing their jobs, including: pediatricians, emergency room staff, physicians, physician assistants, nurses and nurse practitioners, paramedics, intensive care and critical care providers, and any other providers who are required to initiate and direct advanced life support in pediatric emergencies. The PALS course is designed to provide students with the knowledge and skills necessary to efficiently and effectively manage critically ill infants and children along with helping to improve outcomes. This course will cover pediatric emergencies, concepts of a systematic approach to pediatric assessment, BLS, PALS treatment algorithms, effective resuscitation and team dynamics. Students must pass a written exam and skills test in order to qualify for a PALS Provider Course Completion Card."

PDCC 524 12 Lead EKG Interpretation 0 credits

"The 12 Lead EKG program is designed for EMS and Health Care Personnel for the acquisition and interpretation of a 12 Lead EKG. The program includes a review of anatomy, lead placement, acquisition, identification and interpretation. The program utilizes static and dynamic EKG rhythm tracings. Each student will have the opportunity to practice interpretation through student practice. 15 lead EKG will be addressed. Treatment modalities will be reviewed as each rhythm is interpreted."

PDCC 528 Emergency Medical Technician Basic 0 credits

Attribute: XCS

"This 172-hour MA accredited certificate program is designed to prepare students to function in the field as pre-hospital care providers. The curriculum follows National Standard Curriculum and meets and/or exceeds the Massachusetts Department of Public Health Office of Emergency Medical Services (OEMS) requirements. Through classroom and hands-on training, students learn how to manage emergencies in the pre-hospital environment including but not limited to: medical, traumatic, obstetric, psychiatric, pediatric, geriatric, and environmental emergencies. Successful completion allows the student to sit for State of Massachusetts and National Registry of EMTs Emergency Medical Technician certification exams. This is an entry-level program for those who wish a career in Emergency Medical Services (EMS) up to the Paramedic level. Additional fees for: textbooks, uniforms, Basic Life Support certification, national testing, and MA state certification. Students are required to acquire and/or maintain a certification for Basic Life Support in order to successfully complete the program. A Massasoit certificate of completion will be issued to students who successfully complete the Basic EMT program."

PDCC 530 Heartsaver CPR AED 0 credits

Attribute: XCS

"The Heartsaver CPR AED course is designed to prepare students to provide CPR and use an automated external defibrillator (AED) in a safe, timely, and effective manner. Heartsaver courses are intended for anyone with little or no medical training who needs a course completion card for job, regulatory (e.g., OSHA), or other requirements. These courses can also be taken by anyone who wants to be prepared for an emergency in any setting."

PDCC 600 Visible Emission Training & Cert 0 credits

Attribute: XCS

"Visible emission observation is an important tool to help facilities maintain compliance and improve environmental and operational performance. The one-hour training provides regulatory background and describes techniques used to observe visible emissions, and the field training consists of reading and documenting visible emissions from a smoke generator. Successful participants will be certified as ""Method Visible Emissions Observers"" meeting the training and testing requirements established by the U.S. Environmental Protection Agency."

- PDCC 601 Introduction to ISL-G 0 credits**
 "This course covers the characteristics of compressed natural gas (CNG). Students learn the characteristics of alternative fuels, evaluate the storage and handling components of the alternative fuel system, and the safety procedures involved in working with these fuels."
- PDCC 603 Blue Print Reading 0 credits**
 "This training is designed to familiarize training participants with the projection methods, procedures and protocols for interpreting engineering drawings. Theories and principles of shape and size description are reviewed and reinforced through application of accrued skills on formal working drawing packages. Emphases of this training include: practical implementation of ANSI/ASME Y14.5-1994 dimensioning and tolerancing practices, understanding of welding symbols as well as detail and assembly drawings for both machining and sheet metal products."
- PDCC 604 Introduction to GD & T 0 credits**
 "This training introduces industrially accepted dimensioning and tolerancing concepts as they affect engineering, manufacturing and quality control processes to provide economic and technical advantages. The standard for dimensioning and tolerancing practices, ASME Y14.5-2009 is used to discuss principles of datum referencing, symbology, tolerances of position, form, orientation and runout, functional gaging and conventional dimensioning techniques."
- PDCC 605 Advanced GD & T 0 credits**
 "This workshop is designed for engineers, designers, drafters, quality control engineers and technicians, manufacturing engineers and technicians, buyers, planners and any other non-engineering staff involved in the design and production of products. In accordance to ASME Y14.5-2009 the focus of this workshop is to: 1) apply the knowledge gained in the Intro to GD&T to analyze and interpret drawings, 2) apply GD&T standard to part design and assemblies, 3) apply GD&T standard to inspection and 4) to introduce basic stack-up analysis and stack-up analysis with GD&T. The majority of drawings used during this workshop will be from the company where the training is being held."
- PDCC 606 ASE Prep 0 credits**
 Attribute: XCS
 "This class will cover the Electrical, Engine, Suspension components of the ASE Intro exam, including the analysis of the questions and best practices for taking the exams. The students will work through several practice exams that will be answered on the spot to reinforce both the materials and the test taking techniques necessary to do well on the exams."
- PDCC 609 Workplace Discrimination & Sexual Harassment 0 credits**
 "In this engaging and interactive training, participants will be educated about the legal obligations of their organization and the responsibilities of supervisors. Laws that will be discussed include: Title VII, ADA, FMLA and Massachusetts law. The workshop will equip managers with the tools to recognize and address issues in the workplace and will provide a solid foundation for how best to handle challenges in ways that can head-off escalation of situations."
- PDCC 610 OSHA 10-Hour General Industry 0 credits**
 "Learn the tools you need to see how your safe work practices can meet all the OSHA standards. This course is developed for general industry and covers what is required by OSHA standards in essential operation areas. The practical, focused, and "how to" instructional approach will provide a basic orientation to the many concepts of safe work practices. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach DOL course completion card."
- PDCC 615 Lean Thinking and Processes for Operations 0 credits**
 "Lean Thinking and Processes for Operations is a training aimed at helping employees become more efficient to meet increased workload at a lower cost. The training objectives are to reduce time wastage, increase efficiency, and maintain/increase quality so that more work can be accomplished."
- PDCC 616 0 credits**
 "This 4-hour course is designed to provide an overview on Hazardous Materials including regulations and use. Topics include: Key regulations governing hazardous materials, classification of hazardous materials, training requirements for working with hazardous materials, and basic clean-up process for a hazmat release."
- PDCC 617 0 credits**
 This comprehensive course is designed to equip manufacturing professionals with the skills and knowledge to apply data analysis techniques in the context of lean manufacturing principles
- PDCC 620 Old Colony YMCA ESOL Program 0 credits**
 "The goal of this course is to develop English language skills, reading comprehension and grammar skill. Grammar will be taught with the primary goal of recognition and understanding of structure of sentences. Focus will be on the ability to write sentences and short paragraphs. Workplace materials will be incorporated in training."

- PDCC 621 SEIU ESOL Program 0 credits**
 "Learn English skills to become more successful and confident at work and in daily life. Classes are taught through seven levels that build and grow essential English skills. Speaking, listening, reading, writing, grammar, and pronunciation are taught through fun and interactive activities inspired by real-world situations and events. Gain fluency and confidence in using English at work, at home, and in your community."
- PDCC 622**
 "Pre-level 1A and level 1A"
- PDCC 623 ESOL Level 2A 0 credits**
 "ESOL Level 2A is for students with fundamental English ability. The course focuses on oral communication, pronunciation, reading and writing of the English language including grammar, vocabulary building, and composition writing."
- PDCC 624**
 "New Manager Training"
- PDCC 640 Acute Care Nursing Assistant 0 credits**
 "This course is intended to prepare students for practice at the nurse assistant level in an acute care setting. Topics for the course include the scope of practice of the nursing assistant in the acute care setting, interpersonal skills, role and responsibility for the acute care nursing assistant, communication, safety, infection control, body mechanics, basic nursing skills, and oxygenation."
- PDCC 641 Aging 0 credits**
 "Discuss the healthy aging process as it relates to cultural similarities and differences, complementary and alternative medicine, nutritional concerns, physical activity, fall prevention, sleep issues, sexuality concerns, social activities and spirituality."
- PDCC 642 Restorative Aid Module 1 0 credits**
 "This training addresses the theory, terms, and typical complications of restorative therapy, including practical sessions on in-bed and out-of-bed movement."
- PDCC 643 Restorative Aid Module 2 0 credits**
 "This 2nd module of training continues to address the theory, terms, and typical complications of restorative therapy, including practical sessions on in-bed and out-of-bed movement."
- PDCC 644 Restorative Aid Module 3 0 credits**
 "This 3rd module of training continues to address the theory, terms, and typical complications of restorative therapy, including practical sessions on in-bed and out-of-bed movement."
- PDCC 645 Creating a Home of Small Office Network 0 credits**
 "Create your own home office or small office network using Windows XP. You'll learn what hardware you will need, how to configure Windows XP to run your small network, how to configure printers and other peripherals, and how to manage and maintain your network and keep it secure."
- PDCC 646 Building an Online Business 0 credits**
 "From conducting initial research to launching your web site, we will discuss all of the start-up issues an online business owner will face and all of the tasks that must be completed in the pursuit of self-employment and online success."
- PDCC 647 Performing Payroll in Quickbooks 0 credits**
 QuickBooks software can be used to process payroll quickly and easily. This course details all the steps needed for proper set-up and even includes troubleshooting tips and solutions for common problems and mistakes.
- PDCC 648 Digital Photography Output 0 credits**
 "Do you love your digital camera, but can't seem to get the photos to display or print correctly? This course will help you master the art of digital image file management. You'll learn how to edit and crop out unwanted portions of your photos, resize them adjust their colors, add special effects, print at the highest possible quality, email digital photos to friends and family, and use them to create cards or electronic photo albums."
- PDCC 649 Grammar for ESL 0 credits**
 "If English is your second language and you're headed for college, you will find this class to be very valuable. This course will provide you with an in-depth analysis of English grammar and structure so that you will be more prepared to succeed in any class taught in English."

- PDCC 650 Effective Business Writing 0 credits**
 "If you communicate with others in writing, you need this course to help you identify and eliminate problems areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word."
- PDCC 651 Writing Effective Grant Proposals 0 credits**
 Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over \$200 billion annually is available for worthy causes and most people don't know how to prepare the application that will deliver needed funding. Avoid the mistakes that get applications for wonderful projects tossed into the wastebasket! Learn how to write professional proposals that actually succeed.
- PDCC 652 Advanced Grant Proposal Writing 0 credits**
 "Learn what to do--and, more importantly what not to do--on every part of your proposal. Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected."
- PDCC 653 Create a Successful Business Plan 0 credits**
 "Success in business begins with a plan. By committing your idea to paper, you face tough questions and identify strengths and weaknesses. Business plans are not just for financing purposes; they are working documents to guide your business. For new and established small business owners, the course will start you down the path of small business success."
- PDCC 654 Start Own Consulting Practice 0 credits**
 "This course is designed to help those who wish to set up a consulting practice. Topics will include skills assessments, pricing policies, contracting, marketing, and more."
- PDCC 655 Principles of Sales Management 0 credits**
 "Master the art of managing sales teams from a sales management professional. Learn the essential roles and responsibilities of a sales manager and develop leadership, motivational and team-building skills and more."
- PDCC 656 Fundamentals of Supervision + Management 0 credits**
 "Learn how to be an effective manager or supervisor. Master the basics of communicating effectively, and learn tools for developing your own interpersonal skills."
- PDCC 657 Project Management Fundamentals 0 credits**
 "Unfortunately, most organizations do not manage projects well, creating an unprecedented demand for project management practitioners. If you're organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management. If you're new to project management, this course will provide you with the essential information you'll need to prepare for and complete your first project. If you're an experienced project manager, this course will make you more valuable to your employer by increasing your skills and competencies."
- PDCC 658 Communication Like a Leader 0 credits**
 "Learn to become a great communicator, improving your chances for professional success."
- PDCC 659 Merrill Ream Speed Reading 0 credits**
 This course is a complete speed reading experience. Topics are presented in a logical progression with plenty of time to help you master the skills and techniques you'll need for lasting proficiency as a speed reader.
- PDCC 660 Stocks Bonds and Investing 0 credits**
 "Are you worried that you might not have enough money to make it through retirement? The earlier you begin planning for your future, the easier it will be for you to retire. No matter how inadequate you believe your current understanding of finance to be, this course will make you capable to manage your personal finances, make wise investment decisions, and prepare adequately for your future."
- PDCC 661 Online Investing 0 credits**
 "Learn how the power of the Internet can help you make sound and knowledgeable online investment decisions. This course will teach you how to open an online brokerage account and invest online. You'll also learn how to use financial search engines, inspect stock exchanges, follow Wall Street regulators, browse company financial reports, perform financial analysis, conduct research, choose investments, and select a broker -- all from the convenience of your home!"
- PDCC 662 Goodbye to Shy 0 credits**
 "The ability to interact with others impacts everything we do from selecting a mate to advancing in our careers. This engaging course will help you learn how to reduce anxiety, build self-esteem, strike up conversations with others, win friends, and act confidently in romantic relationships."

- PDCC 663 Enhancing Lang Development in Children 0 credits**
 "Follow your child's lead and have fun while enhancing language development! In this fun and user-friendly course for parents, teachers, and caregivers, you will discover how children learn to process language and how they become proficient speakers and thinkers."
- PDCC 664 Death + Dying 0 credits**
 "Provides the health care professionals with an understanding of the psychological, physical, social, and spiritual aspects of death and dying for older adults."
- PDCC 665 Intro to Complement + Alternative Medicine 0 credits**
 An introductory course for health care professionals who want a more complete understanding of the field of complementary and alternative medicine.
- PDCC 666 Leadership 0 credits**
 "Leadership skills can help you gain the respect and admiration of others, while also allowing you to enjoy success in your career and more control over your destiny. Even if you don't hold a leadership position, this course will teach you how to use the principles of great leaders to achieve success in almost every aspect of your daily life."
- PDCC 670 Supervision and Customer Service 0 credits**
 "This four hour training is designed to provide a thorough overview of skills needed to enhance knowledge and professionalism in the areas of supervision and customer service. Additionally, the training will cover leadership, communication, and team building to further enhance these skills."
- PDCC 671 TABE Assessment 0 credits**
 Students are issued a standardized assessment which is graded and used to determine their current academic level.
- PDCC 672 Computer Skill Assessment 0 credits**
 Students are issued a computer skills assessment which is graded and used to determine their current skill level within Excel and Word.
- PDCC 680 Designing A Child-Centered Curriculum 0 credits**
 "Using a child-centered approach to teaching young children is a wonderful way to create an early childhood curriculum that builds upon the interests of children and teacher alike. However, many teachers may find themselves needing more support on how to build a curriculum that is intentional, meets the developmental needs of children in a way that is fun and interesting for educators to implement, and makes learning visible. This training will address those needs - strengthening educators basic understanding of child development and learning and providing strategies and resources to build a curriculum that inspires and engages everyone in the community of a preschool classroom."
- PDCC 681 Supporting Dual Language Learners 0 credits**
 "In this training, participants will learn about the importance of supporting a child's home language and culture as well as stages of learning a second language. By exploring and using various strategies, including use of the WIDA Early Language Development Standards, participants will be able to provide a developmentally sound framework to support Dual Language Learners and their families in their program."
- PDCC 682 Foundations for Promoting Positive Behavior 0 credits**
 "During this training, participants will learn and practice techniques that promote positive behavior and prevent challenging behavior. Resources adapted from The Center on the Social and Emotional Foundations for Early Learning (CSEFEL) will be shared with participants for use supporting children's social and emotional development."
- PDCC 683 Improving the Quality of Health Practices 0 credits**
 "In order to maintain healthy and safe learning environments for young children, staff in all early education and care settings need to adhere to recommended practices for infection control, including managing infectious diseases, caring for mildly ill children, personal hygiene, and diapering and toileting (APA, 2012). Topics include an overview of how infection is spread, measures to take to reduce the spread of infection, and how to plan to adapt program practices and policies to meet the recommendations for preventing the spread of infection."
- PDCC 684 Basic Computer Skills for Early Childhood Educators 0 credits**
 "In order to access resources, communicate effectively and participate in EEC grant initiatives, educators must have basic computer skills. This course will offer the skills needed to use email, search the internet, utilize websites in our field, and access key EEC internet interfaces. Helpful word processing tools will be shared as well as creative ways to use your computer to enhance your program quality."

PDCC 685 Diversity and Cultural Competence 0 credits

"Culturally competent educators have knowledge about ethnic and cultural diversity that enables them to provide culturally responsive programming for the children and families they serve. According to developmentally appropriate practice (NAEYC, 2009), educators should be culturally and socially responsive as well as respectful of the social and cultural context of the children in the program. The goal of this session is for participants to gain a broader perspective of cultural diversity; consider how it impacts experiences, beliefs, values, and practices; and implement culturally responsive approaches to support all children and families."

PDCC 686 Creating Inspiring Environments 0 credits

"Aesthetically pleasing early childhood environments benefit children, educators, and families. Creating this special environment requires more than adding things to the space, it involves considering your space, the function of the space, and the needs and interests of those that are in that space. In this training, participants will consider what they already have in their classroom or program and how to enrich this space using the Seven Principles of Design[1] as a guide. We will explore inspiring spaces, the Seven Principles of Design, and cultivating inspiring children's spaces. Bring your creativity, an open mind, and ideas to share!"

PDCC 687 STEM Education in Early Childhood Settings 0 credits

"In this learning event, participants will discuss the STEM capabilities of young children and explore strategies designed to weave STEM content into program learning experiences that are engaging and developmentally appropriate."

PDCC 688 The Outdoor Classroom 0 credits

"This training will support educators in understanding the importance of an Outdoor Classroom, reviewing guidelines and best practices for outdoor learning, and designing a curriculum that utilizes the outdoors as a crucial piece of ECE curriculum."

PDCC 701 "Carpentry 3, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Properties of Concrete; Rigging Equipment; Rigging Practices; Trenching and Excavating; Reinforcing Concrete; Foundations and Slab-on-Grade; Vertical Formwork; Horizontal Formwork; Handling and Placing Concrete; Tilt-up Wall Panels. This will be a hands-on training course. The extra cost is for materials."

PDCC 702 "Carpentry 3, Part 2"

"In this second part, the course will continue to cover the following areas: Properties of Concrete; Rigging Equipment; Rigging Practices; Trenching and Excavating; Reinforcing Concrete; Foundations and Slab-on-Grade; Vertical Formwork; Horizontal Formwork; Handling and Placing Concrete; Tilt-up Wall Panels. This will be a hands-on training course. The extra cost is for materials."

PDCC 703 "Electrical 1, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Electrical Trade; Electrical Safety; Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code (NEC); Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings; Residential Electrical Services; Electrical Test Equipment. It is recommended that all students bring a copy of the latest National Electrical Code, NEC Handbook to class."

PDCC 704 "Electrical 1, Part 2"

"In this second part, the course will continue to cover the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Electrical Trade; Electrical Safety; Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code (NEC); Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings; Residential Electrical Services; Electrical Test Equipment. It is recommended that all students bring a copy of the latest National Electrical Code, NEC Handbook to class."

PDCC 705 "Electrical 2, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Alternating Current; Motors: Theory and Application; Electric Lighting; Conduit Bending; Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; Control Systems and Fundamental Concepts. It is recommended that all students bring a copy of the latest National Electrical Code, NEC Handbook to class."

PDCC 706 "Electrical 2, Part 2"

"In this second part, the course will continue to cover the following areas: Alternating Current; Motors: Theory and Application; Electric Lighting; Conduit Bending; Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; Control Systems and Fundamental Concepts. It is recommended that all students bring a copy of the latest National Electrical Code, NEC Handbook to class."

PDCC 707 "Electrical 3, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Load Calculations Branch Feeders and Circuits; Conductor Selection and Calculations; Practical Applications of Lighting; Hazardous Locations; Overcurrent Protection; Distribution Equipment; Transformers; Commercial Electrical Services; Motor Calculations; Voice, Data, and Video; Motor Controls. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDCC 708 "Electrical 3, Part 2"

"In this second part, the course will continue to cover the following areas: Load Calculations Branch Feeders and Circuits; Conductor Selection and Calculations; Practical Applications of Lighting; Hazardous Locations; Overcurrent Protection; Distribution Equipment; Transformers; Commercial Electrical Services; Motor Calculations; Voice, Data, and Video; Motor Controls. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDCC 709 "Electrical 4, Part 1"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Load Calculations Feeders and Services; Health

PDCC 710 "Electrical 4, Part 2"

"In this second part, the course will continue to cover the following areas: Load Calculations Feeders and Services; Health Care Facilities; Standby and Emergency Systems; Basic Electronic Theory; Fire Alarm Systems; Specialty Transformers; Advanced Controls; HVAC Controls; Heat Tracing and Freeze Protection; Motor Operation and Maintenance; Medium-Voltage

PDCC 711 "Pipefitting 4, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Advanced Blueprint Reading; Advanced Pipe Fabrication; Stress Relieving and Aligning; Steam Traps; In-Line Specialties; Special Piping; Hot Taps; Maintaining Valves; Introduction to Supervisory Roles. It is recommended that all students bring a copy of ??The Pipe Fitters Blue Book ?' Published by Graves.

PDCC 712 "Pipefitting 4, Part 2"

"In this second part, the course will continue to cover the following areas: Advanced Blueprint Reading; Advanced Pipe Fabrication; Stress Relieving and Aligning; Steam Traps; In-Line Specialties; Special Piping; Hot Taps; Maintaining Valves; Introduction to Supervisory Roles. It is recommended that all students bring a copy of ??The Pipe Fitters Blue Book ?' Published by Graves.

