School Profile

TYPE OF SCHOOL:  Quincy College is a fully-accredited two-year college awarding Associate Degrees and Certificates of completion in a wide variety of studies.

FOUNDED:  1958

PRESIDENT:  Richard DeCristofaro, Ed.D.

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

MAIN TELEPHONE NUMBERS:
- 617-984-1700 (Quincy Campus)
- 508-747-0400 (Plymouth Campus)

WEBSITE:  www.quincycollege.edu

CIVILITY STATEMENT

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

NON-DISCRIMINATION

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

Quincy College strives to not only meet, but exceed all federal, state, and local statutes governing equal opportunity and inclusion. All questions, concerns, or complaints regarding the College’s Affirmative Action/Title VI or Sexual Harassment/Title IX policies should be forwarded to the Vice President of Human Resources/Title VI and Title IX Coordinator, Presidents Place, 1250 Hancock Street, Quincy, MA 02169.

Inquiries regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or Sexual Harassment/Title IX policies should be forwarded to Jennifer Luddy, Senior Vice President for Enrollment Management and Strategic Planning, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169 or by calling 617-984-1657 or at jluddy@quincycollege.edu. Quincy College is in full compliance with MGL, Chapter 269 Section 17, 18, and 19 and hazing is prohibited in Quincy College. Please refer to College Policy 6-12 on the website or in the College catalog.

-Equal Opportunity/Affirmative Action Employer

The annual crime report and security policy is distributed to stakeholders in the last week of September and is also available on our website.
## SCHOOL PROFILE
(Based on Fall 2019 data)

<table>
<thead>
<tr>
<th>Category</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Enrolled</td>
<td>3,374 (Headcount)</td>
</tr>
<tr>
<td></td>
<td>1,956 FTE (Fall)</td>
</tr>
<tr>
<td>Gender Ratio</td>
<td>64% Female</td>
</tr>
<tr>
<td></td>
<td>36% Male</td>
</tr>
<tr>
<td>Ethnicity</td>
<td>47% White</td>
</tr>
<tr>
<td></td>
<td>25% Black or African-American</td>
</tr>
<tr>
<td></td>
<td>9% Hispanic or Latinx</td>
</tr>
<tr>
<td></td>
<td>8% Asian</td>
</tr>
<tr>
<td></td>
<td>3% International Students</td>
</tr>
<tr>
<td></td>
<td>3% Two or More Races</td>
</tr>
<tr>
<td></td>
<td>&lt; 1% American Indian or Alaskan Native</td>
</tr>
<tr>
<td></td>
<td>&lt;1% Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td></td>
<td>4% Race/Ethnicity Unknown</td>
</tr>
<tr>
<td></td>
<td>46% Students of Color</td>
</tr>
<tr>
<td>Age Range</td>
<td>15-84</td>
</tr>
<tr>
<td>Average Age</td>
<td>32</td>
</tr>
<tr>
<td>Average Class Size</td>
<td>14</td>
</tr>
<tr>
<td>Retention Rate (Fall to Fall)</td>
<td>2014-2015: 55%</td>
</tr>
<tr>
<td></td>
<td>2015-2016: 57%</td>
</tr>
<tr>
<td></td>
<td>2016-2017: 58%</td>
</tr>
<tr>
<td></td>
<td>2017-2018: 47%</td>
</tr>
<tr>
<td></td>
<td>2018-2019: 51%</td>
</tr>
<tr>
<td>Graduation Rate (IPEDS 150%)</td>
<td>Fall 2011 Cohort: 18%</td>
</tr>
<tr>
<td></td>
<td>Fall 2012 Cohort: 19%</td>
</tr>
<tr>
<td></td>
<td>Fall 2013 Cohort: 13%</td>
</tr>
<tr>
<td></td>
<td>Fall 2014 Cohort: 13%</td>
</tr>
<tr>
<td></td>
<td>Fall 2015 Cohort: 16%</td>
</tr>
<tr>
<td></td>
<td>Fall 2016 Cohort: 16%</td>
</tr>
<tr>
<td>Students Employed</td>
<td>60%</td>
</tr>
<tr>
<td>Graduates (2018-2019 academic year)</td>
<td>538</td>
</tr>
<tr>
<td>Full-time student awarded any Financial Aid (Based on Fall 2018 data)</td>
<td>68%</td>
</tr>
</tbody>
</table>
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### FALL SEMESTER, 2020
- New Faculty Orientations: Aug 27
- Faculty Non-Instructional Days (3 days): Aug 28, 31, Sep 1
- Semester Begins: Sep 2
- Labor Day-College Closed: Sep 7
- Add and Drop Period: Please see the ADD and DROP Policy
- Columbus Day-College Closed: Oct 12
- Veterans’ Day-College Closed: Nov 11
- Last day to withdraw to receive a grade of “W” (Flex courses please see Registrar Office): Nov 20
- Thanksgiving Recess begins Wednesday: Nov 25
- Classes end at 4 PM: Nov 26, 27, 28
- Thanksgiving Recess-College Closed: Nov 25
- Classes End: Dec 12
- Finals Week: Dec 14-19
- Winter Break Begins: Dec 24
- Christmas College Closed: Dec 25
- New Year’s Eve College Closed: Dec 31

### WINTER INTERSESSION, 2021
- New Year’s Day-College Closed: Jan 1
- Intersession begins/ends: Jan 4-Jan 15 (makeup day Jan 16)
- Add and Drop Period: Jan 4 (Last Day to Add)-Jan 3 (Last Day to Drop)
- Last day to withdraw to receive a grade of “W” (Flex courses please see Registrar Office): Jan 11

### SPRING SEMESTER, 2021
- New Faculty Orientations: Jan 12
- Faculty Non-Instructional Days: Jan 13, 14, 15, 19
- Martin Luther King, Jr. Day-College Closed: Jan 18
- Semester begins: Jan 20
- Add and Drop Period: Please see the ADD and DROP Policy
- Presidents Day Holiday-College Closed: Feb 15
- Spring Break: No Classes Mar 15-20; College Closed Mar 15 and Mar 19
- Spring Holiday weekend-College Closed: April 2-3
- Last day to withdraw to receive a grade of “W” (Flex courses please see Registrar Office): April 9
- Patriots’ Day-College Closed: April 19
- Classes end: May 8 (Note: Monday evening classes end on 5/10)
- Finals Week: May 10-15
- Convivium: TBD
- Faculty Non-Instructional Days: May 17, 18, 19, 20, 21 (No Classes)
- Spring Nurses Pinning: May 20
- Spring Commencement: TBD
- Memorial Day-College Closed: May 31

*Academic calendar applies to traditional 15-week semester only.*
<table>
<thead>
<tr>
<th>Academic Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUMMER SESSION I, 2021 (5 WEEKS)</strong></td>
</tr>
<tr>
<td>Semester Begins</td>
</tr>
<tr>
<td>Add and Drop Period</td>
</tr>
<tr>
<td>Last day to withdraw to receive a grade of “W”</td>
</tr>
<tr>
<td>Semester ends</td>
</tr>
<tr>
<td>Independence Day-College Closed</td>
</tr>
</tbody>
</table>

| **SUMMER SESSION I, 2021 (10 WEEKS)** |
| Semester Begins | June 1 |
| Add and Drop Period | Please see the ADD and DROP Policy |
| Last day to withdraw to receive a grade of “W” | July 19 |
| Semester ends | August 6 |

| **SUMMER SESSION II, 2021 (5 WEEKS)** |
| Semester Begins | July 7 |
| Add and Drop Period | Please see the ADD and DROP Policy |
| Last day to withdraw to receive a grade of “W” | July 27 |
| Semester ends | August 10 |

| **SUMMER SESSION II, 2021 (10 DAYS)** |
| Semester Begins | August 11 |
| Add and Drop Period | Please see the ADD and DROP Policy |
| Last day to withdraw to receive a grade of “W” | August 17 |
| Semester ends | August 24 |

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

Accreditation by the New England Commission of Higher Education 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 of the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

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

**ACCREDITATION:**

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

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

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

The Physical Therapist Assistant Program at Quincy College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

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

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

You may also contact BORN for more information on the web at http://www.mass.gov/dph/boards or at 239 Causeway Street, Suite 200, 2nd Floor, Boston, MA 02114, or by phone at (617) 973-0800 or (800) 414-0168.
MISSION STATEMENT
Quincy College offers open-access and selective programs focusing on academic achievement and excellence, fostering diversity, providing economic opportunity, promoting community involvement, and supporting lifelong learning. We foster valuable learning relationships that inspire students to realize their educational and professional futures.

VALUES
At Quincy College, we are committed to the following values:

• Student learning and achievement.
• Excellence in teaching.
• Mutual respect, responsibility, and collaboration.
• Individual and institutional integrity.
• Diversity of people and perspectives.
Located only minutes from Boston, the Quincy campus is conveniently located in historic Quincy Center. Our academic buildings are less than one block from the Quincy Center T Station, providing our students with a short and hassle-free commute to class.

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

TO REACH PRESIDENTS PLACE, QUINCY CENTER:
From I-93 (North): Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2.1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.
From I-93 (South/Route 3): Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the Presidents 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.
From Route 3A (South): Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. The concrete and brick building on the right is Presidents Place and the Presidents Place parking garage.
By public transportation: Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Presidents Place.

TO REACH SAVILLE HALL, QUINCY CENTER:
From I-93 (North): Take Exit 12 (Neponset/Quincy) and follow the bridge over to Hancock Street. Take a right before the lights onto Newport Avenue and follow for 2.1 miles. Take a left onto Adams Street. Adams Street merges onto Hancock Street. Take the third left onto Saville Avenue. The brick building with the black awning is Saville Hall.
From I-93 (South/Route 3): Take the Quincy Center exit and follow Burgin Parkway to the fifth traffic light. Take a right on Granite Street, then the first left onto Hancock Street in Quincy Center. Follow the rotary at the Church of the Presidents 1/4 of the way. Turn left at the lights. Take the first right onto Saville Avenue. The brick building with the black awning is Saville Hall.
From Route 3A (South): Follow route 3A (the Southern Artery) to Coddington Street (across from the Quincy Police Station on Sea Street). Turn left onto Coddington Street for two blocks. Take a right onto Hancock Street at Presidents Place. Take first right onto Saville Avenue. The brick building with the black awning is Saville Hall.
By public transportation: Take the Red Line to the Quincy Center MBTA station. Cross Hancock Street to Saville Avenue.
The Quincy College, Plymouth Campus is conveniently located off of Route 3. The Plymouth Campus offers students an exceptional learning experience. The Plymouth Campus is located at Cordage Park, historically a vibrant, world-renown and bustling rope factory. Quincy College at Plymouth offers Associate Degree programs in Physical Therapist Assistant, Nursing, Natural & Health Sciences, Business, Computer Science, Criminal Justice, Education, General Studies, Human Services, and Liberal Arts. Certificate programs in Accounting, Computer Science, Early Childhood Education, Healthcare Administration, and Law Enforcement are available.

The Plymouth Campus recently underwent a significant renovation to add new offices, bright classrooms, a state of the art nursing wing and a brand new Syndaver lab. The Syndaver lab, one of two in Massachusetts, provides Plymouth Campus students a tangible learning opportunity. There is a friendly atmosphere and supportive staff, to assist with all student needs at the Plymouth Campus.

Additional information about the Plymouth Campus by calling 508-747-0400 or at quincycollege.edu/plymouth. All rights, privileges, and responsibilities that apply to students of Quincy College apply to students of Quincy College at Plymouth.

TO REACH PLYMOUTH CAMPUS:

From the North: Follow 93 South to MA-3 South toward Braintree/Cape Cod. Take Exit 9 (RT-3A) Kingston/N. Plymouth. At top of off-ramp, take a left toward North Plymouth. Follow 3A. Turn left at first set of lights into Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.

From the South: Follow MA-3 North toward Braintree. Take the Smith Lane exit (Exit 8) toward Rocky Nook. Turn right at Crescent St. Turn right at RT-3A. Turn left at Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.

From the West: Take US-44 East to Commerce Way exit to Cherry St / N. Plymouth. Turn left at Commerce Way. Turn right at Nicks Rock Rd. Continue on Cherry St. Turn left at Court St. / RT-3A. Turn right at Cordage Commerce Center. Bear right and follow the signs for Quincy College. End at 36 Cordage Park.

Public transportation is available and the commuter rail stop (Old Colony Line) is behind the campus. Additionally, public buses through GATRA are available.
As a public two-year college, our admission policy reflects our belief that anyone with the potential to benefit from a college education should have the opportunity to obtain one. We consider the total individual, not just grades and test scores, in our admission process.

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

All Matriculating (Degree/Certificate Seeking) Students:
- Submit an application either online or in the Office of Admissions.
- All matriculating (degree/certificate seeking) students must be high school graduates or equivalent. Proof of high school completion must be submitted to the Office of Admissions.
- Admission to the College and a program will be confirmed by an acceptance letter.
- SAT or ACT scores are not required.
- All accepted students must take a placement/advising test to measure proficiency in English and Mathematics. (Note: This policy is being amended by COVID-19).
- Students will be eligible to register for classes after an advising session with an advisor.
- All matriculating (degree/certificate seeking) students must register for IDS 167 First Year Seminar in the first semester. (In some cases, this may be waived; for exceptions, please see an advisor).
- Students must be matriculating to receive financial aid. Consult with a financial aid advisor in regard to the financial aid application process.
- Registration is completed through the Registrar’s Office and may be completed online, in person, or by mail by paying tuition and registration fees, along with submitting the Matriculating Registration form.

All Non-Matriculating (Non-Degree/Certificate Seeking) Students:
If you are not seeking to graduate from Quincy College, planning to transfer your credits to another institution, taking a class for personal enrichment/professional development, or if you are a high school student and your guidance counselor supports your collegiate level course.
- Apply as a Non-Matriculating student through the Admissions Office
- Register in the Registrar’s Office: tuition and registration fee are required at the time of registration.
- You may earn a maximum of 30 credits as a non-matriculating (non-degree/certificate seeking) student towards a degree program and 15 towards a certificate program. The credits earned appear on the student’s transcript and may be transferable to another institution.
- It is highly recommended to take a placement test/advisor assessment to measure proficiency in the subject areas of English and Mathematics.
- Please check with Financial Aid Office if you are eligible for any loan program.

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

Early Admission (Policy 4.06)
Quincy College admits students who have not yet graduated from high school. The early admissions program serves two distinct populations of students:
1. Students with above average ability and maturity may be accepted by Quincy College at the end of their sophomore year in high school. With the high school’s approval, Quincy College credits can be transferred to the high school to complete high school diploma requirements and college credit is earned at the same time.
2. Seniors who do not have enough credits to graduate from high school may enroll as special students in college courses and, with their high schools’ permission, transfer the credits back to their high school to complete graduation requirements. The credits earned will also count toward a college degree should the student decide to continue his or her education and be accepted into Quincy College.

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

WHO CAN APPLY (Open Enrollment Policy 4.01)
As an open enrollment institution, Quincy College admits students who have completed high school or the equivalent. A General Education Diploma (G.E.D) or HiSET may be substituted for a traditional high school diploma in all cases. Quincy College admits students, from diverse educational backgrounds, including students still in high school, to provide them access to higher education.

Note: Nursing, Practical Nursing, Physical Therapist Assistant, Medical Laboratory Technician, Surgical Technology, Phlebotomy, and Phlebotomy Technician are selective programs.

HOW TO APPLY FOR GENERAL ENROLLMENT

STEP ONE - Application Form
(All returning Quincy College students may skip to STEP THREE.)
All matriculating (degree/certificate seeking) students who have never attended Quincy College must first complete and submit an application form, either online or by mail to: Quincy College, Admissions Office, Presidents Place, 1250 Hancock Street, Quincy, MA 02169. The phone number is 1-800-698-1700 or 617-984-1710 and the fax is 617-984-1794. For admissions to the Plymouth Campus, please send your application and fee to: Quincy College, 36 Cordage Park Circle, Plymouth, MA 02360. The phone number is 508-747-0400 and the fax is 508-747-8169.

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

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

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

STEP TWO - Quincy College Placement Assessment (Academic Placement Policy 4.08)
All new matriculating (degree/certificate seeking) students are assessed with placement tests (ACCUPLACER or LOEPS) prior to enrolling in courses. Students whose skills are deemed insufficient to successfully handle college level work will be advised to take academic support courses in the subject area of deficiency. These courses carry college credits per course but do not fulfill requirements for graduation. Quincy College will close down access to an academic account for any new degree/certificate seeking student who has not done the required testing and advising session prior to the end of the add/drop period in their first semester. Please check with the Office of Admissions about scores required for a specific program and placement. The Placement Assessment is administered several times a week and can be scheduled by calling the Admissions Office at 617-984-1710 or in Plymouth at 508-747-0400.

For Academic Year 2020-2021: Due to COVID-19, all new matriculating (degree/certificate seeking) students who graduated from high school within the past three years with a GPA of 2.7 or higher are exempt from taking the college placement test and can enroll in college-level courses. Students who graduated from high school more than three years ago can work with a college advisor to determine placement based on multiple measures, including high school GPAs, SAT and/or ACT Scores, and Prior Coursework/Credit by Examination.

STEP THREE - Registration Form
Both new and returning students must submit a registration form to enroll in desired courses. Students should include course number and section (ENG-101-01); course title (English Composition); day (Mon/Wed); and time (8:00am-9:20am). Payment must be received, in full, at the time of registration. Quincy College students may register online, by visiting the Registrar’s Office or by mailing a registration form with payment to: Quincy College, Registrar’s Office, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169 or the Plymouth Campus at 36 Cordage Park Circle Plymouth, MA 02360.

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

Dual Enrollment Program
The Dual Enrollment Program provides high school students with the opportunity to earn college credit from Quincy College while they are still in high school. The College works with several high school partners to align the curriculum for various honors/advanced level courses that are offered at the high schools. In addition, Quincy College works with all dual enrollment instructors
at the high school to ensure that they meet the same credentials of Quincy College instructors in an effort to deliver a similar experience as to what would be offered at the College. Dual enrollment students are introduced to the academic expectations and rigor of a college course, while still receiving the support of high school instructors and counselors. Students who complete a dual enrollment course with a final grade of a “C” or higher, will receive a Quincy College transcript that reflects their college credit.

**STEP FOUR - Health Insurance Waiver (Health Insurance Policy 6.08)**

Since September 1, 1989, the Massachusetts Mandatory Health Insurance Law requires that all 3/4 time and full-time students must be covered by a health insurance policy before they begin classes at any college in the Commonwealth of Massachusetts. Quincy College offers enrolled students a student accident and sickness insurance plan at a special rate. Students not covered by another health insurance policy before the start of classes are required to purchase this policy in order to attend classes. Students with another insurance policy must complete a Health Insurance Waiver through the College website at www.quincycollege.edu/health-insurance. If you have any questions, please contact the Quincy College Business Office at 617-984-1630.
ADMISSION TO NURSING and SELECTIVE NATURAL & HEALTH SCIENCES PROGRAMS (Allied Health Admissions Policy 4.03)

ADMISSION TO ASSOCIATE DEGREE PROGRAM IN NURSING

Please refer to page 148 of this catalog.

ADMISSION TO THE PRACTICAL NURSING CERTIFICATE PROGRAM

Please refer to page 186 of this catalog.

ADMISSION TO MEDICAL LABORATORY TECHNICIAN PROGRAM

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

Admission Process:
1. The application packet requests the following information from the student:
   A. College Placement Scores:
      Minimum scores needed for admission to the Medical Laboratory Technician Program:
      - Reading Comprehension: 253
      - Sentence Skills: 250
      - Arithmetic: 260
      or successful completion* of ENG 101 (or equivalent) and college level math with a “C” or better.
   B. Transcript of prerequisite course work
   C. Written personal statement **
   D. Summary of work history in healthcare field.

   * Successful Completion of course means earning a “C” or better. | ** No more than 500 words.

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

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

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

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

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

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

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

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

10. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
   • Complete Health Forms through CastleBranch- Admitted students must have a health form completed by their physician one month prior to the start of the program. A complete health form includes the following documentation:
     - Medical history
- Complete physical
- A negative Mantoux within two months of the first MLT class. This documentation must include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student’s physician indicating no active disease.
- Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
- Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
- Varicella (Chicken Pox) documentation of positive titer or two live doses
- Hepatitis B - documentation of positive titer or three doses of vaccine.
- Flu - documentation of one dose of flu vaccine every flu season.

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

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

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

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

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

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

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

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

Applications:
Applications are accepted on a rolling basis.

Admission Process:

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

2. After successful completion of the application packet, the student brings the application packet to the Admissions Office and pays the fee.

3. Incomplete applications will not be accepted.

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

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

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

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

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

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

10. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
   • Complete Health Forms through CastleBranch- Admitted students must have a health form completed by their physician one month prior to the start of the program. A complete health form includes the following documentation:
      - Medical history
      - Complete physical
      - A negative Mantoux within two months of the first PHB class. This documentation must include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student’s physician indicating no active disease.
      - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
      - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
      - Varicella (Chicken Pox) documentation of positive titer or two live doses
      - Hepatitis B – documentation of positive titer or three doses of vaccine.
      - Flu - documentation of one dose of flu vaccine every flu season.
   • CORI - Since the PHB Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law at the time of admission to the Program and again within three months of clinical placement. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. In addition, enrolled students are required to submit a National Background Check via CastleBranch, no earlier than three months but prior to clinical placement. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to the Quincy College PHB Program is specifically
conditional on a satisfactory CORI check. Admission into the PHB Program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College PHB program. For more information on the CORI process, please see the CORI policy in this catalog.

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

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

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

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

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

**Note:** Clinical Failure

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

**ADMISSION TO PHYSICAL THERAPIST ASSISTANT PROGRAM**

**Admission Process:**

1. Student must complete the following prerequisites courses to be eligible to apply for admissions:
   - College level General Biology w/ lab or Anatomy & Physiology I w/ lab and a grade of “C” or better equaling 4 Credits.
     (For high school applicants, a high school biology course with a “B” (80%) or better equaling 4 Credits will satisfy the prerequisite requirements)
   - Demonstrated competency of placing into English 101 through the standardized college placement test* or completion of English 090 or equivalent
   - Demonstrated competency of placing into Math 107 through the standardized college placement test* or completion of MAT 097 with a “C” or better
   - Completion of ATI TEAS exam with no minimum score requirement
   - Official high school transcript or HiSET/GED records or original diploma (if completed outside the United States, high school transcripts/diplomas must be evaluated by CED)

*For Academic Year 2020-2021: Due to COVID-19, all new matriculating (degree/certificate seeking) students who graduated high school within the past three years with a GPA of 2.7 (grade of B-) or higher are exempt from taking the college placement test and can enroll in college-level courses. Students who graduated from high school more than three years ago can work with advisor to determine placement based on multiple measures, including high school GPAs, SAT and/or ACT Scores, and Prior Coursework/Credit by Examination.
2. Student schedules the ATI TEAS exam at the ATI website (www.atitesting.com).

3. Application must be submitted within the published application period.

4. Completed application includes the following:

5. Official Proof of High School Completion due to High School Diploma, GED/HISET, or CED evaluation.
   - Official college transcript(s) if prerequisites not taken at Quincy College
   - $50 Application Fee (Non Refundable)
   - Scores on the ATI TEAS Exam
   - Work History validation, if applicable
   - Evidence of certification or licensure as a healthcare provider / previous experience in healthcare (if applicable)

Applications are reviewed and ranked on a point based system:
- Overall GPA
- ATI TEAS performance level
- Prerequisite course grades
- Observation hours in physical therapy
- Accuracy and completion of application
- Previous College Degree
- Certification / Licensure as a HealthCare Provider and/or previous healthcare experience if applicable

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

Admission to Surgical Technology Program

Applications:
Applications are accepted between January 1 and June 30 on a rolling basis for fall classes.

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

2. After successful completion of the College placement test or successful completion of ENG 101 and MAT 103 with a “C” or better, and completion of prerequisite course work, the student submits an application packet by the deadline dates and pays an application fee.

3. Incomplete applications are not accepted. Completed applications include the following:
   - Official high school transcript
   - Official college transcript (if applicable, and if prerequisites were not taken at QC)
   - $50.00 Application Fee (non-refundable)
   - Qualifying scores on Admissions Exam

4. Applicants are notified of acceptance, rejection, or wait-list enrollment via Admissions by the beginning of July for fall semester.
5. Once the cohort is filled a wait list is generated.

6. The wait list does not carry over from one year to the next. The wait list is only maintained until the start date of the program in the cohort start year (September 1st full time program).