PDCC 713 "Sheet Metal 2, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Installation of Ductwork; Installation of Air Distribution Accessories; Insulation; Architectural Sheet Metal; Trade Math Two; Plans and Specifications; Fabrication Two ??Radial Line Development; Sheet Metal Duct Fabrication Standards. This will be a hands-on training course. The extra cost is for materials.

PDCC 714 "Sheet Metal 2, Part 2"

""In this second part, the course will continue to cover the following areas: Installation of Ductwork; Installation of Air Distribution Accessories; Insulation; Architectural Sheet Metal; Trade Math Two; Plans and Specifications; Fabrication Two ??Radial Line Development; Sheet Metal Duct Fabrication Standards. This will be a hands-on training course. The extra cost is for materials.""

PDCC 715 "Sheet Metal 5, Part 1"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Louvers, Dampers and Access Doors; Fume and

PDCC 716 "Sheet Metal 5, Part 2"

""In this second part, the course will continue to cover the following areas: Louvers, Dampers and Access Doors; Fume and Exhaust System Design; Fabrication Four Comprehensive Review; Introductory Skills for the Crew Leader; Sheet Metal Code

PDCC 717 "Sprinkler Fitting 4, Part 1"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: System Layout; Inspection, Testing, and Maintenance; Special Extinguishing Systems; Introductory Skills for the Foreman; Procedures and Documentation. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class.""

PDCC 718 "Sprinkler Fitting 4, Part 2"

"In this second part, the course will continue to cover the following areas: System Layout; Inspection, Testing, and Maintenance; Special Extinguishing Systems; Introductory Skills for the Foreman; Procedures and Documentation. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class.

PDCC 719 "Sprinkler Fitting 1, Part 1"

"This 9 month (150 hour) certificate program covers the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Introduction to Components and Systems; Steel Pipe; CPVC Pipe and Fittings; Copper Tube Systems; Underground Pipe.

PDCC 720 "Sprinkler Fitting 1, Part 2"

"This second part course continues to cover the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Introduction to Components and Systems; Steel Pipe; CPVC Pipe and Fittings; Copper Tube Systems; Underground Pipe.

PDCC 725 "Pipefitting 1, Part 1"

"This 9 month (150 hour) certificate program covers the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Pipefitting Hand Tools; Pipefitting Power Tools; Oxyfuel Cutting; Ladders and Scaffolds; Motorized Equipment.

PDCC 726 "Pipefitting 1, Part 2"

"This second part course continues to cover the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Pipefitting Hand Tools; Pipefitting Power Tools; Oxyfuel Cutting; Ladders and Scaffolds; Motorized Equipment.

PDCC 727 "Pipefitting 2, Part 1"**0 credits**

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, Underground Pipe Installation. It is recommended that all students bring a copy of ""The Pipe Fitters Blue Book""--Published by Graves."

PDCC 728 "Pipefitting 2, Part 2"**0 credits**

"In this second part, the course will continue to cover the following areas: Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, Underground Pipe Installation. It is recommended that all students bring a copy of ""The Pipe Fitters Blue Book""--Published by Graves."

PDCC 729 "Sprinkler Fitting 2, Part 1"**0 credits**

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Fire Sprinkler Systems, Dry-Pipe Systems. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDCC 730 "Sprinkler Fitting 2, Part 2"**0 credits**

"In this second part, the course will continue to cover the following areas: Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Fire Sprinkler Systems, Dry-Pipe Systems. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDCC 731 "Sprinkler Fitting 3, Pt 1"**0 credits**

Attribute: XCS

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Hangers, Supports, Restraints, and Guides; General Purpose Valves; General Trade Math; Shop Drawings; Standard Spray Fire Sprinklers; Wet Fire Sprinkler Systems and Dry-Pipe Systems. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDCC 732 "Sprinkler Fitting 3, Pt 2"**0 credits**

"In this second part, the course will continue to cover the following areas: Hangers, Supports, Restraints, and Guides; General Purpose Valves; General Trade Math; Shop Drawings; Standard Spray Fire Sprinklers; Wet Fire Sprinkler Systems and Dry-Pipe Systems. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDCC 733 "Pipefitting 3, Pt 1"**0 credits**

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Steam Traps, In-Line Specialties, Hot Taps, Introduction to Hydronic Systems, Commercial Hydronic Systems, Steam Systems, Water Treatment, Energy Conservation Equipment, ASME Codes for Heating, Cooling & Power Piping, Special Piping, Semiconductor/Hazardous Gas Piping

Systems, Biopharm Piping Systems, Orbital Welding Fabrication, Chemical/Corrosion Resistant Piping Systems, Compressed Air Piping Systems and ASME Code for Process Piping. It is required that all students bring a copy of ""The Pipe Fitters Blue Book"" - Published by Graves."

PDCC 734 "Pipefitting 3, Pt 2"

0 credits

"In this second part, the course will continue to cover the following areas: Steam Traps, In-Line Specialties, Hot Taps, Introduction to Hydronic Systems, Commercial Hydronic Systems, Steam Systems, Water Treatment, Energy Conservation Equipment, ASME Codes for Heating, Cooling & Power Piping, Special Piping, Semiconductor/Hazardous Gas Piping Systems, Biopharm Piping Systems, Orbital Welding Fabrication, Chemical/Corrosion Resistant Piping Systems, Compressed Air Piping Systems and ASME Code for Process Piping. It is required that all students bring a copy of ""The Pipe Fitters Blue Book"" Published by Graves."

PDCC 735 "Sheet Metal 3, Pt 1"

0 credits

This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Safety Review; Trade Math II; Introduction to supervisory skills; Air properties and distribution; Principles of air flow; Air testing and balancing; Fabrication III- triangulation; Blue Print reading/Estimating and Hands on shop fabrication."

PDCC 736 "Sheet Metal 3, Pt 2"

0 credits

"In this second part, the course will continue to cover the following areas: Safety Review; Trade Math II; Introduction to supervisory skills; Air properties and distribution; Principles of air flow; Air testing and balancing; Fabrication III- triangulation; Blue Print reading/ Estimating and Hands on shop fabrication."

PDCC 737 "Sheet Metal 4, Pt 1"

0 credits

Attribute: XCS

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Safety Review; Massachusetts Uniform Sheet Metal Code; Trade Math III; Comprehensive Plan and Specification Reading; Soldering; Architectural Sheet Metal; Louvers, Dampers, and Access Doors; Fabrication IV; and Hands-on Shop Fabrication."

PDCC 738 "Sheet Metal 4, Pt 2"

0 credits

"In this second part, the course will continue to cover the following areas: Safety Review; Massachusetts Uniform Sheet Metal Code; Trade Math III; Comprehensive Plan and Specification Reading; Soldering; Architectural Sheet Metal; Louvers, Dampers, and Access Doors; Fabrication IV; and Hands-on Shop Fabrication."

PDCC 800 College Success 101

0 credits

Attribute: XCS

"This course covers a range of topics intended to prepare students for success as early college high school students. Through a variety of teambuilding exercises and activities with classmates, staff will assist students with developing the personal, academic, and social adjustments needed for college success. Students will learn strategies for success including identification of learning styles and strengths, stress management, test taking techniques, goal setting, managing time, communication skills, and the integration of school, work, and family. Planning for future educational and career goals and the creation of a professional e-portfolio will also be integrated into the overall theme and outcome for the course."

PDCC 801 College Success 102

0 credits

"This course is intended to be a hands-on, interactive learning experience for early college high school students. Students will practice effective and professional communication techniques, and become familiar with social media and digital identity awareness. Students will also connect learning strengths and styles to college and career goals, and be given an introduction to local labor market trends and employer demands. Students will continue to build upon their e-portfolios throughout the length of the course."

PDOE

PDOE 001 **Intermediate Excel**

0 credits

Attribute: XCS

This course is designed for users who are comfortable with the commands taught in the Intro. to Excel course. This session will give additional practice on functions and commands used in Excel.

PDOE 002 Intro Access 2010

0 credits

Attribute: XCS

This introductory course will show you what an electronic database program is capable of doing. Learn database terminology, how to design your own database, type and edit information, sort and extract specific data from this information through queries and create forms and reports. You will use Wizards, set primary keys, delete records, and fix formatting problems. Most importantly you will acquire knowledge of what a database program is and you can decide for yourself if Access is a piece of software your company could benefit from.

Prerequisite: Familiarity with Windows software."

- PDOE 003 Intro QuickBooks 0 credits**
 "Time is money! Come learn shortcuts in QuickBooks that will save you time and frustration. Memorize complicated transactions and reports and recreate them at the push of a button. Use password protection to save recently closed books and prevent others from changing your data, create reports, send them to Excel, or email to various members of your team so everyone is on the same page at the same time. Many more topics will be covered in this presentation."
- PDOE 004 Increase Business + Close More Deals 0 credits**
 Develop new language and habits that increase your prospect's urgency for your products and services.
- PDOE 005 QuickBooks for Tax time 0 credits**
 You will learn the steps you need to take to complete the accounting process for the year. What reports you need to produce for the tax preparer. How to secure the file via password protection. Year end adjustments and how to start the New Year correctly. Tax tips for 2007.
- PDOE 006 Microsoft Access 2 0 credits**
 Attribute: XCS
 "This course will continue instruction in Access. Attendees will learn how to work with queries to refine and extract information from their database(s), create and modify forms and reports, find, sort, and filter records and database maintenance. Requires Access 1."
- PDOE 007 Advanced Excel 0 credits**
 "This course is designed to lead on from our Intermediate course or is available to students with an solid working knowledge of Excel beyond the basics. This training course covers topics such as importing data, what if utilities, pivot tables, simple macros, security protection of your data and much more."
- PDOE 008 Intermediate Word 0 credits**
 "This course is designed for people who have mastered the basics of introduction to Word course. Intermediate Word will include how to set up and format numbered/bullets lists, setting up tabs and tables and an explanation of when to use tabs vs tables, adding dots to your tabs as in the Table of Content, importing and manipulating graphics, using built-in templates, creating an auto correct entry so the computer types for you, more advanced formatting of your typing, using Format Painter to save time and more. Prerequisite: Windows and Intro to Words"
- PDOE 009 Intermediate PowerPoint 0 credits**
 "Some of the things you will learn are, applying and modifying templates, changing presentation colors, creating shapes, adding graphics, adding tables, charts, and diagrams, creating a multimedia presentation, reviewing and sharing presentations, printing presentations, setting up and delivering slide shows, and customizing PowerPoint."
- PDOE 010 WOW Customer Service 0 credits**
 "Participants in this seminar will learn the basic dimensions of customer service alignment in order to provide Exceptional Quality Customer Service. The procedural side of providing quality service is examined as well as how to use attitudes, behaviors and verbal skills to interact positively with customers. Uncovering customers ' basic needs and how to satisfy them are examined as well as handling the difficult customers. Developing an action plan for exceptional customer service will also be included in the seminar."
- PDOE 011 Diversity Customer Service 0 credits**
 "Participants in this seminar will learn the basic concepts about acknowledging, recognizing and valuing the differences in people and applying that knowledge to ""World Class"" Customer Service. Also they will learn to identify why it is not legitimate to discount anyone in the process of providing quality focused customer service. Building a conceptual foundation for understanding diversity issues is covered. Creating an action plan for sustaining ""World Class Customer Service!"" will round out the seminar."
- PDOE 012 High Five Customer Service 0 credits**
 "This seminar will explore techniques for creating, building and sustaining ""High Five"" Customer Service Action Teams. Participants will be introduced to: the differences between groups versus teams; group managers versus team leaders; team concepts; attitudes of effective team builder; selecting qualified people; making training useful; using team game exercises; empowerment-making commitment possible; involving the team in setting goals and standards; employee focus and commitment; teaching employees problem solving techniques; conditions which support team problem solving; understanding and resolving conflict ; building trust; using praise wisely; ten forgivable mistakes; developing a personal action plan."
- PDOE 013 Office 2007 0 credits**
 "Come learn from an avid advanced user what new and advanced features are available using Microsoft office, excel, word, access and PowerPoint. This overview will give you the information you will need to decide where you want to begin your training with the renovation of these very popular programs."

- PDOE 014 Introduction to Word 0 credits**
 "This course is designed to teach the basics of word processing in a very relaxed atmosphere. Topics include creating a document, developing, good editing techniques, formatting your document the way you want it to appear, spell check lots of keyboard commands and shortcuts, avoiding common mistakes, adding special characters like copyright symbols, the always troubling how to save a document, recall a document to the screen for updating, printing and more."
- PDOE 015 Intro to MS Excel 0 credits**
 "A pleasant introduction to electronic spreadsheets. You will be introduced to the Excel environment and learn to type, edit and finalize a simple spreadsheet. Learn terminology and commonly used math formulas to calculate your numbers and how to double check the accuracy of these formulas. Editing skills will be developed to format your numbers the way you want them to be, fix some basic printing problems, save your spreadsheet from unknown computer demons, learn about fill series, and more."
- PDOE 016 Microsoft Powerpoint 0 credits**
 "This course is specifically designed for a person who is typing a presentation using powerpoint. Skills will be developed to create and modify a presentation, tips on formatting to make it look good, add note pages, print handouts for your audience, delete and add slides, change the order of your slides, run a slide show manually, and much more."
- PDOE 017 Go Green 0 credits**
 Come and learn why companies need to start thinking about energy costs and what can be done for cost savings now and in the future.
- PDOE 018 Nuts and Bolts Workshop 0 credits**
 "This is a two day session. The first session is an overview of the Workforce Training Funds grants available to employers as well as a brief overview of how the Workforce Board can assist employers in the application and grant management process. Focusing on the Express Fund, which is designed for small companies, this session will walk you through the application process. The second day will provide hands on practical experience in the design and completion of the application for the general round which provides training funds up to \$250,000."
- PDOE 019 Developing new Leaders 0 credits**
 "Every Organization needs employees who take responsibility, think and problem-solve creatively, and encourage the team to its highest achievement levels. Developing and improving leadership skills will take your organization to a higher level of success."
- PDOE 020 Sexual Harassment in the Workplace 0 credits**
 "Do you or your staff need to be reminded of sexual harassment policy standards- what exactly does and does not constitute a violation? Through case studies, gain a solid understanding of the standards and how seemingly innocent acts and statements may be ground for legal action. Be part of the team that protects your company."
- PDOE 021 E-Mail Communication 0 credits**
 Learn how to compose professional and appropriate communications using e-mail in the workplace.
- PDOE 022 Paperless Office 0 credits**
 "If you would like to do away with some of those file cabinets and take some steps towards reducing paper and filing costs, come learn about how enterprise content management can help your business toward increased efficiency. The presentation will include document capture, indexing, storage and retrieval."
- PDOE 023 Supervising-New office environment 0 credits**
 Learn some new supervisory strategies to implement when working in the current workplace environment.
- PDOE 024 Customer Service 0 credits**
 "It is getting harder and harder to please today's demanding Customer. Good customer service isn't always enough. No matter how good you may think you currently are at satisfying and keeping customers, if you are looking to ""move to the next level"" of providing customer service, then this course is for you."
- PDOE 025 Go Green 0 credits**
 Come and learn why companies need to start thinking about energy costs and what can be done for cost savings now and in the future.
- PDOE 026 Introduction to Excel 0 credits**
 Attribute: XCS
 "A pleasant introduction to electronic spreadsheets. You will be introduced to the Excel environment to learn to type, edit and finalize a simple spreadsheet. Learn terminology and commonly used math formulas to calculate your numbers and how to double

check the accuracy of these formulas. Editing skills will be developed to format your numbers the way you want them to be, fix some basic printing problems, save your spreadsheet from unknown computer demons, learn about fill series, and more."

PDOE 028 Microsoft Publisher 0 credits

"Publisher helps you create, personalize, and share a wide range of publications and marketing materials in-house. Capabilities guide you through the process of creating and distributing in print, Web, and e-mail so you can build your brand, manage customer lists, and track your marketing campaigns-all in-house."

PDOE 029 Customer Service for Municipalities 0 credits

"Session topics to be covered are as follows: Communication Skills in the Public Sector, Customer Service Excellence in the Public Sector, Dealing with Angry Citizens and Difficult People, and Team Work to Best Serve Citizens."

PDOE 030 Pivot Tables in Excel 0 credits

Attribute: XCS

"Students learn to create pivot tables and charts in Microsoft Excel. Pivot tables are a tool for summarizing data in spreadsheets. They can sort and count data in a spreadsheet then display the summarized data in a form specified by the user. They can provide summarized data as raw counts, totals, or averages."

PDOE 032 Excel for Project Managers 0 credits

Attribute: XCS

"In this hands-on workshop you will learn to plan, execute, monitor and manage all aspects of Project with the most widely used tool at your workplace, MS Excel. You will go beyond the basic calculations and simple spreadsheet applications. Guided by an expert instructor you will explore Charts, Data and Formula functions of MS Excel to create Gantt charts, timeline, dashboards and other templates to help you in day to day decision making at all levels. At the end of this workshop, you will be perfectly capable of creating your own project management templates, designed and customized to your needs. Pre-requisite: Working knowledge of MS Excel."

PDOE 033 Cool Tips for PowerPoint

"Say goodbye to boring slides! Set yourself apart by learning some cool features, and get ready to use PowerPoint like a pro. Features covered are slide animation, slide transition, inserting media files, and much more that is guaranteed to help you amp up your next PowerPoint slide deck."

PDOE 035 Reports & Dashboards with Excel 0 credits

Attribute: XCS

"Reports can be described as a document that contains data used for reading and viewing, and dashboards are visual interface that graphically communicates performance at a glance. In this class, participants will learn to create powerful reports and performance dashboards using MS Excel that will help decision makers and stakeholders get the insight they need to understand and solve issues quickly, efficiently, and effectively."

PDOE 036 Introduction to Outlook

"This course focuses on the basic functions of Outlook, including: sending messages, using contacts, scheduling appointments, creating tasks, managing messages, and using notes."

PDOE 037 Intermediate Outlook

"This course is designed for users who are comfortable with the basic features of Outlook. Topics include: customizing message options, organizing and locating messages, setting calendar options, and managing tasks."

PDOE 038 Grant Writing 0 credits

"This course will focus on topics to help personnel involved in grant writing from organizing an effective proposal narrative, writing a budget justification including the right personnel, sample grants, to comparing successfully written grants."

PDOE 039 Salespeople Have Rights Too 0 credits

"Even if you're the business owner, do you ever feel a bit like a second class citizen just because you're sometimes in a sales role? That sometimes it feels like you're jumping through hoops and not getting anywhere? Learn how to assert yourself, gain the respect of prospects and customers, and make more money in the process!"

PDOE 040 Grant Writing for Non-Profits 0 credits

Attribute: XCS

"This seminar will focus on topics to help personnel involved in grant writing from outlining your object, organizing and effective proposal narrative, preparing a realistic budget, writing a budget justification including the right personnel, finalizing and sending the proposal, and organizing effective teams. Participants will examine successfully funded sample grants."

- PDOE 041 Increasing Business Sales 0 credits**
 "Potential customers seem to want to know more and more, and seem to take longer and longer to make decisions. This workshop will help you learn to take control of the sales cycle in a way that your customer will actually appreciate."
- PDOE 042 Fundraising for Non-Profits 0 credits**
 "This seminar will focus on topics to help develop a successful fundraising campaign, such as: begin development of a strategic plan, analyze potential cash and non-cash resources of key corporate partners, review strategies and tools necessary to develop a fundable annual appeal, and learn best strategies on how to create a successful event."
- PDOE 043 Small Business Needs Business Plans Too! 0 credits**
 "Owners and managers of a small business may very well have a greater need for a formalized "plan of action" than any other business entity. This class focuses on the process of "putting it on paper", and includes an assessment of a business' strengths and weaknesses. Business plans act as the "guide" for business decision making, beyond financial decisions. Marketing, management, competition and human resource issues are also addressed."
- PDOE 044 Starting a Successful Home Business 0 credits**
 "A challenging economic outlook has provided the impetus for many to think about working at home. Could be a great food product, a Web based business or a farm stand. Come and learn the basics and how to think like an entrepreneur."
- PDOE 045 Tax Tips for the Home Business 0 credits**
 "For people who work at home, there are tax benefits available that make this business option a viable and economically feasible choice. Tax planning and understanding just what is deductible make up some of this important class."
- PDOE 047 Brand Management for Small Business 0 credits**
 "The American Marketing Association, AMA, defines a brand as a name, term, sign, symbol, or design, or a combination of them intended to identify the goods and services of one seller or group of sellers and to differentiate them from those of other sellers. This seminar focuses on getting your prospects to see you as the sole provider of a solution to their problem. You will learn how to develop a brand that: delivers the message clearly, confirms your business credibility, connects you and your buyers, motivates your buyers to buy, and creates and solidifies user loyalty."
- PDOE 048 Advanced Grant Writing for Non-Profits 0 credits**
 "This grant-writing course is focused on the important aspects of evaluation, performance measurement, grant management and reporting. Learn how to collect necessary data to measure the outcomes of your grant project, how to manage grant-related projects, and generate a variety of reports regarding your program/services."
- PDOE 049 Social Media Mktng and Bus Success 0 credits**
 "According to Wikipedia, Social media marketing is a term that describes the act of using social networks, online communities, blogs, wikis, or any other collaborative internet form of media for marketing, sales, public relations and customer service. This 3-hour seminar will focus on determining which of the social media providers is best for your business, how to plan for its use, what your message should be and how best to use the data generated to support your business activities."
- PDOE 050 Quickbooks-Get Ready for Year End 0 credits**
 Do you know what reports you need to produce for the tax preparer or how to secure the file via password protection? Learn the steps you need to take to complete the accounting process for the end of the year. Year end adjustments and how to start the New Year correctly will also be discussed.
- PDOE 054 Google for Small Business 0 credits**
 "Learn how Google Apps can make your business communicate, store, and collaborate more effectively using Docs, Sheets, Calendar, and Drive. Participants will learn to create and edit text documents right in their browser, create spreadsheets with no dedicated software needed, design integrated online calendars for teams, and store, sync, and share files with ease."
- PDOE 055 WordPress.com 101 0 credits**
 "WordPress is a powerful personal publishing platform, and it comes with a great set of features designed to make creating your own blog or website as easy, pleasant, and appealing as possible. In this four-hour, hands-on workshop, you will set up your own free WordPress.com website account and learn how to organize and manage your content. Topics include: registering your free WordPress.com account, Dashboard and WordPress settings, adding content - pages and posts, and adding images, documents, and video."
- PDOE 056 WordPress.org 201 0 credits**
 "You've started your website and added some content, but you want it to do more! This hands-on workshop will provide a brief overview of pages and posts, then move into adding style and functionality to your site with plugins, themes, and custom menus. We will cover: selecting a theme for your website; installing plugins for a visual editor, form builder, and SEO; working with widgets;

and creating custom menus. This workshop is based on the self-hosted version of WordPress, meaning you must have a domain name and web hosting with WordPress installed."

PDOE 057 SQL

"Learn the key concepts of Structured Query Language (SQL), and gain a solid working knowledge of this powerful and universal database programming language. This SQL training course introduces you to database concepts and the process of building a database from the ground up. In this course, the student will develop a number of SQL SELECT statements, including joins and sub queries. This course assumes no background in databases; it is useful for people who have heard of databases but never built one.

PDOE 058 Introduction to iPads

"This course will teach you everything you need to know about using your iPad. Topics include: connecting to wi-fi, email set-up, changing settings, exploring iCloud and much more. Please note that participants must bring their own iPad.

PDOE 059 Intermediate iPads

"This course is designed for users who are comfortable with the basic functions of an iPad. Topics include: downloading and using apps from the App Store, updates, using FaceTime, email, internet (Safari), photos and much more. Please note that participants must bring their own iPad.

PDOE 061 Everything DiSC Management

"Using the 3rd-generation of the DiSC assessment, a research-validated learning model, participants recognize and understand the styles of the people they manage. The result is managers who adapt their styles to manage more effectively.

PDOE 062 Effective Hiring Techniques

0 credits

"This course will provide you with the skills and tools required to hire the right candidate. It covers the essential steps from creating a solid job description, identifying selection criteria, the interview process, identifying the most common hiring mistakes, and learning to make the proper offer."

PDOE 063 Resolving Conflict

0 credits

Attribute: XCS

"Strong leaders in today's fast-paced business world realize that employees who are adept at managing conflict are crucial to success. In this workshop, you will understand the elements of conflict, identify causes of conflict, learn tips for handling conflict, and enhance conflict management skills."

PDOE 064 Effective Presentation Skills

0 credits

"A great presenter has two notable qualities: appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. In this 3 hour workshop, participants will develop the following skills that will make them a better speaker and presenter: establishing a rapport with your audience, learning techniques to reduce nervousness and fear, understanding your strengths as a presenter and how to appeal to different types of people, recognizing how visual aids can create impact and attention, developing techniques to create a professional presence, and learning some different ways to prepare and organize information."

PDOE 065 Emotional Intelligence

0 credits

"We all like to think that we, and our colleagues, are logical beings who behave in rational ways but is this really the case? Our emotions always influence and occasionally override our intellect. This workshop will provide the tools for participants to understand Emotional Intelligence; begin to use it to their advantage; and develop it further. Whether you are hiring someone, working to help colleagues develop valuable job skills or are trying to move ahead in your career, understanding Emotional Intelligence offers you a unique view of human interaction and provides insight into how to use your strengths to your advantage."

PDOE 066 Personal Branding

0 credits

"Do you have a brand for your company called ""You?"" Do you truly know how to set yourself apart to have a competitive edge? You are a product that has features and benefits and you need to market that product. Discover how to build a powerful and impactful presence that will enhance your visibility and increase your marketability. No prerequisite required. A participant's guide will be provided by the trainer."

PDOE 067 Time Management

0 credits

Attribute: XCS

"Today there are many conflicting priorities demanding your time. With the endless flow of e-mails, texts, meetings, priorities, projects, and documents that all demand your immediate attention, how do you prioritize and at the same time get results? Time management is an essential skill that helps you keep your work under control. When you know how to manage your time you gain control, increase productivity and achieve greater results. Effective time management isn't about controlling time, it's about managing how you invest your time. This workshop will provide you with the tools and best practices for prioritizing tasks, dealing with frequent distractions, and overcoming procrastination to make time-wise decisions."

- PDOE 070 Advanced Excel 0 credits**
 Attribute: XCS
 "Go beyond the basic Excel formulas. Learn to create IF statements, the count function, absolute value, pivot tables and using dates in your calculations. Learn to create charts from your data."
- PDOE 071 Access 3 0 credits**
 "The third in the series, this course focuses on a variety of tools and macros available to experience Access users. Included will be training in database manipulation, developing and using program tools in providing multiple presentation formats, and using multiple data sources to improve the efficiency of the program and resulting databases. Prior experience with Access is required for this course. Requires Access 1 and Access 2."
- PDOE 072 Making Most of Business Web Page 0 credits**
 "This class will feature the methods to get the most effective use of your WEB presence. From design suggestions, text and graphics and positioning for general WEB searches."
- PDOE 073 Upgrading to Windows 2007 0 credits**
 This class focus is on the improvements available to business owners and managers with this more powerful version of the Microsoft Office suite. Learn how to use the newest version and to use your current files as you gain more control over your business applications.
- PDOE 074 Computer Skills for the Workplace 0 credits**
 Gain a working knowledge of the computer skills you'll need to succeed in today's job market. This course is delivered online.
- PDOE 080 MA Certified Landscape Professional Prep 0 credits**
 "This study course will assist in preparing you for the Massachusetts Certified Landscape Professional Exam. It is designed to be a supplement to, not a substitution for, self-study. Each student will be required to purchase the MCLP Study Guide 5.0 CD prior to the start of the first class. A thorough and complete review of the study guide will be conducted."
- PDOE 086 Networked - Now What? 0 credits**
 "I networked. Now what?? Have you ever attended a great business conference, seminar, meeting - or simply had a good couple of weeks where you've met interesting, new people that could be your future clients (or customers, volunteers, colleagues, board members, etc.), and find yourself wondering now what?? How do I actually begin a relationship with these folks which, ideally, will convert to additional business? What are the best next steps, given my limited time and social media savvy? If this sounds familiar, please join us for an informative, interactive session which will lay out both traditional and trendy ways to follow up with new contacts that could lead to mutually beneficial business relationships."
- PDOE 089 Customer Service in the Public Sector 0 credits**
 Attribute: XCS
 "Superior customer service is vital to the success of the travel, tourism and hospitality sectors. Restaurants, museums, hotels and pubs all thrive and prosper by ensuring a positive experience is had by local residents and the traveling public. In this interactive series, participants will develop and/or enhance their skills in four key areas: first impressions; communication; problem solving; teamwork."
- PDOE 090 Customer Service for Allied Health 0 credits**
 "This highly interactive, four session, allied health customer service program will give participants the skills they need to effectively interact with clients and co-workers while on the phone, in the office or in the field. Using a building block format, this seminar series will focus on topics to help allied health employees better understand and appreciate their customers, minimize conflict and misunderstanding, communicate effectively, learn the skills necessary to manage angry or difficult customers, and improve team effectiveness."
- PDOE 091 Customer Service for Retail 0 credits**
 "This highly interactive, four session, retail customer service program will give participants the skills they need to effectively interact with customers and co-workers while on the phone, in the office or in the store. Using a building block format, this seminar series will focus on topics to help retail employees to better understand and appreciate their customers, minimize conflict and misunderstanding, communicate effectively, learn the skills necessary to manage angry or difficult customers, and improve team effectiveness."
- PDOE 092 Non-Profit Management 0 credits**
 "This program will assist Non-Profit managers to hone and develop management skills, improve communication skills and learn motivational and coaching strategies in order to achieve organizational goals. In addition, participants will learn processes and techniques that will help solve work problems and make quality decisions that bring value to their non-profit organizations."

- PDOE 110 Outstanding Customer Service 0 credits**
 "Learn some of the field-tested techniques professionals use to provide excellent service to their customers. Businesses succeed or fail based on the relationships they form and nurture with their customers. Customer service skills are never "good enough," but are in a constant state of improvement. Master new skills that you can put to use right away! This is two-part training."
- PDOE 111 Sales and Service 0 credits**
 "Does the word "Sales" frighten you? Learn how to think out of the box when meeting with your customers and learn service techniques that will bring success. You will leave this seminar confident of your ability to do your job."
- PDOE 115 "Documentation, Discipline & Discharge" 0 credits**
 "We begin each employment relationship with a set of expectations. What happens if those expectations aren't met? Ignoring the situation is not in anyone's best interest. Ideally, the employee will take responsibility for correcting his or her won behaviors and/or attitudes once he/she knows that the expectations are not being met. However, there are times when disciplinary action or involuntary termination is the only recourse."
- PDOE 120 "Write Here, Write Now (Contemporary Business Writing)" 0 credits**
 Attribute: XCS
 "Using a 5-step process to save time and increase efficiency, participants will learn to create action-oriented documents that communicate more effectively and produce results."
- PDOE 122 Customer Service 0 credits**
 "It is getting harder and harder to please today's demanding Customer. Good customer service isn't always enough. No matter how good you may think you currently are at satisfying and keeping customers, if you are looking to "move to the next level" of providing customer service, then this course is for you."
- PDOE 130 Identify & Developing New Leaders 0 credits**
 "Learn how to identify and develop leadership characteristics in co-workers and in yourself. Every organization needs employees who take responsibility, think and problem-solve creatively, and encourage the team to its highest achievement levels. Developing and improving leadership skills will take your organization to a higher level of success. This is four-part training."
- PDOE 131 Building Better Work Relationships**
 "Workplace relationship building is not always easy. Problems can arise as the result of clashing personalities, miscommunication and cultural differences. These factors create bad relations between people, and the workplace becomes "toxic". Learn how to strengthen and better manage your interpersonal relationships in your workplace. No prerequisite required. A participant's guide will be provided by the trainer."
- PDOE 132 Developing as a Professional**
 "A powerful professional presence strengthens your credibility and creates a positive impression on those around you. Learn what qualities define a professional and what you can do to improve or enhance your professional presence. No prerequisite required. A participant's guide will be provided by the trainer."
- PDOE 133 Raising Your Emotional Intelligence**
 "Building self-control, being aware of how you make and avoid choices is key to managing your emotions. Discover strategies to raise your emotional intelligence to help you gain a sense of personal power in managing workplace relationships more effectively. No prerequisite required. A participant's guide will be provided by the trainer."
- PDOE 138 Analysis/Data Visualization in Excel 0 credits**
 "In this class you will be introduced to the powerful features of Microsoft Excel that can be efficiently used to analyze and visualize the data, to help you make smart decisions faster.
 Prerequisite: Working knowledge of Excel."
- PDOE 139 Productivity Tools for Your Business and Projects 0 credits**
 Attribute: XCS
 "Today, many businesses and projects agree that the use of project management software is essential to manage the complexity of any business or project. Most are aware of project management software such as MS Project and Primavera, which are expensive to use. However, there are many open source project management software available which are absolutely free. In this class, you will be introduced to at least five free PM software. You will learn the capabilities of each, and understand the application of these software to your business or project. We will also try to identify the factors that might affect your decision in choosing the right project management software for your business or project. This class is for project managers and business owners who are looking for alternate tools to help them succeed."

- PDOE 140 How to Deal w/Difficult Customers 0 credits**
 "This workshop helps front-line employees learn the skills necessary to manage and diffuse difficult customer interactions. Key steps are shared on how to calmly respond when an angry customer lashes out and how to maintain professionalism. Finally, stress buster techniques are highlighted to relieve tension and stress at the workplace."
- PDOE 141 Project Management 0 credits**
 Attribute: XCS
 This seminar will focus on learning the key components of project management and develops skill at measuring and monitoring project performance that will increase the probability of success. This session is designed to provide the foundation of conceptual knowledge that will be valuable regardless of the technological tools.
- PDOE 142 Project Management Part 2 0 credits**
 "A continuation of Part 1, you will learn to create a Project Outcome Statement, identify key players needed, develop a detailed Action Plan, maximize formal and informal communication among project teams, and manage changes and risks inherent to all projects."
- PDOE 143 Supervisor and the Law 0 credits**
 "This seminar is designed to help supervisors and managers understand how employment laws work in the real world and how they affect their everyday duties. Learn how to recognize situations that pose a risk to the organization and how to respond appropriately, management techniques and the impact of personal and bias experience on employment decisions."
- PDOE 144 HR for Non HR Managers 0 credits**
 "This seminar is designed to help supervisors and managers understand how employment laws work in the real world and how they affect their everyday duties. Learn how to recognize situations that pose a risk to the organization and how to respond appropriately, management techniques and the impact of personal and bias experience on employment decisions."
- PDOE 145 Managing Multiple Priorities 0 credits**
 Learn tips for time management and organization as well as techniques for stress management and delegation skills when appropriate. Identify one's own time management score. Identify and overcome barriers to the productivity task accomplishment. Prioritize a day or week to be very effective.
- PDOE 150 Introduction to MS Project 0 credits**
 "Learn to create and manage a project schedule using Microsoft Project. Upon successful completion of this course, students will be able to: identify the basic features and components of the MS Project environment, create a new project plan file and enter project information, manage tasks through organizing and setting task relationships, manage resources for a project, and finalize a project plan."
- PDOE 151 Intermediate MS Project 0 credits**
 "Learn to exchange project plan data with other applications, update a project plan, manage project costs, report project data visually, and reuse project plan information using MS Project."
- PDOE 170 Land Surveying 0 credits**
 "In this course participants will learn the basic principles of surveying. They will perform a field survey and produce a certified plot plan using Auto CAD. During this field lab, the participants will receive training from a Registered Professional Land Surveyor in the proper use of field Instruments and the procedures to be used in the field traverse."
- PDOE 171 AutoCAD for Land Surveyors 0 credits**
 This course is the first part of a two part certificate program designed to provide a person with the knowledge to produce a plan from field to finish. This course will be beneficial in providing field personnel with an understanding of field work and will aid those individuals looking to improve their knowledge and performance in the Land Surveying Profession. The course will be geared to land surveying with practical hands-on application for the Industry.
- PDOE 172 Tech Awareness for Land Surveyors 0 credits**
 "Gain exposure to the latest trends in technology affecting the Land Surveying profession. Topics include: Data collector software and field to finish processing:GPS; Robotic total stations and Laser Scanners. Seminar will be put on by Jim Bosworth of MTS and Douglas Aaberg, PLS of Aaberg Associates, Inc. Ample time will be given for Q&A."
- PDOE 175 Drinking Water Distribution 0 credits**
 "Offered in partnership with the Massachusetts Water Works Association, this 39-hour state approved Concepts and Practices of Drinking Water Distribution course is designed to introduce the concepts of drinking water distribution operations to individuals seeking a new career or presently working in the drinking water distribution field. This course is a pre-requisite for taking the drinking water licensing exam(s) for water distribution, grades D2, D3, or D4 and is a required component for eligibility as an

operator-in-training or a full license operator. Participants will learn required information and critical thought processes involved in the understanding of the successful operation and maintenance of drinking water distribution systems. Additional cost for textbooks."

PDOE 176 Drinking Water Treatment 0 credits

"Offered in partnership with the Massachusetts Water Works Association, this 42-hour course is designed to provide the student with the general concepts of drinking water treatment operations. Emphasis will be on proper chemical application, regulations, laboratory analysis, safety, and electrical/mechanical equipment. An introduction of topics covering hydrology, hydrologic cycle, potable water sources and use, treatment technologies, and administration, will be provided. Additional cost for textbooks."

PDOE 177 Advanced Drinking Water Treatment

""Offered in partnership with the Massachusetts Water Works Association, this 35-hour state approved course is designed to provide the student with the advanced concepts of drinking water treatment operations. Operator will be equipped with ability to control process, not just basic understanding (e.g. being able to answer the 'why?' or 'why not?' questions). Emphasis will be on filtration and reporting. Advanced topics on potable water sources and use, treatment technologies, laboratory, and administration will be covered. Students must possess a Grade 2T (full or OIT) license or have successfully completed a Basic Treatment course.""

PDOE 200 Cisco CCNA Certification 0 credits

"The Cisco CCNA Online Training Program will give you the essential knowledge to install, configure, and operate simple routed LANs and WANs. You'll learn about switched LAN Emulation networks made up of Cisco equipment while you prepare for Cisco certification. The program provides focused coverage of Cisco router configuration procedures, which are mapped to exam objectives to prepare you for Cisco Exam 640-802. This course is delivered online."

PDOE 205 Marine Technician Fundamentals 0 credits

"This is the first of three modules required to earn the Marine Technician 350-hour Certificate, a program approved by and offered in partnership with the Massachusetts Marine Trades Association (MMTA). This course provides an overview of the marine industry and working environment for technicians, marine tools and equipment, and safety training. Introduced are the basic principles of internal combustion engines, engine systems, basic electricity and theory of power generation. In addition, fuel, water, steering, electrical, lubrication, ventilation, ignition and instrumentation systems are presented, as well as basic trouble-shooting for each system. Also covered are Spring preparation and repair, Fall lay-up, trailering, yard equipment, and basic boat moving and handling. Instruction includes both lecture and hands-on training."

PDOE 206 Marine Technician Outboard Engines 0 credits

"This is the second of three modules required to earn the Marine Technician 350-hour Certificate. Participants learn the various parts and processes involved in installation, repair, and maintenance of outboard engines. Included is instruction on fuel, electrical, lubrication, and cooling systems of two and four stroke outboards, both carbureted and injected engines. Also covered are lower units and propulsion, power tilt/trim, tune-up, trouble-shooting, winterization and preventative maintenance of outboards. Marine Technician Fundamentals is a prerequisite for this course."

PDOE 207 Marine Technician Inboard Engines 0 credits

"This is the third of three modules required to earn the Marine Technician 350-hour Certificate. Participants learn theory, design, operation, controls, installation, maintenance, and troubleshooting skills for marine inboard, inboard/outboard, stern drive, and diesel engines. The design differences among the engines, as well as their various cooling, lubrication, exhaust, gearing, propulsion, transmission, and hydraulic systems are presented. Instruction includes both lecture and hands-on training. Marine Technician Fundamentals and Marine Technician Outboard Engines are prerequisites for this course."

PDOE 208 Cultural Competency 0 credits

Attribute: XCS

"In this interactive and engaging program, participants will explore implicit bias and the many facets of diversity and identify organizational, cultural, and individual perspectives on valuing diversity and embracing inclusion in the workplace."

PDOE 209 Discrimination and Sexual Harassment 0 credits

Attribute: XCS

"In this engaging and interactive training, participants will be educated about the legal obligations of their organization and the responsibilities of supervisors. Laws that will be discussed include: Title VII, ADA, FMLA, and Massachusetts law. The workshop will equip managers with the tools to recognize and address issues in the workplace and will provide a solid foundation for how best to handle challenges in ways that can head-off escalation of situations."

PDOE 210 Communicating for Impact and Results 0 credits

"Communication goes beyond techniques, body language, tone of voice, and other mechanical methods. In this course, you will learn the strategies to grow into a leader that can connect with others so that you can communicate in a way that gets your message across, inspires action from others, and helps you achieve better results."

- PDOE 211 Moving from Manager to Leader 0 credits**
 "Learn and discuss simple insightful ways to interact more positively with employees, customers, and other stakeholders. Learn and apply the proven steps to raise your influence, lead, motivate, inspire, and empower others so that you can impact your team, organization, and industry."
- PDOE 212 Hiring the Best! 0 credits**
 "This course is for human resources professionals, managers, and others who wish to learn specific strategies and best practices for finding, hiring, and retaining the best talent for an organization."
- PDOE 213 Compensation and Market Pricing 101 0 credits**
 "This course is designed for the business professional who is responsible for developing an organization's compensation strategy and making compensation decisions. Course topics will include compensation basics, common approaches to designing base pay programs, along with strategies for using variable pay programs. Participants will gain an understanding of how to use compensation to drive the achievement of organizational goals and the different approaches for designing compensation goals."
- PDOE 220 Improving Your Virtual Presentation & Meeting Skills 0 credits**
 Attribute: XCS
 "Remote working is heightening the need to have great virtual presentation and meeting skills. This workshop will help employees at all levels develop new skills to help meet changing expectations and conduct powerful, professional and effective meetings and presentations in a virtual environment, taking advantage of the technology available to them."
- PDOE 221 For Managers: How to Give and Receive Performance Feedback Virtually 0 credits**
 Attribute: XCS
 "This workshop will provide managers with the tools and information necessary, even while working remotely, to give and receive effective performance feedback. Participants will learn the following: how to accurately document performance, how to provide effective feedback to employees while working remotely, how to assess professional development and training needs, how to continue to motivate your employees in a remote working environment, and how to conduct difficult conversations with employees who need to show improvement."
- PDOE 245 Public Speaking**
 "Delivering effective presentations and speaking in public is a common activity that nearly everyone has to do in today's business environment. Participants in this course will acquire the skills to manage themselves and their audience for an effective and memorable presentation by using speaking practice, feedback, discussion, strategies, and tools."
- PDOE 248 Creating Tables in MS Word 0 credits**
 Learn to create various types of tables using different formatting and styles. This class will show you how to sort and calculate data in a table as well as enhance your table formatting techniques.
- PDOE 249 Maximize Your Power to Communicate**
 "Are you a professional struggling with difficult conversations, in need of delivering a professional presentation, challenged with trying to collaborate or finding limited success being influential? Come strengthen your communication skills and advance your career with the Six Pillars of Effective Communication."
- PDOE 250 Insurance Series**
 "Students who register for this course will receive a discounted rate and will be automatically signed up for all five (5) courses in the insurance series. Each individual course is Massachusetts-approved for three CE credit hours."
- PDOE 251 Auto/Homeowners Insurance**
 "From personal and business auto insurance policies to homeowner, condo and renters policies, this course will examine the connection of these two types of insurance coverages. Underwriting and coverage issues will also be discussed in this 3 hour seminar."
- PDOE 252 Business Insurance**
 "This seminar will provide a full analysis of evaluating, underwriting and coverage needs for any business. Liability, property replacement and content amounts are just a few of the topics that will be discussed. Case studies will be reviewed and analyzed."
- PDOE 253 Understanding & Usage of Life Insurance**
 "This seminar will provide an in-depth overview of when and how to plan to use personal and business life insurance. Underwriting, evaluating risk factors and significant historical developments in life insurance will change the student's view of just comparison between term to whole life insurance."