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

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

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

10. All admitted students are required to complete a 1) health form, 2) CORI check, and 3) course registration forms. These must be completed and returned by the deadline date or students will lose their seat in the program.
   - **Health Forms** - Admitted students must have a health form completed by their physician one month prior to the start of the program. Forms are distributed to students during the program’s mandatory orientation. A complete health form includes the following documentation:
     - Medical history
     - Complete physical
     - A negative Mantoux within two months of the first SUR class. This documentation must include date and results. If Mantoux is positive then a chest x-ray is required within the past seven years and a current letter from student’s physician indicating no active disease.
     - Tetanus/Diphtheria/Pertussis vaccine within the last 10 years
     - Measles, Mumps and Rubella (MMR) documentation of positive titer or two live doses
     - Varicella (Chicken Pox) documentation of positive titer or two live doses
     - Hepatitis B – documentation of positive titer or three doses of vaccine.
     - Flu - documentation of one dose of flu vaccine every flu season.
   - **CORI** - Since the SUR Program includes a clinical placement, enrolled students are required to submit a Criminal Offender Record Information (CORI) check in accordance with Massachusetts state law. Massachusetts law permits clinical agencies to require CORI checks for all employees and/or volunteers who have direct or indirect contact with patients and/or clients. Agencies reserve the right to refuse and/or reject students who do not meet applicable CORI guidelines. Please be advised that admission to the Quincy College SUR Program is specifically conditional on a satisfactory CORI check. Admission into the SUR Program which requires a clinical practicum does not represent or warrant an agreement that a student is eligible for a clinical placement. Students who do not complete required clinical course work are ineligible for graduation from the Quincy College SUR program. For more information on the CORI process, please see the CORI policy in this catalog.
   - **Course Registration Forms** - Students admitted into the SUR Program must have their course registration forms signed by the appropriate program Chair. Registrar’s Office does not accept unsigned forms. If registration forms are not submitted by the deadline date established by the program, students will lose their seat in the program.

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

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

Documents and activities that must be submitted and completed by a specific deadline date include:
   - Application
   - Mandatory Orientation
   - Seat Deposit
   - Health Form
   - CORI
   - Registration Form

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

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

**INTERNATIONAL STUDENTS (International Student Admissions Policy 4.04)**

The procedure for admitting international students is as follows:

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

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

3. The application is reviewed and the checklist is completed to confirm that all necessary documents are included. The checklist consists of the following:
   - Original or certified copy of secondary school or college diploma with English translation
   - Original financial statement that is no more than 6 months old (certified letter from bank or bank statements conversion to US dollars)
   - Completed Affidavit of Support Form (if applicable)
   - Proof of birth date and country of citizenship as indicated on passport or birth certificate
   - English Proficiency:
     - TOEFL score sent directly from ETS (code 3713), minimum scores: 423 (written), 113 (computer), 38 (IBT)
     - IELTS score of 4.5 and above
     - If in the US, score of 69 and above on the Quincy College Placement test or completion of English Composition I at a US College or University. If a student has not met the English proficiency on the LOEPS exam, the student is advised to attend English language classes and acceptance to Quincy College remains conditional until the proficiency level is met.
   - Physicians Immunization Verification Form

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

4. If an application is incomplete, an email is sent to the student listing what documents are missing. Please note the email used is the email that the student provided on the application.

5. Once a student has been accepted, an acceptance letter is emailed to the student. Please note the email used is the email that the student provided on the application. Included in the email are instructions on setting up express mail or authorization to pick up the I-20 packet.

6. Once a student has received an acceptance letter one of these steps is taken:
   a. If the student is overseas, the International Office mails a packet with an acceptance letter, Initial Form SEVIS Form I-20, SEVIS I-901 fee information, health insurance information and visa interview document.
   b. If the student is transferring in from another college in the US, additional materials are provided with his/her application, a completed transfer form from the previous school is returned to the International Office and the immigration record is transferred to Quincy College where a new SEVIS Form I-20 is issued to the student.

7. Once all visa issues have been settled, students may proceed to advising and registration. All international students are
required to take the LOEPS exam for placement and advisement purposes prior to registration. Only students who show proof of English and math proficiency by submitting a transcript showing completion of English Composition I and College Algebra with a “C” or better are exempt from taking the exam.

8. Advising of all international students is done in the International Student Office, including course selection, and degree program options. An advising sheet is completed for all international students regarding degree programs and requirements. All international students must be cleared for registration by an International advisor prior to enrolling.

9. New international students must attend the International Student Orientation prior to class start. During this orientation new international students receive information regarding immigration regulations, school policies and procedures and other necessary information.

10. Returning international students are eligible for institutional scholarships.
   (a) Institutional Scholarships—a selection committee from the college community reads and selects finalists. The scholarships are offered during the spring semester and the awards are for the following fall semester. These scholarships are available for use at Quincy College and cannot be transferred to another school. (Please see International Office for criteria and eligibility)

ADVANCED STANDING (Policy 4.05)
Quincy College welcomes transfer students and those with advanced knowledge of subject areas. A maximum of 30 credits from all sources may be awarded toward a degree.

Transfer Credits (Policy 4.05A)
Credit transfer is the process of receiving academic credits towards a degree or certificate program at Quincy College based on work completed at another recognized institution of higher education. Students are eligible to transfer credits in accordance with the regulations set forth below.

How to Transfer Credits to Quincy College
Students who have earned credits from other colleges or universities are required to submit an official academic transcript to the Office of Admissions as part of the application process. The transcript review and credit transfer process are based on the student’s declared major. A copy of the unofficial transcript report is accessible within the My QC Portal.

Enrolled students who have not transferred credits to Quincy College can do so by contacting their former colleges/universities to request official transcripts. Official transcripts can be sent through U.S. mail, an electronic transcript vendor or secure online exchange from the sending institution. Mailed transcripts should be sent to: Quincy College, Admissions, ATTN: Transcript Evaluation, Presidents Place, 1250 Hancock Street, Quincy Center, MA 02169 or by email to admissions@quincycollege.edu.

Principles of Transfer
1. Institutions

   Courses are accepted from institutions of higher education that are accredited by any regional accrediting associations in the United States, (e.g. NECHE).

   Academic course work from foreign institutions is also considered. Many foreign institutions use a different system for assessing learning than is practiced in the United States. In such cases, transcripts must be evaluated by an Educational Credential Evaluator. Evaluated transcripts must be sent directly to Quincy College in a sealed envelope. Any fees involved with Educational Credential Evaluation are paid by the student.

2. Grades and Courses

   A course must be graded a “C” or better to transfer into Quincy College. Academic support courses, remedial courses, vocational courses, learning support courses, courses with essentially non-academic content and courses that are secondary school or pre-college level and taken in high school are not transferable. Quincy College does not grant credit for professional certificate programs. Natural science courses must be taken within the last ten years, and computer courses must be taken within the past five years. For nursing programs, science courses must be taken within the past seven years. Please refer to Policy 4.05 A: Transfer Credits.

3. Subject Matter Equivalency

   Courses considered for transfer must possess content that approximates the content of courses offered at Quincy College. A student may be asked to supply the course outline from the other institution for verification of content compatibility. A
maximum of 30 credits may be transferred for an associate degree program and transferable credits may vary based on certificate requirements.

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

5. Transfer Course Expiration
   Sciences courses must be completed within five years of transferring to Quincy College are eligible for transfer. Computer courses completed within seven years of transferring to Quincy College are eligible for transfer.

6. Alternative Means of Earning Credits
   Credits for College-Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Educational Support (DANTES) are granted; if the student scores at or above the American Council on Education’s (ACE) recommended score. High School Advanced Placement scores may be applied as earning credit if the subject score is 3 or higher through the College Board AP exam.

   Quincy College accepts credits from military training based upon proper documentation of the student’s military education. Credit is awarded based upon the American Council on Education’s recommendations and the needs of the student’s program.

   Experiential Learning credits are accepted based on committee approval.

7. Residency Requirement
   To be eligible for a Quincy College degree or certificate, a student must have earned at Quincy College:
   • A minimum of 30 credit hours for an associate degree program or 15 credit hours for a certificate program.
   • Last semester must be completed at Quincy College.
   • Credits may vary by certificate requirement.
   • Practical Nursing certificate program is an exception.

8. GPA Calculations
   Transfer credits are not included in GPA calculations.

9. Appeal Process
   Students have the right to appeal decisions made by the Registrar’s Office with regard to their transfer credit. An appeal should be made in writing at the Registrar’s Office. The appeal will be forwarded to the Senior Vice President for Academic Affairs for a decision.

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

EXPERIENTIAL LEARNING CREDITS (Policy 4.05B)
Experiential learning credits, also known as "Life Experience Credits," are credits that are awarded for already acquired college-level learning in a variety of non-traditional settings. Credits are not awarded simply for experience but for the learning obtained from the experience. This learning is judged to be equivalent to what would be gained through Quincy College course work. All credit earned must be approved by the Experiential Learning Review Committee.

Eligibility Requirement
Students must:
• Be enrolled in a degree or for-credit certificate program.
• Have completed 12 credits at Quincy College.
• Be in good academic standing (Cannot be on probation and must have a GPA of at least 2.0).
• Be at least 24 years of age.
• Must have a resume that demonstrates the type of experience appropriate for academic college-level credit assessment.

How to Apply
If a student is eligible for experiential credits, the following procedure should be followed:

• Identify the learning experience or experiences that you believe qualify you for Quincy College experiential learning credits;
• Meet with the appropriate Dean to discuss your experience and the experiential learning process and requirements;
• Obtain from the Dean the relevant course outline(s) and the document “Information and Instructions Regarding Applying for Experiential Learning Credits” and, with the Dean, complete the Experiential Learning application;
• Submit the completed application, along with the Portfolio Evaluation Fee, to the Enrollment Office;
• Prepare and complete your portfolio;
• Submit your completed portfolio, along with the receipt for payment of the Portfolio Evaluation Fee, to the appropriate Dean;
• You will receive notification from the Dean to whom you submitted your portfolio of whether your application for Experiential Learning credits has been approved or denied.
• If your application has been approved, pay the Experiential Learning transfer fee at the Registrar’s Office so that your Experiential Learning credits will appear on your transcript;
• If your application is denied, meet with the Dean to whom you submitted your portfolio to identify omissions in or issues with your portfolio presentation.

Fees
To cover administrative costs, students are charged a non-refundable portfolio assessment fee at the time of making a request for acceptance of these credits. There is also a per credit Experiential Credit fee that must be paid before the credits are transferred to a student’s grade history. Please refer to the current academic year of tuition and fee.

Maximum Credits
The total number of credits any student can transfer from all sources is 30 in a degree program and 15 in a certificate program of which the maximum number of credits allowed under Experiential Learning is 12 in a degree program and 6 in a certificate program.

Exception
Students who have Criminal Justice as their major do not qualify for any Experiential Learning credits.

RE-ADMISSION (Policy 4.07)
Students who leave Quincy College in good academic standing and with no outstanding financial obligations to the College will be automatically readmitted for future semesters upon their application to the Admissions Office except in Nursing, Natural and Health Sciences Programs. Readmitted students who have been out of school for more than two consecutive semesters must fulfill current program requirements for graduation. Those taking up to two semesters off may re-enroll under current program requirements or their original program requirements provided their original required courses are still offered by Quincy College.

Students must indicate in writing at the time of their re-enrollment if they wish to follow original program requirements; otherwise current requirements will apply.

Students in the Associate Degree in Nursing Program must complete all program requirements within four years of their first nursing course. Students in the Practical Nurse Certificate Program must complete all program requirements within four years of their first nursing course.

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

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

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

If you attended Quincy College before 1995, your transcript is retrieved from our archives and may take up to two weeks to send. For all such requests, please provide your date of birth, your maiden name (if applicable) and the program you were in. Please provide a phone number in case we need to contact you.
TRANSFER SERVICES
Quincy College offers a variety of services available to students who are planning to transfer to a four-year college. Among the most popular of these services are articulation agreements that Quincy College maintains with several area colleges.

Articulation Agreements
Quincy College also maintains articulation agreements with other colleges. Under these agreements, students who take certain courses at Quincy College, and receive at least the minimum required grade for each course as required by the partner institution. Quincy College has agreements with institutions in the Boston-area and beyond to help students transition from their associate degree to a bachelor degree program. For additional information, please visit our website at https://quincycollege.edu/transfer/.
FINANCIAL AID PROCESS (Policy 8.01A)
Quincy College encourages all students to apply for financial aid. The College realizes that higher education today is often a financial burden for their families, whatever their income. Our financial aid policy recognizes the need of the middle income family as well as others. Financial aid is awarded on the basis of demonstrated financial need and the student’s status at Quincy College. We are happy to assist every student who applies for financial aid.

Financial Aid Rules, Regulations, Rights, and Responsibilities

Application Procedures
1. Log on to fafsa.gov. Click “Start here” to complete the federal application (FAFSA).
   Important: Be sure to include the Quincy College Federal Title IV school code #002205 on the FAFSA. Answer all questions. Put in zeros if a question does not apply to you. If you are eligible, be sure to use the IRS Retrieval tool to enter your tax information.

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

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

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

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

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

General Eligibility Requirements
1. You must be a U.S. citizen or an eligible non-citizen (Permanent Resident)
2. You must be enrolled in a degree or certificate program.
3. You must not be in default on a student loan or owe a refund on any other federal/state aid program.
4. You must be in good academic standing and making Satisfactory Academic Progress in accordance with the Satisfactory Academic Progress Policy.
5. You must be registered with Selective Service if you are male.
6. You must not have been convicted for possession or the sale of illegal drugs while receiving financial aid. (See Alcohol & Substance Abuse Policy)
7. You must not be receiving financial aid at another college or university.

Students who change their major, students with prior associate degrees who return to school to study in another area, or students who transfer from another institution, shall be treated as new students relative to time periods allowed for completion of their degree within the limits of Title IV regulations.

The following will NOT be considered as credits successfully completed:
- “F” Failure
- “I” Incomplete
- “W” Withdrawal

Incomplete (“I”) grades are calculated as failing (“F”) grades unless the course has been satisfactorily completed within one semester. Courses that are repeated will count in the calculation of hours attempted and completed hours earned if the student receives a passing grade; however, only the highest grade received for the course will be included in the calculation of the GPA.
Verification
1. For those students selected for verification, the College is required to complete the process of verification before it makes a disbursement of financial aid.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Return to Title IV Refund Policy (Policy 8.10)**

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

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

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

The refund policy for state financial aid is the same as the federal policy; however, 100% of state aid is earned at the 50% point.

The term “Title IV Funds” includes the following programs:

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

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

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

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

Other things to consider before withdrawing:

- Following the proper withdrawal process is important to avoid difficulty with future enrollment, satisfactory academic progress, and financial aid eligibility.
- Students receiving a grade of “F” for all classes in a semester will be subject to retraction of aid per federal regulation. Any balance that results is the responsibility of the student.
- Students that stop attending all classes and fail to complete an official withdrawal form will receive a grade of “F” for each registered class. This will result in a Return to Title IV funds calculation. An outstanding balance may occur and is the responsibility of the student.
Financial Aid

- If a MassGrant or other state aid is expected but not received on the date of withdrawal, it is automatically canceled.
- A student is not considered “officially withdrawn” until he/she completes a withdrawal form. This form can be obtained from the Registrar’s Office and at the Plymouth Campus administration office.
- This policy applies to all students regardless of enrollment status (full and part time).

Satisfactory Academic Progress (Policy 8.09)
Federal Financial Aid regulations require that Quincy College establishes, publishes, and applies reasonable standards for measuring students’ satisfactory academic progress in their educational programs. The qualitative and quantitative standard used to monitor academic progress must be cumulative and must include all periods of the student’s enrollment including periods for which the student did not receive financial aid.

Quincy College assesses the following qualitative and quantitative information for all students at the end of each fall and spring term:
1. Cumulative GPA (Minimum GPA of 2.0)
2. Number of credits attempted (Maximum allowable is 90)
3. Rate of completion (2/3 credits attempted must be completed successfully)

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

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

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

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

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

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

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

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

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

Repeated Course Work
There is no limit to the number of times that a student may repeat a course. Credits for repeated courses count only once as credits earned and only once in a student’s GPA; however, all credits are counted as attempted credits. The highest grade in a repeated course is used in calculating the GPA.

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

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

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

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

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

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

FINANCIAL AID: TYPES OF ASSISTANCE (Policy 8.02)

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

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

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

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

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

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

Federal Direct Stafford Unsubsidized Loan
The Unsubsidized Stafford Loan differs from the Subsidized Stafford Loan in that the student is responsible to pay the interest that accrues while in school and during deferment periods. Students may request delay of repayment of the interest until entering repayment of this loan however interest will still accrue during the deferment period.

Note: Students who have received Stafford loans must complete an exit counseling session with the Financial Aid Office prior to graduation. Any student who does not complete the required exit counseling will not receive their diplomas, transcripts, etc. until session is completed. Withdrawn students must also complete an exit counseling session.

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

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

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

Institutional Aid varies from year to year. Please inquire with the Financial Aid office to inquire if any aid is currently available.

For details on these and other policies, please visit the Financial Aid Office or call 617-984-1620.
### COLLEGE TUITION
(Number of credits vary by class. Check Course Descriptions for more information)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost per credit</th>
<th>Avg. # Credits</th>
<th>Avg. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science and Technology</td>
<td>$285/credit</td>
<td>3 credits</td>
<td>$855</td>
</tr>
<tr>
<td>Engineering</td>
<td>$317/credit</td>
<td>3 credits</td>
<td>$951</td>
</tr>
<tr>
<td>Fine Arts, and Music</td>
<td>$256/credit</td>
<td>3 credits</td>
<td>$768</td>
</tr>
<tr>
<td>First Year Seminar (IDS 167/3 credit course)</td>
<td>$243/credit</td>
<td>3 credits</td>
<td>$729</td>
</tr>
<tr>
<td>Liberal Arts, and Business</td>
<td>$243/credit</td>
<td>3 credits</td>
<td>$729</td>
</tr>
</tbody>
</table>

### NURSING AND NATURAL & HEALTH SCIENCES TUITION
(Number of credits vary by class. Check Course Descriptions for more information)

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost per credit</th>
<th>Avg. # Credits</th>
<th>Avg. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquaculture Credits (AQC credits only)</td>
<td>$410/credit</td>
<td>3 credits</td>
<td>$1,230</td>
</tr>
<tr>
<td>Biotechnology &amp; Good Manufacturing Practice (BTC credits only)</td>
<td>$417/credit</td>
<td>3 credits</td>
<td>$1,251</td>
</tr>
<tr>
<td>Exercise Science (EXS credits only)</td>
<td>$410/credit</td>
<td>3 credits</td>
<td>$1,230</td>
</tr>
<tr>
<td>Health Sciences (HSC credits only)</td>
<td>$262/credit</td>
<td>3 credits</td>
<td>$786</td>
</tr>
<tr>
<td>Math</td>
<td>$248/credit</td>
<td>3 credits</td>
<td>$744</td>
</tr>
<tr>
<td>Medical Laboratory Technician (MLT credits only)</td>
<td>$410/credit</td>
<td>3 credits</td>
<td>$1,230</td>
</tr>
<tr>
<td>Nursing (RNU credits only)</td>
<td>$863/credit</td>
<td>3 credits</td>
<td>$2,589</td>
</tr>
<tr>
<td>Phlebotomy (PHB credits only)</td>
<td>$390/credit</td>
<td>3 credits</td>
<td>$1,170</td>
</tr>
<tr>
<td>Physical Therapist Assistant (PTA credits only)</td>
<td>$922/credit</td>
<td>3 credits</td>
<td>$2,766</td>
</tr>
<tr>
<td>Practical Nursing (PNU credits only)</td>
<td>$647/credit</td>
<td>3 credits</td>
<td>$1,941</td>
</tr>
<tr>
<td>Sciences (Organic Chemistry 4 hour lab)</td>
<td>$269/credit</td>
<td>5 credits</td>
<td>$1,345</td>
</tr>
<tr>
<td>Sciences (with 2 hours lab)</td>
<td>$269/credit</td>
<td>4 credits</td>
<td>$1,076</td>
</tr>
<tr>
<td>Surgical Technology (SUR credits only)</td>
<td>$641/credit</td>
<td>3 credits</td>
<td>$1,923</td>
</tr>
</tbody>
</table>

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

### COLLEGE FEES
(Fees are non-refundable.)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account/Registration Reactivation Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Application (Non Nursing, and Natural &amp; Health Sciences)</td>
<td>$30</td>
</tr>
<tr>
<td>CLEP/ACT-PEP Rate</td>
<td>$150/course*</td>
</tr>
<tr>
<td>Experiential Learning Portfolio Evaluation</td>
<td>$130/application</td>
</tr>
<tr>
<td>Experiential Learning Transfer Fee</td>
<td>$130/credit</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$150</td>
</tr>
<tr>
<td>Health Insurance (9 or more credits)</td>
<td>Varies***</td>
</tr>
<tr>
<td>High School Student Rate</td>
<td>$151/credit*</td>
</tr>
<tr>
<td>Late Payment</td>
<td>$75</td>
</tr>
<tr>
<td>Non-US Resident Student Fee</td>
<td>$195/credit**</td>
</tr>
<tr>
<td>Nursing, and Natural &amp; Health Sciences Admissions Test</td>
<td>$25</td>
</tr>
<tr>
<td>Nursing, and Natural &amp; Health Sciences Applications</td>
<td>$50</td>
</tr>
<tr>
<td>Nursing, and Natural &amp; Health Sciences Deposit (Non-Refundable)</td>
<td>$250</td>
</tr>
<tr>
<td>Nursing, and Natural &amp; Health Sciences Matriculation Fee</td>
<td>$125</td>
</tr>
<tr>
<td>OPT Processing Fee</td>
<td>$250</td>
</tr>
<tr>
<td>Parking Permit</td>
<td>Varies</td>
</tr>
<tr>
<td>Payment Plan Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Quincy/N. Quincy high school student rate</td>
<td>$270/course*</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>$120/semester</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$100/each</td>
</tr>
<tr>
<td>Senior Citizen Rate (65 and older)</td>
<td>$190/course*</td>
</tr>
<tr>
<td>Student Locker Fee</td>
<td>$50/semester</td>
</tr>
<tr>
<td>Student Picture ID (required for library, computer labs, and tutoring services)</td>
<td>$30 per ID</td>
</tr>
</tbody>
</table>
2020-2021 Tuition and Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Picture ID replacement</td>
<td>$30 per ID</td>
</tr>
<tr>
<td>Surgical Technology Test Fee</td>
<td>$247</td>
</tr>
<tr>
<td>Transcript Fee (digital copy)</td>
<td>$10</td>
</tr>
<tr>
<td>Transcript Fee (hard copy by mail)</td>
<td>$12.50</td>
</tr>
<tr>
<td>Transcript Fee (on the spot pick up/same day)</td>
<td>$15</td>
</tr>
<tr>
<td>Technology Fee (not applicable for PTA students)</td>
<td>$37/credit</td>
</tr>
<tr>
<td>Veteran Discount Tuition</td>
<td>$139/credit*</td>
</tr>
</tbody>
</table>

* Does not include Computer Science, Science labs or Nursing, Surgical Technology, Medical Laboratory Technician, Physical Therapist, Biotechnology Courses or Natural and Health Sciences classes
** Students who are not US Citizens or Green Card Holders pay this non-refundable fee, which does not include health insurance.
*** Students who are covered by another health insurance plan may waive this fee by submitting a waiver form to the Business Office within 15 days of the start of the semester.

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

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

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

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

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

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

Any unpaid student balances will be placed on hold and students will not be permitted to receive diplomas, transcripts, participate in graduation or be allowed to register for further semesters. In addition, should balances remain unpaid, the College reserves the right to begin collection proceedings against the student, including referral to collection agencies and reporting to credit bureaus. Should this happen, the student will be responsible for all costs associated with collecting said account, up to 40% of the principle balance, as allowed by Massachusetts General Laws.
ACADEMIC ADVISING
Academic Advisors are located on both the Quincy and Plymouth campuses. The Advisors will gladly schedule a one-on-one appointment to help you select your academic schedule for an upcoming semester. The office also welcomes walk-ins if you are on campus and would like to stop in for academic advising.

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

The Office of Academic Advising is open Monday through Thursday from 8:30am to 6:00pm and Friday from 8am to 4pm.

Should you have any questions or if you would like to request a time to meet with an advisor, call us at 617-984-1670 in Quincy or 617-984-1732 in Plymouth.

An official Quincy College student ID is required to access services in the Academic Advising Office.

FREE ONLINE TUTORING SERVICES
Quincy College provides online academic tutoring through E-Tutoring. All students are encouraged to take advantage of this support to successfully reach their academic goals. Online tutors are available to provide academic support in a variety of subjects, including but not limited to Computer Science, all Math subjects, Sciences, essay review and writing across the curriculum.

For more information, please contact the Student Development Office.

STUDENT SUCCESS COACHING
Working closely with students, faculty and student support services, Student Success Coaches develop short-term, solution focused strategies designed to assist students in meeting their academic goals. Student Success Coaches typically assist students who are struggling academically and may be experiencing:

- Difficulty transitioning back to school/college
- Financial Hardship
- Family or Housing Instability
- Difficulty setting goals or establishing priorities
- Difficulty developing good study habits and routines
- Heightened stress or anxiety

Referrals to off-campus community services providers are made to students as needed. The Student Success Coaching Office can be contacted by email at successcoach@quincycollege.edu

STUDENT ACCESSIBILITY SERVICES
Student Accessibility Services works with the campus community including our academic departments, faculty and staff, to provide equal access and opportunity to educational programming and services for students with disabilities.

Services are determined individually, based on federal guidelines and Quincy College policies. Our goal is to minimize the impact of the disability by providing reasonable accommodations for the student to meet course outcomes. Any student with a documented disability who is seeking an accommodation should contact Student Accessibility Services at sas@quincycollege.edu or call (617) 405-5915. Parking spaces designated as handicapped spaces are available under Saville Hall, in the Presidents Place garage and at the Plymouth Campus.

Compliance regarding services for students with disabilities under the Americans with Disabilities Act should be forwarded to Jennifer Luddy, Senior Vice President for Enrollment Management and Strategic Planning at Presidents Place, 1250 Hancock Street, Quincy, MA 02169, (617) 984-1657 or email jluddy@quincycollege.edu

MILITARY AND VETERAN SERVICES
Quincy College is compliant with all requirements of Veterans Benefits and Transition Act of 2018 (Section 103 Public Law 115-407). Veterans, veteran dependents, and active duty service members are able to use their federal education benefits here at Quincy College. Programs we provide are approved to administer include all chapters of the GI Bill®, Survivors & Dependents Educational Assistance, Tuition Assistants, VA Work Study, and MyCAA. Staff members are available to assist students with all aspects of adjusting to civilian life: applying for educational benefits, admissions counseling, academic advising, financial management, disability services, and referral to outside agencies as required.
Appointments can be made by calling (617) 405-5928, or by emailing veterans@quincycollege.edu.

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

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

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

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

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

**VETERANS ACCESS, CHOICE AND ACCOUNTABILITY ACT OF 2014**
For courses, semesters, or terms beginning after July 1, 2017, Quincy College must charge qualifying veterans, dependents, and eligible individuals tuition and fees at the rate for in-state residents. For courses, semester, or terms beginning after March 1, 2019, public institutions of higher education must charge individuals using education assistance under Chapter 31, Vocational Rehabilitation and Employment the in-state residential rate.

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

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

Course supplies other than textbooks may also be purchased in the bookstore. A variety of items such as greeting cards, sweatshirts, T-shirts, backpacks, calendars, and MBTA passes are available for purchase.

Barnes & Noble - Quincy Campus
1250 Hancock Street
B&N 8113
Quincy, MA 02169
(617) 405-5934

Barnes & Noble - Plymouth Campus
36 Cordage Park Circle
Plymouth, MA 02360

For store hours please visit the Barnes & Noble at Quincy College website: http://quincycollege.bncollege.com/

**COMPUTER LABORATORIES**
Quincy College maintains computer laboratories at the Quincy and Plymouth campuses.

The Quincy campus computer laboratories are used as follows:
- Hours of open lab time for registered students are posted each semester
• An open lab is available for students in the Anselmo Library during regular hours.
• Printer Kiosks are available for student use in Presidents Place and Saville Hall.

The Plymouth Campus laboratory is used as follows:
• As both a classroom and an open lab according to the posted schedule.
• Computers are also available in the Plymouth Library, Student Lounge, and Tutoring Center for student use.

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

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

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

Librarians are available to assist both in-person and on-line with research projects, finding credible sources, information literacy instruction, and much more via phone, email, live chat and virtual reference appointments.

Both libraries are equipped with wireless access, computer lab and/or individual student workstations, a variety of study seating and Collaboration Rooms that can be reserved for group study and projects. Each library contains photocopiers and printers.

A valid student ID is required to access the libraries, access the print management system and to use the resources available through the Old Colony Library Network. Off-campus access for online library resources is available to the QC community.

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

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

Online: Access the QC Libraries’ website 24/7 at www.quincycollegelibrary.org

NON-DISCRIMINATION STATEMENT
In accordance with federal civil rights law, Quincy College does not discriminate in its educational programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, physical and/or mental disability, age, religion, medical condition, veteran status, marital status, genetic information, or any other characteristic protected by institutional policy or state, local, or federal law. The requirement of non-discrimination in educational programs and activities extends to employment and admission. The following persons have been designated to handle inquiries regarding the non-discrimination policies, including Title IX and Section 504, relative to student matters is Jennifer Luddy, SVP for Enrollment Management and Strategic Planning, jluddy@quincycollege.edu and Title IX, Section 504, and Title VI relative to employee related matters is Chris Bell, Chief of Staff, cbell@quincycollege.edu.
Academic Policies

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

For information on the International New Student Orientation, call 617-984-1674 or stop by the International Student Office.

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

ACADEMIC AMNESTY (Policy 5.16)
Current and registered students who have had a break in enrollment for at least two academic years may file a written petition with the Registrar for academic amnesty. For more policy information, please refer to Policy 5.16.

ACADEMIC INTEGRITY (Policy 5.15)

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

ACADEMIC PROBATION POLICY (Policy 5.07F)

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>Good Standing Cumulative GPA</th>
<th>Academic Warning Cumulative GPA</th>
<th>Academic Probation Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fewer than 12 credits</td>
<td>No minimum</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>12 – 23 credits</td>
<td>1.79</td>
<td>Below 1.79</td>
<td>Below 1.79 after one semester on Academic Warning</td>
</tr>
<tr>
<td>More than 24 credits</td>
<td>2.00</td>
<td>Below 2.00</td>
<td>Below 2.00 after one semester on Academic Warning</td>
</tr>
</tbody>
</table>

*Credits for courses completed with a grade of A, A-, B+, B, B-, C+, C, C-, D or F are used to compute the GPA and to determine whether the student is in good academic standing. Please note that grades of F, W and IP also count toward credits attempted.

NOTE:
• Students in selective programs may need to meet additional program requirements to be considered in good academic standing. Please refer to the program policies for specific information.
• Students receiving financial aid must successfully complete two-thirds (2/3) of all attempted credits (67%). This requirement is reflected in the academic standing policy language below.

I. Policy

Good Academic Standing
Quincy College considers students to be in good academic standing when they have achieved academic progress by maintaining a cumulative grade-point average (GPA) above those set for academic warning and academic probation. The cumulative GPAs are: 1.79 or above for 12-23 credits earned or attempted at Quincy College, and 2.00 or above for 24 or more credits earned or attempted at Quincy College.

Academic Warning
A student will be placed on Academic Warning if they have not attained the minimum cumulative grade-point average (GPA) of 1.79, and have earned or attempted twelve (12) to twenty-three (23) credits at Quincy College.

The requirements for students placed on Academic Warning will be shared with all students before the start of the semester during which they are placed on warning. These requirements may include completing an online workshop, meeting with a staff...
member for academic support, and/or utilizing specific student support services at the College. A student who fails to meet the criteria for academic progress while on Academic Warning will be placed on Academic Probation.

**Academic Probation**
A student will be placed on Academic Probation if they have not attained the minimum cumulative grade-point average (GPA) of 2.00, and have earned or attempted twenty-four (24) or more credits at Quincy College.

Students placed on Academic Probation are required to meet with their assigned Probation Advisor to complete an Academic Improvement Plan (AIP) which outlines strategies for satisfactory academic progress. The AIP may recommend a reduction in course load, changes to a student’s time management strategies, meetings with a tutor, Student Success Coaching and/or referrals to other community resources. Students on Academic Probation will be encouraged to meet with their Probation Advisor before registering for classes for the following semester.

**Removal from Academic Probation**
A student will be removed from Academic Probation upon making academic progress by attaining a cumulative grade-point average (GPA) of 2.00 or higher after attempting twenty-four (24) or more credits at Quincy College.

**Academic Suspension**
Any student having not achieved satisfactory academic progress due to failing to attain a 2.00 cumulative grade-point average (GPA) after attempting or completing twenty-four (24) or more credits while on Academic Probation will be placed on Academic Suspension for the entire duration of the following fall or spring semester with the right to appeal.

Students on Academic Suspension will receive notice of their suspension within ten (10) days from when their cumulative grade-point average (GPA) is updated to reflect their most recent final grades. This notice will inform the student that he/she is prohibited from attending Quincy College for the following semester. A student may enroll in courses at another accredited institution to show satisfactory academic progress for a full semester before returning to Quincy College. The grades earned at the other institution will be considered in determining if the student may return to Quincy College. Upon the student’s return to Quincy College, the student will remain on Academic Probation during the semester of his/her return, and the student will be required to follow the protocol of the institution’s Academic Probation procedure.

**Academic Suspension Appeal**
Students placed on Academic Suspension have the right to appeal their suspension. Students wishing to appeal must submit a written letter of appeal to the Senior Vice President of Academic Affairs within fifteen (15) business days of receiving their notice of their suspension. After submitting their appeal, the student must meet with their Probationary Academic Advisor, the Director of Academic Improvement, and any other student support services to revise or complete an Academic Improvement Plan (AIP). The completed AIP will also be sent to the Senior Vice President of Academic Affairs. Upon receiving the letter of appeal and the AIP, the College’s Academic Review Committee will review all materials before submitting a recommendation within five (5) to seven (7) business days to the Senior Vice President of Academic Affairs who will make the final decision regarding student’s Academic Suspension Appeal.

**II. Definitions**

**Academic Probationary Advisor**
A student who is on Academic Probation will be assigned an Academic Probationary Advisor who will assist the student in developing an Academic Improvement Plan (AIP), which includes a thorough plan for achieving satisfactory academic progress. The Academic Probationary Advisor will meet with the student regularly during the semester(s) to encourage and track the academic progress that is being made. In consultation with the student, the Academic Probationary Advisor should make contact with the student’s instructors, faculty advisor, and other student support services.

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

**ACADEMIC STANDING (Policy 5.04)**
A student shall be classified as a sophomore if he/she has met freshman requirements and has earned at least 30 semester hours of credit.
Academic Policies

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

ATTENDANCE AND PERFORMANCE (Policy 5.05)
It is the responsibility of all students to attend classes in order to achieve a successful level of performance. Attendance, grading and performance requirements for each class will be announced at the beginning of each semester. Attendance records will be kept in order to provide verification as needed. The College reserves the right to withdraw students, upon recommendation of the faculty, when there is no potential for successful college work.

AUDIT A CLASS (Policy 5.05A)
With some exceptions noted below, Quincy College classes may be taken on an audit basis to provide an opportunity to learn more about a subject or to brush up and update knowledge about a course. For more policy information, please refer to Policy 5.05A.

COURSE SELECTION (Policy 5.12)
Upon successful completion of a course, a student may not enroll in a lower level course in the same subject for academic credit. Any exceptions to this policy must be in the form of a written approval from the Vice President for Academic Affairs.

DEGREE/CERTIFICATE REQUIREMENTS (Policies 5.01/5.02)

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

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

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

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

In order to have access to the “Campus Portal,” a student needs to apply for a user account. Please e-mail registrar@quincycollege.edu the following information:
- Your full name
- Student ID#
- A telephone number where you can be reached
- The last four digits of your SSN (not Required for International students)
- Your date of birth
- Zip Code

The Mission Support & Technology department will e-mail you your user name and password to access the “Campus Portal.”

Final grades cannot be obtained in advance from the Registrar’s Office. Students cannot access their grades if there is a hold on their accounts because of unpaid tuition, fees, or unreturned library books.
GRADING SYSTEM (Policy 5.07)
Final grades are issued to students in letter grades at the end of each semester as follows:

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

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

Print out the Application for Intent to Graduate form from the Quincy College website or pick up the form at Registrar’s Office. Bring your completed Intent to Graduate Application, along with the stated Graduation Fee, to the Registrar’s Office or mail the form and fee with payment to: Registrar’s Office, Quincy College, 1250 Hancock Street, Quincy Center, MA 02169 or to the Plymouth Campus at 36 Cordage Park Circle, Plymouth, MA 02360.

A graduation audit will be done and you will be informed of the audit by email. The audit will show if you are ready to graduate or if you need to take more classes. All graduation audit are communicated through student Quincy College email address and alternative email address if specified.

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

All students receiving financial aid federal loans must complete an Exit Counseling Session at www.studentaid.gov prior to graduation.

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

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

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

HOLDS (Policy 5.07E)
Holds may be placed on a student’s record for a variety of reasons - financial, immunization, academic, or administrative. For more policy information, please refer to Policy 5.07 E.
INCOMPLETE GRADES (Policy 5.07A)
Faculty members may assign an “incomplete” grade when a student, who has enrolled in a course and participated in a significant portion of the expected coursework, fails to complete assignments or examinations prior to the end of the course. For more policy information, please refer to Policy 5.07A.

INDEPENDENT STUDY (Policy 5.13)
Quincy College recognizes that scholars have unique interests and provides for those who would like to pursue special research projects under the guidance of a faculty member. An independent study is an opportunity for a student to work in a special area related to his/her field of endeavor in depth and with specific objectives. Independent studies will not be offered for courses that are being offered on ground the same semester. For more policy information, please refer to Policy 5.13.

INTERNSHIP
Internship experiences provide students with opportunities to apply the concepts learned through readings and class discussions to the workplace environment. Internships serve as a capstone course in a student’s educational program. They may only be taken after the student completes a significant portion of specialized training in his or her major and achieves a qualifying grade point average of 3.0. All internships carry three credit hours and are recognized as program electives within majors at Quincy College. Student must have completed 30 credits towards a degree with 15 of those completed at Quincy College. A signed agreement between Quincy College and the internship site must be in place prior to the start of the internship experience. Students must also meet program specific prerequisites for internship. Students must receive written approval from the appropriate dean prior to registering for an internship.

For more information on internships, please contact:
AVP of Workforce Development and Community Engagement
617-984-1654

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

MATRICULATION POLICY (Policy 5.00)
A matriculating (degree/certificate seeking) student is one who has met prescribed admission requirements, has been officially admitted to an academic program listed in the catalog, and has registered for a course in the curriculum. For more policy information, please refer to Policy 5.00.

REPEATING COURSES (Policy 5.07C)
If the student repeats a course, only the higher grade is calculated into the cumulative grade point average, but both grades will appear on the transcript. Credit is awarded for one course only.

VARIANCE TO PROGRAM REQUIREMENTS (Policy 5.03)
Academic programs are planned to ensure that students receive broad-based exposure to the kind of learning that deepens understanding, sharpens analytical thinking, and enhances their ability to communicate with others, as well as to provide the student with a firm groundwork in his/her chosen field of study. For more policy information, please refer to Policy 5.03.

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

REFUND POLICY (Policy 7.05)
Students who have officially withdrawn in writing from the school will receive a refund of tuition according to the refund schedule.

Please note the following refund policies:

15-Week Semester Courses:
• 100% by the 2nd Friday since the start of classes**
• 50% by the 3rd Friday since the start of classes**
• 0% after the 3rd Friday since the start of classes**
Special Session (Less than 15 weeks) Schedules*:
• 100% the day prior to the start of the 2nd class meeting
• 50% the day prior to the start of the 3rd class meeting
• 0% the day of the 3rd class meeting

Non-Credit courses: Withdrawals prior to the first meeting will be refunded less a $25 processing fee. For courses, workshops and institutes that meet more than once, refunds are eligible according to the following schedule: after the first meeting, but before the second meeting - full refund less $50 fee; after the second meeting, but before the third meeting - 50% refund, and at the start of the third meeting - no refund.

*Definition
Special Session Schedules include 10-week, 7-week, 5-week, tandem, double-ups, and lifelong learning courses. Please refer to the Quincy College Business Office for details or questions regarding this policy.

** Close of business day.

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

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

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

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

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

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

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

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

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

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CAMPUS SECURITY

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

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

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

Anyone with information warranting a timely warning should report the circumstances to the Director of Administrative Services & Facilities by phone (617-984-1760) or in person at Saville Hall, Room 212.

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

Each year in the fall, a letter is sent to all students advising them of the availability of the Crime Statistic Report on the website. The college will also send notifications to all staff and faculty about the availability of this report on the website with their October paycheck. Copies of this report may also be obtained from the Office of Administrative Services & Facilities or by calling 617-984-1760. All prospective employees will be informed on our job postings that the crime report is available on the Institutional Research & Assessment page of our website.

The Office of Institutional Research and Assessment, in conjunction with Administrative Services & Facilities maintains and reports statistics concerning the occurrence on campus of any arrests or referrals for disciplinary action for the following crimes:

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Forcible and Non-Forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crimes
- Domestic Violence
- Dating Violence
- Stalking

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

- Liquor law violations
- Drug abuse violations
- Weapons violations

The Resource Officers from Administrative Services & Facilities work closely with the Quincy Policy Department. It is college policy to report all serious crimes to the Quincy Police Department and to cooperate fully in the prosecution of those involved...
REPORTING OF CRIMINAL OFFENSES (Policy 11.03)

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

After a report is made to the police by calling 911, faculty and staff should provide a verbal report of the incident to the Director of Campus Services and Facilities, Bill Hall, at 617-984-1760. A written report must then be provided to the General Counsel using the online Incident Reporting System.

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

Christopher Bell, Sr. Chief of Staff  Presidents Place  617-984-1798
Servet Yatin, Sr. VP of for Academic Affairs  Presidents Place  617-984-1696
Jennifer Luddy, Sr. VP of Enrollment Mgmt.  Presidents Place  617-984-1657

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

For all non-emergencies, please contact the Director of Campus Services and Facilities, Bill Hall, at 617-984-1760. In addition, non-emergency, non-academic based incidents, including but not limited to, missing items, stolen property, student misconduct including altercations with other students, faculty, or staff, intoxication, drug abuse, parking and motor vehicle incidents, unsecured doors or property, vandalism, fire alarms, safety issues, and non-compliance with the Americans with Disabilities Act, should be reported to the General Counsel in written form, using the online Incident Reporting System referenced above.

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

Voluntary Confidential Reporting Procedures

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

Limited Voluntary Confidential Reporting

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

CAMPUS FACILITIES - SECURITY, ACCESS, AND MAINTENANCE (Policy 11.04)

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

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

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

Both during the day and at night, the Quincy campus has resource officers who patrol our grounds. In Plymouth, Quincy College
Quincy College has no residence halls.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have had security surveys conducted of them and security enhancements were made where appropriate.

Members of the College community are encouraged to report and facility deficiencies to Administrative Services & Facilities by calling 617-984-1760.

**LAW ENFORCEMENT AUTHORITY AND INTERAGENCY RELATIONSHIPS (Policy 11.05)**

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

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

**PROCEDURES FOR REPORTING A CRIME OR EMERGENCY (Policy 11.06)**

Students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents by filing an incident report or by calling 617-984-1760. In case of an emergency, please call 911 directly.

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

The Student Success Coaching Office has information about resources and the information is made available in the event students become the victim of a crime.

All crimes should be reported to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community.

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

**DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY (Policy 11.07)**

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

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

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

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS (Policy 11.08)
Right now, Quincy College is capable of releasing information to the College community through broadcast e-mails, two way radios, and text messages. Each building is under surveillance through closed circuit cameras whose tapes can be reviewed in case of an incident.

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

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

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

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

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

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

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

Anyone with information warranting an emergency notification should report the circumstances to Police by dialing 911 or the Director of Administrative Services and Facilities, by phone at 617-984-1760.

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

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

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

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

The College’s emergency notification systems will be tested annually.

Additional emergency response and action shall be governed by the relevant provisions of the Quincy College Safety and Security Plan.


**STATEMENT ADDRESSING SEX OFFENDER REGISTRATION (Policy 11.13)**

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

The Massachusetts Executive Office of Public Safety and Security is responsible for maintaining this registry. Follow the link below to access the Sex Offender Registry Board website. http://www.mass.gov/eopss/agencies/sorb

If you have questions regarding access to sex offender information, you may contact General Counsel, Jessica Cherry, J.D. By email: jcherry@quincycollege.edu or phone: 617-984-1734.

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

**ADDRESSING DISCLOSURES TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES (Policy 11.14)**

Quincy College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Quincy College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

**CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY (Policy 4.03A)**

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

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

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

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

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

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

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

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

6. If Quincy College is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified in accordance with DCJIS regulations 803 CMR 2.18. The applicant shall be provided with a copy of the criminal record and the College’s CORI policy. The source(s) of the criminal history will also be revealed. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. The subject will then be provided with an opportunity to dispute the accuracy of the CORI record. Subjects shall also be provided with a copy of DCJIS’ Information Concerning the Process for Correcting a Criminal Record.

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

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

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

FRAUD ASSESSMENT POLICY (Policy 9.14)

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

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

**Policy**

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

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

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

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

**Actions Constituting Fraud**

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

**Investigation Responsibilities**

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

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

**Reporting Procedures**

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

The College has also established an anonymous call-in line. Employees may leave an anonymous message on 617-984-1770.

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

Employees with supervisory and review responsibilities at any level have additional deterrence and detection duties, especially following three:
• First, they must become aware of what can go wrong in their area of authority.
• Second, they must put into place and maintain effective monitoring, review, and control procedures which will prevent acts of wrongdoing.
• Third, they must put into place and maintain effective monitoring, review, and control procedures which will detect acts of wrongdoing promptly should prevention efforts fail.

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

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

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

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

Quincy College has identified following fraud risks: Financial Reporting:
• Inappropriately reported revenues
• Inappropriately reported expenditures
• Inappropriately reflected balance sheet amounts including reserves
• Concealing misappropriation of assets
• Concealing unauthorized receipts and expenditures

Misappropriation of Assets:
• By employees
• By vendors
• By former employees and other outside the organization
• By students

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

QUINCY COLLEGE STUDENT CODE OF CONDUCT POLICY (Policy 6.16)
Quincy College (‘the College’) strives to maintain a positive environment for teaching and learning. By outlining the behavioral expectation for students and the procedures of enforcement, the Student Code of Conduct (“the Code of Conduct”) fosters a climate of honesty, integrity, civility and respect to engender a spirit of personal responsibility in our students. The intent of the College is to develop traits and behaviors in students, such as critical thinking, self-motivation, and the ability to foresee consequences for their actions.

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

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

II. Definitions
1. The term Accused Student means a student who is alleged to have violated a college policy or the Code of Conduct.
2. An Administrative Disposition is a resolution of the complaint mutually agreed upon by the CCO and the Accused Student in an Administrative Hearing. By agreeing to the Administrative Disposition, the accused student waives his/her right to a Judicial Board Hearing and an appeal of the resolution.
3. A Classroom will include classrooms, laboratories, libraries, clinical sites, and any other learning space on the College Premises or used by Quincy College.
4. The Code of Conduct Officer (CCO) is the college official responsible for receiving all incident reports, determining whether further action is warranted, referring the matter to staff and/or an external third party for further action as needed, and investigating or causing to be investigated the alleged violation of College policy or the Code of Conduct.
5. College Community means any student, faculty, staff, college official or guest of the college.
6. A College Official is any person employed by the college acting under the authority of the college.
7. A College Partnership is an outside company or facility that the college has an agreement or contract with, such as facilities or companies for clinical placements or internships or rentals for college sponsored events.
8. College Premises are all buildings and grounds owned, leased, operated, occupied on a regular basis, controlled or supervised by the College.
9. A College Sponsored Activity is any activity on or off campus authorized or supervised by the College, including but not limited to clinical placements, internships, student activities and college events.
10. A Day as outlined in the Judicial Process means a college work day which is defined as only Monday through Friday, exclusive of holidays and other College closures.
11. A Faculty Member is any full or part time instructor, assistant professor, associate professor, professor, adjunct professor, adjunct instructor, clinical instructor, laboratory instructor or librarian employed by the college to conduct academic activities.
12. An Incident Report is a form that can be completed in writing by any person who alleges that he/she has been harmed by a student who has violated college policy or the Code of Conduct, or by any person who witnesses a student violate college policy or the Code of Conduct, or a report taken by a member of the College staff relating what said witness(es) reported to him/her and reduced to writing.
13. The Judicial Appeals Officer is designated by the President to hear appeals filed by students who have been found responsible for violation of college policy or of the Code of Conduct by the Judicial Board.
14. The Judicial Board is comprised of members of the Judicial Committee who conduct a fair and impartial hearing, when a determination has been made by the CCO that a violation of policy or the Code of Conduct has been determined to have occurred. The Judicial Board is appointed by the President.
15. The Judicial Committee is comprised of faculty and staff trained by the Judicial Appeals Officer to serve on a Judicial Board. The Judicial Committee is appointed by the President.
16. The President is the President of Quincy College or his/her designee.