PDOE 254 Disability Income Insurance

"Gain an in-depth analysis on how to plan for personal and business disability insurance. Key person and business buy sell will be included."

PDOE 255 Long Term Care Insurance

"An in-depth analysis on the complex yet much needed financial planning for costs associated with unexpected home, assisted living and skilled nursing care costs. Case studies will highlight the problems of evaluating family and business succession dynamics, legal and government roles that insurance must interact with. Life and disability insurance will also be part of the discussion."

PDOE 260 "Diversity, Equity, and Inclusion (DEI)"

0 credits

Attribute: XCS

"In this interactive and engaging program, participants will explore the many facets of diversity; including an examination of the role of implicit bias and an exploration of microaggressions and how they can affect the culture of an organization."

PDOE 261 Going Beyond DEI: Making Diversity Work for Your Organization and Bottom Line

0 credits

Attribute: XCS

"In this interactive and engaging program, participants will explore how to create allyship and build relations across cultures within an organization; incorporating DEI into becoming part of company culture, and thus, benefiting the company and its bottom line."

PDOE 262 Effective Meetings Workshop

0 credits

Attribute: XCS

"Plan, hold, and participate in effective meetings that inform and motivate. The following key elements of an effective meeting will be discussed: meeting agenda, meeting meetings, action items, meeting owner/chairperson."

PDOE 270 Using Social Media in Business

0 credits

"Learn how to use the five most popular social media platforms Facebook, Twitter, LinkedIn, Pinterest, and Google+ to grow and promote your business. This course is delivered online."

PDOE 271 Speed Spanish I

0 credits

"Our Speed Spanish courses are unlike any other Spanish classes you may have ever taken. You'll see words, hear them pronounced properly, and be granted plenty of opportunities to practice your pronunciation. Then, you'll learn several clever recipes that you can use to glue the words together into sentences."

PDOE 272 Cisco CCNA Certification Training

0 credits

"The CCNA certification indicates a professional level of knowledge and a foundation in basic networking. This program incorporates the objectives for the Cisco CCNA exam, focusing on giving you the skills and knowledge necessary to install, operate, and troubleshoot a small and medium branch office Enterprise network, including operating IP Data Networks, LAN Switching Technologies, IP Addressing, IP Routing Technologies, IP Services such as DHCP, NAT, ACLs, FHRP, Syslog, SNMP v2/v3, Network Device Security, Troubleshooting, and WAN Technologies. A student should be able to complete configuration and implementation of a small branch office network under supervision. Upon successful completion of this program, you'll be prepared to sit for either the 200-120 CCNA exam or the 100-101 ICND1 and 200-101 ICND2 exams. This program provides online tutorials, practice questions, online labs (using real Cisco equipment), and a mentor to answer any questions you may have pertaining to the curriculum and program completion. Upon registering, you are given six (6) months to complete the program."

PDOE 273 Cisco CCNA Certification Extension

0 credits

This course provides students with a 3 month extension towards the completion of the Cisco CCNA Certification program.

PDOE 300 Massachusetts 1B/Telescoping Booms

0 credits

"This course qualifies for CE credits in MA. The materials covered in this course include: Massachusetts regulations, crane components, hydraulic theory, mathematical calculations, inspection parameters, wire rope, standard hand signals and load charts. This course prepares the attendee for successful completion of the Hydraulics Engineers' licenses in MA."

PDOE 301 Massachusetts 1C/Forklift Renewal

0 credits

"This course qualifies for CE credits in MA. The materials covered in this course include: Massachusetts regulations, crane components, mathematical calculations, inspection parameters, standard hand signals, load charts and forklift operations."

PDOE 310 Massachusetts 1C/Forklift Renewal

"This course qualifies for CE credits in MA. The material covered in this course includes: Massachusetts Regulations, Crane Components, Mathematical Calculations, Inspection Parameters, Standard Hand Signals, Load Charts and Forklift operations."

PDOE 311 Massachusetts 2A/Excavator Renewal

"This course qualifies for CE credits in MA. The material covered in this course includes: Massachusetts Regulations, Proper equipment setup, Jobsite safety, Component recognition, Introduction to Hydraulic Theory and Inspection Parameters.

PDOE 312 Massachusetts 1C/2A Combined Renewal

"This course qualifies for CE credits in MA. Students who register for this course will receive a discounted rate and will be automatically signed up for both courses: MA 1C Forklift and MA 2A Excavator.

PDOE 313 Bankruptcy Law**0 credits**

This seven-week course is designed to introduce paralegal students to the complexities of bankruptcy law. The course is designed to train students to work as bankruptcy paralegals. It also provides paralegals working for attorneys who specialize in other areas of law with the knowledge they may need to assist their attorney with clients who receive notice of a bankruptcy. Coursework in Bankruptcy Law is equivalent to 45 clock hours of study. This course is delivered online.

PDOE 315 AC Electrical Theory**0 credits**

"One of 12 state-approved and mandated courses required to fulfill the 300-hour classroom training requirement for the Electrician D-License. This course covers the historical evolution of electrical applications and how these applications apply to the alarm industry. Special topics covered include AC power circuits, formulas, parallel and series circuits. Participants must possess a high school diploma or equivalent."

PDOE 316 DC Electrical Theory**0 credits**

"One of 12 State-approved and mandated courses required to fulfill the 300-hour classroom training requirement for the Electrician D-license. This course includes a review of DC electrical theory, including Ohms Law, voltage, current, resistance, electric power, series and parallel circuits. Participants must possess a high school diploma or equivalent."

PDOE 323 MA Real Estate Sales Lic Prep**0 credits**

This course will present the information necessary to take and pass the Massachusetts Real Estate Salesperson's Examination and meets the requirements of the MA Board of Registration of Real Estate Brokers and Salespersons for license preparation. The course meets the new education requirements for classroom preparation for the Real Estate Salesperson. Classroom preparation for the Salesperson Examination has increased from 24 hours to 40 hours.

PDOE 324 Electrician D Lic/Mass Elect Code-1**0 credits**

Attribute: XCS

One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course will review the Massachusetts Electrical in all areas that pertain to security installation. The course will also cover the first section of the National Electrical Code and the relevant laws and requirements involving the installation of security systems. This is a four-part course.

PDOE 325 Electrician D Lic/Mass Elect Code-2**0 credits**

Attribute: XCS

One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is Part Two of Massachusetts Electrical Code and the National Electrical Code. Participants must possess a high school diploma or GED.

PDOE 326 Electrician D Lic/Mass Elect Code 3**0 credits**

One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is Part Three of Massachusetts Electrical Code and the National Electrical Code. Participants must possess a high school diploma or equivalent.

PDOE 327 Electrician D Lic/Mass Elect Code 4**0 credits**

One of 12 State-approved and mandated courses required to fulfill the NEW 300-hour classroom training requirement for the Electrician D-License. This course is Part Four of Massachusetts Electrical Code and the National Electrical Code. Participants must possess a high school diploma or equivalent.

PDOE 328 Electrician D Lic/Alarm Systems

"One of 12 state-approved and mandated courses required to fulfill the 300-hour classroom training requirement for the Electrician D-License. This course covers the history of burglary alarm systems from their inception to the present. The course discusses the main components found in burglar alarm systems, how these components operate, and basic troubleshooting when installing these components. Participants must possess a high school diploma or equivalent.

PDOE 329 Electrician D Lic/Fire Systems

"One of 12 state-approved and mandated courses required to fulfill the 300-hour classroom training requirement for the Electrician D-License. This course covers the history of fire detection systems from their inception to the present. The course discusses the main components found in burglar alarm systems, how these components operate, and basic troubleshooting when installing these components. Participants must possess a high school diploma or equivalent.

PDOE 330 Electrician D - MA Bldg Codes

"One of the 12 state-approved and mandated courses required to fulfill the

PDOE 331 Electrician D - NFPA Part 1

"One of the 12 state-approved and mandated courses required to fulfill the

PDOE 332 Electrician D - NFPA Part 2

"One of the 12 state-approved and mandated courses required to fulfill the 300-hour classroom training requirements for the Electrician D license. This course gives an in-depth understanding of NFPA-72 and its interpretation for alarm installers. All requirements of a fire detection system under NFPA-72 will be analyzed. Job site safety issues will be discussed. Participants must possess a high school diploma or equivalent.

PDOE 333 Electrician D - NFPA Part 3

"One of the 12 state-approved and mandated courses required to fulfill the 300-hour classroom training requirement for the Electrician D license. This course is a continuation of NFPA-72 Part 2. Participants must possess a high school diploma or equivalent.

PDOE 334 Elec D/DC Theory (8 hr)**0 credits**

This course covers additional topics of DC Theory as they pertain to Burglar and Fire Alarm E License Preparation.

PDOE 335 Home Inspector Professional Ethics**0 credits**

This course will provide licensed home inspectors with a 1-hour review of the standards of professional and ethical conduct as set forth by the MA Board of Registration of Home Inspectors.

PDOE 336 266 CMR Regulations for Home Inspectors**0 credits**

"This course will provide licensed home inspectors with a 4-hour review of the most current 266 CMR regulations including the MA Standards of Practice. Numerous illustrations will be used to teach each system that a home inspector is required to know, identify, and report on."

PDOE 337 Plumbing/Gas Systems/Home Inspection**0 credits**

"This course is designed to improve the licensed home inspectors' understanding of basic principles necessary to recognize problems in plumbing and gas systems in residential properties. You will be trained to make observations and judgments regarding acceptable installation and operation of systems, as well as requirements for fixtures, materials, water temperature, pipe sizing, and venting. Basic observations will be made from CMR 248 Fuel Gas and Plumbing Code as it relates to home inspection. (3.5 contact hours)"

PDOE 338 Heating Systems/Home Inspection**0 credits**

"This course is designed to assist licensed home inspectors in understanding and recognizing adequately installed and operating residential heating systems. Discussion will focus on warm air furnaces, boilers, and oil distribution systems. An overview of applicable MA State Code will be addressed as it relates to the home inspection process. (3.5 contact hours)"

PDOE 339 EMT Certification Exam**0 credits**

"This is the practical exam required to gain Massachusetts and National Registry certification. The test consists of four skill stations - spinal immobilization (patient is in sitting or supine position), splinting (upper extremity splint and traction splint), resuscitation (CPR and the use of the AED), and patient assessment (medical and trauma). This practical exam utilizes State Approved EMT examiners and is sponsored by Massasoit Community College. Practical exams will be held at the Middleborough Center. All examinees must register at least one week in advance of the practical exam date."

PDOE 360 ICD-10 CM Coding

"In this course, students who already have coding experience and are familiar with ICD-9-CM will learn the basic principles of coding in the new ICD-10-CM system, and also will understand the major differences between ICD-9 and ICD-10 and how these differences will be reflected in accuracy of documentation and key specificity of coding detail."

PDOE 364 Managing Data with Excel**0 credits**

"Topics to be discussed include how to sort, filter and manage data lists in a variety of ways. Use your data to create mail merge documents, labels and envelopes."

- PDOE 365 Managing Workplace Stress 0 credits**
 Attribute: XCS
 This course offers insights into the many factors affecting stress both at work and outside of work. It is designed to help supervisors and employees understand the role and responsibility they have in recognizing and supporting staff and coworkers who are feeling stressed.
- PDOE 366 OSHA 10-Hour Construction 0 credits**
 Attribute: XCS
 "This course provides entry-level construction workers with information about their rights, employer responsibilities, and how to recognize, control, avoid and prevent job related hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site such as fall protection, electrical, struck-by, caught between, scaffolds, and ladders. The practical, focused, and "how to" instructional approach will provide a basic orientation to the many concepts of safe work practices and hazard avoidance. Upon successful completion of the course, participants will receive an OSHA 10-Hour Construction Outreach DOL course completion card."
- PDOE 367 OSHA 10-Hour General Industry 0 credits**
 "Learn the tools you need to see how your safe work practices can meet all the OSHA standards. This course is developed for general industry and covers what is required by OSHA standards in essential operation areas. The practical, focused, and "how to" instructional approach will provide a basic orientation to the many concepts of safe work practices. Upon successful completion of the course, participants will receive an OSHA 10-Hour General Industry Outreach DOL course completion card."
- PDOE 368 OSHA Safety Training 12 0 credits**
 "In this course students will learn the safety and employee responsibilities meeting OSHA standards including electrical, fall protection, requirement for walking and working surfaces, personal protection and more."
- PDOE 369 OSHA 30-Hour Construction 0 credits**
 "The OSHA 30-Hour Construction course is an advanced safety training course that gives workers a more in depth look into the hazards and injuries that could be faced at worksites and the prevention methods to be used. A large variety of topics will be covered including: cranes, excavations, materials handling, storage, use and disposal, scaffolds, tools - hand and power, intro to industrial hygiene, safety and health programs, fall protection, and confined space. The course will involve both classroom and hands-on style training and is specifically devised for safety directors, foremen, and field supervisors. Upon successful completion of the course, participants will receive an OSHA 30-Hour Construction Outreach DOL course completion card."
- PDOE 370 OSHA 30-Hour General Industry 0 credits**
 "The OSHA 30-Hour General Industry course is an advanced safety training course that gives workers a more in depth look into the hazards and injuries that could be faced at worksites and the prevention methods to be used. A large variety of topics will be covered including: hazardous materials, permit-required confined spaces, lockout /tagout, machine guarding, welding, cutting, and brazing, introduction to industrial hygiene, blood borne pathogens, ergonomics, fall protection, safety and health programs, and powered industrial vehicles. The course will involve both classroom and hands-on style training and is specifically devised for safety directors, foremen, and field supervisors. Upon successful completion of the course, participants will receive an OSHA 30-Hour General Industry Outreach DOL course completion card."
- PDOE 371 OSHA 300 Recordkeeping 0 credits**
 Attribute: XCS
 "This 2 hour course will cover OSHA's revised recordkeeping requirements, the new recordkeeping forms, and offers a number of opportunities for you to practice classifying a case's recordability. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Course topics include: recordkeeping forms, protection of employee privacy, recordable injuries and illnesses, non-recordable injuries and illnesses, categories of incidents, and COVID-19 recordability."
- PDOE 372 Bloodborne Pathogen & Needlestick Safety & Prevention 0 credits**
 Attribute: XCS
 "This program provides information about the requirements of the Occupational Health and Safety Administration (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030. Information about the Needlestick Safety and Prevention Act will also be provided. Participants will learn the requirements of the OSHA Bloodborne Pathogens Standard including definitions, minimum elements of an exposure control plan (ECP), engineering and work practice controls, methods of compliance with the standard, use and availability of the hepatitis B vaccine, actions required in the event of an exposure, post-exposure follow-up, labeling, training, workplace communication of hazards, and required record keeping. (This course is general in nature and not state specific.)"
- PDOE 373 "Slips, Trips, and Falls in the Workplace" 0 credits**
 Attribute: XCS
 "Falls are the leading cause of injury and fatality in the construction workplace. This intermediate Slips, Trips, and Falls online safety course focuses on prevention of injury by teaching you the common exposures that lead to workplace accidents. This course offers

steps for planning, communicating, and educating for success in creating a safe work environment, which is the key to preventing accidents and injuries."

PDOE 374 Infectious Disease Control for Construction

0 credits

Attribute: XCS

"Construction work may require special procedures, equipment and precautions for performing the work. In these challenging times the risk of exposure at our job sites is more prevalent than ever before. Construction, renovation, and demolition activities can affect contractors, subcontractors, and the general public. Dust and debris from construction, renovation, and demolition activities can be a hazard. Workers can be exposed to hazardous environments and materials such as infectious disease in the workplace by the nature of their business. This course is designed to give the worker a better understanding of infection control, safety, PPE, hazards, and mitigation."

PDOE 375 Starting a Weatherization Business

0 credits

"This workshop is being sponsored by the MassGREEN Initiative and Massasoit Community College to help you decide if this is really a business you can succeed in or can reposition your existing business to take advantage of the Green momentum! Many millions of dollars will be spent on weatherization in the foreseeable future and include money spent on; improving insulation, replacing old windows, sealing foundations. There will be a strong need for more contractors to provide these services."

PDOE 376 The New Normal--Business in MA after COVID-19

0 credits

Attribute: XCS

"This 2-hour course takes a deep dive into what the "New Normal" is for businesses in Massachusetts after Covid-19. Each state has made their own "rules" and MA is no different. Following the CDC guidelines and reopening in phases will help with disease transmission in the workplace. This course will help define what your business should look like in terms of Mandatory Safety Standards. Course topics include: social distancing, hygiene protocols, staffing and operations, cleaning and disinfecting, sector specific safety protocols, best practices, and poster and translations."

PDOE 377 Ergonomic Injury Prevention

0 credits

Attribute: XCS

"This course is designed to provide the basic information needed to recognize and report 'musculoskeletal disorders (MSD) signs, symptoms, and risk factors. It addresses the key components of an 'Ergonomics Program and also provides information to assist both employees and employers in minimizing the 'risk of developing work-related MSDs/injuries. This course applies to employees and employers in industrial work 'settings. The content in this course is designed to comply with the intent of the applicable regulatory 'requirements."

PDOE 378 Paralegal Basic

0 credits

"Learn to increase your efficiency and billable hours with this intensive, nationally acclaimed, 84-hour Paralegal program. Designed for beginners as well as advanced legal workers, you will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. No prerequisite but expect to complete a significant amount of homework for each session! Certificates issued upon successful completion of course. Additional cost for five required books."

PDOE 379 Basic Life Support (BLS) for Healthcare Providers

0 credits

"The BLS for Healthcare Providers course is designed to provide skills required in a healthcare setting. This program is for physicians, nurses, paramedics, emergency medical technicians, respiratory, physical, and occupational therapists, physician's assistants, and other allied health personnel. In addition, BLS training can be appropriate for first responders, such as police officers and firefighters, as well as for laypeople whose work brings them into contact with members of the public. Skills taught are adult and pediatric CPR, two-rescuer scenarios and use of the bag-valve mask, foreign-body airway obstruction (conscious and unconscious), automated external defibrillation (includes child AED update), special resuscitation situations, and other cardiopulmonary emergencies."

PDOE 380 Ophthalmic Assistant

0 credits

"This 42-hour course will introduce you to the basic knowledge required for a career in ophthalmic medical assisting. From anatomy and physiology of the eye to pharmacology, you will gain the skills to succeed. Certificate issued upon successful completion of the course."

PDOE 381 EMT-Paramedic to Paramedic Transition

0 credits

"This 16-hour course is for EMT-Paramedics (EMT-PS) who were nationally registered and will now become nationally certified paramedics. This course is also for ALL Massachusetts EMT-Paramedics! This two-day course will fulfill the National and Massachusetts educational requirements for the transition from EMT-P to Paramedic designation. Upon successful completion of this course, students will receive a course certification."

PDOE 382 EMT Core Competency Program 0 credits

"This 20-hour course is designed to meet and/or exceed National and Massachusetts refresher requirements for EMT-Basics. This course is based upon task analysis of EMTs and focuses on what skills EMTs perform in day-to-day operations. Upon successful completion of this course, students will receive a course certificate."

PDOE 383 Basic Emergency Medical Technician 0 credits

"This 172-hour MA accredited certificate program is designed to prepare students to function in the field as pre-hospital care providers. The curriculum follows National Standard Curriculum and meets and/or exceeds the Massachusetts Department of Public Health Office of Emergency Medical Services (OEMS) requirements. Through classroom and hands-on training, students learn how to manage emergencies in the pre-hospital environment including but not limited to: medical, traumatic, obstetric, psychiatric, pediatric, geriatric and environmental emergencies. Successful completion allows the student to sit for State of Massachusetts and National Registry of EMT's Emergency Medical Technician certification exams. This is an entry level program for those who wish a career in Emergency Medical Services (EMS) up to the Paramedic level. Additional fees for: textbooks, uniforms, national testing and MA state certification, plus students are required to participate in an EMT online testing component (separate fee). Health Care Provider CPR is required. A Massasoit certificate of completion will be issued to students who successfully complete the Basic EMT program. For specific program requirements or information, please call x1702."

PDOE 384 Paramedic Core Competency

"National Continued Competency Requirements (NCCR) are determined by the NREMT Board of Directors based upon widespread input from EMS researchers, EMS physician and EMS provider stakeholders. The NCCR comprises 50% of the overall requirements necessary to recertify. Topics in the NCCR are chosen among the following: evidence-based medicine, any changes in the National EMS Scope of Practice Model, science-related position papers that affect EMS patient care, topics which cover patient care tasks that have low frequency yet high criticality, and articles which improve knowledge to deliver patient care. The NREMT will provide the educational materials for this component to the EMS community as part of their mission- to protect the public."