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

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

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

2. Obstructing or disrupting the normal operations of the college or college sponsored activities by conduct, including but not limited to:
   a) Hindering the free flow of pedestrian or vehicular traffic, blocking entrance, exit or access to any college premise or college partnership facilities, stairway or hallway.
   b) Acting in a manner that interferes with or disrupts classroom, laboratory, library, or clinical experiences or that is in violation of the faculty member's syllabus or otherwise disrupts academic or administrative activities.
   c) Dressing in a manner that inappropriately exposes body parts or otherwise disrupts the academic environment causes undue attention to an individual student.
   d) Inciting or otherwise causing others to disrupt the normal operations of the college or college sponsored activities.

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

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

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

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

7. Failing to comply with the directions of a college official, faculty member or law enforcement officer acting in accordance with their duties, including but not limited to failing to, when requested to do so, present a valid, current Quincy College identification.
8. Forging, altering or misusing any college document, record or means of identification including student identification card, user name, pin code or password, college portal and email access.

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

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

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

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

13. Abusing the disciplinary process by:

   a) Falsifying, distorting, or misrepresenting information to a conduct officer or judicial body and/or attempting to influence or coerce another to falsify, distort, or misrepresent information to a conduct officer or a judicial body.

   b) Disrupting or interfering with the orderly conduct of a disciplinary/judicial procedure.

   c) Attempting to discourage an individual’s participation in or use of the disciplinary/judicial system.

   d) Attempting to influence the impartiality of a member of the disciplinary/judicial system before or during the disciplinary/judicial process.

   e) Harassing, intimidating or attempting to harass or intimidate a party or witness scheduled to appear before a conduct officer or judicial body and/or harassing or intimidating or attempting to harass or intimidate a conduct officer or a member of the disciplinary/judicial system.

   f) Influencing or attempting to influence another person to commit an abuse of the disciplinary/judicial procedure.

   g) Failing to comply with sanctions imposed under the Code of Conduct.

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

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

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

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

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

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

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

Disciplinary Process Steps:
1. Immediate and Interim Discipline
   a) Interim Suspension
      i. The President or his/her designee may issue an interim suspension prior to a hearing for the following reasons:
         a. To ensure the safety and well-being of the college community.
         b. To ensure the preservation of college property.
         c. To ensure the student's own safety or well-being.
         d. If the student poses an ongoing threat of disruption of or interference with the normal operations of the college.
      ii. During an interim suspension, the student may be denied access to the college facilities and college activities, including classes.
      iii. Interim suspensions will take effect immediately upon the direction of the President or his/her designee. The student will be notified of the interim suspension by email to the student's Quincy College e-mail account and by letter. Refusal to accept receipt of the notification shall not negate or postpone the interim suspension.
      iv. The interim suspension will remain in effect until the hearing and a final decision has been made regarding the alleged violation of policy or the Code of Conduct or until the President or his/her designee determines the reason for posing the interim suspension no longer exists.
      v. In the event of an interim suspension, the CCO will make every attempt to expedite the judicial process.
   b) Removal from Classroom
      i. A Faculty Member or College Official may, for the sole purpose of maintaining order in the classroom, order that a student leave the classroom.
      ii. If a Faculty Member or College Official orders a student to leave the classroom, the Faculty Member or College Official must, at the first opportunity but in any event not later than the same day on which such action occurred, submit, by means of the Quincy College incident reporting system, an incident report thoroughly describing such action and the circumstances surrounding it.
      iii. In the event that a Faculty Member or College Official who orders a student to leave the classroom intends for the resulting absence to last beyond the class meeting during which the order to leave occurred, that will be considered an interim suspension governed by the provisions above, and may not take effect unless and until the President or his/her designee so orders.
   c) No Contact Order
      i. If, upon the credible allegation that a student has violated college policy(ies) and/or the Code of Conduct, the CCO may, subject to the requirements set forth below, issue a No Contact Order to the student against whom the allegation has been made.
      ii. A No Contact Order may be issued by the CCO only for the purpose(s) of providing for the safety, protection, and/or well-being of the college community.
iii. A No Contact Order will apply to a student against whom it is issued on all college premises, at any college activity or event, and on any service or instrumentality offered or sponsored by Quincy College including, but not limited to, the Quincy College portal or Quincy College on-line course(s).

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

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

d) Any Other Measure Deemed Appropriate by the CCO

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

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

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

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

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

2. Filing of the Complaint and Investigation

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

i. Identity of the accused student(s)

ii. Date, time and place of alleged violation

iii. Policy or section of the code of conduct allegedly violated

iv. A narrative thoroughly describing the manner in which the Code of Conduct or subject College policy was violated by the accused student(s)

v. Names and contact information of witnesses

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

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

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

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

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

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

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

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

3. The Judicial Committee and the Judicial Board

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

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

c) The accused student shall have the right to:

   i. Be provided with a copy of the Statement of Charges letter outlining the alleged violation of policy or the code of conduct.

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

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

   iv. Present relevant information and evidence.

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

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

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

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

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

d) A hearing shall proceed as follows:
   i. The Chair will have the CCO present the Statement of Charges on behalf of the college and complainant. The CCO will submit a copy of the original incident report and any other evidence, documents, materials and/or witnesses in support of the Statement of Charges.
   
   ii. The accused student can then respond to the Statement of Charges. The student may present documents, materials and/or witnesses in response to the Statement of Charges.

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

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

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

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

f) If the determination that the accused student is responsible for violating policy or the Code of Conduct, the Judicial Board shall recommend an appropriate sanction to the Chair. At this point, The Judicial Board may consider any previous violations and sanctions to determine the current sanction.

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

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

5. Sanctions

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

   i. Verbal Warning - Student is given a verbal warning and a notation is made in the student’s disciplinary file.
ii. Written Warning - Student is given a letter stating that he/she has violated college policy or the Code of Conduct and the letter is placed in the student’s disciplinary file.

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

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

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

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

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

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

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

6. Appeal
   a) Within five (5) days of receiving the Judicial Board’s decision, the student may appeal the decision to the college’s Judicial Appeals Officer.

   b) An appeal must be in writing and be based upon a credible claim that:
      i. The hearing was not conducted in conformity with the prescribed procedures.

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

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

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

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

   d) The Judicial Appeals Officer’s decision shall be final.

**DRUG-FREE WORKPLACE POLICY (Policy 3.04)**

**Policy**

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

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

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

**Procedures**

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

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

**College Policies**

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

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

Should an employee require a reasonable accommodation, s/he should contact Human Resources.

**HAZING POLICY (Policy 6.12)**

Hazing is prohibited at Quincy College.

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

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

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

Chapter 269: Section 18. “Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.”
**Hazing as defined above and the failure to report hazing are also prohibited by Quincy College policy. Violations are subject to the Disciplinary Process and may result in penalties up to and including expulsion from Quincy College, in addition to criminal penalties.**

Chapter 269: Section 19. “Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution, an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution’s policies to its students. The Board of Higher Education and, in the case of secondary institutions, the Board of Education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.”

As required by Massachusetts General Laws Chapter 269, section 19, the College shall annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student a copy of Massachusetts General Laws Chapter 269, Sections 17 - 19.

As required by Massachusetts General Laws Chapter 269, section 19, the College shall file, at least annually, a report with the Massachusetts Board of Higher Education certifying that the College has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of Massachusetts General Laws policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the College’s policies to its students.

**IDENTIFICATION CARD POLICY (Policy 6.10)**

All students must have a Quincy College photo ID card. Dates and times for taking pictures for an ID are posted on the web and on bulletin boards on campus. Payment for photo ID must be made at the Registrar’s Office. You need to show proof of this payment when you go to have your picture taken. This ID card serves as proof of identification on campus and is required to gain access to the Quincy College library and computer labs. Students are expected to carry a Quincy College photo identification card with them at all times while on campus.

There is a fee for replacement of Quincy College issued identification cards. Returning students may have their old identification card validated by receiving a current semester sticker. These required stickers are available through the Office of Student Records and Registrar.

Students may contact the Resource Office at 617-984-1698 if they have any questions regarding identification cards.
IMMUNIZATION POLICY (Mass. Public Health Requirement)
All full-time students (taking 12 credits or more), all Nursing, Natural and Health Sciences students, and all international students must submit proof of immunization by completing an Immunization Form within one month of admission to Quincy College. To obtain a printable version of the Immunization Form, visit our website at www.quincycollege.edu or pick up this form in the Registrar's Office.

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

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

Nursing, Medical Laboratory Technician, and Physical Therapist Assistant Students must complete registration with CastleBranch and upload all requirements prior to obtaining a seat in the Nursing Division.

For students graduating from United States high schools, this report should be with the school nurse. In case the immunization report is not available, a serum report from your Primary Care Physician, showing immunity because of antibodies to MMR and Hepatitis B, is also accepted. Please read the Immunization Form for certain exceptions on medical or religious grounds. Nursing, Natural and Health Sciences students must submit an immunization form. This form is distributed during the mandatory orientation.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY (Policy 3.02)
In accordance with Quincy College's commitment to equal opportunity in education and employment, and to promoting equal opportunity and ensuring that students, employees, applicants for admission and employment have equal opportunity, Quincy College prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, ancestry, ethnicity, physical or mental disability, sexual orientation, gender identity, genetic information, military service, veteran status, marital status, genetic information, pregnancy or pregnancy-related condition and any other legally protected category.

This policy extends to all rights, privileges, programs, and activities.

The coordination and implementation of this policy is the responsibility of the Senior Vice President of Enrollment Management and Strategic Planning and Human Resources.

Individuals requesting information or needing to report complaints or concerns are encouraged to contact the College. The following is important contact information for students, employees, applicants, or anyone seeking to gain information or bring forward a complaint or concern.

Jennifer Luddy
Senior Vice President of Enrollment Management and Strategic Planning, Title IX Coordinator, 504 Coordinator, EEO Coordinator and Student Accessibilities
Phone: (617) 984-1657
jluddy@quincycollege.edu

Mary Scott, Human Resources
EEO Coordinator
Phone (617) 984 – 1611
mscott@quincycollege.edu

Students and employees may also contact:
Jessica Cherry, Esq. General Counsel
Phone: (617) 984-1628
jcherry@quincycollege.edu
I. General

a. Anti-Discrimination Commitment and Confidentiality

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

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

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

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

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

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

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

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

c. Procedures

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

As noted above, all employee questions, concerns, or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 or regarding the College’s Affirmative Action policies should be forwarded to Human Resources.

Inquiries regarding services for students with disabilities or student concerns or complaints regarding Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 should be forwarded to Jennifer Luddy, Senior Vice President of Enrollment Management and Strategic Planning.

Please also see other College Policies addressing Accommodations.

d. Employee Responsibility

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

• Ensure that his/her conduct does not discriminate against other employees, students, applicants for employment, applicants for admission or any other individuals in the workplace;
e. Coordination with other Policies

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

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

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

II. Quincy College Policy and Campus Responsibility

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

Equal Opportunity - Definition

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

Discriminatory Harassment - Definition

Discriminatory harassment prohibited by the College includes any inappropriate verbal or physical conduct toward an individual(s) on the basis of race, color, religious creed, national origin, sex, gender, sexual orientation, ancestry, ethnicity, age, disability, disability, genetic information, veteran status, military status, gender identity or expression, pregnancy and pregnancy-related medical condition, or any other characteristic protected by law (referred to as “Protected Class”).
Discriminatory harassment can take any number of forms and may include, but is not limited to, the following:

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

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

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

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

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

Complaint Procedures
When a complaint is received, the College will promptly investigate the complaint in a fair and expeditious manner.

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

The Senior Vice President for Academic Affairs will be notified whenever the person accused of discrimination or harassment or retaliation (the “respondent”) is a Quincy College student.

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

Those found to be in violation of Quincy College’s discrimination or harassment or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment. Students may also be issued oral reprimands, put on disciplinary probation, suspended from Quincy College for a stated period of time, and/or expelled from Quincy College.
In investigating complaints under this procedure, Quincy College may impose discipline for inappropriate conduct without regard to whether the conduct constitutes a violation of the law and may take corrective action even if the conduct does not rise to the level of violating Quincy College’s equal opportunity and anti-harassment policies.

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

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

**Initiating Complaints**
Any individual has the right to file a complaint with the College. This may be done in writing or orally.

Complaints may be brought to any of the following individuals:

Jennifer Luddy  
Senior Vice President of Enrollment Management and Strategic Planning, Title IX Coordinator, 504 Coordinator, EEO Coordinator and Student Accessibilities  
Phone: (617) 984-1657  
jluddy@quincycollege.edu

Mary Scott, Human Resources  
EEO Coordinator  
Phone (617) 984 – 1611  
mscott@quincycollege.edu

Students and employees may also contact:  
Jessica Cherry, Esq. General Counsel  
Phone: (617) 984-1628  
jcherry@quincycollege.edu

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

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

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

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

Please see Policy 3.03 for specific investigation procedures.
State and Federal Remedies
In addition to the above, reporting parties who believe they have been subjected to harassment may file a complaint with the respective state agency and/or the United States Equal Employment Opportunity Commission (EEOC). Using Quincy College’s complaint process does not prohibit an employee from filing a complaint with these agencies. Each agency has a specific time period for filing a claim: the EEOC allows 300 days; and the Massachusetts Commission Against Discrimination (MCAD) allows 300 days from the alleged incident or when the complainant became aware of the incident; The OCR allows 180 days (maybe longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

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

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

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

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

PARKING REGULATIONS (Policy 6.04)
Parking Lot Locations:
Quincy College has limited parking for students at Presidents Place. In order to park there, a student must buy a parking permit each semester from the Registrar’s Office in Presidents Place. Parking permits are available for purchase two weeks before the start of the semester on a first come first serve basis. A parking permit, however, does not guarantee a space. Parking is on a first come, first served basis.

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

Violations for Saville Hall and Presidents Place:
1. Parking violations include:
   a. Parking in a designated handicapped space without a handicapped license plate, an official handicapped permit from the Registry of Motor Vehicles or authorization from the Director for Administrative Services & Facilities. Able-bodied persons using handicapped plates are also subject to ticketing.
   b. Student parking in the Saville Hall garage (except handicapped).
   c. Illegal parking such as double parking, not parking within a lined space, parking in an unauthorized space, blocking an aisle or otherwise obstructing the flow of traffic.
2. Cars violating any of the above rules may be towed at the owner’s expense.
3. Quincy College will have no responsibility in any litigation with the City of Quincy concerning the receipt of parking tickets or other violations.
4. Any student who shows a pattern of repeated violations of college parking policy or any student whose vehicular actions endanger the safety of other students or property may have his/her parking privileges revoked by the College.
PERSONA NON GRATA POLICY (Policy 3.06)
In matter of clear and present possible physical harm by any Quincy College student, employee or visitor toward another individual at the College, the College President has authority to declare an individual, or individuals, persona non grata at the College. Such individuals are immediately suspended from classes and from employment and, if on campus, will be escorted off campus, and shall not return to the campus without permission and escort unless and until such status is removed by the President or as a result of a special hearing board.

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

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

RACIAL HARASSMENT POLICY (Policy 3.02A)
I. **Policy:** Quincy College is dedicated not only to learning, but also to the development of ethnically sensitive and responsible programs and persons. Because the College prepares individuals for participation in an increasingly diverse world, the climate of college life must be one in which academic freedom prevails along with respect for and tolerance of cultural, ethnic, racial, and religious differences. The College seeks to achieve these goals through sound educational programs and conduct policies that encourage effective collaborations, productive individual contributions and professional responsibility. Racial harassment, clearly in conflict with the general mission of this College, is strictly prohibited.

II. **Definition:** Racial harassment includes, but is not limited to, verbal, physical, or written abuse directed towards an individual or group on the basis of race or racial affiliation. While some examples of racial harassment such as physical and verbal assaults are easily identified, more frequent and generalized instances such as blatant or subtle graffiti and insensitive use of language, including epithets and humor, often go unacknowledged. Both types, however, can be equally damaging and, depending on the circumstances, can be considered by definition to be a form of discrimination.

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

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

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

SEXUAL MISCONDUCT POLICY AND PROCEDURES IN ACCORDANCE WITH THE VIOLENCE AGAINST WOMEN ACT (VAWA) (Policy 3.03)

To view this policy, please reference the Addendum at the end of this document.

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

SMOKING POLICY (Policy 3.05)
I. **Policy:** Quincy College recognizes the medical evidence that indicates that smoking is a serious health hazard. In our effort to consider the needs and concerns of smokers and non-smokers, and to provide a healthful working environment, the College has adopted the following policy:
• If an employee or student must smoke, he or she may do so only in those areas where smoking is permitted or marked appropriately. The College prohibits smoking within 25 feet of any College building or within the confines of any college building. Smoking in public buildings is a violation of state law and a hazard to the health of others as determined by the Surgeon General.
• The sale of tobacco products on campus is prohibited.
• The College will continue to emphasize the dangers of smoking to the College community through various programs.
• Successful implementation of this policy requires a cooperative effort and all members of the College community are urged to assist in this regard.

II. Procedures: If an employee or student is found to be acting in violation of the College Smoking Policy he/she will be subject to appropriate disciplinary action up to and including termination, depending upon the circumstances of the situation.

STUDENT GRIEVANCE PROCEDURE (Policy 6.14)
Procedure - The purpose of the grievance procedure is to provide students at the College a process for resolving any concerns relative to their student rights within the College. For complaints involving any form of sexual harassment, sexual misconduct, discriminatory conduct (including discriminatory harassment), and accommodations for disabilities, please refer to our policies protecting against these conducts and setting out complaint procedures. These other policies do not have timelines and complaints may be brought at any time. The College will investigate and respond to complaints in accordance with those policies and all applicable laws.

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

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

1. Informal Resolution Process
   a. The student may first discuss his/her grievance with the individual against whom the grievance exists.
   b. If the grievance is not resolved between the individuals involved, or the student does not wish to first discuss the grievance with the individual about whom it exists, the student may begin step two. This action must be taken within thirty days of the original incident giving rise to the grievance.

2. Initiation of Formal Academic or Social Grievance

Step One: If the grievance is not resolved informally within seven days, the student shall formally and in writing present the grievance to the appropriate Dean. The Student should also file an incident report using the College’s Incident Reporting System.

   a. If the grievance is directed against a Dean, the grievance shall be presented directly to the Senior Vice President of Academic Affairs.
   b. If the grievance is directed against a Vice President, the grievance shall be presented directly to the Senior Vice President responsible for that area or the President.
   c. If the grievance is directed against the President, the grievance shall be presented directly to the Board of Governors.
   d. The student will receive a response to his/her grievance at Step One within seven days.

Step Two: If the grievance is not resolved by the Dean (or other level when applicable) within seven days, the grievant shall formally and in writing present it to the Senior Vice President for Academic Affairs for academic concerns and the Senior Vice President of Enrollment Management and Strategic Planning for social issues. The Senior Vice President must respond in writing within seven days with his/her decision to the grievant.

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

Administrators 1 (acting as Director)
Faculty members 1
Students 1
Each committee member will receive a written report of the grievance with the supporting statements and evidence. Within seven days after receiving the written grievance, the committee will hold a hearing and both the grievant and the individual against whom the grievance is directed will be given the opportunity to present and be heard. Within seven days after the hearing, the committee will inform the Director of its decision and the reasons for the decision, in writing. The Director will inform both parties of the committee’s decision in writing.

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

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

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

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College will weigh that request under policy and any applicable law in determining its obligations and responsibilities.

Statement Against Retaliation
An individual who has engaged in a protected activity, such as bringing forth in good faith a grievance under this policy, is protected against retaliation. The College supports students’ use of this grievance process and bringing forward complaints. As discussed in our other policies as well, protected activity also consists of the following: 1) opposing a practice made unlawful by one of statute; or 2) filing a charge, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing under any applicable statute.

Any individual who believes that s/he is the victim of retaliation as described above, may file an oral or written complaint of retaliation under any of the applicable policies, including a grievance under this policy with the Title IX Coordinator(s) or designee, or with individuals responsible for enforcing College anti-discrimination, disability discrimination policies.

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

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

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

The student has the right to refuse to allow Quincy College to designate any of the above types of information as directory information. The student must notify Quincy College in writing no later than October 1 in the fall semester or February 1 in the spring semester of any given year that he or she does not want any or all of those types of information designated as directory information. Said written objections should be filed with the Registrar’s Office. Where no written objection is submitted by the student within the time period stated above, the aforementioned directory information may be released without the student’s consent.
Student Education Records (FERPA)
The regulations for the Family Educational Rights and Privacy Act of 1974, more commonly known as the “Buckley Amendments” are codified in Part 99 of Title 34 of the Code of Federal Regulations (34CFR 99). This act sets forth requirements for the privacy of student education records, and provides certain rights to students concerning these records, including the right to inspect and review these records; the right to have these records amended; and the right to have some control over the disclosure of information from the record.

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

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

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

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

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

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

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

VETERAN’S BENEFITS (Policy 6.06)
Quincy College is approved for the training of veterans and their dependents under post 9/11 G.I. Bill®, the Montgomery G.I. Bill, Veterans Educational Assistance, Dependents Educational Assistance or other V.A. Programs.
MILITARY AND VETERAN SERVICES

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

The Military and Veterans Services Office is located in Presidents Place. Appointments can be made by calling (617) 405-5928, or by emailing veterans@quincycollege.edu.

VETERANS BENEFITS AND TRANSITIONS ACT OF 2018 SECTION 103

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

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

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

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

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

VETERANS ACCESS, CHOICE AND ACCOUNTABILITY ACT OF 2014

For courses, semesters, or terms beginning after July 1, 2017, Quincy College must charge qualifying veterans, dependents, and eligible individuals tuition and fees at the rate for in-state residents. For courses, semester, or terms beginning after March 1, 2019, public institutions of higher education must charge individuals using education assistance under Chapter 31, Vocational Rehabilitation and Employment the in-state residential rate.

MILITARY/VETERAN CREDIT EVALUATION

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

Veteran Tuition Discount

Any veteran who is not covered 100% by a VA education benefit can receive a veteran tuition rate of $135.00*per credit. In order to receive the discount, the veteran must provide the Military and Veteran Services Office with a copy of their signed DD214.

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

PROPER ATTIRE IN SCIENCE LABORATORY COURSES (Policy 3.07)

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

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

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

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

II. Procedures: If a student attends a science laboratory course without wearing proper attire, he/she will be asked to leave and may only return when he/she has changed into proper attire. At the instructor’s discretion and per the guidelines set forth in his/her syllabus, a violation of this policy may carry an academic penalty not to exceed the penalty for missing one class meeting.

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

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

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

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

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

• Assisting individuals who are blind or have low vision with navigation and other tasks.
• Alerting individuals who are deaf or hard of hearing to the presence of people or sounds.
• Providing non-violent protection or rescue work.
• Pulling a wheelchair.
• Assisting an individual during a seizure.
• Alerting individuals to the presence of allergens.
• Retrieving items such as medicine or the telephone.
• Providing physical support or assistance with balance and stability to individuals with mobility disabilities.
• Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
Services that do not qualify as work or tasks performed by a service animal include:

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

Service Animal Documentation
Consistent with Massachusetts law, all service animals on campus shall possess a valid animal license. All service animals should be properly vaccinated and wear a current license and rabies vaccination tag.

It is recommended that a service animal wear some type of recognizable symbol identifying it as a service animal. However, there is no requirement for documentation to prove that the animal has had particular training or is a certified service animal.

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

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

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

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

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

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

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

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

Members of the public should avoid:

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

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

Exclusion and Removal of a Service Animal from College Property
The College may direct an individual with a disability to remove a service animal from the premises if the animal:
- Is out of control and its handler does not take effective action to control the animal (including if/when the animal poses a direct threat to others on campus and/or exhibits behavior that interferes with the educational process).
- Is not housebroken, is ill, or presents a reoccurring offensive odor.
- Is not properly licensed and/or vaccinated.