PDOE 385 EMT Intermediate 85 to Advanced EMT 0 credits

"The Massachusetts EMT-Intermediates that currently exist were trained on curriculum that was created in 1985. The goal of this program is to provide the current certified EMT-Intermediate 85 with transitional material and instruction in order to meet the current National EMS Standards Curriculum. In addition, the program will prepare the current certified EMT-I85 for the National Registry Advanced EMT Exam. The class will include classroom and lab practical sessions. There is no clinical or field internship. This course is for the current certified EMT- I85 who is looking to transition to the Advanced EMT level. Additional fee for required EMT online testing component. For more information and to verify eligibility, please call x1702."

PDOE 386 EMS Platinum Online Testing 0 credits

This online program delivers the required exams and quizzes that accompany the EMT program. This online EMT testing program is a co-requisite for the EMT program therefore all EMT students must register and participate in this program.

PDOE 387 ACLS Renewal 0 credits

"The ACLS renewal course is designed for those health care providers who wish to renew their ACLS certification. Following the American Heart Association guidelines, this instructor-led, renewal course highlights the importance of team dynamics and communication, systems of care and immediate post-cardiac-arrest care."

PDOE 388 EMS Continuing Education

"Individual Continued Competency Requirements represent 25% of the needed education. For the Individual's first ICCR, they may select any EMS related education. For following recertifications, EMTs will identify what these requirements are based upon outcomes of a self-assessment guide (offered at no additional fee) on the NREMT website as part of the recertification submission process. The assessment guide will help providers assess their knowledge and remediate any identified deficiencies (over four core content areas). The specific assessment guide results are provided only to the individual EMS provider; de-identified, aggregate data will be provided to Training Officers and no actions will be taken to restrict practice or certification of providers who need remediation. If no deficiencies are indicated, the EMS provider may select any EMS-related education for their ICCR component."

PDOE 389 Community EMS 0 credits

Attribute: XCS

This is a 100-hour program approved by OEMS designed to provide the base education for those individuals and departments that have chosen to offer Community EMS to their service area. This program will consist of classroom and some practical lab skills. There is no clinical required for this program. The program will also provide students with the base knowledge for those opting to offer Mobile Integrated Healthcare and Mobile Integrated Healthcare with diversion services. At the conclusion of this program Paramedics may be eligible to sit for the Certified Community Paramedic exam.

PDOE 400 Sustainable Business Practice in the Arts 0 credits

"This timely and informative half day class focuses on professional artists and art associations. The three inter-related topics include entrepreneurship and price setting, legal issues for the artist and using the WEB as a business tool."

- PDOE 401 Using the WEB for your artwork 0 credits**
 This course is for the professional and amateur alike. The major focus of this course is on converting your artwork for use on the WEB and in a digital world. The business implications are also noted for the professional looking to use the WEB as a business tool.
- PDOE 410 Entrepreneurship Essentials 0 credits**
 Attribute: XCS
 "Do you have the ""right stuff"" to succeed as a business owner? Is now the right time to start a business? Attend the SCORE ""Entrepreneurship Essentials"" course to get answers to these questions. We will review the risks, rewards and critical activities you need to accomplish to start a business."
- PDOE 411 Marketing Essentials 0 credits**
 Attribute: XCS
 "The SCORE Marketing Essentials course will break down the art and science of Marketing to help you communicate and deliver value to your customers, clients and partners. At the end of this course you will be able to effectively position your product or service to your target market to drive profitable results."
- PDOE 412 Finance Essentials 0 credits**
 Attribute: XCS
 "What ""story"" are your financial documents telling you? The SCORE Finance Essentials workshop consists of two sessions, a basic financial accounting overview followed by an intermediary look at budgeting and cash flow. As a result of attending this course, you will be able to read your financial statements to develop winning business strategies and tactics."
- PDOE 413 Market Essentials - Hospitality Sector 0 credits**
 Attribute: XCS
 "No business group has been affected more by COVID19 than the restaurant, hospitality sector. The SCORE Market Focus Essentials course is ""straight talk"" for anyone thinking of opening a restaurant or surviving with an existing business in this sector. Safe service, employee management and managing cash flow discussion are all ""on the table"" at this course."
- PDOE 414 Social Media Marketing Essentials 0 credits**
 Attribute: XCS
 "The SCORE Social Media Marketing Essentials course is an introduction to the discipline of Digital Marketing. Search Engine Optimization, Search Engine Marketing, Google business tools, and Email Marketing will be explained with live demonstrations to build your skills."
- PDOE 447 Antique Appraisals I 0 credits**
 Bring your antiques. Have them identified and establish their age and current value.
- PDOE 448 Antique Appraisals II 0 credits**
 Bring in additional antiques. Have them identified and establish their age and current value.
- PDOE 449 Food and Beverage cost control 0 credits**
 "This three hour seminar focuses on the operating components of purchasing, receiving, storage and production of foods and beverages found in typical restaurants. Emphasis is placed on employing proper food handling, production methods, cooking procedures and proper service. Cost control procedures will be introduced at each of these critical stages."
- PDOE 450 Servsafe - Food Handling Certificate 0 credits**
 "This course is for any food service professional required to be certified in ServSafe by federal, state, or local jurisdictions. Participants will learn all aspects of food sanitation and safety such as the flow of food, proper hygiene, HACCP, pest control, time temperature requirements, and food allergies. The certification exam is administered during the last class."
- PDOE 451 ServSafe Exam 0 credits**
 This is the exam only portion of the ServSafe course for individuals interested in re-certification.
- PDOE 452 ServSafe CD 0 credits**
 "This course meets the MA and RI certification regulations. All aspects of food sanitation and safety are reviewed. Topics include: flow of food, proper hygiene, HACCP, pest control, time temperature requirements, and food allergies. Certification exam is given the last two hours of the class."
- PDOE 453 Restaurant Emergency Training - Choke Saver Certification 0 credits**
 "This course delivers a brief overview of the knowledge and skills necessary to not only recognize but to also provide basic care for injuries (including choking) and sudden illness until more advanced medical help arrives. This 3-hour presentation meets the requirements for Massachusetts Department of Health regulation 105 CMK590.009, which requires that all food service

establishments with a seating capacity of twenty-five (25) seats or more must have a certified Choke Saver employee on premises during hours of operation. Certification is valid for 1 year."

PDOE 455 Basic Life Support - CPR & AED 0 credits

"This course is designed to provide you with the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. Textbook required."

PDOE 456 Nutrition Fundamentals 0 credits

Attribute: XCS

"This course will cover the science of food intake, building blocks of nutrition, digestion and nutrient utilization, food allergies, and alternative/complementary medicine. Students will also learn about body systems, medical nutrition, and resident care plans review."

PDOE 457 Foodservice and Personnel 0 credits

Attribute: XCS

"This course will cover menus, standardized recipes, food production systems, and quality assurance. In addition, practices for recruiting, hiring, and managing staff will also be covered."

PDOE 458 "Sanitation, Safety, and Business Operations" 0 credits

Attribute: XCS

"This course will cover safe food handling thru the flow of food. Students will also learn how to manage a monthly operating budget, capital budget, department layout, revenue, and cash handling."

PDOE 459 Certified Dietary Manager Exam Review 0 credits

"Are you preparing for the CDM Credentialing Exam? This interactive 8-hour course will provide you with a review of the knowledge and skills in the following areas - Nutrition Fundamentals, Medical Nutrition Therapy, foodservice communication and personnel, business operations along with food sanitation and safety. Upon successful completion, you will feel more confident about passing the CDM credentialing exam."

PDOE 462 Introduction to OneNote 0 credits

"In this course, participants will learn to explore Notebook structure, add content and formats to a OneNote notebook, work with Excel spreadsheets and embedded files, share and collaborate with notebooks, finalize a notebook, and manage OneNote notebooks, history, and backups."

PDOE 465 Max Productivity for Word 0 credits

Attribute: XCS

"Most of us use Microsoft Word every day and yet are unaware of the many cool ways Word can enhance our work. This class will explore features such as: Table of Contents, Creating Tables of Content, Format Painter, Mail Merge, and Multi-Item Clipboard to show participants how easy and effective it is to take 'everyday' Word to the next level."

PDOE 466 Search and Organize with Outlook 0 credits

Attribute: XCS

"Learn to organize email with advanced search tools. Learn to using flagging to easily follow up on Outlook items. Create quick steps to automate finding and organizing groups of emails, as well as tips to find any Outlook items quickly."

PDOE 467 Excel List & Data Tools 0 credits

Attribute: XCS

Learn to organize lists and use database and sorting and filtering tools to work with specific data from a large data set. Apply table formats and the tools that are associated with this feature.

PDOE 468 Introduction to Microsoft Office Suite 0 credits

Attribute: XCS

"Learn how to develop the skills necessary to use the computer as a tool for productivity, research, and communication. Through a series of hands-on activities, students will learn the basic skills of Microsoft Office. This 12-hour course includes 4-hours of instruction in each of the following: Excel, Word, and PowerPoint."

PDOE 469 Intermediate Microsoft Office Suite 0 credits

Attribute: XCS

"This course is designed for individuals with previous experience in Microsoft Office. Learn how to further develop the skills needed to become more productive in the workplace, school, and home. This 12-hour course includes 4-hours of instruction in each of the following: Excel, Word, and PowerPoint."

- PDOE 471 Up Your Google Game 0 credits**
 Attribute: XCS
 "Beyond being a popular search engine, Google has become ever more popular with the addition of Meets and Workspace (including Google doc), allowing groups and teams to collaborate, share, and exchange information. This class will cover the essentials of each app to help you get the most out of both. Here are the topics you will learn: creating documents, folders, sharing/permission, and file organization in Google Workspace, and creating, starting, and joining a meeting, along with meeting controls, screen sharing, and messaging participants in Google Meets."
- PDOE 472 Zoom for Presenters & Hosts 0 credits**
 Attribute: XCS
 "Zoom's popularity as a meeting tool soared when the COVID19 pandemic necessitated remote work for many. While you may be familiar with the basics, learning some additional Zoom features will make your meetings more engaging and productive. This session will cover: Polling, Whiteboard, Breakout Rooms, Chat, Managing participants, Designate co-host, and Screen Share."
- PDOE 473 Microsoft Teams 0 credits**
 Attribute: XCS
 "What is Microsoft Teams and how is different than Zoom? This class will answer that question and many others. For example, one unique feature of MS Teams is the ability to store, share, and work on documents within the Team function in real time. We will show you how, along with info on these additional topics: Meetings, Files Share, Chats, and creating and managing Teams."
- PDOE 474 Dropbox for Storing and Sharing 0 credits**
 Attribute: XCS
 "Dropbox is popular for sharing and storing documents. It is widely used for professional and personal use due to ease of use, affordability, and ability to create community among approved users. For example, when one user makes a change to a shared document, all other users are automatically notified. This training will provide an overview of Dropbox features and benefits, including: creating an account, authorizing users, storing information, sharing files and documents, editing documents, and notifications and permissions."
- PDOE 475 Outlook for Productivity 0 credits**
 Attribute: XCS
 "Is Outlook managing you, or are you managing Outlook? The nearly ubiquitous Outlook can seem overwhelming due to the sheer volume of emails, but there ARE ways to organize all that info. Take this training to learn about: organizing, categorizing and prioritizing emails, creating tasks and follow up, creating groups/listservs, scheduling tips, advanced search techniques, folder organization, and using rules."
- PDOE 476 iPhone and iPad Usage 0 credits**
 Attribute: XCS
 "For those relatively new to Apple's iPhone and/or iPad, learn the most popular functions and features to make the most of your device. Topics include: managing your Apple credentials, downloading Apps, using the iCloud to backup, organizing your screen, grouping apps together in folders, Wi-Fi settings, Bluetooth settings, using personal hotspot, changing notification settings, Siri, privacy, and setting up Wallet (Apple Pay)."
- PDOE 499 Administrative Assistant Conference 0 credits**
 "Impress your boss with new skills, fresh ideas, and increased productivity! In this four-hour mini-conference, you'll pick up skills, inspiration, insights, and solutions to refresh your career. Topics covered include: computer ethics, customer service, and leadership."
- PDOE 500 Lifecycle of Stuff The Conservation of Matter 0 credits**
 "This workshop will explore the chemistry and physics of materials, relating the law of conservation of matter to the issue of recycling and disposal. The workshop will explore the different ways everyday things can be disposed of and/or recycled and discuss the chemistry and physics behind the advantages and disadvantages of each method. Participants in this workshop will gain an understanding of the science underlying issues of waste disposal and recycling."
- PDOE 501 The Science of Sustainable Gardening 0 credits**
 "This workshop will present practices and principles related to sustainable gardening. Using the sustainable gardens at the Brockton campus, this workshop will provide participants with strategies and techniques that can be used to create sustainable gardens in a variety of places. Participants will gain an understanding of the ecology and biology behind sustainable gardening, and will be able to use this information to develop lessons and projects that give students the opportunity to understand sustainability in theory and in practice."
- PDOE 502 Physics of Waves 0 credits**
 "This workshop will discuss the physics of waves with an emphasis on the new elementary and middle school science standards. In this workshop, participants will review wave behavior and the vocabulary used to explain waves (amplitude, wavelength, frequency),

discuss the mathematics used to model and describe waves, and present hands-on activities and exercises that can be used to demonstrate wave behavior and allow students to discover and measure properties of waves."

PDOE 503 Nutrition and Health Education 0 credits

This workshop will empower each participant to promote and implement healthy eating and physical activity in his/her classroom and school community. It will increase knowledge of strategies and resources to create a classroom environment which supports academic success and will help teachers to identify ways to support the Health Education and the new framework through nutrition education classroom lessons and hands-on activities.

PDOE 504 Women Heroes Writing Project 0 credits

"Participants will be presented with information on women throughout history who have used their intelligence and skills in math, science, engineering and technology (STEM) to perform civic deeds and to solve problems that threatened the safety of the community and the country in which they lived. Using this information, participants will write stories and poems about "Women Heroes." Some participants may collaborate with illustrators and performance artists to bring their stories to life. Final projects may include stories, poems, songs, illustrations, and/or a dance performance."

PDOE 505 Personal Genetic Testing 0 credits

"This workshop will explore the concepts of genetics needed to understand personal genomics and personal genetic testing. Participants will gain an understanding of how genes and the environment interact to influence traits, health and the effectiveness of certain medicines, as well as the ethical considerations and the risks and benefits of personal genetic testing. The workshop will explore the use of case studies, internet based resources and lessons plans designed to teach about personal genetic testing and genomics."

PDOE 506 Plants and Photosynthesis 0 credits

"In this workshop we explore methods that can be used in the classroom to test student hypotheses around the light and nutrient needs of plant and algae. We will build experimental systems/apparatus using readily available materials. We will develop lesson plans around questions concerning the requirements for plant growth and how the amount of light and nutrients impact growth rates of producers, and therefore consumers. We will discuss the broader impact of changes in nutrients and light to aquatic and marine ecosystems."

PDOE 507 The Biology of Addiction 0 credits

"We humans love to ingest various mood-improving and perception altering substances, and the modern world is full of options to accomplish this goal! Learn the biology behind addiction, both good and bad, and become familiar with how addictive drugs interact with the human body and brain. This workshop will provide essential basic knowledge for teachers as well as provide rich content for delivering topics in biology, psychology and evolution to students."

PDOE 556 Proctored Exam A (0-3 hours) 0 credits

This course is for anyone who needs to have an exam proctored for up to 3 hours in length. Exams are proctored on the Brockton campus Monday-Friday between 9am-3pm. To register please call x1991.

PDOE 557 Proctored Exam A (3-5 hours) 0 credits

This course is for anyone who needs to have an exam proctored that is 3 to 5 hours in length. Exams are proctored on the Brockton campus Monday-Friday between 9am-3pm. To register please call x1991.

PDOE 601 Introduction to ISL-G 0 credits

PDOE 625 Home Health Aide Certificate

"The Home Health Aide (HHA) certification program provides students with the skills and knowledge necessary to enter the health field as a Homemaker, Personal Care Homemaker, or full Home Health Aide. This 100-hour program follows federal guidelines and the curriculum has been approved by the MA Council for Home Care Aide Service, the Home Care Quality Assurance Agency in MA, including the new Personal Care Assistant training component. At the successful completion of this training, students will receive certification in the area of Home Health Aide Level Three, which includes the three different career areas Homemaker, Personal Care Homemaker or full Home Health Aide. Must be 18 years old. An interview is required prior to registration. For more information, call x1312.

PDOE 626 Medical Interpreting 0 credits

"This 60-hour program provides working knowledge of medical interpreting, including standards of practice, ethics, HIPAA regulations, cultural competency, and medical terminology/vocabulary. Open to all languages, students must be fully bilingual and must be fluent in English and one other language. Course is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. This program meets the National Board for Medical Interpreter Certification training requirement and prepares you to pass the certification exam. Because a language assessment is required, students must register at least two weeks in advance. This program is offered in collaboration

with TransFluenci EDU, a leader in the medical interpreter training field and is taught by an experienced medical interpreter. Upon successful completion of the course, students will receive a certificate of completion from the college."

PDOE 700

0 credits

"The intention of the conference is to provide expert advice to business owners and managers on critical issues like facility security, communications, finance, and personnel management that will help them develop their own plan of action to improve the odds of surviving a business interruption or disaster. Attendees will directly benefit by having an awareness of available services, assistance in planning for a disaster as well as government and industry contacts you can call on to assist you."

PDOE 701 "Carpentry 3, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Properties of Concrete; Rigging Equipment; Rigging Practices; Trenching and Excavating; Reinforcing Concrete; Foundations and Slab-on-Grade; Vertical Formwork; Horizontal Formwork; Handling and Placing Concrete; Tilt-up Wall Panels. This will be a hands-on training course. The extra cost is for materials.

PDOE 702 "Carpentry 3, Part 2"

"In this second part, the course will continue to cover the following areas: Properties of Concrete; Rigging Equipment; Rigging Practices; Trenching and Excavating; Reinforcing Concrete; Foundations and Slab-on-Grade; Vertical Formwork; Horizontal Formwork; Handling and Placing Concrete; Tilt-up Wall Panels. This will be a hands-on training course. The extra cost is for materials.

PDOE 703 "Electrical 1, Part 1"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Electrical Trade; Electrical Safety; Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code (NEC); Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings;

PDOE 704 "Electrical 1, Part 2"

""In this second part, the course will continue to cover the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Electrical Trade; Electrical Safety; Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code (NEC); Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings;

PDOE 705 "Electrical 2, Part 1"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Alternating Current; Motors: Theory and Application; Electric Lighting; Conduit Bending; Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor

PDOE 706 "Electrical 2, Part 2"

""In this second part, the course will continue to cover the following areas: Alternating Current; Motors: Theory and Application; Electric Lighting; Conduit Bending; Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; Control Systems and Fundamental Concepts. It

PDOE 707 "Electrical 3, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Load Calculations Branch Feeders and Circuits; Conductor Selection and Calculations; Practical Applications of Lighting; Hazardous Locations; Overcurrent Protection; Distribution Equipment; Transformers; Commercial Electrical Services; Motor Calculations; Voice, Data, and Video; Motor Controls. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDOE 708 "Electrical 3, Part 2"

"In this second part, the course will continue to cover the following areas: Load Calculations Branch Feeders and Circuits; Conductor Selection and Calculations; Practical Applications of Lighting; Hazardous Locations; Overcurrent Protection; Distribution Equipment; Transformers; Commercial Electrical Services; Motor Calculations; Voice, Data, and Video; Motor Controls. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDOE 709 "Electrical 4, Part 1"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Load Calculations Feeders and Services; Health

PDOE 710 "Electrical 4, Part 2"

"In this second part, the course will continue to cover the following areas: Load Calculations Feeders and Services; Health Care Facilities; Standby and Emergency Systems; Basic Electronic Theory; Fire Alarm Systems; Specialty Transformers; Advanced Controls; HVAC Controls; Heat Tracing and Freeze Protection; Motor Operation and Maintenance; Medium-Voltage Terminations/Splices; Special Locations; Fundamentals of Crew Leadership. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDOE 711 "Pipefitting 4, Part 1"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Advanced Blueprint Reading; Advanced Pipe Fabrication; Stress Relieving and Aligning; Steam Traps; In-Line Specialties; Special Piping; Hot Taps; Maintaining Valves; Introduction to Supervisory Roles. It is recommended that all students bring a copy of ??The Pipe Fitters Blue Book ?' Published by Graves.

PDOE 712 "Pipefitting 4, Part 2"

"In this second part, the course will continue to cover the following areas: Advanced Blueprint Reading; Advanced Pipe Fabrication; Stress Relieving and Aligning; Steam Traps; In-Line Specialties; Special Piping; Hot Taps; Maintaining Valves; Introduction to Supervisory Roles. It is recommended that all students bring a copy of ??The Pipe Fitters Blue Book ?' Published by Graves.

PDOE 713 "Sheet Metal 2, Part 1"

"This 9-month (150-hour) certificate program covers the Installation of Ductwork; Installation of Air Distribution Accessories; Insulation; Architectural Sheet Metal; Trade Math Two; Plans and Specifications; Fabrication Two ??Radial Line Development; Sheet Metal Duct Fabrication Standards. This will be a hands-on training course. The extra cost is for materials.

PDOE 714 "Sheet Metal 2, Part 2"

""In this second part, the course will continue to cover the following areas: Installation of Ductwork; Installation of Air Distribution Accessories; Insulation; Architectural Sheet Metal; Trade Math Two; Plans and Specifications; Fabrication Two ??Radial Line Development; Sheet Metal Duct Fabrication Standards. This will be a hands-on training course. The extra cost is for materials.""