If the College removes a service animal from its premises, it shall afford the individual with a disability the opportunity to participate in its programs or activity without having the service animal on the premises.

Questions
For questions regarding service animals, please speak with a Quincy College Student Accessibility Services Coordinator at (617) 405-5915 (Quincy campus) or (617) 984-1731 (Plymouth campus).

Complaints
Any person who believes that his/her right to use a service animal on College property has been violated may file a complaint with the SVP of Enrollment Management and Strategic Planning, at 1250 Hancock St., Quincy, MA 02169; by calling (617) 984-1657; or by emailing jluddy@quincycollege.edu.

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

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

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

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

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

A. Students have a right to:

1. Write, publish, and disseminate their views, provided such forms of expression do not interfere with or disrupt the educational process or the rights of others.
2. Assemble and voice their views peacefully on college property with prior administrative approval. The use of slander and obscenity is prohibited. The expression of such opinions will not interfere with the rights of others, will not interfere with the freedom of others to express themselves, and will not interfere with the operations of the College.
3. Enjoy privacy and confidentiality as members of the college community. No information in the student’s record will be released to any source without the student’s written consent, other than directory information, as required by law.
4. Review their college record with reasonable notice in the presence of a faculty member or administrator.
5. Belong to or refuse to belong to any organized group within the college.
6. Have representation and voice on all committees of the college having to do with academic standards, student affairs,
Student Rights and Responsibilities

and curriculum matters.
7. Obtain an education of the highest available quality.
8. Participate in all financial aid programs available at the college, providing eligibility requirements are met.
9. Receive fair and equal treatment by faculty, staff, and the administration in all college matters such as instruction, evaluation, and services.
10. Receive due process in any grievance or disciplinary procedure.

B. Students have the responsibility to:

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

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

ADDRESS/NAME CHANGE PROCEDURE
If you have recently moved or your name has changed, please fill out a Change of Name/Address Form and return this completed form to Registrar’s Office.

You can pick up a copy of the Name/Address Form at Registrar’s Office or print one from our website, www.quincycollege.edu. You may return this completed form one of three ways:

1. For address changes, simply drop off the form at the front desk.
2. For name changes, proper court documents are required.
3. Fax the completed form to 617-984-1794.
4. Mail your form to Registrar’s Office, Quincy College, Presidents Place, 1250 Hancock Street, Quincy, MA 02169, or to the Plymouth Campus at 36 Cordage Park Circle Plymouth, MA 02360, or email to registrar@quincycollege.edu.

International Students

1. For address changes, simply drop off the form at the International Student Services Office.
2. For name changes, proper court documents are required.
3. Fax the completed form to the International Student Services Office at 617-984-1616 or email international@quincycollege.edu.
4. Mail your form to International Student Services Office, Quincy College, Presidents Place, 1250 Hancock Street, Quincy, MA 02169

It is in your own interest to update your address. All mail, such as news about upcoming events, is sent to your address on file. Please be sure to include your apartment number, new telephone number and e-mail address when completing the Change of Name/Address Form.

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

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

VERIFY A DEGREE OR ENROLLMENT PROCEDURE
Quincy College has authorized the National Student Clearinghouse to act as our agent for verifications of student enrollment for those students who have graduated from 2000 - present. Please visit the Clearinghouse online at www.studentclearinghouse.org or call them at 703-742-4200.

Students who graduated prior to 2000 may contact Registrar’s Office to receive degree and enrollment status by calling 617-984-1650/1651, faxing the request to 617-984-1794 or writing to “Verification” Registrar’s Office, Quincy College, Presidents Place, 1250 Hancock Street, Quincy, MA 02169; or email registrar@quincycollege.edu.

Information regarding a graduate or current student may be obtained through Registrar’s Office. You can contact Registrar’s Office to receive degree and enrollment status by calling 617-984-1650/1651, faxing your request to 617-984-1794 or writing to: “Verification,” Registrar’s Office, Quincy College, Presidents Place, 1250 Hancock Street, Quincy, MA 02169. Any other types of verification must be submitted in writing or the appropriate form with student’s consent through the Registrar’s Office.

**LOST & FOUND**

Students may check for missing valuables or personal belongings at the following locations:

Quincy Campus:
- Presidents Place, 3rd Floor Resource Office
- Saville Hall, Room 101

Plymouth Campus
- Front Desk

Quincy College will not return or refund missing or lost items. Please do not leave valuables or personal belongings unattended.

**SERVICE LEARNING AND VOLUNTEERISM**

Service learning and volunteer activities at Quincy College are designed to facilitate the engagement of students in activities where some service or good work is performed; address or meet a college or community need; allow students to learn about how their service makes a difference in themselves and in the lives of the service recipients; and/or connect service activities to academic learning. Activities presently include, but are not limited to Father Bill’s Essential Needs Drive, Quincy College Health and Wellness Expo, Interfaith Social Service Walk/Run, Blood Drives, DOVE, My Brother’s Keeper, and service-learning options in selected academic courses.

**STUDENT ACTIVITIES**

Quincy College is committed to providing students with personal development opportunities outside the classroom that foster leadership skills, critical and creative thinking, cultural appreciation, and community involvement. An ever-evolving array of student activities includes Student Government, honor societies, performing and creative arts, an international student organization, and opportunities for participation in college governance. For general information regarding student activities, or to access the student activities calendar which is also posted on the Quincy College website, contact the Director of Student Life, 617-405-5967.

**POLICY ON STUDENT ORGANIZATION (Policy 6.03)**

Student organizations provide students with an opportunity to learn leadership skills, supplement formal academic experience, and pursue diverse interests. Quincy College encourages students to assemble, form and belong to organizations that promote and develop their common interests.

Quincy College will recognize student organizations whose purposes are consistent with our mission and are open to all students regardless of age, race, color, sex, religion, national origin, disability or sexual orientation. There shall be a nondiscriminatory clause in the constitution and by-laws of all student organizations.

**Types of Organizations**

A recognized student organization shall be defined as a group of Quincy College students joined together in the pursuit of a common purpose. Quincy College has identified the following types of organizations that may seek recognition:

**Academic:** organizations that select members on the basis of achievement or interest in a particular discipline.

**Cultural:** membership centered on a particular cultural interest.
**Service:** membership geared towards volunteer/service projects.

**Hobby/Special Interest:** membership centered on a particular hobby or special interest.

**Arts:** membership centered on the production and/or viewing of fine and performing arts

The following nationally recognized organization is in existence on campus and is being subsidized:
- Phi Theta Kappa International Honor Society

**Requirements for Student Organizations**

1. New organizations are required to complete a Club Formation Packet and submit it to Student Life for club recognition. Existing clubs must complete a Club Activation Packet each year in order to keep their club recognition.

2. Organizations must identify a faculty or staff member who will act as an advisor, and ask that individual to submit, in writing, notice that he/she agrees to oversee the organization.

3. Membership is limited to Quincy College students only. Clubs may have affiliate members such as faculty or staff; however, affiliate members do not count towards the number of students required to form a club.

4. Organizations must have a minimum of 5 students.

5. Only degree or certificate seeking students in good judicial, academic, and financial standing with Quincy College are eligible for leadership roles within the organization.

6. Organizations and their members have a responsibility to adhere to Quincy College policies while on campus or at any college/club sponsored event.

7. All meetings are to be arranged at a time and place that least disturbs the academic environment. Organizations must make those events and meetings open to the Quincy College community.

8. Organizations must disclose any external affiliation (e.g. National Honor Societies) and provide their constitution and by-laws to the Director of Student Life.

9. Dues may be required only for organizations that are affiliated with a national, international, state or regional chapter that require dues as part of chapter recognition. All record of dues must be maintained by the organization and a copy must be given to Student Life for the club file. If the chapter must have a bank account for dues, the Club Advisor must be on the account as the signature authority.

10. Organizations may not enter into agreements to use the Quincy College seal, name, or official reference without first obtaining written permission from the appropriate College authority.

**Starting a Club/Organization**

A club/organization may be recognized by the College to use College name, facilities, equipment and other services according to policies and procedures and to sponsor programs and activities which are consistent with the organization's purpose.

A club/organization can apply for recognition by completing a "Club Formation Packet" which can be obtained from the Student Life Office. This paperwork will require the club’s purpose, membership roster, advisor contract and a constitution. Please submit completed paperwork to the Director of Student Life.

The club/organization will be required to maintain a record of their meetings and any financial transactions, if applicable, and must submit these records when asked. Clubs/organizations may not fundraise without prior approval from the College.

**Honor Societies**

**Phi Theta Kappa Honor Society (All Disciplines)**

Phi Theta Kappa is an international honor society that recognizes and encourages the academic achievement of students at two-year colleges. Alpha Pi Psi Chapter of Phi Theta Kappa is the Quincy College chapter. To be eligible for membership, a student must have completed a minimum of 12 hours of coursework with an overall grade point average of 3.5 or higher, and maintain a 3.5 GPA throughout their enrollment at Quincy College. More information is found on ptk.org
Clubs/Organizations
For the current list of clubs and organizations please visit the https://quincycollege.edu/clubs-organizations

Student Lockers
Student Lockers are offered on the Quincy Campus only. Locker rentals are $50 per semester; rental rates will not be prorated no matter the date of rental. Students will be provided a lock for their locker. Quincy College will not accept responsibility for damage or loss of contents in any locker. Quincy College reserves the right to terminate this agreement and open a locker, with or without the consent of the renter, at any time, for security violations, student misconduct and/or cases of emergency. If interested in renting a locker, stop by the Office of Student Life or contact studentlife@qc.quincycollege.edu.

Student Lounge
There is a student lounge on both the Quincy Campus and the Plymouth Campus for students to relax between classes. The lounges have microwaves available for students to heat food. There are also computers and copiers available for use. Students must follow the Student Lounge Expectations when in the student lounge.

Other co-curricular and extracurricular activities that the college has offered recently include: Welcome Back Party, QC Club Fair, Alcohol Prevention Seminar, Domestic Violence Panel, Sexual Assault Awareness Week, and International Education Week.

For a list of active clubs and a monthly calendar of events, please stop by the Student Life Office located in Presidents Place or check the college website.

Other Activities

Student Involvement in College Governance
Student involvement in the governance of Quincy College is available and encouraged in several ways. The Quincy College Senate includes representation of the various constituencies of the College, including students. Additionally, the committees of the Senate also call for student membership. These committees are Academic Policies and Procedures, Curriculum, and Educational and Student Services. The Program Review Committee, which twice a year undertakes comprehensive reviews of the College's various academic programs, also provides for student membership and participation.

Academic Recognition
Quincy College is committed to providing activities that support the academic goals of the institution. Whether it is a celebration of academic achievement or a school sponsored workshop, these activities offer the opportunity for both academic and personal development.

Honors Convivium
Honors Convivium is held annually in the spring in recognition of those students who have achieved a superior cumulative grade point average prior to their last semester at the College. In addition to the Magna Cum Laude (3.50 - 3.74 cumulative GPA) and Summa Cum Laude (3.75 - 4.0 cumulative GPA) academic honors, numerous memorial scholarships are awarded to students.

Professional Recognition Ceremonies
Three times a year (January, May and June), Professional Recognition Ceremonies are held for Nursing and Health Science students who have successfully completed their respective Nursing and Health Sciences programs. Students in the Associate Degree Program in Nursing, and the Practical Nurse Program are awarded a pin or certificate indicating their entrance into their professional community.
WORKFORCE DEVELOPMENT

Workforce Development Mission Statement
To serve as a catalyst and to foster collaboration between Quincy College and individual businesses or public sector, local agencies, associations and governmental agencies with the purpose of using the combined resources of all partners to create alternative educational program opportunities for non-traditional students in need of skills, education upgrades and training that is linked to regional economic development and labor force needs.

Vision
To provide high quality, affordable, Workforce Development and training educational opportunities and to equip low-income, underserved and unemployed individuals, families and youth in the South Shore region with the tools and knowledge that helps to prepare them for economic opportunities and career advancement.

Workforce Development fulfills its mission by providing:
• Excellent contextualized career programs that prepare students for workforce entry and postsecondary education advancement.
• South Shore businesses with customizing courses with innovative instructional models for specific employee training needs that lead to career advancement.
• Long-lasting career pathway opportunities to further education into Associate Degree programs at Quincy College, that promote the social and economic development of the region.
• High quality online non-credit course options for those who need flexibility in scheduling their training to better fit within their busy schedules.
• Community education courses for personal, professional, and lifelong learning.

Services provided:
Through the Workforce Training Fund, eligible employers can cover the cost of training their workforce. As a state training provider, the Workforce Development at Quincy College has the responsibility to provide low-cost, high-quality training for employees within our South Shore service area.

Industry-specific workforce trainings
Workforce training is designed to provide customized affordable, innovative, quality training and educational solutions to the underemployed, low income residents, in South Shore region. Quincy College partners with area businesses to help meet identified training needs, by providing contextualized classroom content and work-based learning experiences. Often, these needs require customized training design and delivery approaches that align with these distinct needs and budgetary circumstances.

The Workforce Development department can help employers by
- Identifying the most immediate and critical training needs for your company
- Determining if you meet the eligibility requirements for funding
- Providing assistance with the grant writing process

Non Credit Courses
To provide quality and relevant short-term, non-credit training programs to those who are seeking quick entry into specific career fields. Training allows members of the community to develop new skills or enhance skills to become more productive on the job.

For additional information visit, http://quincycollege.edu/workforce-development/ or contact the AVP of Workforce Development and Community Engagement Kate Lopci at 617-984-1654.
ALUMNI AFFAIRS
The mission of the Quincy College Alumni Association is to connect and engage alumni with the Quincy College Community. Quincy College strives to strengthen alumni engagement with each other and with the College community by recognizing individual alumnae in their career and service achievements, while also coordinating networking events, student internships and employment opportunities for current Quincy College students. The College also aims to increase overall communication with alumni through traditional and social media outlets.

Stay connected and follow Quincy College on Facebook, Twitter, Instagram, and LinkedIn.

Alumni can update their contact information at http://info.quincycollege.edu/qcalumni-update

For additional information, contact Associate Vice President of Enrollment Management and Institutional Advancement at tcahill@quincycollege.edu or call 617-984-1645.
Athletics | Home of the Granite

Athletics Mission Statement
The mission of the Quincy College Athletic program is to provide our student athletes with the opportunity to enhance their overall educational experience through participation in intercollegiate or intramural athletics. It is our belief that student athletes gain worthwhile experience in teamwork and leadership, while also developing character and integrity. The Athletic Department’s goal is that each student athlete will be dedicated to success both in the classroom and on the playing fields. Finally, student athletes will act morally and socially responsible in their role as a representative of the Quincy College community.

NJCAA: Quincy College Granite participates in the National Junior College Athletic Association (NJCAA) in Men’s Soccer and Men’s Basketball.

Eligibility for NJCAA Athletics
Eligibility to participate in a NJCAA sport in accordance to the by-laws of the NJCAA is as follows: the student-athlete must be in good academic standing in accordance with the rules and by-laws of the NJCAA, Region 21, and Quincy College. The student-athlete must be an amateur, who has not exhausted their eligibility.

NJCAA ACADEMIC PROGRESS REQUIREMENTS

<table>
<thead>
<tr>
<th># Of Previous Full-Time</th>
<th>First Season of Participation</th>
<th>Second Season of Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero (0) Previous terms of full-time enrollment</td>
<td>High school graduate and current enrollment of 12 or more credits.*</td>
<td>Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better.*</td>
</tr>
<tr>
<td>One (1) Previous term of Full-time enrollment</td>
<td>Accumulation of 12 or more credits with an associated GPA of 1.75 or better.*</td>
<td>Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better.*</td>
</tr>
<tr>
<td>Two (2) or more previous terms of full-time enrollment</td>
<td>1) Earn 12 credits with a 2.0 GPA or better in the previous full-time term. OR 2) Accumulation of credits equal to or greater than the number of full-time terms attempted multiplied by 12.* OR 3) Accumulation of 24 semester credits with an associated GPA of 2.0 or better for the initial term of participation.* OR 4) Accumulation of 36 semester credits for a fall sport or 48 semester credits for a spring sport with an associated GPA of 2.0 or better. This provision can only be used one time. Once used the student must meet #1 or #2 above to maintain eligibility.*</td>
<td>1) Earn 12 credits with a 2.0 GPA or better in the previous term.* OR 2) Accumulation of credits equal to or greater than the number of full-time terms attempted multiplied by 12.* OR 3) Accumulation of 36 semester credits for a fall sport or 48 semester credits for a spring sport with an associated GPA of 2.0 or better. This provision can only be used one time. Once used the student must meet #1 or #2 above to maintain eligibility.* as well as: Accumulation of 24 or more semester credits with an associated GPA of 2.0 or better.*</td>
</tr>
</tbody>
</table>

* Must meet all NJCAA academic and athletic requirements for eligibility and participation in addition to the stated requirements.

General Academic Requirements:
In order to participate, a student-athlete must meet entrance eligibility requirements, enrollment requirements, and accumulation requirements, or meet qualifications for limited exceptions.

Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.

Classes utilized for any academic eligibility portion must be:
• Credit or credit equivalent bearing
• Approved by the College Governance Structure
• Listed in the college course archives system
• Listed on official college transcript

Entrance Eligibility:
A Student-Athlete must be a graduate of a high school with a state department of education approved standard academic diploma, state department approved general education diploma or a state department of education approved high school.

Enrollment Eligibility:
Full-time Enrollment is defined by the NJCAA as 12 or more credit hours. Full-time enrollment must be established on the 15th calendar day of the beginning of the regular term as listed on the college academic calendar and maintained. Student-Athletes must be enrolled full-time at Quincy College in order to participate in a NJCAA sport.

International Students:
Foreign Transcripts: Interpretation of Foreign Transcripts: Where translation of foreign transcripts is required, translation for the purposes of NJCAA eligibility is the responsibility of the student-athlete.

Foreign transcripts of student-athletes who attended a foreign high school and whose high school credentials confirming graduation or completion of secondary education which is in a language other than English must be translated.

Foreign transcripts of student-athletes who previously attended a foreign college or university and participated in intercollegiate or club athletics must be translated.

Learn more about Quincy College NJCAA Sports at quincycollege.edu/granite

Club Teams
Quincy College Athletics offers our students’ participation in a competitive men’s and women’s cross country club team. Club team membership does not require the eligibility rules of the NJCAA as you need only to be enrolled in Quincy College to participate. All skill levels are encouraged to come out and run. The team will be competing in Division 3 College cross country meets and local 5K road races.

Intramurals
QC Athletics sponsors intramural leagues to promote wellness and encourage physical fitness. Leagues are formed depending on participation. All skill levels are encouraged to come out and play. All participants must be Quincy College students and show their student ID to participate.

Contact the Athletic Director for more information.

Athletics Quincy College | 617-405-5935 | www.quincycollege.edu/granite
THE QUINCY COLLEGE TRUST

The Quincy College Trust is a non-profit 501c(3) foundation which was established to receive endowment funds, charitable donations, and gifts in support of Quincy College and its mission to provide an affordable and accessible post-secondary education to its students. The Quincy College Trust Board is responsible for assuring that donations are used for intended purposes, scholarships are awarded, and special funding requests are granted in order to meet donor criteria and enhance the overall mission of Quincy College.

Quincy College Trust Fund
Annual giving donations to the Quincy College Trust Fund are unrestricted. Unrestricted funds are allocated by the Trust to Quincy College in support of financial aid, student success, academic programs, and facility upgrades. This flexibility of unrestricted gifts allows Quincy College Trust the ability to support the College's greatest need.

Scholarships
Establishing a scholarship ensures that Quincy College meets its commitment of offering an affordable education to qualified and deserving students.

Matching Gifts
Many employers match charitable donations made by their employees. Participating employers match donations one for one and often double, or even triple, the amount of your gift.

Planned Giving
A planned gift is a charitable donation funded either during the donor’s life or as a bequest. There are many financial vehicles available to a donor that allows them to meet their long-term financial goals.

Securities
A charitable donation of long term appreciated stocks, bonds or mutual fund shares made to Quincy College often provides donors the benefit of avoiding capital gains tax and may also result in a reduction of income tax. Fair market value of donated securities is determined on the date of transfer.

Quincy College Trust Members 2019

Tina Cahill, Chair
Scott Campbell, Treasurer
Gary Wallrapp, Secretary
Susan Bossa
Matt McGowan
Dr. Richard Pitts ’67
Gail Samaha
Megan Shaughnessy
Servet Yatin, Ph.D.
Sean Kenealy

Board of Governor’s Representatives
Barbara Clarke

Donations to the Quincy College Trust are Tax-Deductible.
Quincy College Trust Tax ID number: 51-0579620

If you have questions about how to make a donation to the Quincy College Trust contact: Tina Cahill via (617) 405-5942 or email tcahill@quincycollege.edu.
Academic Programs

LIBERAL ARTS

ASSOCIATE DEGREE
Behavioral Science
English
Fine Arts: Drama (Q)
Fine Arts: Music
Fine Arts: Visual Arts
General Studies
Government
History
Humanities
Psychology
Social Sciences
Sociology

NATURAL & HEALTH SCIENCES

ASSOCIATE DEGREE
Biology
Biotechnology & Good Manufacturing Practice (Q)
Exercise Science & Personal Training
Mathematics
Medical Laboratory Technician*(Q)
Natural Science
Natural Science: Engineering
Physical Therapist Assistant†*(P)

NURSING

ASSOCIATE DEGREE
Nursing*

PROFESSIONAL PROGRAMS

ASSOCIATE DEGREE
Accounting
Business
Business Management
Computer Science:
Cyber Security
Computer Science:
Networking
Computer Science:
Programming
Criminal Justice
Criminal Justice:
Law Enforcement
Early Childhood Education
Elementary Education
Engineering Technology (Q)
Healthcare Administration
Healthcare Admin:
Medical Billing & Coding
Human Services
Paralegal Studies
Security Management

FULLY ONLINE ASSOCIATE DEGREE
Business
Criminal Justice

(Q) = Program is offered only on the Quincy Campus
(P) = Program is offered only on the Plymouth Campus

Please note that these programs are no longer accepting new students.

Note: Please speak with the International Office if you are an international student seeking entry into a degree or certificate program.

†The PTA Program at Quincy College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

The PTA Program at Quincy College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org.

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

*Nursing and Natural & Health Sciences Admissions—Students who are interested in earning an associate degree or certificate in Health Sciences may contact the Admissions Office to learn more about the special admissions requirements.
The mission of the core curriculum at Quincy College is to provide students with a foundation of cognitive, communicative, and technical skills within an ethical framework essential for succeeding in both professional and educational endeavors in an increasingly diverse society.

At the completion of the core, students will be able to:
1. Articulate thoughts in English in a coherent, unified, well-structured manner.
2. Demonstrate a mastery of fundamental skills in using computer technology.
3. Draw logical conclusions from qualitative and quantitative data presented in both graphic and narrative form.
4. Access, process, and assess information efficiently
5. Demonstrate the relationship of one’s self to society, both locally and globally.
6. Demonstrate an understanding of the interaction between nations in a global society, both in the present and in a historical context.

Courses that fulfill the College Core Requirements and Electives (3 credits)

I
ENG 101  English Composition I
ENG 102  English Composition II
IDS 167  First Year Seminar

II
Computer Science Core
CSI 101  Introduction to Computers
CSA 213  Database Management
CSA 227  Website Design

*** Computer Science credits expire after 7 years for ALL PROGRAMS***

II
Social Science/ Psychology Core (3 credits)
PSY 101  General Psychology
PSY 216  Growth & Development
SOC 101  General Sociology
SOC 102  Contemporary Social Problems
ECO 201  Microeconomics
ECO 202  Macroeconomics

III
History/ Government Core (3 credits)
HIS 101  US History I
HIS 102  US History II
HIS 290  Special Topics in History
GOV 201  American Government
GOV 211  State & Local Government
GOV 290  Special Topics in Government

IV
Natural Science Core (4 or 5 credits)
Natural Science Elective (4 or 5 credits)
BIO 106  Nutrition with Lab
BIO 111  General Biology I with lab
BIO 112  General Biology II with lab
BIO 131  Anatomy & Physiology I with lab
BIO 132  Anatomy & Physiology II with lab
BIO 106  Marine Ecology
BIO 251  Microbiology with lab
CHE 103  Introduction to Forensic Science with lab
CHE 121  General Chemistry I with lab
CHE 122  General Chemistry II with lab
CHE 141  Introduction to Chemistry with lab
CHE 213  Organic Chemistry I with lab
CHE 214  Organic Chemistry II with lab
ENV 101  Introduction to Environmental Studies with lab
PHY 111  General Physics I with lab
PHY 112  General Physics II with lab
Note:
Natural Science course credits expire after 5 years for liberal arts programs and expire after 5 years for Health Science and Nursing Programs.

<table>
<thead>
<tr>
<th>V</th>
<th>Math Core/Electives (3 or 4 credits)</th>
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</thead>
<tbody>
<tr>
<td>MAT 103</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MAT 106</td>
<td>Quantitative Reasoning (transfer credits only)</td>
</tr>
<tr>
<td>MAT 107</td>
<td>Statistics</td>
</tr>
<tr>
<td>MAT 113</td>
<td>PreCalculus</td>
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<tr>
<td>MAT 201</td>
<td>Calculus I</td>
</tr>
<tr>
<td>MAT 202</td>
<td>Calculus II</td>
</tr>
<tr>
<td>MAT 203</td>
<td>Multivariate Calculus</td>
</tr>
<tr>
<td>MAT 204</td>
<td>Calculus I B</td>
</tr>
<tr>
<td>MAT 205</td>
<td>Linear Algebra</td>
</tr>
<tr>
<td>MAT 206</td>
<td>Calculus II B</td>
</tr>
<tr>
<td>MAT 208</td>
<td>Multivariate Calculus B</td>
</tr>
<tr>
<td>MAT 209</td>
<td>Finite Math (transfer credits only)</td>
</tr>
<tr>
<td>MAT 210</td>
<td>Discrete Math (transfer credits only)</td>
</tr>
<tr>
<td>MAT 225</td>
<td>Differential Equations</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>VI</th>
<th>Humanities Electives (3 credits)</th>
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<tbody>
<tr>
<td>ARA 101</td>
<td>Arabic I</td>
</tr>
<tr>
<td>ARA 102</td>
<td>Arabic II</td>
</tr>
<tr>
<td>ART 100</td>
<td>Fundamentals of Visual Art</td>
</tr>
<tr>
<td>ART 101</td>
<td>Basic Drawing</td>
</tr>
<tr>
<td>ART 102</td>
<td>Advanced Drawing</td>
</tr>
<tr>
<td>ART 103</td>
<td>Line, Color, Design</td>
</tr>
<tr>
<td>ART 110</td>
<td>Theatre Arts I</td>
</tr>
<tr>
<td>ART 111</td>
<td>Theatre Arts II</td>
</tr>
<tr>
<td>ART 112</td>
<td>Acting Workshop</td>
</tr>
<tr>
<td>ART 114</td>
<td>Improvisation</td>
</tr>
<tr>
<td>ART 115</td>
<td>Basic Painting</td>
</tr>
<tr>
<td>ART 116</td>
<td>Advanced Painting</td>
</tr>
<tr>
<td>ART 119</td>
<td>Photography I</td>
</tr>
<tr>
<td>ART 120</td>
<td>Photography II-Photojournalism</td>
</tr>
<tr>
<td>ART 150</td>
<td>Modern Drama</td>
</tr>
<tr>
<td>ART 155</td>
<td>Theatre Production</td>
</tr>
<tr>
<td>ART 201</td>
<td>Survey of Fine Arts I</td>
</tr>
<tr>
<td>ART 202</td>
<td>Survey of Fine Arts II</td>
</tr>
<tr>
<td>ART 229</td>
<td>American Film</td>
</tr>
<tr>
<td>ART 230</td>
<td>Arts and Society</td>
</tr>
<tr>
<td>CHN 101</td>
<td>Chinese I</td>
</tr>
<tr>
<td>CHN 102</td>
<td>Chinese II</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Non-Fiction Writing</td>
</tr>
<tr>
<td>ENG 111</td>
<td>Speech Communication</td>
</tr>
<tr>
<td>ENG 151</td>
<td>Shakespeare</td>
</tr>
<tr>
<td>ENG 201</td>
<td>English Literature I</td>
</tr>
<tr>
<td>ENG 202</td>
<td>English Literature II</td>
</tr>
<tr>
<td>ENG 204</td>
<td>Poetry</td>
</tr>
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<td>ENG 205</td>
<td>World Mythology</td>
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<tr>
<td>ENG 211</td>
<td>American Literature I</td>
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<tr>
<td>ENG 212</td>
<td>American Literature II</td>
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<tr>
<td>ENG 213</td>
<td>Environmental Literature</td>
</tr>
<tr>
<td>ENG 221</td>
<td>World Literature I</td>
</tr>
<tr>
<td>ENG 222</td>
<td>World Literature II</td>
</tr>
<tr>
<td>ENG 225</td>
<td>Creative Writing Workshop I</td>
</tr>
<tr>
<td>ENG 226</td>
<td>Creative Writing Workshop II</td>
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<tr>
<td>ENG 230</td>
<td>Journalism</td>
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<td>ENG 231</td>
<td>Modern Novel</td>
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<td>Course Code</td>
<td>Course Title</td>
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</tr>
<tr>
<td>ENG 233</td>
<td>Crime &amp; Detective Fiction</td>
</tr>
<tr>
<td>ENG 235</td>
<td>Survey of Women Writers</td>
</tr>
<tr>
<td>ENG 237</td>
<td>Introduction to Science Fiction</td>
</tr>
<tr>
<td>ENG 238</td>
<td>Literature of the Supernatural</td>
</tr>
<tr>
<td>ENG 239</td>
<td>Baseball Literature</td>
</tr>
<tr>
<td>ENG 240</td>
<td>Literature of War</td>
</tr>
<tr>
<td>ENG 250</td>
<td>World Languages and Linguistics</td>
</tr>
<tr>
<td>ENG 251</td>
<td>Introduction to Drama</td>
</tr>
<tr>
<td>ENG 252</td>
<td>International Film</td>
</tr>
<tr>
<td>FRN 101</td>
<td>French I</td>
</tr>
<tr>
<td>FRN 102</td>
<td>French II</td>
</tr>
<tr>
<td>IDS 155</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>ITA 101</td>
<td>Italian I</td>
</tr>
<tr>
<td>ITA 102</td>
<td>Italian II</td>
</tr>
<tr>
<td>PHL 101</td>
<td>Introduction to Philosophy</td>
</tr>
<tr>
<td>PHL 102</td>
<td>20th Century Philosophy</td>
</tr>
<tr>
<td>PHL 103</td>
<td>Medical Ethics</td>
</tr>
<tr>
<td>PHL 105</td>
<td>Introduction to Logic</td>
</tr>
<tr>
<td>PHL 108</td>
<td>Ethics</td>
</tr>
<tr>
<td>PHL 110</td>
<td>Religions of the World</td>
</tr>
<tr>
<td>PHL 113</td>
<td>Death and Dying</td>
</tr>
<tr>
<td>SPN 101</td>
<td>Spanish I</td>
</tr>
<tr>
<td>SPN 102</td>
<td>Spanish II</td>
</tr>
<tr>
<td>SPN 201</td>
<td>Spanish III</td>
</tr>
</tbody>
</table>

**VII**

**Liberal Arts Concentration Electives (in addition to above)**

**Literature Electives (3 credits)**
- ENG 213 Environmental Literature
- ENG 151 Shakespeare
- ENG 201 English Literature I
- ENG 202 English Literature II
- ENG 204 Poetry
- ENG 211 American Literature I
- ENG 212 American Literature II
- ENG 221 World Literature I
- ENG 222 World Literature II
- ENG 231 Modern Novel
- ENG 233 Crime and Detective Fiction
- ENG 235 Survey of Women Writers
- ENG 237 Introduction to Science Fiction
- ENG 238 Literature of the Supernatural
- ENG 239 Baseball Literature
- ENG 240 Literature of War

**VIII**

**Social Science Electives (3 credits)**
- ECO 201 Microeconomics
- ECO 202 Macroeconomics
- GOV 105 Introduction to Political Science
- GOV 201 American Government
- GOV 211 State & Local Government
- GOV 212 The American Presidency
- GOV 217 Comparative Government
- GOV 290 Special Topics in Government
- HIS 101 United States History I
- HIS 102 United States History II
- HIS 107 Colonial America
- HIS 111 History of Western Civilization I
- HIS 112 History of Western Civilization II
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HIS 201</td>
<td>History of the Middle East</td>
</tr>
<tr>
<td>HIS 221</td>
<td>Late Imperial China</td>
</tr>
<tr>
<td>HIS 222</td>
<td>China in the 20th Century</td>
</tr>
<tr>
<td>HIS 230</td>
<td>The French Revolution and Napoleon</td>
</tr>
<tr>
<td>HIS 240</td>
<td>History of the Cold War</td>
</tr>
<tr>
<td>HIS 250</td>
<td>The History of US Foreign Relations</td>
</tr>
<tr>
<td>HIS 260</td>
<td>The Civil War and Reconstruction</td>
</tr>
<tr>
<td>HIS 280</td>
<td>History of Plymouth</td>
</tr>
<tr>
<td>HIS 290</td>
<td>Special Topics in History</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Contemporary Social Issues</td>
</tr>
<tr>
<td>SOC 105</td>
<td>Sociology of Deviance</td>
</tr>
<tr>
<td>SOC 112</td>
<td>Interpersonal Communication</td>
</tr>
<tr>
<td>SOC 116</td>
<td>Intercultural Communication</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Sociology of Medicine, Illness, &amp; Health</td>
</tr>
<tr>
<td>SOC 140</td>
<td>Aging in America</td>
</tr>
<tr>
<td>SOC 150</td>
<td>Women in Society</td>
</tr>
<tr>
<td>SOC 155</td>
<td>Race, Class, Gender, Social Justice</td>
</tr>
<tr>
<td>SOC 156</td>
<td>Media in Social Perspective</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>SOC 203</td>
<td>Sociology of the Family</td>
</tr>
</tbody>
</table>

IX Behavioral Science Electives (3 credits)
- PSY 101  General Psychology
- PSY 103  Child Development
- PSY 200  Positive Psychology
- PSY 201  Child Psychology
- PSY 203  Adolescent Psychology
- PSY 205  Psychology of Change
- PSY 210  Psychology of Learning
- PSY 212  Group Dynamics
- PSY 215  Abnormal Psychology
- PSY 216  Growth & Development
- PSY 221  Health Psychology
- PSY 280  Research Design & Methodology
- PSY 230  Sport Psychology
- PSY 231  Psychology of Gender & Culture
- PSY 290  Introduction to Social Psychology
- SOC 101  General Sociology
- SOC 102  Contemporary Social Problems
- SOC 105  Sociology of Deviance
- SOC 112  Interpersonal Communication
- SOC 116  Intercultural Communication
- SOC 120  Sociology of Medicine, Illness, and Health
- SOC 140  Aging in America
- SOC 150  Women in Society
- SOC 155  Race, Class, Gender, Social Justice
- SOC 156  Media in Social Perspective
- SOC 201  Cultural Anthropology
- SOC 203  Sociology of the Family
ACCOUNTING
Associate in Science Degree

Program Description
The Accounting Program is a major that is designed to prepare students for entry-level accounting positions, or to provide further advancement for those already employed in the Accounting profession. The program design includes the core curriculum, a general business core, skills courses, and courses specific to the Accounting profession.

Program Outcomes
At the completion of the program the student should be able to:
• Communicate effectively about accounting information
• Perform basic mathematical calculations in accounting, finance, and general business
• Discuss the role of accounting managers
• Apply the fundamental principles and methods of financial accounting in analyzing business transactions
• Identify the impact of business transactions upon financial statements
• Use accounting information to support business decision making
• Apply principles of cost accounting to analyze a firm’s costs
• Discuss Generally Accepted Accounting Principles (GAAP)
• Identify the impact micro and macroeconomic variables have upon businesses and their financial statements
• Perform computerized financial analysis
• Discuss the ethical issues faced by accounting majors

The College Core Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Computer Science Core</td>
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</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
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<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
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<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>Natural Science Core</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Science/Psychology Core</td>
<td>3 credits</td>
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</table>

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 101 Accounting I</td>
<td>3 credits</td>
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<tr>
<td>ACC 102 Accounting II*</td>
<td>3 credits</td>
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<tr>
<td>ACC 201 Accounting III*</td>
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<tr>
<td>ACC 205 Managerial Accounting*</td>
<td>3 credits</td>
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<tr>
<td>ACC 209 Federal Taxation*</td>
<td>3 credits</td>
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<tr>
<td>BUS 220 Business Ethics</td>
<td>3 credits</td>
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<td>Business Law Electives:</td>
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<tr>
<td>Communications Elective</td>
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<td>ECO 201 Microeconomics</td>
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<tr>
<td>ECO 202 Macroeconomics</td>
<td>3 credits</td>
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<tr>
<td>ENG 224 Writing for Professionals</td>
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<tr>
<td>Program Elective</td>
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Total credits required for graduation 61 credits

Program Electives
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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACC 103 Introduction to Forensic Accounting*</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 120 Introduction to Bookkeeping</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 202 Accounting IV*</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 207 Municipal Accounting &amp; Finance*</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 301 Auditing*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSA 217 Spreadsheet Design*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSA 220 Computerized Accounting*</td>
<td>3 credits</td>
</tr>
<tr>
<td>EXP 297 Internship</td>
<td>3 credits</td>
</tr>
<tr>
<td>FIN 202 Health Care Finance</td>
<td>3 credits</td>
</tr>
<tr>
<td>FIN 215 Investments*</td>
<td>3 credits</td>
</tr>
<tr>
<td>FIN 220 Principles of Finance</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 107 Statistics</td>
<td>3 credits</td>
</tr>
<tr>
<td>MGT 235 Financing a Small Business</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Additional Information
1. Business/Management Elective: Complete either BUS 101 or MGT 201.
2. Business Law Elective: Complete either LAW 201* or LAW 235*.
3. Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116.

*Indicates course requires the completion of a prerequisite
# ACCOUNTING

**Associate in Science Degree**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101 Accounting I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science/Psychology Core</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 Credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 102 Accounting II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>BUS 220 Business Ethics</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>Business Law Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math Core</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 credits</strong></td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 201 Accounting III*</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC 205 Managerial Accounting*</td>
<td>3 credits</td>
</tr>
<tr>
<td>ECO 201 Microeconomics</td>
<td>3 credits</td>
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<tr>
<td>History/Government Core</td>
<td>3 credits</td>
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<tr>
<td>Natural Science Core w/ Lab</td>
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<td><strong>Semester Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC 209 Federal Taxation*</td>
<td>3 credits</td>
</tr>
<tr>
<td>ECO 202 Macroeconomics</td>
<td>6 credits</td>
</tr>
<tr>
<td>ENG 224 Writing for Professionals</td>
<td>3 credits</td>
</tr>
<tr>
<td>Communications Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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</tr>
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</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION**  
61 credits
BEHAVIORAL SCIENCE
CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:
• Compose well-structured, unified and coherent expository assignments
• Demonstrate information literacy through research assignments
• Apply the principles of critical thinking to assess required readings and points of discussion
• Describe the social, political and philosophical contexts that inform a Liberal Arts concentration
• Describe the diverse cultural and behavioral influences on a Liberal Arts concentration
• Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology)

The College Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>IDS 167</td>
<td>First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math Core</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>Natural Science Core w/Lab</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3 credits</td>
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</table>

Behavioral Science Concentration Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentration Electives</td>
<td>18 credits</td>
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</tr>
<tr>
<td>General Electives</td>
<td>6 credits</td>
<td></td>
</tr>
<tr>
<td>Literature Electives</td>
<td>6 credits</td>
<td></td>
</tr>
<tr>
<td>SOC 101</td>
<td>General Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3 credits</td>
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</tbody>
</table>

Total credits required for graduation 61 credits

Concentration Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSY 103</td>
<td>Child Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 200</td>
<td>Positive Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 201</td>
<td>Child Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 203</td>
<td>Adolescent Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 205</td>
<td>Psychology of Change</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 210</td>
<td>Psychology of Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 212</td>
<td>Group Dynamics</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 215</td>
<td>Abnormal Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 216</td>
<td>Growth &amp; Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 221</td>
<td>Health Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 230</td>
<td>Sport Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 231</td>
<td>Psychology of Gender &amp; Culture</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 280</td>
<td>Research Design &amp; Methodology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 290</td>
<td>Introduction to Social Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Contemporary Social Problems</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 105</td>
<td>Sociology of Deviance</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 112</td>
<td>Interpersonal Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 116</td>
<td>Intercultural Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 120</td>
<td>Sociology of Medicine, Illness, &amp; Health</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 140</td>
<td>Aging in America</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 150</td>
<td>Women in Society</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 155</td>
<td>Race, Class, Gender, Social Justice</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 156</td>
<td>Media in Social Perspective</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 201</td>
<td>Cultural Anthropology</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 203</td>
<td>Sociology of the Family</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

*Indicates course requires the completion of a prerequisite.
# BEHAVIORAL SCIENCE

**Associate in Arts Degree**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 Credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>Natural Science Core w/ Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>SOC 101 General Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>Behavioral Science Concentration Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>16 credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Science Concentration Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Behavioral Science Concentration Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>General Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Literature Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Science Concentration Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Behavioral Science Concentration Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Behavioral Science Concentration Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>General Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Literature Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 credits</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
**BIOLOGY**
Associate in Science Degree

**Program Description**
This program is for students who seek a career in biological sciences. Students will attain a solid foundation in science after taking introductory biology, chemistry, and math courses. Students will have the opportunity to hone their writing and critical-thinking skills while taking courses from the liberal arts department. In the second year, students will take more advanced program electives to be better prepared to enter a bachelor’s program. By the end of their studies, students should be prepared to continue their education in a four-year biology, biotechnology, or medically-related program or to enter the workforce in an entry-level position in biology.

**Program Outcomes**
At the completion of this program, the student should be able to:
- Apply knowledge of biological facts and concepts
- Collect accurate and meaningful data and derive reasonable conclusions from its analysis
- Apply analytical thinking and scientific method in designing experiments and problem solving
- Analyze and apply fundamental concepts and techniques to scientific issues as part of team based tasks
- Synthesize information and show effective written, verbal, and graphical communication skills

**The College Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 111</td>
<td>General Biology I w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>Computer Science Core</td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167</td>
<td>First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 113</td>
<td>Precalculus or higher level math course</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science/Psychology Core</td>
<td></td>
<td>3 credits</td>
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**Program Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 112</td>
<td>General Biology II w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 204</td>
<td>Genetics w/Lab*</td>
<td>5 credits</td>
</tr>
<tr>
<td>BTC 210</td>
<td>Biochemistry w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BTC 240</td>
<td>Seminar in Biotechnology*</td>
<td>1 credit</td>
</tr>
<tr>
<td>CHE 121</td>
<td>General Chemistry I w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 122</td>
<td>General Chemistry II w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT 107</td>
<td>Statistics</td>
<td>3 credits</td>
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<tr>
<td>Program Electives</td>
<td></td>
<td>8 credits</td>
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<tr>
<td>General Elective***</td>
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</table>

***One of the below courses is highly recommended

**Minimum credits required for graduation**

61 credits

**Program Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 131</td>
<td>Anatomy &amp; Physiology I w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 132</td>
<td>Anatomy &amp; Physiology II w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 160</td>
<td>Marine Ecology w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 251</td>
<td>Microbiology w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 213</td>
<td>Organic Chemistry I w/Lab*</td>
<td>5 credits</td>
</tr>
<tr>
<td>CHE 214</td>
<td>Organic Chemistry II w/Lab*</td>
<td>5 credits</td>
</tr>
<tr>
<td>ENV 101</td>
<td>Intro. Environmental Studies w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>PHY 111</td>
<td>General Physics I w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>PHY 112</td>
<td>General Physics II w/Lab*</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

**Additional Information**

1. MAT 103 College Algebra is a pre-requisite for MAT 113.

*Indicates course requires the completion of a prerequisite.
## BIOLOGY
### Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 113 Precalculus or higher level math course</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIO 111 General Biology I w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 121 General Chemistry I w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science/Psychology Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIO 112 General Biology II w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 122 General Chemistry II w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 204 Genetics w/Lab</td>
<td>5 credits</td>
</tr>
<tr>
<td>MAT 107 Statistics</td>
<td>3 credits</td>
</tr>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>Program Elective</td>
<td>4 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC 210 Biochemistry w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>BTC 240 Seminar in Biotechnology</td>
<td>1 credit</td>
</tr>
<tr>
<td>General Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Program Elective</td>
<td>4 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>12 credits</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** | **61 credits**
BIOTECHNOLOGY & GOOD MANUFACTURING PRACTICE
Associate in Science Degree

Program Description
The Biotechnology Program is designed to prepare students for entry-level positions in the biomanufacturing industry. Students will develop a broad laboratory science-based background through courses focused in the life and chemical sciences, and will obtain industry-specific knowledge in the areas of quality control (QC), process development (PD), and upstream and downstream processing, while following current, good manufacturing practices (cGMP). In addition, students will learn valuable laboratory techniques and instrumentation, and develop critical thinking skills. Upon successful completion of the program, students may enter the workforce directly as entry-level laboratory technicians or research assistants, or may transfer to a four-year university to continue their studies at the baccalaureate level.

Please note
Some courses in the curriculum for the degree may require prior completion of a prerequisite course that is not specifically required for the degree. In such cases, the prerequisite course must be completed even though it is not part of the degree requirement.

Program Outcomes
At the completion of this program, the student should be able to:
- Practice ethical standards of integrity, honesty, and fairness in scientific practices and professional conduct
- Apply appropriate computer software and hardware skills to accomplish biotechnology lab tasks
- Demonstrate technical knowledge of specialized techniques and instrumentation relating to biomanufacturing
- Communicate thoughts, orally and in writing, in a clear well-organized manner that effectively informs scientific principles and lab techniques
- Perform basic molecular biology & biochemical techniques
- Apply GMP documentation to biomanufacturing
- Perform all aspects of upstream and downstream processing in biomanufacturing
- Develop critical thinking skills to solve complex scientific problems

The College Core Requirements
- BIO 111 General Biology I w/lab  4 credits
- Computers Science Core  3 credits
- ENG 101 English Composition I  3 credits
- ENG 102 English Composition II*  3 credits
- History/Government Core  3 credits
- IDS 167 First Year Seminar  3 credits
- MAT 103 College Algebra  3 credits
- Social Science/Psychology Core  3 credits

Program Requirements
- BIO 251 Microbiology w/lab*  4 credits
- BTC 101 Introduction to Biotechnology w/lab*1  4 credits
- BTC 210 Biochemistry w/lab*  4 credits
- BTC 220 Biomanufacturing I*1  4 credits
- BTC 230 Biomanufacturing II*1  4 credits
- BTC 240 Seminar in Biotechnology*  1 credit
- BTC 250 Biomanufacturing III*  2 credits
- CHE 121 General Chemistry I w/Lab*1  4 credits
- CHE 122 General Chemistry II w/Lab*  4 credits
- Math Elective:  3 credits
- PHL 103 Medical Ethics  3 credits
- Program Elective  3-4 credits

Total credits required for graduation  65-66 credits

Program Electives
- BTC 260 Chromatography I  4 credits
- BTC 270 Chromatography II*  4 credits
- CHE 213 Organic Chemistry I w/lab*  4 credits
- ENV 101 Intro Environmental Studies w/lab  4 credits
- EXP 297 Internship  3 credits
- PHY 111 General Physics I w/lab*  4 credits

Additional Information
1. All Biotech courses should be taken sequentially; the Chair of Biotechnology & Good Manufacturing Practices Program should approve any changes. The Chair can be reached via phone (617) 984-1669.
2. Math Elective: Complete either MAT 113 or MAT 107.