PDOE 715 "Sheet Metal 5, Part 1"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Louvers, Dampers and Access Doors; Fume and

PDOE 716 "Sheet Metal 5, Part 2"

""In this second part, the course will continue to cover the following areas: Louvers, Dampers and Access Doors; Fume and Exhaust System Design; Fabrication Four Comprehensive Review; Introductory Skills for the Crew Leader; Sheet Metal Code

PDOE 717 "Sprinkler Fitting 4, Part 1"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: System Layout; Inspection, Testing, and Maintenance; Special Extinguishing Systems; Introductory Skills for the Foreman; Procedures and Documentation. It is

PDOE 718 "Sprinkler Fitting 4, Part 2"

"In this second part, the course will continue to cover the following areas: System Layout; Inspection, Testing, and Maintenance; Special Extinguishing Systems; Introductory Skills for the Foreman; Procedures and Documentation. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class.

PDOE 719 "Sprinkler Fitting 1, Part 1"

"This 9 month (150 hour) certificate program covers the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Introduction to Components and Systems; Steel Pipe; CPVC Pipe and Fittings; Copper Tube Systems; Underground Pipe.

PDOE 721 "Sprinkler Fitting 2, Part I"**0 credits**

"This 9-month (150-hour) certificate program covers Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Fire Sprinkler Systems, Dry-Pipe Systems. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDOE 722 "Sprinkler Fitting 2, Part II"**0 credits**

"In this second part, the course will continue to cover the following areas: Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Fire Sprinkler Systems, Dry-Pipe Systems. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDOE 723 "Sprinkler Fitting 3, Part 1" 0 credits

"This course consists of 150 classroom hours covering the following areas: Hangers, Supports, Restraints, and Guides; General Purpose Valves; General Trade Math; Shop Drawings; Standard Spray Fire Sprinklers; Wet Fire Sprinkler Systems and Dry-Pipe Systems. 'It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDOE 725 "Pipefitting 1, Part 1"

"This 9 month (150 hour) certificate program covers the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Pipefitting Hand Tools; Pipefitting Power Tools; Oxyfuel Cutting; Ladders and Scaffolds; Motorized Equipment.

PDOE 726 "Pipefitting 1, Part 2"

"This second part course continues to cover the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Pipefitting Hand Tools; Pipefitting Power Tools; Oxyfuel Cutting; Ladders and Scaffolds; Motorized Equipment.

PDOE 727 "Pipefitting 2, Part II" 0 credits

"This 9-month (150-hour) certificate program covers Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, Underground Pipe Installation. It is recommended that all students bring a copy of ""The Pipe Fitters Blue Book"" Published by Graves."

PDOE 728 "Pipefitting 2, Part II" 0 credits

"In this second part, the course will continue to cover the following areas: Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, Underground Pipe Installation. It is recommended that all students bring a copy of ""The Pipe Fitters Blue Book"" Published by Graves."

PDOE 729 "Pipefitting 3, Part 1" 0 credits

"This course consists of 150 classroom hours covering the following areas: 'Steam Traps, In-Line Specialties, Hot Taps, Introduction to Hydronic Systems, Commercial Hydronic Systems, Steam Systems, Water Treatment, Energy Conservation Equipment, ASME Codes for Heating, Cooling & Power Piping, Special Piping, Semiconductor/Hazardous Gas Piping Systems, Biopharm Piping Systems, Orbital Welding Fabrication, Chemical/Corrosion Resistant Piping Systems, Compressed Air Piping Systems and ASME Code for Process Piping. 'It is required that all students bring a copy of ""The Pipe Fitters Blue Book"" Published by Graves."

PDOE 731 "Sheet Metal 3, Part 1" 0 credits

This course consists of 150 classroom hours covering the following areas: Safety Review; Trade Math II; Introduction to supervisory skills; Air properties and distribution; Principles of air flow; Air testing and balancing; Fabrication III- triangulation; Blue Print reading/ Estimating and Hands on shop fabrication.

PDOE 756 Ophthalmic Assistant - Part I 0 credits

"This two-part certificate program will prepare you for a career as an Ophthalmic Assistant. Part I will provide the foundation of knowledge regarding the basics required for all healthcare practices and an in-depth understanding of ocular anatomy, physiology, diseases, and treatments as well as pointed histories, pharmacology, and basic skills. Additional fee for textbook. Certificate of completion awarded upon successful completion of both courses."

PDOE 757 Ophtalmic Assistant - Part II 0 credits

"Building on Part I, this course will offer more hands-on learning combined with more advanced principles needed to perform at an entry level. Students must satisfactorily complete the first course or submit documentation of at least 4 months of full-time experience in an ophthalmology practice in order to register for this course."

PDOE 801 "Carpentry 3, Part 1-Member"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Properties of Concrete; Rigging Equipment; Rigging Practices; Trenching and Excavating; Reinforcing Concrete; Foundations and Slab-on-Grade; Vertical Formwork; Horizontal Formwork; Handling and Placing Concrete; Tilt-up Wall Panels. This will be a hands-on training course. The extra cost is for materials.

PDOE 802 "Carpentry 3, Part 2-Member"

"In this second part, the course will continue to cover the following areas: Properties of Concrete; Rigging Equipment; Rigging Practices; Trenching and Excavating; Reinforcing Concrete; Foundations and Slab-on-Grade; Vertical Formwork; Horizontal Formwork; Handling and Placing Concrete; Tilt-up Wall Panels. This will be a hands-on training course. The extra cost is for materials.

PDOE 803 "Electrical 1, Part 1-Member"

"This 9 month (150 hour) certificate program covers the Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Electrical Trade; Electrical Safety; Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code (NEC); Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings; Residential Electrical Services; Electrical Test Equipment. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDOE 804 "Electrical 1, Part 2-Member"

""In this second part, the course will continue to cover the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Electrical Trade; Electrical Safety; Introduction to Electrical Circuits; Electrical Theory; Introduction to the National Electrical Code (NEC); Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Electrical Construction Drawings;

PDOE 805 "Electrical 2, Part 1-Member"

"This 9 month (150 hour) certificate program covers the Alternating Current; Motors: Theory and Application; Electric Lighting; Conduit Bending; Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; Control Systems and Fundamental Concepts. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDOE 806 "Electrical 2, Part 2-Member"

""In this second part, the course will continue to cover the following areas: Alternating Current; Motors: Theory and Application; Electric Lighting; Conduit Bending; Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; Control Systems and Fundamental Concepts. It

PDOE 807 "Electrical 3, Part 1-Member"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Load Calculations Branch Feeders and Circuits; Conductor Selection and Calculations; Practical Applications of Lighting; Hazardous Locations; Overcurrent Protection; Distribution Equipment; Transformers; Commercial Electrical Services; Motor Calculations; Voice, Data, and Video; Motor Controls. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDOE 808 "Electrical 3, Part 2-Member"

"In this second part, the course will continue to cover the following areas: Load Calculations Branch Feeders and Circuits; Conductor Selection and Calculations; Practical Applications of Lighting; Hazardous Locations; Overcurrent Protection; Distribution Equipment; Transformers; Commercial Electrical Services; Motor Calculations; Voice, Data, and Video; Motor Controls. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDOE 809 "Electrical 4, Part 1-Member"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Load Calculations Feeders and Services; Health

PDOE 810 "Electrical 4, Part 2-Member"

"In this second part, the course will continue to cover the following areas: Load Calculations Feeders and Services; Health Care Facilities; Standby and Emergency Systems; Basic Electronic Theory; Fire Alarm Systems; Specialty Transformers; Advanced Controls; HVAC Controls; Heat Tracing and Freeze Protection; Motor Operation and Maintenance; Medium-Voltage Terminations/Splices; Special Locations; Fundamentals of Crew Leadership. It is recommended that all students bring a copy of the latest National Electrical Code , NEC Handbook to class.

PDOE 811 "Pipefitting 4, Part 1-Member"

"This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Advanced Blueprint Reading; Advanced Pipe Fabrication; Stress Relieving and Aligning; Steam Traps; In-Line Specialties; Special Piping; Hot Taps; Maintaining Valves; Introduction to Supervisory Roles. It is recommended that all students bring a copy of ??The Pipe Fitters Blue Book ?' Published by Graves.

PDOE 812 "Pipefitting 4, Part 2-Member"

"In this second part, the course will continue to cover the following areas: Advanced Blueprint Reading; Advanced Pipe Fabrication; Stress Relieving and Aligning; Steam Traps; In-Line Specialties; Special Piping; Hot Taps; Maintaining Valves; Introduction to Supervisory Roles. It is recommended that all students bring a copy of ??The Pipe Fitters Blue Book ?' Published by Graves.

PDOE 813 "Sheet Metal 2, Part 1-Member"

"This 9-month (150-hour) certificate program covers the Installation of Ductwork; Installation of Air Distribution Accessories; Insulation; Architectural Sheet Metal; Trade Math Two; Plans and Specifications; Fabrication Two ??Radial Line Development; Sheet Metal Duct Fabrication Standards. This will be a hands-on training course. The extra cost is for materials.

PDOE 814 "Sheet Metal 2, Part 2-Member"

""In this second part, the course will continue to cover the following areas: Installation of Ductwork; Installation of Air Distribution Accessories; Insulation; Architectural Sheet Metal; Trade Math Two; Plans and Specifications; Fabrication Two ??Radial Line Development; Sheet Metal Duct Fabrication Standards. This will be a hands-on training course. The extra cost is for materials.""

PDOE 815 "Sheet Metal 5, Part 1-Member"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Louvers, Dampers and Access Doors; Fume and

PDOE 816 "Sheet Metal 5, Part 2-Member"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: Louvers, Dampers and Access Doors; Fume and

PDOE 817 "Sprinkler Fitting 4, Part 1-Member"

""This is the first course in a two-part, 150-hour certificate program. This course covers the following areas: System Layout; Inspection, Testing, and Maintenance; Special Extinguishing Systems; Introductory Skills for the Foreman; Procedures and Documentation. It is

PDOE 818 "Sprinkler Fitting 4, Part 2-Member"

"In this second part, the course will continue to cover the following areas: System Layout; Inspection, Testing, and Maintenance; Special Extinguishing Systems; Introductory Skills for the Foreman; Procedures and Documentation. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class.

PDOE 819 "Sprinkler Fitting 1, Part 1-Member"

"This 9 month (150 hour) certificate program covers the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Introduction to Components and Systems; Steel Pipe; CPVC Pipe and Fittings; Copper Tube Systems; Underground Pipe.

PDOE 821 "Sprinkler Fitting 2, Part I - Member"**0 credits**

"This 9-month (150-hour) certificate program covers Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Fire Sprinkler Systems, Dry-Pipe Systems. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDOE 822 "Sprinkler Fitting 2, Part II - Member"**0 credits**

"In this second part, the course will continue to cover the following areas: Hangers, Supports, Restraints, and Guides, General Purpose Valves, General Trade Math, Shop Drawings, Standard Spray Fire Sprinklers, Wet Fire Sprinkler Systems, Dry-Pipe Systems. It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDOE 823 "Sprinkler Fitting 3, Part 1 - Member"**0 credits**

"This course consists of 150 classroom hours covering the following areas: Hangers, Supports, Restraints, and Guides; General Purpose Valves; General Trade Math; Shop Drawings; Standard Spray Fire Sprinklers; Wet Fire Sprinkler Systems and Dry-Pipe Systems. 'It is recommended that all students bring a copy of the latest NFPA 13 Automatic Sprinkler Systems Handbook to class."

PDOE 825 "Pipefitting 1, Part 1-Member"

"This 9 month (150 hour) certificate program covers the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Pipefitting Hand Tools; Pipefitting Power Tools; Oxyfuel Cutting; Ladders and Scaffolds; Motorized Equipment.

PDOE 826 "Pipefitting 1, Part 2-Member"**0 credits**

This second part course continues to cover the following areas: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Construction Drawings; Basic Rigging; Basic Communication Skills; Basic Employability Skills; Introduction to Materials Handling; Orientation to the Trade; Pipefitting Hand Tools; Pipefitting Power Tools; Oxyfuel Cutting; Ladders and Scaffolds; Motorized Equipment.

PDOE 827 "Pipefitting 2, Part I - Member" 0 credits

"This 9-month (150-hour) certificate program covers Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, Underground Pipe Installation. It is recommended that all students bring a copy of The Pipe Fitters Blue Book Published by Graves."

PDOE 828 "Pipefitting 2, Part II - Member" 0 credits

"In this second part, the course will continue to cover the following areas: Piping Systems, Drawings and Detail Sheets, Identifying and Installing Valves, Pipefitting Trade Math, Threaded Pipe Fabrication, Socket Weld Pipe Fabrication, Butt Weld Pipe Fabrication, Excavations, Underground Pipe Installation. It is recommended that all students bring a copy of ""The Pipe Fitters Blue Book"" Published by Graves."

PDOE 829 "Pipefitting 3, Part 1 - Member" 0 credits

"This course consists of 150 classroom hours covering the following areas: 'Steam Traps, In-Line Specialties, Hot Taps, Introduction to Hydronic Systems, Commercial Hydronic Systems, Steam Systems, Water Treatment, Energy Conservation Equipment, ASME Codes for Heating, Cooling & Power Piping, Special Piping, Semiconductor/Hazardous Gas Piping Systems, Biopharm Piping Systems, Orbital Welding Fabrication, Chemical/Corrosion Resistant Piping Systems, Compressed Air Piping Systems and ASME Code for Process Piping. 'It is required that all students bring a copy of ""The Pipe Fitters Blue Book"" Published by Graves."

PDOE 831 "Sheet Metal 3, Part 1 - Member" 0 credits

This course consists of 150 classroom hours covering the following areas: Safety Review; Trade Math II; 'Introduction to supervisory skills; Air properties and distribution; Principles of air flow; Air testing and balancing; Fabrication III- triangulation; Blue Print reading/ Estimating and Hands on shop fabrication.

PHIL

PHIL 101 Introduction to Philosophy 3 credits

Attributes: HU LA

"An introductory examination of the problems and scope of philosophical inquiry, this course introduces the student to major issues in philosophy, including theories of being, theories of knowledge, and theories of value, with attention to the historical development of philosophical thought. Pre/Co--requisites: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor."

PHIL 102 Introduction to Logic 3 credits

Attributes: HU LA

"This course is designed to introduce students to the principles of clear thinking. Its objectives are to develop students' abilities to reason from available evidence to a correct conclusion, to promote an awareness of the precise use of language, and to enable students to analyze fallacious as well as sound arguments."

PHIL 111 Medical Law and Ethics 2 credits

Attributes: HU LA

"This course provides an analysis and understanding of laws as they relate to the medical profession and the responsibilities and ethical considerations that must be considered and applied while executing these laws. Topics covered include codes of medical ethics, techniques and methods used in making ethical decisions, structure of the law as it relates to medical health, and the various laws as they pertain to specific situations. Case studies are utilized as much as possible."

PHIL 201 Ethical Dilemmas 3 credits

Attributes: HU LA

"What is right and wrong? Is war or violence ever justified? Ethical dilemmas such as abortion, capital punishment, animal rights, welfare, and social justice pose problems that are not easily solved. This course is a critical analysis of classic and contemporary ethical theories. Through critical engagement, writing, and discussion of case studies and contemporary sources, students learn how to apply critical reasoning to moral issues, develop their own ethical philosophy, and apply these philosophies to present-day issues.

Prerequisites: ENGL 101 English Composition I; waiver by placement testing results; or permission of instructor."

PHIL 251 Honors Seminar: Ethics 3 credits

Attributes: HU LA

"Also offered as ENGL 251. This course develops the skills of critical thinking in ethical issues of contemporary life. Using a multi-disciplinary base, students learn to think clearly, logically, critically, and effectively. Instructional methods include cross-disciplinary lectures, class discussion, readings, written assignments, and problem-solving activities, such as reaching reasoned judgment through seminar-style learning.

Prerequisite: Honors-level ENGL 102 English Composition II; or permission of Honors Program Coordinator."

PHIL 400 **Special Study in Philosophy** **1 credit**
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the Philosophy faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

PHYS

PHYS 112 **Science of Music Laboratory** **1 credit**
Attribute: LS
"This course will include activities related to vibrations, sound waves and other waves, musical instruments, and room acoustics. This course fulfills a four-credit lab science requirement when taken with the corresponding three-credit course, PHYS 113 The Science of Music. Two laboratory hours per week.
Pre/Co-requisite: PHYS 113 The Science of Music."

PHYS 113 **The Science of Music** **3 credits**
Attributes: LA LS SC
"This course explains aspects of music in terms of physical laws and principles. It begins with an introduction to musical terminology and an overview of basic physics, including vibrations, resonance, and wave motion. It continues with a description of sound waves, and uses standing waves to analyze string, wind, and percussion instruments. The timbre of complex sounds, harmony, and temperaments are also discussed, as well as the ear and musical perception, and concert hall acoustics. Electronic music and sound recording are optional topics. No background in science or music is necessary. This course fulfills a four-credit lab science requirement when taken with the corresponding one-credit course, PHYS 112 Science of Music Laboratory."

PHYS 120 **Science of Fire Behavior and Combustion** **3 credits**
Attributes: LA SC
"Designed for fire-science students, this course explores the theories and fundamentals of how and why fires start, spread, and are controlled using the basic principles of physics and chemistry.
Prerequisites: CHEM 131 Survey of Chemistry or higher."

PHYS 132 **Concepts of Technical Physics I** **3 credits**
Attributes: LA SC
"This is the first semester of a one-year introduction to the principles and applications of technical physics. This course is specifically designed to satisfy the minimum physics requirement for the Architectural Technology, Diesel Technology, and HVAC programs. Emphasis is placed on understanding through problem solving and applications. Topics include vectors, force systems, kinematics, dynamics and Newton's laws, work, conservation of energy and momentum, and rotational motion. Note: This course can be substituted for PHYS 131 Survey of Physics in the Architectural Technology, Diesel Technology, and HVAC programs and options. Two lecture and two laboratory hours per week.
Pre/Co-requisite: MATH 203 College Algebra or higher; waiver by placement testing results; or departmental approval."

PHYS 133 **Concepts of Technical Physics II** **3 credits**
Attributes: LA SC
"This course is a continuation of PHYS 132 Concepts of Technical Physics I. Topics include properties of solids and fluids, heat and thermodynamics, wave motion, sound, electrostatics, electric current, electromagnetism, light, and optics. Note: This course can be substituted for Concepts of Technical Physics in the Architectural Technology, Diesel Technology, and HVAC programs and options. Two lecture and two laboratory hours per week.
Prerequisite: PHYS 132 Concepts of Technical Physics I; or departmental approval."

PHYS 151 **College Physics I**
"This is the first semester of a one-year introduction to the principles and applications of physics. Emphasis is placed on understanding through problem solving. Topics are vectors, force systems, kinematics, dynamics and Newton's Laws, work, conservation of energy and momentum, and rotational kinematics and dynamics. Three lecture and two laboratory hours per week.
Pre/Co-requisite: MATH 203

PHYS 152 **College Physics II** **4 credits**
Attributes: LA LS SC
"This is a continuation of PHYS 151 College Physics I. Problem solving ability is further developed. Topics include properties of solids and fluids, heat and thermodynamics, wave motion, sound, electrostatics, electric current, electromagnetism, light, and optics. Three lecture and two laboratory hours per week.
Prerequisite: PHYS 151 College Physics I; or departmental approval."

PHYS 161 **General Physics I** **4 credits**
Attributes: LA LS SC

"This course is an introduction to classical physics using calculus. Topics are vectors and scalars, kinematics and dynamics, work, energy, momentum, the conservation laws, and rotational kinematics and dynamics. The basic concepts of calculus are introduced within the context of the course material. This course is usually offered in the fall. Three lecture and two laboratory hours per week. Pre/Co-requisite: MATH 221 Calculus I; waiver by placement testing results; or departmental approval."

PHYS 162 General Physics II

4 credits

Attributes: LA LS SC

A continuation of PHYS 161 General Physics I, topics in this course include heat and thermodynamics, oscillatory and wave motion electrostatics, electric current, electromagnetism, Maxwell's Equations, light, and optics. This course is usually offered in the spring. Three lecture and two laboratory hours per week.

Prerequisite: PHYS 161 General Physics I; or departmental approval."

PHYS 401 Special Study in Physics

1 credit

Attributes: LA SC

This course involves independent work on a selected topic under the direction of members of the Physics Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

PSYC

PSYC 101 General Psychology

3 credits

Attributes: LA SS

"This course is an introduction to psychology as the science of human behavior. Major topics include scientific method, history of psychology, learning, motivation, emotion, social psychology, and perception.

Prerequisites: Placement in English 101 English Composition I or higher, or departmental approval"

PSYC 201 Abnormal Psychology

3 credits

Attributes: LA SS

"This course will provide a systematic study of the causes, symptoms, prognosis, and treatment of various psychological disorders. Attention is given to the methods used to diagnose disorders and the standard classification system that is used. Emphasis is on how disorders deviate from what characterizes normal behavioral development. A multipath perspective that considers biological/genetic, psychological, social, and multicultural factors is used to analyze the causes, course, and treatment of psychological disorders.

Prerequisite: PSYC 101 General Psychology or departmental approval."

PSYC 202 **Child Psychology**

3 credits

Attributes: LA SS

"An introduction to the field of child psychology with emphasis on the influence of society and culture in normal development will be given. This course stresses the role of family, heredity, environment, and development of cognitive functioning. Salient research will be summarized and presented.

Prerequisite: PSYC 101 General Psychology or departmental approval."

PSYC 203 Adolescent Psychology

3 credits

Attributes: LA SS

"A critical and educational review of research and theories pertaining to the emotional, intellectual, physical, and social development of adolescents is given in this course. Emphasis is placed on the role of peers, family, and experiences in the formation of personalities and the intelligence and emotional behavior of the adolescent. The course is recommended for Secondary Education majors.

Prerequisite: PSYC 101 General Psychology or departmental approval."