*Indicates course requires the completion of a prerequisite.
# BIOTECHNOLOGY & GOOD MANUFACTURING PRACTICE

**Associate in Science Degree**

## Semester 1
- **IDS 167** First Year Seminar 3 credits
- **ENG 101** English Composition I 3 credits
- **BIO 111** General Biology I w/lab 4 credits
- **Computers Science Core** 3 credits
- **MAT 103** College Algebra 3 credits

**Semester Total** 17 credits

## Semester 2
- **BTC 101** Introduction to Biotechnology w/Lab 4 credits
- **BIO 251** Microbiology w/Lab 4 credits
- **ENG 102** English Composition II 3 credits
- **CHE 121** General Chemistry I w/lab 4 credits
- **Math Elective (MAT 106 Quantitative Reasoning or MAT 107 Statistics)** 3 credits

**Semester Total** 17 credits

## Semester 3
- **Social Science/Psychology Core** 3 credits
- **BTC 220** Biomanufacturing I 4 credits
- **CHE 122** General Chemistry II w/Lab 4 credits
- **BTC 210** Biochemistry w/Lab 4 credits

**Semester Total** 15 credits

## Semester 4
- **BTC 230** Biomanufacturing II 4 credits
- **BTC 240** Seminar in Biotechnology 1 credit
- **BTC 250** Biomanufacturing III 2 credits
- **History/Government Core** 3 credits
- **PHL 103** Medical Ethics 3 credits
- **Program Elective** 3-4 credits

**Semester Total** 16-17 credits

**TOTAL CREDITS REQUIRED FOR GRADUATION** 65-66 credits
BUSINESS
Associate in Science Degree

Program Description
The Business Program is designed to assist students who anticipate transferring to Baccalaureate Degree-granting institutions. The purpose of the Program is to make possible transfer into such institutions and enhance student success in those programs. The Business Program is a program which allows the student greater flexibility in selecting courses that will match the program requirements of the school to which the student intends to transfer. Quincy College has a number of transfer/articulation agreements in place to facilitate easy mobility from Quincy College to the transferring institution.

Program Outcomes
At the completion of this program, the student should be able to:
- Communicate effectively about management issues
- Perform basic mathematical calculations in general business and accounting
- Explain the role of the business manager
- Identify the impact of business transactions upon financial statements
- Discuss the principles of marketing and the distribution of goods and services
- Discuss the practical and legal issues involved in hiring, training, compensating, and evaluating employees
- Discuss the ethical issues faced by business managers
- Discuss the economic principles underlying the behavior of firms and the performance of microeconomics
- Identify the impact of macroeconomic variables upon businesses
- Prepare students for acceptance into and success in business programs at Baccalaureate Degree-granting institutions
- Permit students to transfer to such Baccalaureate Degree-granting institutions with no loss of credits or minimal loss of credits
# BUSINESS
Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>ACC 101 Accounting I</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>ECO 202 Macroeconomics</td>
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</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** | **61 credits**
BUSINESS ONLINE
Associate in Science Degree

Program Description
The Online Business Program is designed to assist students who anticipate transferring to Baccalaureate Degree-granting institutions. The purpose of the Program is to make possible transfer into such institutions and enhance student success in those programs. The Online Business Program is a program which allows the student greater flexibility in selecting courses that will match the program requirements of the school to which the student intends to transfer. Quincy College has a number of transfer/articulation agreements in place to facilitate easy mobility from Quincy College to the transferring institution. All college core, program requirements, and program electives are offered fully online.

Program Outcomes
At the completion of this program, the student should be able to:
- Communicate effectively about management issues
- Perform basic mathematical calculations in general business and accounting
- Explain the role of the business manager
- Identify the impact of business transactions upon financial statements
- Discuss the principles of marketing and the distribution of goods and services
- Discuss the practical and legal issues involved in hiring, training, compensating, and evaluating employees
- Discuss the ethical issues faced by business managers
- Discuss the economic principles underlying the behavior of firms and the performance of microeconomics
- Identify the impact of macroeconomic variables upon businesses
- Prepare students for acceptance into and success in business programs at Baccalaureate Degree-granting institutions
- Permit students to transfer to such Baccalaureate Degree-granting institutions with no loss of credits or minimal loss of credits

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core 1 4 credits
- Social Science/Psychology Core 3 credits

Program Requirements
- ACC 101 Accounting I 3 credits
- ACC 102 Accounting II* 3 credits
- BUS 101 Introduction to Business 3 credits
- ECO 201 Microeconomics 3 credits
- ECO 202 Macroeconomics 3 credits
- Humanities Elective 3 credits
- Literature Electives* 6 credits
- Math Elective 3 credits
- Program Electives 9 credits

Total credits required for graduation 61 credits

Program Electives
- BUS 211 Intro. to International Business* 3 credits
- BUS 220 Business Ethics (strongly recommended) 3 credits
- BUS 230 Organizational Communication 3 credits
- CJS 215 White-Collar Crime 3 credits
- EXP 297 Internship 3 credits
- HRM 101 Intro. to Hospitality Management 3 credits
- HRM 102 Conference, Meeting & Event Planning 3 credits
- MGT 201 Principles of Management 3 credits
- MGT 203 Human Resource Management 3 credits
- MKT 201 Principles of Advertising 3 credits
- MKT 202 Principles of Marketing 3 credits

Additional Information
1. Natural Science Core Online courses will be offered starting in Spring 2019.

*Indicates course requires the completion of a prerequisite.
## BUSINESS ONLINE

**Associate in Science Degree**

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**TOTAL CREDITS REQUIRED FOR GRADUATION**  
61 credits
BUSINESS MANAGEMENT
Associate in Science Degree

Program Description
The Business Management Program is designed to prepare students for entry level positions in business management, and to provide additional skills and knowledge to those already employed in business professions. The program includes the core curriculum, a general business core, skills courses, and courses specific to the management profession.

Program Outcomes
At the completion of this program, the student should be able to:

▪ Communicate effectively about management issues
▪ Perform basic mathematical calculations in general business and accounting
▪ Explain the role of the business manager
▪ Identify the impact of business transactions upon financial statements
▪ Discuss the principles of marketing and the distribution of goods and services
▪ Explain price policy and channels of distribution
▪ Identify the role of customer service in a business strategy
▪ Discuss the practical and legal issues involved in hiring, training, compensating, and evaluating employees
▪ Discuss the ethical issues faced by business managers
▪ Discuss the economic principles underlying the behavior of firms and the performance of microeconomics
▪ Identify the impact of macroeconomic variables upon businesses
▪ Perform computerized business analysis

Additional Information
Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116

*Indicates course requires the completion of a prerequisite.
## BUSINESS MANAGEMENT
Associate in Science Degree

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</tbody>
</table>
**Semester Total** | **15 credits** |

**TOTAL CREDITS REQUIRED FOR GRADUATION** | **61 credits**
COMPUTER SCIENCE: CYBER SECURITY
Associate in Science Degree

Program Description
Cyber Security is a field that involves protecting the confidentiality, integrity and availability of information. The Cyber Security program is an interdisciplinary Associates Degree program. It incorporates business, networking, law, and computer programming courses for individuals preparing for a career in Cyber Security.

Program Outcomes
At the completion of this program, the student should be able to:
- Demonstrate security assessment techniques.
- Mitigate cyber threats identified using the risk management process.
- Explain the ethical responsibilities organizations have to protect an individual’s private data and describe how to secure that data.
- Demonstrate knowledge of cybersecurity principles and methods.
- Design a secure network using firewalls, encryption, and other technologies.
- Configure and secure a Linux-based web server.
- Describe how to conduct an investigation, secure an incident, and prepare for an evidence search.
- Use forensic data acquisition tools.
- Describe the theory of operation for file systems and network intrusion detection/protection systems.
- Analyze various configuration, data, and log files.

The College Core Requirements
- IDS 167 First Year Seminar 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- Computer Science Core 3 credits
- History/Government Core 3 credits
- Math Core 3 credits
- Natural Science Core 4 credits
- Social Science/Psychology Core 3 credits

Computer Science Core
- CSI 116 Introduction to Programming 3 credits
- CSI 244 Networking I 3 credits
- LAW 203 Cyber Law 3 credits
- CSI 242 Computer System Security* 3 credits
- BUS 220 Business Ethics 3 credits
- CSI 245 Networking II* 3 credits
- CSI 226 UNIX with Linux 3 credits
- CSI 265 Linux System Administration* 3 credits
- CSI 266 Computer Forensics* 3 credits
- CSI 217 Operating Systems* 3 credits

Program Electives 6 credits
- Program Electives
  - CSI 246 Networking III* 3 credits
  - CSI 107 C++ Programming* 3 credits
  - CSI 111 Digital Computer Hardware 3 credits
  - CSA 213 Database Management 3 credits
  - PSY 215 Abnormal Psychology* 3 credits
  - CJS 212 Corporate Security Investigation 3 credits
  - CJS 215 White-Collar Crime 3 credits

Program Requirements
- CSI 116 Introduction to Programming 3 credits
- CSI 244 Networking I 3 credits
- LAW 203 Cyber Law 3 credits
- CSI 242 Computer System Security* 3 credits
- BUS 220 Business Ethics 3 credits
- CSI 245 Networking II* 3 credits
- CSI 226 UNIX with Linux 3 credits
- CSI 265 Linux System Administration* 3 credits
- CSI 266 Computer Forensics* 3 credits
- CSI 217 Operating Systems* 3 credits

Total credits required for graduation 61 credits

Program Electives
- CSI 246 Networking III* 3 credits
- CSI 107 C++ Programming* 3 credits
- CSI 111 Digital Computer Hardware 3 credits
- CSA 213 Database Management 3 credits
- PSY 215 Abnormal Psychology* 3 credits
- CJS 212 Corporate Security Investigation 3 credits
- CJS 215 White-Collar Crime 3 credits

*Indicates course requires the completion of a prerequisite.
# COMPUTER SCIENCE: CYBER SECURITY

Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>Computer Science Core</td>
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<td>ENG 101 English Composition I</td>
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<td>IDS 176 First Year Seminar</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tbody>
<tr>
<td>CSI 116 Introduction to Programming</td>
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<td>ENG 12 English Composition II*</td>
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<tr>
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<tbody>
<tr>
<td>BUS 220 Business Ethics</td>
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<td>CSI 226 UNIX w/ Linux</td>
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</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
COMPUTER SCIENCE: NETWORKING
Associate in Science Degree

Program Description
The Computer Science Program is a program that is designed to prepare students for a variety of entry-level positions in a networked environment within the computer science industry, and to provide additional training or further advancement to those already employed in the computer science profession. The program design includes the core curriculum, a general computer science core, skills courses, and courses specific to the computer science areas.

Program Outcomes
At the completion of this program, the student should be able to:
- Describe the major hardware and software components of a computer system
- Describe networking technologies used in computer networks
- Compare and contrast various types of computer operating system
- Identify network boundaries and topologies within a network diagram
- Explain the operation of various networking protocol features
- Demonstrate the use of network monitoring and troubleshooting tools
- Demonstrate configuration of networking devices, such as switches and routers
- Analyze a given set of network diagnostic test results in order to identify a network problem
- Design a network given a set of requirements and constraints

The College Core Requirements

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<td>Natural Science Core</td>
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<td>SOC 112 Interpersonal Communication</td>
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Total credits required for graduation: 61 credits

Program Electives

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<td>CSA 213 Database Management</td>
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<td>CSI 235 Computer Architecture*</td>
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<td>CSI 243 Server Based Operating Systems*</td>
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<td>CSI 247 Fund. of Structured Query Lang.*</td>
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<td>CSI 265 Linux System Administration*</td>
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<td>EXP 297 Internship</td>
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<td>Math Elective (MAT 107 or higher)</td>
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Additional Information
1. Natural Science Core: Recommended to complete PHY 111 General Physics w/lab
2. Business Elective: Complete either BUS 202 or BUS 220.

*Indicates course requires the completion of a prerequisite.
COMPUTER SCIENCE: NETWORKING
Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>IDS 167 First Year Seminar</td>
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<tr>
<td>Math Core</td>
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<tr>
<td>Natural Science Core w/ Lab</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CSI 116 Introduction to Programming</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 244 Networking I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
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<tr>
<td>History/Government Core</td>
<td>3 credits</td>
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<tr>
<td>Social Science/Psychology Core</td>
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<th>Semester 3</th>
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<tbody>
<tr>
<td>CSI 111 Digital Computer Hardware</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 217 Operating Systems*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 226 UNIX with Linux</td>
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<tr>
<td>CSI 245 Networking II*</td>
<td>3 credits</td>
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<td>Program Elective</td>
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<tr>
<th>Semester 4</th>
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<tr>
<td>BUS 202 Principles of Customer Service</td>
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<tr>
<td>CSI 242 Computer System Security*</td>
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<tr>
<td>CSI 246 Networking III*</td>
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<td>Program Elective</td>
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<td>SOC 112 Interpersonal Communication</td>
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<tr>
<td><strong>Semester Total</strong></td>
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</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** | **61 credits**
COMPUTER SCIENCE: PROGRAMMING
Associate in Science Degree

Program Description
The Computer Science Program is a program that is designed to prepare students for a variety of entry level positions in a networked environment within the computer science industry, and to provide additional training or further advancement to those already employed in the computer science profession. The program design includes the core curriculum, a general computer science core, skills courses, and courses specific to the computer science areas.

Program Outcomes
At the completion of this program, the student should be able to:
• Summarize how computers, data processing, and networking have changed practices in society, business, science and medicine.
• Describe the role of major hardware and software components of a computer.
• Apply structured methodologies to design, implement, document, test, and debug computer programs.
• Differentiate between procedural and object-oriented programming.
• Evaluate and implement various data structures to solve coding problems.
• Design a relational database with queries, forms, and reports.
• Describe the technologies used in computer networks.

The College Core Requirements
Computer Science Core
ENG 101 English Composition I 3 credits
ENG 102 English Composition II* 3 credits
History/Government Core
IDS 167 First Year Seminar 3 credits
MAT 103 College Algebra 3 credits
PHY 111 General Physics I w/Lab* 4 credits
Social Science/Psychology Core 3 credits

Program Requirements
CSA 213 Database Management 3 credits
CSI 116 Introduction to Programming 3 credits
CSI 107 C++ Programming* 3 credits
CSI 108 Advanced C++* 3 credits
CSI 218 Data Structures* 3 credits
CSI 226 UNIX with Linux 3 credits
CSI 244 Networking I 3 credits

Program Electives 15 credits

Total credits required for graduation 61 credits

*Indicates course requires the completion of a prerequisite.
# COMPUTER SCIENCE: PROGRAMMING

**Associate in Science Degree**

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<thead>
<tr>
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<td>ENG 101 English Composition I</td>
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<tr>
<td>IDS 176 First Year Seminar</td>
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<tr>
<td>MAT 103 College Algebra</td>
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<th>Semester 2</th>
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<tr>
<td>CSA 213 Database Management</td>
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<tr>
<td>CSI 107 C++ Programming</td>
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<td>CSI 244 Networking I</td>
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<td>ENG 12 English Composition II*</td>
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<td>PHY 111 General Physics w/ Lab*</td>
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<tr>
<td>CSI 108 Advanced C++</td>
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<tr>
<td>CSI 266 UNIX w/ LINUX</td>
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<tr>
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<tr>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** | **61 credits**
CRIMINAL JUSTICE
Associate in Science Degree

The Quincy College Criminal Justice Program is designed to prepare individuals for the various aspects of Criminal Justice in the region. The program options available to students offer several routes of preparation. In any Criminal Justice course, students may find themselves in classrooms with police officers, private security professionals, government agency staff, and prospective social scientists. Students are encouraged to carefully review each Criminal Justice track, and the options available within each, in order to more effectively identify the program best suited for their career and personal goals.

Program Description
The Criminal Justice Program is designed to assist students who anticipate transferring to Criminal Justice programs at Baccalaureate Degree-granting institutions. The purpose of the Program is to make possible transfer into such institutions and enhance the likelihood of students' success in those programs. The Criminal Justice Program allows the student greater flexibility in selecting courses that will match the program requirements of the school to which the student intends to transfer.

Program Outcomes
At the completion of this program, the student should be able to:

- Demonstrate knowledge of the structure and functions of the police, courts, and corrections
- Analyze how theories of criminal behavior explain such behavior, and how those theories relate to the criminal justice system
- Describe major court decisions related to crime and criminal procedure and how those decisions influence the behavior of those working in or involved with the criminal justice system
- Describe the Constitutional rights in the United States of those accused of a crime, and explain why those rights exist
- Analyze the criminal justice process from initial contact with the police to appeals
- Explain the substance, purpose, and function of criminal law
- Distinguish between the features and purposes of the adult court system and the juvenile court system

The College Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Computer Science Core</td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102 English Composition II*</td>
<td>3</td>
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<tr>
<td>History/Government Core</td>
<td>3</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3</td>
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<tr>
<td>Math Core</td>
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</tr>
<tr>
<td>Natural Science Core</td>
<td>4</td>
</tr>
<tr>
<td>Social Science/Psychology Core</td>
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Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJS 101 Introduction to Criminal Justice</td>
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<tr>
<td>CJS 103 Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJS 107 Juvenile Delinquency</td>
<td>3</td>
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<tr>
<td>CJS 109 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJS 121 Criminal Procedure</td>
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<td>General Elective</td>
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<td>Humanities Elective</td>
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<tr>
<td>SOC 101 General Sociology</td>
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Total credits required for graduation: 61 credits

Program Electives

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CJS 104 Law Enforcement &amp; Society</td>
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<tr>
<td>CJS 105 Criminal Evidence &amp; Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJS 108 Criminal Justice Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CJS 111 Criminal Justice Administration</td>
<td>3</td>
</tr>
<tr>
<td>CJS 113 Drugs &amp; Society</td>
<td>3</td>
</tr>
<tr>
<td>CJS 117 Crisis Intervention &amp; The Police</td>
<td>3</td>
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<tr>
<td>CJS 122 Conflict &amp; Dispute Resolution</td>
<td>3</td>
</tr>
<tr>
<td>CJS 202 Introduction to Corrections</td>
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</tr>
<tr>
<td>CJS 204 Probation, Parole &amp; Community Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJS 211 Introduction to Security Procedures</td>
<td>3</td>
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<td>CJS 213 Security Administration</td>
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<td>CJS 215 White-Collar Crime</td>
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<td>CJS 221 Domestic Violence</td>
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<td>CJS 224 Unequal Justice</td>
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<tr>
<td>CJS 225 Victimization</td>
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<td>EXP 297 Internship</td>
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<td>HSV 200 Human Behavior in the Social Environment</td>
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<td>HSV 205 Substance Abuse Studies</td>
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<td>HSV 251 Introduction to Substance Abuse</td>
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<td>HSV 260 Diverse Populations</td>
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<td>LAW 207 United States Judicial Systems</td>
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<td>LAW 210 American Constitutional Law</td>
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<tr>
<td>SOC 102 Contemporary Social Problems</td>
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Additional Information

1. Natural Science Core: Recommended to complete CHE 103 Introduction to Forensics w/lab.

*Indicates course requires the completion of a prerequisite.
## CRIMINAL JUSTICE

**Associate in Science Degree**

<table>
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<tr>
<td>ENG 101 English Composition I</td>
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<tr>
<td>IDS 167 First Year Seminar</td>
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<tr>
<td>CJS 103 Criminology</td>
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<td>ENG 102 English Composition II*</td>
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<td>Math Core</td>
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<td>Program Elective</td>
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<tr>
<td>SOC 101 General Sociology</td>
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<td>CJS 107 Juvenile Delinquency</td>
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</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION**

61 credits
CRIMINAL JUSTICE ONLINE
Associate in Science Degree

The Quincy College Online Criminal Justice Program is designed to prepare individuals for the various aspects of Criminal Justice in the region. The program options available to students offer several routes of preparation. In any Criminal Justice course, students may find themselves in classrooms with police officers, private security professionals, government agency staff, and prospective social scientists. Students are encouraged to carefully review each Criminal Justice track, and the options available within each, in order to more effectively identify the program best suited for their career and personal goals. All college core, program requirements, and program electives are offered fully online.

Program Description
The Online Criminal Justice Program is designed to assist students who anticipate transferring to Criminal Justice programs at Baccalaureate Degree-granting institutions. The purpose of the Program is to make possible transfer into such institutions and enhance the likelihood of students’ success in those programs. The Online Criminal Justice Program allows the student greater flexibility in selecting courses that will match the program requirements of the school to which the student intends to transfer.

Program Outcomes
At the completion of this program, the student should be able to:
- Demonstrate knowledge of the structure and functions of the police, courts, and corrections
- Analyze how theories of criminal behavior explain such behavior, and how those theories relate to the criminal justice system
- Describe major court decisions related to crime and criminal procedure and how those decisions influence the behavior of those working in or involved with the criminal justice system
- Describe the Constitutional rights in the United States of those accused of a crime, and explain why those rights exist
- Analyze the criminal justice process from initial contact with the police to appeals
- Explain the substance, purpose, and function of criminal law
- Distinguish between the features and purposes of the adult court system and the juvenile court system

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core 1 4 credits
- Social Science/Psychology Core 3 credits

Program Requirements
- CJS 101 Introduction to Criminal Justice 3 credits
- CJS 103 Criminology 3 credits
- CJS 107 Juvenile Delinquency 3 credits
- CJS 109 Criminal Law 3 credits
- CJS 121 Criminal Procedure 3 credits
- General Elective 3 credits
- Humanities Elective 3 credits
- Program Electives 12 credits
- SOC 101 General Sociology 3 credits

Total credits required for graduation 61 credits

Program Electives
- CJS 104 Law Enforcement & Society 3 credits
- CJS 105 Criminal Evidence & Investigation 3 credits
- CJS 108 Criminal Justice Ethics 3 credits
- CJS 111 Criminal Justice Administration 3 credits
- CJS 113 Drugs & Society 3 credits
- CJS 117 Crisis Intervention & The Police 3 credits
- CJS 122 Conflict & Dispute Resolution 3 credits
- CJS 202 Introduction to Corrections 3 credits
- CJS 204 Probation, Parole & Community Corrections 3 credits
- CJS 211 Introduction to Security Procedures 3 credits
- CJS 213 Security Administration 3 credits
- CJS 215 White-Collar Crime 3 credits
- CJS 221 Domestic Violence 3 credits
- CJS 224 Unequal Justice 3 credits
- CJS 225 Victimology 3 credits
- EXP 297 Internship 3 credits
- HSV 200 Human Behavior in the Social Environment 3 credits
- HSV 205 Substance Abuse Studies 3 credits
- HSV 251 Introduction to Substance Abuse 3 credits
- HSV 260 Diverse Populations 3 credits
- LAW 207 United States Judicial Systems 3 credits
- LAW 210 American Constitutional Law 3 credits
- SOC 102 Contemporary Social Problems 3 credits

Additional Information
1. Natural Science Core: Recommended to complete CHE 103 Introduction to Forensics w/lab.

*Indicates course requires the completion of a prerequisite.
# CRIMINAL JUSTICE ONLINE

**Associate in Science Degree**

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<tr>
<td>CJS 107 Juvenile Delinquency</td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** | **61 credits**
CRIMINAL JUSTICE:
LAW ENFORCEMENT
Associate in Science Degree

The Quincy College Criminal Justice Program is designed to prepare individuals for the various aspects of Criminal Justice in the region. The program options available to students offer several routes of preparation. In any Criminal Justice course, students may find themselves in classrooms with police officers, private security professionals, government agency staff, and prospective social scientists. Students are encouraged to carefully review each Criminal Justice track, and the options available within each, in order to more effectively identify the program best suited for their career and personal goals.

Program Description
The Criminal Justice/Law Enforcement Program is designed to prepare student for entry level positions in the criminal justice profession or to provide additional training or further advancement for those already employed in the criminal justice field by emphasizing courses in the theory and practice of Criminal Justice and closely related topics.

Program Outcomes
At the completion of this program, the student should be able to:
- Demonstrate knowledge of the structure and functions of the police, courts, and corrections
- Analyze how theories of criminal behavior explain such behavior, and how those theories relate to the criminal justice system
- Describe major court decisions related to crime and criminal procedure and how those decisions influence the behavior of those working in or involved with the criminal justice system
- Describe the Constitutional rights in the United States of those accused of a crime, and explain why those rights exist
- Analyze the criminal justice process from initial contact with the police to appeals
- Explain the substance, purpose, and function of criminal law
- Distinguish between the features and purposes of the adult court system and the juvenile court system

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core 4 credits
- Social Science/Psychology Core 3 credits

Program Requirements
- CJS 101 Introduction to Criminal Justice 3 credits
- CJS 103 Criminology 3 credits
- CJS 107 Juvenile Delinquency 3 credits
- CJS 108 Criminal Justice Ethics 3 credits
- CJS 109 Criminal Law 3 credits
- CJS 121 Criminal Procedure 3 credits
- Humanities Elective 6 credits
- Program Electives 12 credits

Total credits required for graduation 61 credits

Program Electives
- CJS 104 Law Enforcement & Society 3 credits
- CJS 105 Criminal Evidence & Investigation 3 credits
- CJS 111 Criminal Justice Administration 3 credits
- CJS 113 Drugs and Society 3 credits
- CJS 117 Crisis Intervention 3 credits
- CJS 122 Conflict & Dispute Resolution 3 credits
- CJS 131 Introduction to Homeland Security 3 credits
- CJS 132 Weapons of Mass Destruction 3 credits
- CJS 202 Introduction to Corrections 3 credits
- CJS 204 Probation, Parole, & Community Corrections 3 credits
- CJS 211 Introduction to Security Procedures 3 credits
- CJS 213 Security Administration 3 credits
- CJS 215 White-Collar Crime 3 credits
- CJS 221 Domestic Violence 3 credits
- CJS 224 Unequal Justice 3 credits
- CJS 225 Victimology 3 credits
- EXP 297 Internship 3 credits
- LAW 207 US Judicial Systems 3 credits
- LAW 220 Litigation & Procedure 3 credits
- LAW 210 American Constitutional Law 3 credits
- SOC 102 Contemporary Social Problems 3 credits
- SOC 105 Sociology of Deviance 3 credits
- SOC 112 Interpersonal Communication 3 credits
- SOC 203 Sociology of the Family 3 credits

Additional Information
1. Natural Science Core: Recommended to complete CHE 103.