PSYC 205 Developmental Psychology

3 credits

Attributes: LA SS

"This course includes an exploration of the physiological and psychological development of the human organism throughout the life span, including childhood, adolescence, adulthood, old age, and death. Emphasis is placed on identifying factors that are most influential in changes that occur during each of our life stages as well as some of the problems associated with such changes.

Prerequisite: PSYC 101 General Psychology or departmental approval."

PSYC 206 Psychology of Learning

3 credits

Attributes: LA SS

"This course is designed to teach students about the psychology of learning. It covers Pavlovian conditioning, operant conditioning, learning in humans and nonhuman animals, and other techniques in learning and their applications in various research and real-world settings. Computer applications are integrated into the design of this course, and software designed to teach different methods of learning are employed.

Prerequisite: PSYC 101 General Psychology or departmental approval."

PSYC 207 Biopsychology

3 credits

Attributes: LA SS

"This course is an introduction to biopsychology, which is the study of the function of the brain. Major topics include structures of the brain, neuronal structure and function, sensory systems and their impact on the brain, and how emotion, thought, learning, memory, and sleep and alertness cycles occur in the brain.

Prerequisite: PSYC 101 General Psychology or departmental approval."

PSYC 208 Psychology of Personality

3 credits

Attributes: LA SS

This course includes an exploration of the major theoretical, application, research, and assessment issues in the study of personality. Emphasis is placed on identifying those aspects of personality and the different ways these theories explain them. This course also explores the most commonly used personality assessment tools and cultural influences.

Prerequisite: PSYC 101 General Psychology or departmental approval."

PSYC 209 Social Psychology

3 credits

Attributes: LA SS

"This course studies the analysis of the individual's behavior in social contexts. Topics include the historical background of social psychology, methods of social psychology, acquiring motives and attitudes, social factors in perception, human personality, groups, leadership, and social movements.

Prerequisite: PSYC 101 General Psychology or departmental approval."

PSYC 220 Statistics for Psychology and Social Sciences

4 credits

Attributes: LA SS

"This course is an introduction to univariate statistics used in psychology and the social sciences. Topics include: the description and visual representation of data, concepts in elementary probability, applications of descriptive statistics (e.g., frequency distributions and measures of central tendency and dispersion) and inferential statistics (including hypothesis testing, type I and II errors, t-statistic, chi-square, analysis of variance, correlation and linear regression) using the Statistical Package for Social Sciences (SPSS) for data analyses and interpretation. Emphasis is primarily in the context of psychological and social sciences research. Three lecture and one laboratory hours per week. Note: This course does not meet the general education requirements in mathematics.

Prerequisites: MATH 061 Integrated Support for Non-Algebra Pathway and PSYC 101 General Psychology; waiver by placement testing results; or departmental approval."

PSYC 400 Special Study in Psychology

1 credit

Attributes: LA SS

This course involves independent work on a selected topic under the direction of members of the Psychology faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

RADT

RADT 101 Introduction to Clinical Practice

3 credits

"This course is designed to introduce students to the field of Radiologic Technology. Topics covered include basic radiation protection, orientation to allied health professions, medical ethics and legalities, patient care, medical terminology, and image production. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component. Co-requisite: RADT 111 Radiographic Anatomy and Positioning Laboratory I."

RADT 102 Image Production and Evaluation

3 credits

"This course will develop an understanding of the production and processing of medical images. This introductory course examines these essentials: film, video, laser, manual, and automatic processing; intensifying screens; primary exposure factors; and mathematical principles that apply to image quality. These topics include grids, beam-restricting devices, density contrast, detail, geometric and other types of distortion, and ways to reduce dose to the patient. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.

Prerequisite: RADT 101 Introduction to Clinical Practice. Co-requisite: RADT 120 Principles of Digital Imaging."

RADT 105 Medical Imaging

2 credits

"This course will continue to explore the methods of medical image production, including the study of radiographic equipment and techniques. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.

Prerequisite: RADT 102 Image Production and Evaluation. Co-requisite: RADT 131 Radiation Science I."

- RADT 106 Seminar/Quality Control 2 credits**
 "This course is a continuation of RADT 105 Medical Imaging. It will focus on the procedures followed in a quality control program and will examine the benefits of such a program to the radiology department. Also, a review of the entire curriculum of the program, including film critique, will be provided. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: RADT 105 Medical Imaging. Co-requisite: RADT 132 Radiation Science II and Protection."
- RADT 111 RADT Anatomy and Positioning Lab I 1 credit**
 "This is the first in a series of related courses that provide students with the skills necessary to begin positioning patients for radiographic examinations. Positioning and related anatomy and pathology of the chest, abdomen, upper and lower extremities are stressed. This course is coordinated with RADT 141 Clinical Experience I. Two laboratory hours per week. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: acceptance into the Radiologic Technology program. Co-requisite: RADT 133 Radiographic Anatomy and Positioning Lecture I."
- RADT 112 RADT Anatomy and Positioning Lab II 1 credit**
 "This course continues the on-going study of radiographic positioning, procedures, and related anatomy. Content includes the pelvic and shoulder girdles, axial skeleton, and abdominal organ systems. Two laboratory hours per week. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: RADT 111 RADT Anatomy and Positioning Lab I. Co-requisite: RADT 134 RADT Anatomy and Positioning Lecture II."
- RADT 113 RADT Anatomy and Positioning Lab III 1 credit**
 "This course includes advanced positioning and procedures of areas previously studied as well as specialized procedures used to demonstrate specific anatomical and physiological conditions. Two laboratory hours per week. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: RADT 112 RADT Anatomy and Positioning Laboratory II. Co-requisite: RADT 137 RADT Anatomy and Positioning Lecture III."
- RADT 120 RADT Principles of Digital Imaging 2 credits**
 "This course is an introduction to the development of computer-assisted diagnosis methods for radiology and includes the principles of computers and their uses, as well as a description of important functional components. Radiologic applications of digital imaging in radiology are reviewed and include digital imaging operations, archiving, management networks (PACS, IMACS), and radiology information systems (RIS). Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: RADT 101 Introduction to Clinical Practice. Co-requisite: RADT 112 RADT Anatomy and Positioning Lab II."
- RADT 131 Radiation Science I 3 credits**
 "This course addresses the physics of X-ray production, interactions with matter, and the X-ray circuit. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: RADT 102 Image Production and Evaluation. Co-requisite: RADT 113 RADT Anatomy and Positioning Laboratory III."
- RADT 132 Radiation Science II and Protection 3 credits**
 "This course is a continuation of RADT 131 Radiation Science I. Significant emphasis is given to radiation protection and the effects of ionizing radiation on living matter. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: RADT 131 Radiation Science I. Co-requisite: RADT 140 Advanced Imaging Procedures."
- RADT 133 RADT Anatomy and Positioning Lecture I 2 credits**
 "This is the first in a series of lecture courses that provides the Radiologic Technology student with the skills necessary to begin positioning patients for radiographic examinations. Specific topics include terminology of positioning, positioning and regional anatomy of the chest, abdomen and the upper and lower extremities. This course correlates with RADT 141 RADT Clinical Experience I and RADT 111 RADT Anatomy and Positioning Lab I. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: acceptance into the Radiology Technology program. Co-requisite: RADT 141 RADT Clinical Experience I."
- RADT 134 RADT Anatomy and Positioning Lecture II 2 credits**
 "This is the second in a series of lecture courses that provides the Radiologic Technology student with the skills necessary to position patients for radiographic examinations. Specific topics include anatomy and positioning of the spine, skull, thoracic cage, gastrointestinal system and genitourinary system. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.
 Prerequisite: RADT 133 RADT Anatomy and Positioning Lecture I. Co-requisite: RADT 142 RADT Clinical Experience II A."

RADT 137 RADT Anatomy and Positioning Lecture III 1 credit

"This is the third in a series of lecture courses that provides the Radiologic Technology student with the skills that are necessary to position patients for radiographic examinations. The student studies the anatomy and advance positioning examinations of the appendicular and axial skeletal systems. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.

Prerequisite: RADT 134 RADT Anatomy and Positioning Lecture II. Co-requisite: RADT 144 RADT Clinical Experience III."

RADT 138 RADT Pathology and Sectional Anatomy 3 credits

"This course uses a systems approach to introduce the radiology student to the common pathological findings on radiographic examinations and the fundamental concepts of body structure in cross-section imaging. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.

Prerequisite: RADT 137 RADT Anatomy and Positioning Lecture III. Co-requisite: RADT 145 RADT Clinical Experience IV."

RADT 140 Advanced Imaging Procedures 2 credits

"This course introduces students to specialized examinations in diagnostic radiology, which include pediatric, geriatric, advance imaging studies, mobile and trauma radiography, and their modified imaging procedures. The students are introduced to the various imaging modalities: Computerized Tomography, Ultrasonography, Magnetic Resonance Imaging, Nuclear Medicine, Positron Emission Tomography, Radiation Therapy, Angiography, Single Photon Emission Computerized Tomography, Interventional Radiography, and Bone Densitometry. The study of venipuncture will also be demonstrated. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.

Prerequisite: RADT 105 Radiologic Technology III. Co-requisite: RADT 138 RADT Pathology and Sectional Anatomy."

RADT 141 RADT Clinical Experience I 3 credits

"This course provides first-year Radiologic Technology students with the opportunity to apply skills in a clinical setting. Clinical experience is gained at affiliated hospitals approximately two days per week. Students are introduced to the operation of the hospital and radiology department and begin positioning patients for radiographic examinations of the chest, abdomen, and extremities. Competency evaluations are given in these areas. Clinical over the fall semester consists of seven hours per day, two days per week, over a 16-week period for a total of 224 hours. A grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component is needed for successful completion. Co-requisite: RADT 101 Introduction to Clinical Practice."

RADT 142 RADT Clinical Experience II A 3 credits

"This course provides a continuation of practical skills application from RADT 141 Clinical Experience I. Emphasis is given to positioning of pelvic and shoulder girdles and axial skeleton, genitourinary and digestive systems. Competency is determined by evaluation in these areas. Clinical over the spring semester consists of seven hours per day, two days per week for a total of 224 hours. A grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component is needed for successful completion.

Prerequisite: RADT 141 Clinical Experience I. Co-requisite: RADT 102 Image Production and Evaluation."

RADT 143 RADT Clinical Experience II B 5 credits

"This course consists of a 10-week summer clinical experience. This experience provides an opportunity for the student to integrate the didactic and practical aspect of the program and to fully implement all the skills learned in preparation for the second year of the program. Clinical over the summer semester consists of seven hours per day, five days per week over a ten-week period for a total of 350 hours. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.

Prerequisite: RADT 142 Clinical Experience II A."

RADT 144 RADT Clinical Experience III 4 credits

"Third in a series of clinical courses, this segment includes advanced application of skills in positioning and performance of fluoroscopic and radiographic examinations of the digestive, urinary, and biliary systems and the axial and appendicular skeleton. Clinical over the second year fall semester consists of seven hours per day, three days per week over a 16-week period for a total of 294 hours. Successful course completion will be determined as a grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component.

Prerequisite: RADT 142 Clinical Experience II A and RADT 143 Clinical Experience II B. Co-requisite: RADT 105 Medical Imaging."

RADT 145 RADT Clinical Experience IV 4 credits

"This is the last in the series of clinical courses. Students complete clinical competency evaluations and are able to function in all entry-level aspects with indirect supervision. Special rotations may be arranged with permission of the program director. Students are also introduced to specialized modalities. Clinical over the spring semester consists of seven hours per day, three days per week over a 14-week period for a total of 294 hours. A grade of 78% or higher in the didactic component and a grade of ""pass"" in the clinical component is needed for successful completion.

Prerequisite: RADT 144 Clinical Experience III. Co-requisite: RADT 106 Radiologic Technology IV."

RELG

RELG 101 Introduction to World Religions

3 credits

Attributes: GL LA SS

"This course is an introduction to the principal beliefs and practices of the world's major religious traditions. Emphasis will be on their historical development, sacred literature, and impact on human thought and action. The course does not investigate the existence of a supernatural reality but does develop an objective view of humanity's struggle with this question. Instruction will include guest lectures, readings, media presentations, and discussions.

Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval."

RELG 400 Special Study in Religion

1 credit

This course involves independent work on a selected topic under the direction of members of the Religion faculty. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

RESP

RESP 101 Fundamentals of Respiratory Care I

7 credits

"This course consists of an examination of the basic concepts and evidence of medical care and the role of the respiratory care practitioner as a member of the medical team. Emphasis is placed on career identity, evidence-based practice, professional responsibilities, and qualifications of a respiratory care practitioner. Students study the metric system, gas laws, anatomy and physiology of the respiratory system, medical gases, oxygenation, aerosol and oxygen therapy, hand resuscitators, lung volumes, chronic and acute lung disease management, and equipment sterilization. The laboratory and the clinical components permit developmental study and the facilitation of pertinent nursing skills and reinforce that what is learned in class. Four lecture and one laboratory hours per week. Clinical: 12 hours. A grade of 75 (C) or higher is required for graduation. Students must attain a theory grade of 75 or higher and pass in clinical in order to continue in the program."

RESP 102 Fundamentals of Respiratory Care II

7 credits

"This course introduces topics that include assessment and therapeutic procedures focused on oxygenation, hypoxia, shunting, the dead-space unit, V/Q, airway management, methods of hyperinflation therapies, chest physical therapy, patient assessment, complete pulmonary function technology, electrolytes, and arterial blood gas interpretation. Emergency responses to events will also be studied. The laboratory and the clinical components offer the practical training to the topic areas. Four lecture and one laboratory hours per week. Clinical: 12 hours.

Prerequisite: RESP 101 Fundamentals of Respiratory Care I completed with a grade of 75 (C) or higher in the lecture component and a grade of pass in the clinical component."

RESP 103 Fundamentals of Respiratory Care III

7 credits

"This course focuses on the respiratory care practitioner as critical care team member and team leader. Students learn to assess degrees of respiratory failure, mechanical ventilatory care, PEEP, CPAP, and weaning from the ventilator. Attempts are made to put the complications and benefits of ventilator therapy into proper perspective. Analysis of ventilators and graphics is studied. The students acquire an understanding of basic electrocardiogram interpretation and of non-invasive and invasive hemodynamic monitoring. Both acute and chronic illnesses are used as case bases. The laboratory and the clinical components offer practical application of the topic areas in the hospital intensive care units. Four lecture and one laboratory hours per week. Clinical: 12 hours. Prerequisite: RESP 102 Fundamentals of Respiratory Care II completed with a grade of 75 (C) or higher in the lecture component and a grade of pass in the clinical component."

RESP 104 Fundamentals of Respiratory Care IV

7 credits

"This course includes topics on neonatology, pediatrics, pulmonary rehabilitation, and home care, diagnostics, and therapeutic procedures. Quality assurance, health promotion and healthcare reimbursement are examined. Protocols in Respiratory Care are studied and practiced. Students also become familiar with the NBRC exam format by preparing for and taking self-assessment exams prepared and scored by the NBRC and by successfully completing five software Clinical Stimulation exams. Clinical experiences are provided to enhance the learning of these topics. Four lecture and one laboratory hours per week. Clinical: 12 hours. Prerequisite: RESP 103 Fundamentals of Respiratory Care III completed with a grade of 75 (C) or higher in the lecture component and a grade of pass in the clinical component."

RESP 111 Introduction to Pathology

2 credits

Lectures and discussions focus on the basic principles of disease processes and their effect on the normal form and functions of the body. Acute and chronic disease management will be studied as well. This course is intended for respiratory therapy students. Prerequisite: RESP 102 Fundamentals of Respiratory Care II. Co-requisite: RESP 103 Fundamentals of Respiratory Care III.

RESP 112 Introduction to Pharmacology

2 credits

"Lectures and discussions focus on the study of drugs, especially those relating to respiratory therapy. Indication, contraindication, side effects, and dosages of drugs are studied. This course is intended for respiratory therapy students.

Prerequisite: RESP 101 Fundamentals of Respiratory Care I. Co-requisite: RESP 102 Fundamentals of Respiratory Care II."

RESP 113 Respiratory Care Seminar I

2 credits

This seminar course provides the student with the ability to select, review, obtain, and interpret data relevant to respiratory care cases. The student reviews existing clinical data and collect and recommend therapy. The student develops a respiratory care plan that is appropriate for the data collected.

Prerequisite: permission of instructor."

RESP 115 Respiratory Care Equipment

2 credits

This course explores the theoretical and practical application of respiratory care equipment. The student develops an understanding of the various pieces of equipment used in respiratory care. The equipment discussed is limited to oxygen equipment, aerosol equipment, pulmonary function equipment, and emergency resuscitating equipment.

Prerequisite: permission of instructor."

RESP 116 Respiratory Care Seminar II

3 credits

Focuses on the initiation and modification of respiratory care in the emergency setting. Specific topics include: Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Neonatal Resuscitation (NR). Protocols, algorithms, and evidenced-based practice guidelines will be used as the basis for study and practice.

Prerequisite: RESP 103 Fundamentals of Respiratory Care III."

RESP 117 Cardiopulmonary Diagnostics and Evaluation

1 credit

This course, which is intended for students in the Respiratory Care program, focuses on diagnostic testing with emphasis on critical care medicine. The integration of this assessment data into medical decision making is evaluated through the use of clinical simulations in a laboratory setting. One half-hour lecture and one laboratory hour per week.

Prerequisite: RESP 103 Fundamentals of Respiratory Care III."

RESP 121 Respiratory Care Clinical Cardio Anatomy and Physiology

3 credits

This course examines the cardiopulmonary system of the human body and its relationship to other organ systems. Topics of study include basic anatomy and physiology of the heart-lung systems, hemodynamic monitoring, and application of cardiopulmonary diagnostic indicators. An integrated approach will facilitate the examination of other body systems in order to promote the clinical application of respiratory care assessments and interventions. Models of study will span the human developmental cycle to include newborn, pediatric, and adult applications.

Prerequisite: RESP 102 Fundamentals of Respiratory Care II."

RESP 400 Special Study in Respiratory Care

1 credit

This course involves independent work on a selected topic under the direction of members of the Respiratory Care Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

SACH

SACH 999

1 credit

SECU

SECU 101 Introduction to Private Security

3 credits

"This course acquaints the student with the administrative and physical aspects of private security in such areas as retail, industrial, banking, transportation, medical, and government enterprises. Emphasis is placed on such special problems as private security, education, and training. Other areas covered are the investigation of white-collar crimes, thefts, document control, subversion and sabotage, labor problems, civil disturbances, and disaster preparedness.

Prerequisites:

Prerequisites: Waiver by placement testing results"

SECU 205 Private Security Law and Procedure

3 credits

"This course explores the legal issues related to the private security industry and ways to prevent loss from litigation. Torts, contracts, search and seizure, and the law of arrest will be discussed. The effects of domestic terrorism post-September 11, 2001 and the USA Patriot Act upon the role of private security will be explored. The advent of transnational corporations and the expanding role of private security as a result will be discussed.

Prerequisite: CJUS 101 Introduction to Criminal Justice or SECU 101 Introduction to Private Security."

SECU 234 Security Organization and Management**3 credits**

"This course explores management principles and organizational structures of private security organizations and the larger entities that they protect. The basic tenets of planning, organizing, staffing, directing, coordinating, motivating, communicating, and budgeting are explored within the unique context of the security function. Emphasis is placed on the importance of interfacing with the criminal justice system. Contemporary personnel issues and the impact of liability and risk management are addressed. Prerequisite: SECU 101 Introduction to Private Security."

SOCI

SOCI 104 Principles of Sociology**3 credits**

Attributes: LA SS

"Sociology is the systematic study of human society and social interaction. This course will employ the major theoretical perspectives to examine culture; the process of socialization; social structure; the problems of stratification, particularly in the areas of social class, race and ethnicity, and gender; social institutions, such as the family and religion; and social change.

Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval."

SOCI 203 Criminology**3 credits**

Attributes: LA SS

"Topics include the historical, political and social forces involved in the development of crime theory, and critique of the most prominent crime theories referenced in criminal justice and related fields. Attention will be given to major categories of criminal behavior, and current theoretical and research developments in regards to explaining various criminal behaviors in our society.

Prerequisites: SOCI 104 Principles of Sociology or departmental approval."

SOCI 204 Sociology of Deviance**3 credits**

Attributes: LA SS

"This course will provide an analysis of deviant behaviors, attitudes, and characteristics through examination of theories and current research in the field. Attention will be given to the role that society plays in defining and responding to deviance. While a variety of topics will be discussed, emphasis will be placed on drug and alcohol abuse, sexual deviance, mental disorders, organizational deviance, and unconventional beliefs.

Prerequisites: SOCI 104 Principles of Sociology or departmental approval."

SOCI 208 Family and Community**3 credits**

Attributes: LA SS

"This course includes a presentation of the structural principles necessary in all kinship systems with brief treatment of the most important ranges of variations and a survey of marriage and the family in various societies. The main emphasis will be on courtship, marriage, and the family in the United States and their structural characteristics, trends of change, and practical problems insofar as sociology can illuminate them.

Pre/Co-requisites: ENGL 101; waiver by placement testing results; or departmental approval."

SOCI 215 Urban Sociology**3 credits**

Attributes: LA SS

"This course offers an introduction to the sociological study of urban life and urban development. Students will develop an understanding of how structural forces and social interactions shape both cities and the experiences of people and groups within them. Topics include urban social theory, residential segregation, gentrification, suburbanization and urban sprawl, inequality, and contemporary urban social issues.

Prerequisites: SOCI 104 Principles of Sociology; or departmental approval."

SOCI 232 Sociology of Race and Ethnicity**3 credits**

Attributes: LA SS

"This course utilizes a sociological perspective to explore the experiences of racial and ethnic groups in the United States. Drawing on sociological concepts and theoretical perspectives regarding minority-majority relations among racial ethnic groups, this course focuses on the role of power, privilege, and access to resources in the social construction of race and ethnicity. The course will explore the dynamics of institutionalized racism and address a variety of contemporary policy debates in order to better understand the roles that race and ethnicity play in shaping American society and culture.

Prerequisites: SOCI 104 Principles of Sociology; or departmental approval."

SOCI 260 Victimology**3 credits**

Attributes: LA SS

"This course is designed to enhance students' understanding of crime theory through specific examination of crime victims. Special attention will be given to the rediscovery of the crime victim, the role of the victim, victim precipitation, and the concept of a victim-centered justice system. Discussion will include historical and current responses by the criminal justice system in light of victimization theories and the key sociological forces associated with victimization.

Prerequisite: SOCI 203 Criminology."

SOCI 400 Special Study in Sociology 1 credit
Attributes: LA SS
This course involves independent work on a selected topic under the direction of members of the Sociology faculty. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

SPCH

SPCH 105 Speech Communication 3 credits
Attributes: FA HU LA
"This course covers critical thinking, information literacy, active listening, public speaking apprehension, technology skills, and verbal and nonverbal communication. Students analyze informative and persuasive techniques and research, organize, and deliver a minimum of three formal speeches: two of which must be an informative and a persuasive speech."

SPCH 107 Oral Interpretation 3 credits
Attributes: FA HU LA
"This course provides an introduction to the art of oral interpretation of literature, including the techniques of literary and communicative analysis for public performance. Goals of the course include development of methods in handling speech fright, building confidence, and audience adaptation. The course is especially recommended for future teachers."

SPCH 108 Interpersonal Communication 3 credits
Attributes: FA HU LA
"This course is designed to improve human relationships through an understanding of the principles of effective interpersonal communication. Students participate actively in listening, perceiving, interpreting words and meanings, conflict resolution, assertiveness, nonverbal awareness, developing trusting relationships, and considering the role of the self-concept."

SPCH 121 Argumentation and Debate 3 credits
Attributes: FA HU LA
"This class provides an overview of the study of argumentation. Students learn argumentation theories and approaches while gaining skills in critical thinking and public speaking. By the end of the semester, students understand how to research and build an argument to be presented in a debate; how to anticipate, construct, and refute arguments; and how to evaluate the political, moral, and cultural contexts of argumentation.
Prerequisite: ENGL 101 English Composition I."

SPCH 400 Special Study in Speech 1 credit
Attributes: HU LA
This course involves independent work on a selected topic under the direction of members of the Communication Arts Department. Limited to two courses per student.
Prerequisite: approval of the Department Chair and Division Dean.

THET

THET 101 Introduction to the Theatre 3 credits
Attributes: FA HU LA
"This course covers an introduction to the history, art, craft, and socio-psychological dimensions of the theatre. The course combines assigned play readings with the study of the elements and techniques used in theatre, as well as viewing live theatre performances. The elements of acting, directing, stage settings, and costuming are incorporated. The relationship between theatre and society is explored."

THET 102 Voice Improvement 3 credits
Attributes: FA HU LA
"This course concentrates on developing and improving the student's voice and speech to meet stage, television, and broadcasting needs and the needs of business and personal communication. Exercises improve the student's relaxation, breathing, resonance, articulation, diction, pronunciation, and connection of voice to thoughts and emotions."

THET 110 Stagecraft 3 credits
Attributes: FA HU LA
"This course emphasizes the creative process used in developing the physical elements of a theatrical production. Students explore the technical elements of stagecraft in an experiential setting. Emphasis is placed on hands-on experience in the study of the processes of scenery, lighting, sound design, costuming, properties, and stage management. Students aid in the construction and technical work required for Massasoit theatre productions."

3 credits

Attributes: FA HU LA

This course is structured to give students an overall understanding of how the actor's body works and to develop their bodies to meet the needs of acting for the stage and screen. Students participate in group and individual physical exercises that will enable them to develop expressive bodies that are connected to their thoughts and emotions. Students are also required to attend live theatrical productions so that they can evaluate how actors use their bodies to express themselves.

3 credits

Attributes: FA HU LA

"This course offers hands-on experience in the fundamentals of the craft of acting. Students have the opportunity to explore text and develop confidence in their performance skills through voice and movement exercises, improvisation, and group exercises designed to free emotional spontaneity and creativity. This course is useful to those with an interest in the profession and those looking to improve verbal and communication skills."

3 credits

Attributes: FA HU LA

"Students learn and practice the separate parts of the composite art of acting, which entails the effective communication of the ideas and emotions of a dramatic character to an audience. Students are required to rehearse, memorize, and perform several short scenes and monologues in order to develop skills.

Prerequisite: THET 205 Acting I; or permission of instructor."

3 credits

Attributes: FA HU LA

"This course is recommended to anyone interested in education and designed especially for those who want to work with students pre-K through 12. The course reviews the theory and practice of using the medium of drama in education. Various aspects of dramatic expression are examined, including spontaneous dramatic play and such teacher-guided activities for children and adolescents as creative dramatics, sociodramatic play, improvisation, and story dramatization.

Prerequisites: ENGL 092 Preparing for College Reading II and ENGL 099 Introductory Writing; or waiver by placement testing results."

3 credits

Attributes: FA HU LA

"Introduces the basic techniques involved in play production for the stage, stressing the function of technical, artistic, and administrative work. The student studies all areas of play production and participates in at least two of these areas. Students research and discuss their areas with the instructor, classmates, and professionals in the field. The class also requires that the student acquire hands-on experience working closely with theatre technicians, artists, or administrators. Two lecture and two laboratory hours per week.

Prerequisites: Waiver by placement testing results."

3 credits

Attributes: FA HU LA

"This course offers specialized knowledge and skills on specific topics related to the field of theatre. Topics and course content vary by semester, and are determined by the instructor of each course offering. Limited to two courses on different topics per student.

Prerequisite: THET 101 Introduction to the Theatre; or permission of instructor."

1 credit

Attributes: FA HU LA

This course involves independent work on a selected topic under the direction of members of the Theatre Department. Limited to two courses per student.

Prerequisite: approval of the Department Chair and Division Dean.

TRGE

3 credits

Attributes: GL LA

"This course examines the major characteristics of geographical locations in North, Central, and South America, and the Caribbean. Topics include weather, topography, culture, political structures, and economic situations. This course is usually offered in the fall."

3 credits

Attributes: GL LA

"This course examines the major characteristics of geographical locations in Western and Eastern Europe, Asia, Africa, and Australia. Topics include weather, topography, culture, political structures, and economic situations. This course is usually offered in the spring."

VTSC 101 Introduction to Veterinary Technology 3 credits

"This course is an introduction to the field and occupation of veterinary technology. Topics include the roles of the veterinary technician and veterinary health care team, veterinary medical terminology, species and breed identification, an overview of animal husbandry, physical exams, and medical record documentation. This course also includes discussion on shelter, wildlife and specialty medicine, the human-animal bond, and euthanasia. This course meets for three lecture hours each week, plus additional animal behavior/socialization/basic training work outside of class.

Pre/Co-requisites: C or higher in the following courses: ENGL 101 English Composition I and MATH 158 Introduction to Statistics or higher."

VTSC 201 Veterinary Management 2 credits

"This course covers all aspects of veterinary office management. The course exposes the student to the laws and regulations governing veterinary medicine, workplace hazards and safety, client communication and education, veterinary management systems, inventory control, and maintaining proper facility records.

Prerequisites: C or higher in the following courses: ENGL 101 English Composition I, ENGL 102 English Composition II, and VTSC 101 Introduction to Veterinary Technology."

VTSC 211 Veterinary Clinical Methods I 4 credits

"This course is an introduction to veterinary clinical skills. Hospital safety including kennel management and sanitation are discussed. Students practice safe handling and restraint of various species of animals with an overview of basic physical examination techniques. Preventative health care and immunity, small animal nutrition, grooming, reproductive cycles, sex determination, and behavior and training are also discussed. Three lecture and three laboratory hours per week plus additional animal behavior/socialization/basic training work outside of class.

Prerequisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I, VTSC 101 Introduction to Veterinary Technology, and VTSC 232 Veterinary Microbiology.

Pre/Co-requisite: C or higher in VTSC 226 Veterinary Pharmacology."

VTSC 212 Veterinary Clinical Methods II 4 credits

"This course is a continuation of VTSC 211 Veterinary Clinical Methods I. The course studies the presentation of common diseases of canines and felines during physical examination. Emphasis is placed on the technician's role in diagnostic procedures, treatments, emergency, and critical care. Technical skills including venipuncture, catheterization, routine laboratory procedures, wound care, bandaging, and nursing care are also emphasized. Three lecture and three laboratory hours per week plus additional animal behavior/socialization/basic training work outside of class.

Prerequisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, ENGL 101 English Composition I, ENGL 102 English Composition II, and VTSC 211 Veterinary Clinical Methods I."

VTSC 221 Veterinary Internship I 2 credits

This course is an off-campus practical veterinary experience that expands student knowledge and builds proficiency in skills. Program coordinator approval required.

Prerequisite: successful completion of all Veterinary Technology courses through semester three of the program with minimum grades of C or higher.

Pre/Co-requisites: C or higher in the following courses: VTSC 201 Veterinary Management and VTSC 238 Veterinary Pathology.

VTSC 222 Veterinary Internship II 2 credits

This course is an off-campus practical veterinary experience that expands student knowledge and builds proficiency in skills. Program coordinator approval is required.

Prerequisite: successful completion of all Veterinary Technology courses through semester three of the program with minimum grades of C or higher.

Pre/Co-requisites: C or higher in the following courses: VTSC 201 Veterinary Management and VTSC 238 Veterinary Pathology.

VTSC 224 Veterinary Imaging 3 credits

"This course introduces the student to principles of veterinary imaging including radiography and ultrasonography. Topics include radiation safety, patient positioning, special studies, and a review of other diagnostic imaging methods including endoscopy, CT, and MRI. Two lecture and two laboratory hours per week.

Prerequisite: C or higher in BIOL 205 Vertebrate Anatomy and Physiology I.

Pre/Co-requisites: C or higher in the following courses: BIOL 206 Vertebrate Anatomy and Physiology II and VTSC 211 Veterinary Clinical Methods I."

VTSC 226 Veterinary Pharmacology 3 credits

"This course teaches basic pharmacological principles, including drug classifications, administration, pharmacokinetics and pharmacodynamics; drug packaging, labeling, record keeping, and medical calculations; legal and ethical considerations; and client communication. Three lecture and one laboratory hours per week.

Prerequisites: C or higher in the following courses: BIOL 121 Biological Principles I, BIOL 205 Vertebrate Anatomy and Physiology I, CHEM 151 General Chemistry I, and MATH 158 Introduction to Statistics or higher.

Pre/Co-requisites: C or higher in the following courses: BIOL 206 Vertebrate Anatomy and Physiology II and VTSC 211 Veterinary Clinical Methods I."

VTSC 232 Veterinary Microbiology 4 credits

"This is a course in microbiology as it related to veterinary medicine with emphasis placed on the practical applications for medical, food, dairy, water, and environmental microbiology. Part of the laboratory experience includes an introduction to techniques in molecular biology and the identification of one or more bacterial unknowns to demonstrate adequate knowledge of the proper laboratory technique. Organisms of discussion include bacteria, viruses, fungi, and some of the primitive algae and protozoa. Two lecture and four laboratory hours per week.

Pre/Co-requisite: C or higher in BIOL 121 Biological Principles I and a C or higher in BIOL 170 Vertebrate Anatomy and Physiology I."

VTSC 233 Veterinary Parasitology 3 credits

"This course examines internal and external parasites important to veterinary medicine. Topics include parasite life cycles, pathogenesis, zoonoses, treatment, and prevention. Diagnostic evaluation and identification is also performed. Two lecture and two laboratory hours per week.

Prerequisite: C or higher in BIOL 121 Biological Principles I.

Pre/Co-requisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I and VTSC 232 Veterinary Microbiology."

VTSC 235 Large Animal Medicine and Management 3 credits

"This course provides an overview of domestic large animals including horses, cattle, and sheep. Topics covered include anatomy and physiology, breed identification, safe handling and restraint, nutrition, common diseases, sample collection, medication administration, and nursing care. Laboratory sessions are conducted off campus. Two lecture and two laboratory hours per week.

Prerequisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, and VTSC 211 Veterinary Clinical Methods I.

Pre/Co-requisite: C or higher in VTSC 212 Veterinary Clinical Methods II."

VTSC 236 Laboratory Animals and Exotics 4 credits

"This course focuses on animals commonly used in a laboratory setting, as well as exotic pet animals. Emphasis is placed on biology, diseases, and care of various rodents, rabbits, avian, reptiles, and amphibians. Topics include husbandry, restraint, handling, pain and distress, biology and disease, and environmental enrichment. Laws governing the care and ethical use of laboratory animals are also covered, as well as veterinary nursing skills as it applies to laboratory animals and exotics. Laboratory sessions are conducted off campus. Three lecture and two laboratory hours per week.

Prerequisites: C or higher in the following courses: BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, and VTSC 211 Veterinary Clinical Methods I.

Pre/Co-requisite: C or higher in VTSC 212 Veterinary Clinical Methods II."

VTSC 238 Veterinary Pathology 3 credits

"This course examines the nature of disease as it applies to the veterinary medicine. Topics include cell injury and necrosis, inflammation and healing, diseases of body systems, and neoplasia.

Prerequisites: C or higher in the following courses: BIOL 121 Biological Principles I, BIOL 205 Vertebrate Anatomy and Physiology I, BIOL 206 Vertebrate Anatomy and Physiology II, VTSC 211 Veterinary Clinical Methods I, and VTSC 212 Veterinary Clinical Methods II."

VTSC 240 Veterinary Anesthesia & Surgery 4 credits

"This course focuses on aseptic preparation of both patient and surgical suite, management of surgical and anesthesia equipment and instruments, injectable and inhalant anesthetics, analgesia, anesthesia induction, maintenance and recovery, common surgical procedures, and anesthetic and surgical complications. Three lecture and three laboratory hours per week.

Prerequisites: C or higher in the following courses: VTSC 211 Clinical Methods I, VTSC 212 Clinical Methods II, and VTSC 226 Veterinary Pharmacology."

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College Locations

Branch Campuses

Brockton

The 100-acre main campus located in Brockton offers five modern classroom buildings and laboratory facilities, a newly renovated student center, and an extensive library facility. The Peter G. Asiaf Field House includes three basketball courts; a six-lane, 25-yard swimming pool; a weight room; and a racquetball court. Also located on the Brockton Campus are a softball field, the Louis R. Columbo Baseball Field, and the Warrior Soccer Field. The Fine Arts Building is home to the Buckley Performing Arts Center, the TV studio, and the Dale Dorman Radio Studio at Massasoit.

Canton

The Canton Campus includes smart classrooms, new state-of-the-art veterinary technology and engineering lab space, computer labs, allied health classrooms, and various art studios including ceramic and sculpture. The Canton campus also offers spaces for continuing education and workforce development workshops and classes. Free bus service is offered during the day, Monday through Friday, during the fall and spring semesters. An inter-campus shuttle service to the Brockton Campus is also available. Visit www.massasoit.edu/shuttle for more information.

Instructional Sites

Middleborough Center

The Middleborough Center is located in the former Lincoln D. Lynch Elementary School, the Center maintains the state-of-the-art Emergency Medical Services Educational Suite and is home to the Mobile SimLab, a modified ambulance that is used to train paramedic students.

Correctional Education and Returning Citizens Program at Old Colony Correctional Center

Massasoit is committed to providing access to all students who wish to pursue education. Through partnerships with the Department of Corrections (DOC), regional Houses of Corrections (HOC), probation, parole, and community-based reentry service centers, the college is able to offer educational pathways for soon-to-be-released individuals at the Old Colony Correctional Center in CORI-friendly careers with high demand and family-sustaining wages.

Styling Test Page

This is 2nd level heading

This is a test paragraph.

This is 3rd level heading

This is a test paragraph.

This is 4th level heading

This is a test paragraph.

This is 5th level heading

This is a test paragraph.

This is 6th level heading

This is a test paragraph.

Basic block level elements

This is a normal paragraph (`<p>` element). To add some length to it, let us mention that this page was primarily written for testing the effect of **user style sheets**. You can use it for various other purposes as well, like just checking how your browser displays various HTML elements by default. It can also be useful when testing conversions from HTML format to other formats, since some elements can go wrong then.

This is another paragraph. I think it needs to be added that the set of elements tested is not exhaustive in any sense. I have selected those elements for which it can make sense to write user style sheet rules, in my opinion.

This is a `<div>` element. Authors may use such elements instead of paragraph markup for various reasons. (End of `<div>`.)

This is a block quotation containing a single paragraph. Well, not quite, since this is not *really* quoted text, but I hope you understand the point. After all, this page does not use HTML markup very normally anyway.

The following contains address information about the author, in an `<address>` element.

Jukka Korpela, jkorpela@cs.tut.fi
Päivänsäteenkuja 4 A, Espoo, Finland

Lists

This is a paragraph before an **unnumbered** list (`<ul>`). Note that the spacing between a paragraph and a list before or after that is hard to tune in a user style sheet. You can't guess which paragraphs are logically related to a list, e.g. as a "list header".

- One.
- Two.
- Three. Well, probably this list item should be longer. Note that for short items lists look better if they are compactly presented, whereas for long items, it would be better to have more vertical spacing between items.
- Four. This is the last item in this list. Let us terminate the list now without making any more fuss about it.

The following is a `<menu>` list:

The following is a `<dir>` list:

This is a paragraph before a **numbered** list (`<ol>`). Note that the spacing between a paragraph and a list before or after that is hard to tune in a user style sheet. You can't guess which paragraphs are logically related to a list, e.g. as a "list header".

- One.
- Two.
- Three. Well, probably this list item should be longer. Note that if items are short, lists look better if they are compactly presented, whereas for long items, it would be better to have more vertical spacing between items.
- Four. This is the last item in this list. Let us terminate the list now without making any more fuss about it.

This is a paragraph before a **definition** list (`<dl>`). In principle, such a list should consist of *terms* and associated definitions. But many authors use `<dl>` elements for fancy "layout" things. Usually the effect is not *too* bad, if you design user style sheet rules for `<dl>` which are suitable for real definition lists.

recursion
see recursion

recursion, indirect
see indirect recursion

indirect recursion
see recursion, indirect

term
a word or other expression taken into specific use in a well-defined meaning, which is often defined rather rigorously, even formally, and may differ quite a lot from an everyday meaning

Text-level markup

- `<CSS>` (*Cascading Style Sheets*) (an abbreviation; `<abbr>` markup used)
- (an acronym; `<acronym>` markup used)
- bolded** (`<b>` markup used - just bolding with unspecified semantics)
- (`<big>` markup used)
- large size (`<font size=6>` markup used)
- Courier font (`<font face=Courier>` markup used)
- red text (`<font color=red>` markup used)
- Origin of Species* (a book title; `<cite>` markup used)
- `a[i] = b[i] + c[i];` (computer code; `<code>` markup used)
- here we have some ~~deleted~~ text (`<del>` markup used)
- an is an entity consisting of eight bits (`<dfn>` markup used for the term being defined)
- this is *very* simple (`<em>` markup used for emphasizing a word)
- Homo sapiens* (should appear in italics; `<i>` markup used)
- here we have some *inserted* text (`<ins>` markup used)
- type **yes** when prompted for an answer (`<kbd>` markup used for text indicating keyboard input)
- "Hello!" (`<q>` markup used for quotation)
- He said: "She said Hello!" (a quotation inside a quotation)
- you may get the message **Core dumped** at times (`<samp>` markup used for sample output)
- this is not that important (`<small>` markup used)
- ~~overstruck~~ (`<strike>` markup used; note: `<s>` is a nonstandard synonym for `<strike>`)
- this is highlighted text** (`<strong>` markup used)

- In order to test how subscripts and superscripts (`sub` and `sup` markup) work inside running text, we need some dummy text around constructs like x_1 and H_2O (where subscripts occur). So here is some fill so that you will (hopefully) see whether and how badly the subscripts and superscripts mess up vertical spacing between lines. Now superscripts: M^{le} , 1^{st} , and then some mathematical notations: e^x , $\sin^2 x$, and some nested superscripts (exponents) too: e^{x^2} and $f(x)^{g(x)^{a+b+c}}$ (where 2 and $a+b+c$ should appear as exponents of exponents).
- `text in monospace font` (`tt` markup used)
- `underlined text` (`u` markup used)
- the command `cat filename` displays the file specified by the *filename* (`var` markup used to indicate a word as a variable).

—	em dash	Windows Latin 1 character, should be ok, too
Ā	A with macron (line above)	Latin Extended-A character, not present in all fonts
Ω	capital omega	A Greek letter
–	minus sign	Unicode minus
#	diameter sign	relatively rare in fonts

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- `This is sample text inside code markup`
- `This is sample text inside kbd markup`
- `This is sample text inside samp markup`
- `This is sample text inside tt markup`

Links

- [main page](#)
- [Unicode Standard, chapter 6](#)

This is a text paragraph that contains some inline links. Generally, inline links (as opposite to e.g. links lists) are problematic from the [usability](#) perspective, but they may have use as “incidental”, less relevant links. See the document [Links Want To Be Links](#).

Tables

The following table has a caption. The first row and the first column contain table header cells (`th` elements) only; other cells are data cells (`td` elements), with `align="right"` attributes:

Country	Total area	Land area
Denmark	43,070	42,370
Finland	337,030	305,470
Iceland	103,000	100,250
Norway	324,220	307,860
Sweden	449,964	410,928

Character test

The following table has some sample characters with annotations. If the browser’s default font does not contain all of them, they may get displayed using backup fonts. This may cause stylistic differences, but it should not prevent the characters from being displayed at all.

Char.	Explanation	Notes
ê	e with circumflex	Latin 1 character, should be ok

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