*Indicates course requires the completion of a prerequisite.
CRIMINAL JUSTICE: LAW ENFORCEMENT
Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>CJS 101 Introduction to Criminal Justice</td>
<td>3 credits</td>
</tr>
<tr>
<td>CJS 121 Criminal Procedure</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
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<tr>
<td><strong>Semester Total</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJS 103 Criminology</td>
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<tr>
<td>ENG 102 English Composition II*</td>
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<tr>
<td>Math Core</td>
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<tr>
<th>Semester 3</th>
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<tr>
<td>CJS 107 Juvenile Delinquency</td>
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<tr>
<td>CJS 109 Criminal Law</td>
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<td>History/Government Core</td>
<td>3 credits</td>
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<tr>
<td>Natural Science Core w/ Lab</td>
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<td>Program Elective</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
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<tbody>
<tr>
<td>CJS 108 Criminal Justice Ethics</td>
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</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION**

61 credits
EARLY CHILDHOOD EDUCATION
Associate in Science Degree

Program Description
Increasingly, American families find the need for safe, certified day care for children. Essential to the success of any day care operation is the availability of qualified professionals. The Quincy College program in Early Childhood Education is designed to assist students in meeting requirements of the Department of Early Education and Care (EEC) and the needs of employers. Students receive a broad based exposure to Early Childhood Education.

Please Note:
All ECE and EDU students must complete a CORI and a SORI (including finger printing), prior to their acceptance into the ECE/EDU program. It is the responsibility of the student to complete this so that they will be able to do field observations during the program. Most local police stations will perform SORIs/fingerprinting for a fee. CORIs will be performed at the site chosen to complete your observation/field experience hours.

Students who plan to complete a field placement must contact the faculty coordinator by May for a fall semester placement and by December for a spring semester placement.

Program Outcomes
At the completion of this program, the student should be able to:
• Describe young children’s diverse characteristics and their educational and holistic needs, from birth through age eight.
• Evaluate the goals, benefits, and uses of assessment and use systematic observation, documentation and other effective assessment strategies to positively influence the development of all children.
• Design, implement and evaluate developmentally appropriate curriculum that positively influence each child’s individual development and learning, taking into account age, characteristics, and culture.
• Use social, economic, and cultural issues facing schools and families to create respectful, reciprocal relationships with families and communities.
• Integrate knowledge from a variety of sources including ethical guidelines and professional standards toward becoming reflective, life-long learners within the education community.
• Apply respectful approaches to provide young children with skills to self-direct/self-regulate and to resolve conflicts/challenges.

The College Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
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<tbody>
<tr>
<td>Computer Science Core</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
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</tr>
<tr>
<td>ENG 102 English Composition II*</td>
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<tr>
<td>History/Government Core</td>
<td>3</td>
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<tr>
<td>IDS 167 First Year Seminar</td>
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<td>Math Core</td>
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<td>Natural Science Core</td>
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<tr>
<td>PSY 101 General Psychology</td>
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Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDU 101 Intro to Early Childhood Education</td>
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<tr>
<td>EDU 105 Curriculum for the Preschool Child</td>
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<tr>
<td>EDU 107 Health and Nutrition for Preschoolers</td>
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</tr>
<tr>
<td>EDU 117 Positive Guidance Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EDU 210 ECE Seminar*</td>
<td>3</td>
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<tr>
<td>EDU 222 Children with Special Needs*</td>
<td>3</td>
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<tr>
<td>EDU 320 ECE Field Experience*</td>
<td>6</td>
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<tr>
<td>PSY 103 Child Development*</td>
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<tr>
<td>Program Electives</td>
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<tr>
<td>SOC 101 General Sociology</td>
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Total credits required for graduation 61 credits

Program Electives

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDU 110 Observation &amp; Participation*</td>
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<tr>
<td>EDU 115 Children’s Literature</td>
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<td>EDU 118 Math in Early Childhood*</td>
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<tr>
<td>EDU 216 Dynamics of Play</td>
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<td>EDU 218 Infant/Toddler Development &amp; Curriculum</td>
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<td>EDU 250 Management &amp; Supervision in ECE Centers*</td>
<td>3</td>
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<tr>
<td>EDU 317 Financial Management for Day Care Administrators</td>
<td>3</td>
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<tr>
<td>PSY 201 Child Psychology</td>
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</table>

Additional Information
1. Students must complete the following college level courses with a grade of “C” (73%) or higher: EDU 101, EDU 105, EDU 117, PSY 103, and EDU 222 and receive written permission from the faculty who coordinate the Early Childhood Program to be eligible for a field placement.
2. Admission to the program does not guarantee a field replacement. An overall GPA of 2.0, or higher, is required in order to be placed in a field experience.

*Indicates course requires completion of a prerequisite.
# EARLY CHILDHOOD EDUCATION

**Associate in Science Degree**

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<td>EDU 105 Curriculum for the Preschool Child</td>
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<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
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<tr>
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<tr>
<th>Semester 4</th>
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<tr>
<td>EDU 210 ECE Seminar*</td>
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<tr>
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</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** | **61 credits**
ELEMENTARY EDUCATION
Associate in Science Degree

Program Description
Many students at Quincy College have long range goals to continue their education and pursue a Bachelor’s Degree. The Elementary Education Program is designed to prepare students who wish to become elementary teachers. It seeks to attract students who are interested in working in public/private school settings with children in grades 1-6. A solid foundation in Liberal Arts will allow students flexibility in selecting courses that will match program requirements of the schools that the students would like to attend. The general education courses will enable the students to continue their studies beyond the Associate’s Degree.

Note: Students enrolled in the program will be required to have a Criminal Offender Record Information (CORI) check completed as required by elementary schools.

Program Outcomes
At the completion of this program, the student should be able to:

- Explain in writing and orally the responsibilities of the teaching profession
- Demonstrate in writing and orally the major principles of learning namely, behavioral, cognitive, and constructivist
- Articulate thoughts in English in a coherent, unified, well-structured manner
- Efficiently access, process, and assess information
- Demonstrate an appreciation of the variety of expression and ethical issues in diverse fields
- Draw logical conclusions from qualitative and quantitative data presented in both graphic and narrative form
- Demonstrate a mastery of the fundamental skills in using computer technology
- Explain the nature and societal implications of global relationships among diverse cultures

The College Core Requirements
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<tr>
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Program Requirements
<table>
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<tr>
<td>EDU 120 Int. to Education</td>
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<td>Humanities Electives</td>
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<td>Literature Electives*</td>
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<tr>
<td>PSY 103 Child Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 210 Psychology of Learning</td>
<td>3</td>
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<tr>
<td>SOC 101 General Sociology</td>
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<tr>
<td>General Electives</td>
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</table>

Total credits required for graduation 61 credits

Additional Information
All ECE and EDU students must complete a CORI and a SORI (including fingerprinting), prior to their acceptance into the ECE/EDU program. It is the responsibility of the student to complete this so that they will be able to do field observations during the program. Most local police stations will perform SORIs/fingerprinting for a fee. CORIs will be performed at the site chosen to complete your observation/field experience hours.

1. Social Science/Psychology Core: Recommended to complete PSY

*Indicates course requires the completion of a prerequisite.
# ELEMENTARY EDUCATION

## Associate in Science Degree

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<td>EDU 101 Introduction to Early Childhood Education</td>
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<tr>
<td>PSY 103 Child Development</td>
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<tr>
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<td>Math Core</td>
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<td>PSY 210 Psychology of Learning*</td>
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<th>Semester 4</th>
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<td>General Elective</td>
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</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION**

61 credits
ENGINEERING 
TECHNOLOGY
Associate in Science Degree

Program Description
The Engineering Technology Associate Degree provides students with the knowledge base required to become Engineering Technicians in the areas of electrical and electronic systems. Additional coursework in electromechanical principles and robotics will aid in pursuing employment opportunities in the emerging 3D printing and robotics engineering fields. Upon successful completion of the program students will be able to provide the technical knowledge and know how to assist and support design engineers that develop new products in a variety of different fields. Although the curriculum is designed to facilitate those students wishing to develop a career in Engineering Technology some students may find opportunity in continuing their education at institutions offering a Bachelor of Science degree in engineering. Additional college courses in science and mathematics may be required to build sufficient credits to transfer into a baccalaureate program.

Program Outcomes
At the completion of this program, the student should be able to:
- Identify a wide variety of electrical and/or electronic circuit elements
- Read and evaluate electronic component specifications and schematics
- Knowledge of test instruments and use in measuring electronic subsystem and component performance
- Apply AC/DC circuit theory to design, analyze, troubleshoot and correct electronic circuits consisting of analog and digital circuits
- Record and effectively communicate observed test data
- Skill in the assembly and integration of electronic subsystems
- Write and use software for command and control of electronic subassemblies
- Knowledge of electrical, electronic and mechanical component interaction as they pertain to robotic assemblies
- Possess computer skills for the preparation of technical documents, analysis of observed data, project management, implementing simple software programs and the creation of presentation materials

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- MAT 103 College Algebra 3 credits
- PHY 111 General Physics I w/lab* 4 credits
- Social Science/Psychology Core 3 credits

Program Requirements
- CSI 107 C++ Programming* 3 credits
- CSI 116 Introduction to Programming 3 credits
- CSI 261 Robotics Programming* 3 credits
- EGR 101 Electrical Fundamentals* 3 credits
- EGR 105 Digital Electronic Circuits* 3 credits
- EGR 201 Electronics I* 3 credits
- EGR 202 Electronics II* 3 credits
- EGR 210 Microprocessors I* 3 credits
- EGR 211 Microprocessors II* 3 credits
- EGR 220 Computer Aided Design w/lab* 4 credits
- EGR 230 Robotics Engineering* 3 credits
- MAT 113 Precalculus* 3 credits
- PHY 112 General Physics II w/lab* 4 credits
- Program Electives 3-4 credits

Total credits required for graduation 69-70 credits

Program Electives
- CSI 111 Digital Computer Hardware 3 credits
- CSI 262 Advanced Robotics Programming* 3 credits
- EGR 297 Engineering Internship* 3 credits
- MAT 204 Calculus I B* 4 credits
- MGT 240 Project Management 3 credits

*Indicates course requires the completion of a prerequisite.

THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS.
ENGLISH CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:
- Compose well-structured, unified and coherent expository assignments;
- Demonstrate information literacy through research assignments;
- Apply the principles of critical thinking to assess required readings and points of discussion;
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration;
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration;
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

English Concentration Outcomes
At the completion of the English Concentration, the student should be able to:
- Describe the major movements in a single literary tradition (English, American, or World Literature)
- Apply literary theory in critical essays
- Develop criteria for an aesthetic appreciation of the English Language

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core w/Lab 4 credits
- Social Science/Psychology Core 3 credits

Liberal Arts Program Requirements
- English Electives* 18 credits
- General Electives 6 credits
- Literature Electives* 6 credits
- SOC 101 General Sociology 3 credits
- Social Science Elective 3 credits

Total credits required for graduation 61 credits

English Concentration Electives
- ENG 103 Non-Fiction Writing 3 credits
- ENG 111 Speech Communication 3 credits
- ENG 151 Shakespeare* 3 credits
- ENG 200 Introduction to Mass Media 3 credits
- ENG 201 English Literature I* 3 credits
- ENG 202 English Literature II* 3 credits
- ENG 204 Poetry* 3 credits
- ENG 205 World Mythology* 3 credits
- ENG 211 American Literature I* 3 credits
- ENG 212 American Literature II* 3 credits
- ENG 213 Environmental Literature* 3 credits
- ENG 221 World Literature I* 3 credits
- ENG 222 World Literature II* 3 credits
- ENG 224 Writing for Professionals 3 credits
- ENG 225 Creative Writing Workshop I* 3 credits
- ENG 226 Creative Writing Workshop II* 3 credits
- ENG 230 Journalism* 3 credits
- ENG 231 Modern Novel* 3 credits
- ENG 233 Crime and Detective Fiction* 3 credits
- ENG 235 Survey of Women Writers* 3 credits
- ENG 237 Introduction to Science Fiction* 3 credits
- ENG 238 Literature of the Supernatural* 3 credits
- ENG 239 Baseball Literature* 3 credits
- ENG 240 Literature of War* 3 credits
- ENG 250 World Languages and Linguistics 3 credits
- ENG 251 Introduction to Drama 3 credits
- ENG 252 International Film 3 credits
- EXP 297 Internship 3 credits

*Indicates course requires the completion of a prerequisite.
ENGLISH  
Associate in Arts Degree

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<td><strong>Semester Total</strong></td>
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<table>
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**TOTAL CREDITS REQUIRED FOR GRADUATION**  
61 credits
EXERCISE SCIENCE & PERSONAL TRAINING
Associate in Science Degree

Program Description
The Exercise Science & Personal Training program is designed for students who wish to continue their education in the field of exercise and fitness. Whether one chooses to train clients, work for a non-profit health related organization, or participate in health and fitness research, this program will allow students the opportunity to hone their skills as fitness professionals; develop their interpersonal communication and critical thinking skills; and become familiar with basic management principles that will aid them in forging a career in the fitness industry.

The Exercise Science/Personal Training Program is designed for students who wish to work toward American Council on Exercise (ACE) certification as well as those who anticipate transferring to a Baccalaureate Degree-granting institution. The course of study is interdisciplinary and includes the College core curriculum; courses specific to exercise, fitness, health care, business administration, as well as general liberal arts. The academic offerings of this program range from advanced fitness training courses that offer valuable, practical field experience to foundation courses and electives that will create the framework for further academic study.

Please Note
The passing grade for all Exercise Science courses is “C” (73%). Students may not continue in the program if they receive less than a “C” in and exercise Science course.

Program Outcomes
At the completion of this program, the student should be able to:
- Name basic medical terms as they relate to the clients’ past medical history
- Summarize the basic anatomy and physiology of the human body
- Demonstrate the ability to write professionally
- Demonstrate the ability to verbally communicate the principles and benefits of exercise and physical fitness effectively
- Discuss the role and functions of personal trainer/exercise professionals
- Discuss the ethical issues related to the field of personal training/physical fitness
- Compare the traditional biomedical model of healthcare with a preventative/wellness model
- Analyze fitness regimens
- Design personalize training protocols for all ages (youth to adult): fitness level (novice to advanced); and levels of health
- Implement personalized training protocols for all ages (youth to adult), fitness level (novice to advanced); and levels of health

The College Core Requirements
- BIO 111 General Biology I w/lab 4 credits
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- SOC 112 Interpersonal Communication 3 credits

Program Requirements
- BIO 131 Anatomy & Physiology I w/lab* 4 credits
- EXS 101 Health Appraisal & Fitness Assessment 3 credits
- EXS 102 Muscular & Cardiovascular Fitness 3 credits
- EXS 115 Injury Prevention, Flexibility, & Functional Training 3 credits
- EXS 116 Strength Training & Endurance Exercise 3 credits
- EXS 119 Bioenergetics & Biomechanics 3 credits
- EXS 150 Nutrition for Fitness 3 credits
- EXS 201 Youth & Senior Fitness 3 credits
- EXS 202 Exercise Program Design 3 credits
- EXS 204 Advanced Training Programs 3 credits
- EXS 206 Fitness Facility Management 3 credits
- Program elective 3 credits

Total credits required for graduation 62 credits

Program Electives
- BUS 101 Introduction to Business 3 credits
- BUS 202 Principles of Customer Service 3 credits
- EXP 297 Internship 3 credits
- MGT 230 Entrepreneurship Small Business Management 3 credits
- MKT 202 Principles of Marketing 3 credits
- PSY 230 Sports Psychology 3 credits

Additional Information
CPR Certification
Health Sciences students must be certified in CPR for the Health Care Providers. Documentation is required and must be provided to the Program Chair and must be effective through the program.

Drug Testing
Clinical Partners may require drug screening of students placed at their facilities. These provisions reserve the right to refuse and/or reject and student whose drug test fails to meet facility guidelines. Students who test positive for the presence of illegal drugs man not be placed in another facility. Students who cannot complete the clinical practicum are ineligible for graduation.

The passing grade for all courses is “C” (73%). Students may not continue in the program if they receive less than a “C” in any course. Science courses must have been completed within the past five (5) years at the college level.

*Indicates course requires the completion of a prerequisite.
# EXERCISE SCIENCE & PERSONAL TRAINING

Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
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<td>IDS 167 First Year Seminar</td>
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<td>EXS 150 Nutrition for Fitness</td>
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<td>EXS 101 Health Appraisal &amp; Fitness Assessment</td>
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<td>BIO 111 General Biology I w/lab</td>
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<td>EXS 102 Muscular &amp; Cardiovascular Fitness</td>
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<tr>
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<td>EXS 206 Fitness Facility Management</td>
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<td>EXS 204 Advanced Training Programs</td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** | **62 credits**
FINE ARTS
DRAMA CONCENTRATION
Associate of Arts in Fine Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:
• Think critically
• Think quantitatively
• Communicate effectively
• Use logic to acquire, assess, and integrate new information
• Explain the nature and societal implications of global relationships among diverse cultures
• Apply ethical criteria to a variety of intellectual, social, and personal situations
• Apply aesthetic criteria to a variety of intellectual, natural, artistic, and social phenomena
• Demonstrate a broad theoretical and practical knowledge of one field of study from among the liberal arts and science concentrations

The College Core Requirements
Computer Science Core 3 credits
ENG 101 English Composition I 3 credits
ENG 102 English Composition II* 3 credits
History/Government Core 3 credits
IDS 167 First Year Seminar 3 credits
Math Core 3 credits
Natural Science Core w/Lab 4 credits
Social Science/Psychology Core 3 credits

Drama Concentration Requirements
ART 110 Theatre Arts I 3 credits
ART 230 Art & Society 3 credits
Concentration Electives 18 credits
General Electives 9 credits
SOC 101 General Sociology 3 credits

Total credits required for graduation 61 credits

Concentration Electives
ART 111 Theatre Arts II 3 credits
ART 112 Acting Workshop* 3 credits
ART 114 Improvisation* 3 credits
ART 150 Modern Drama 3 credits
ART 155 Theatre Production* 3 credits
ENG 151 Shakespeare* 3 credits
ENG 252 International Film* 3 credits
EXP 297 Internship 3 credits

*Indicates course requires the completion of a prerequisite.
FINE ARTS: DRAMA  
Associate in Arts Degree

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<tr>
<th>Semester 1</th>
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<td>ART 110 Theatre Arts I</td>
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<th>Semester 4</th>
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<td>ART 230 Art and Society</td>
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TOTAL CREDITS REQUIRED FOR GRADUATION 61 credits
FINE ARTS
MUSIC CONCENTRATION
Associate of Arts in Fine Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:
- Think critically
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- Demonstrate a broad theoretical and practical knowledge of one field of study from among the liberal arts and science concentrations

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core w/Lab 4 credits
- Social Science/Psychology Core 3 credits

Music Concentration Requirements
- General Electives 12 credits
- Music Electives 12 credits
- MUS 101 Fundamentals of Music 3 credits
- MUS 102 Class Keyboard 3 credits
- MUS 103 Music Theory I 3 credits
- MUS 104 Music Theory II* 3 credits
- SOC 101 General Sociology 3 credits

Total credits required for graduation 64 credits

Music Concentration Electives
- ART 201 Survey of Fine Arts I 3 credits
- ART 230 Art & Society 3 credits
- ENG 204 Poetry 3 credits
- MUS 107 Music Appreciation 3 credits
- MUS 108 Development of American Jazz 3 credits
- MUS 109 History of Rock 3 credits
- MUS 110 Music Across Cultures 3 credits
- MUS 220 Band Management and the Music Business 3 credits

*Indicates course requires completion of a prerequisite.

THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS.
FINE ARTS
VISUAL ARTS
CONCENTRATION
Associate of Arts in Fine Arts Degree

Program Description
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ENG 101 English Composition I 3 credits
ENG 102 English Composition II* 3 credits
History/Government Core 3 credits
IDS 167 First Year Seminar 3 credits
Math Core 3 credits
Natural Science Core w/Lab 4 credits
Social Science/Psychology Core 3 credits

Fine Arts Program Requirements
ART 100 Fundamentals of Visual Art 3 credits
ART 230 Art & Society 3 credits
General Electives 9 credits
SOC 101 General Sociology 3 credits
Visual Arts Electives 18 credits

Total credits required for graduation 61 credits

Visual Arts Concentration Electives
ART 101 Basic Drawing 3 credits
ART 102 Advanced Drawing* 3 credits
ART 103 Line, Color, & Design 3 credits
ART 115 Basic Painting 3 credits
ART 116 Advanced Painting* 3 credits
ART 119 Photography I 3 credits
ART 120 Photography II* 3 credits
ART 201 Survey of Fine Arts I 3 credits
ART 202 Survey of Fine Arts II* 3 credits
CSA 228 Computer Graphics Applications 3 credits
ENG 252 International Film 3 credits

*Indicates course requires the completion of a prerequisite.
FINE ARTS: VISUAL ARTS  
Associate in Arts Degree

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**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
GENERAL STUDIES
CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
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General Studies Concentration Requirements
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<td>Social Science Electives¹</td>
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Total credits required for graduation: 61-63 credits

Additional Information
1. Electives: Please refer to the College Catalog, available online, for a list of applicable elective courses by area.

*Indicates course requires the completion of a prerequisite.
## GENERAL STUDIES

### Associate in Arts Degree

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<tr>
<td><strong>Semester Total</strong></td>
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</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 61-63 credits
GOVERNMENT CONCENTRATION
Associate of Arts in Liberal Arts Degree

**Program Description**
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

**Program Outcomes**
At the completion of the program the student should be able to:
- Compose well-structured, unified and coherent expository assignments;
- Demonstrate information literacy through research assignments;
- Apply the principles of critical thinking to assess required readings and points of discussion;
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration;
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration;
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology).

**Government Concentration Outcomes**
At the completion of the Government Concentration, the student should be able to:
- Analyze competing political theories;
- Evaluate political institutions and systems in a national and international context;
- Describe the uses of political economy;
- Develop theses pertaining to various political issues in both oral and written form.

**The College Core Requirements**
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core w/Lab 4 credits
- Social Science/Psychology Core 3 credits

**Government Concentration Requirements**
- General Electives 6 credits
- Government Concentration Electives 18 credits
- Literature Electives 6 credits
- SOC 101 General Sociology 3 credits
- Social Science Elective 3 credits

**Total credits required for graduation** 61 credits

**Government Concentration Electives**
- EXP 297 Internship 3 credits
- GOV 105 Introduction to Political Science 3 credits
- GOV 201 American Government 3 credits
- GOV 211 State & Local Government 3 credits
- GOV 212 International Relations 3 credits
- GOV 213 The American Presidency 3 credits
- GOV 217 Comparative Government 3 credits
- GOV 290 Special Topics in Government 3 credits
- HIS 101 United States History I 3 credits
- HIS 102 United States History II 3 credits
- LAW 207 U.S. Judicial Systems 3 credits
- LAW 210 American Constitutional Law 3 credits

*Indicates the course requires the completion of a prerequisite.
## GOVERNMENT
Associate in Arts Degree

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<tr>
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<tr>
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<td>Math Core Course</td>
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<tbody>
<tr>
<td>ENG 102 English Composition II*</td>
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<td>Government Concentration Elective</td>
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<td>Government Concentration Elective</td>
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<tr>
<td>SOC 101 General Sociology</td>
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<td>Literature Elective</td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
HEALTHCARE ADMINISTRATION
Associate in Science Degree

Program Description
The Healthcare Administration Program is mainly designed for students who anticipate transferring to a baccalaureate degree-granting institution. The course of study is interdisciplinary and includes the college core curriculum and courses specific to administration and healthcare as well as general liberal arts.

Program Outcomes
At the completion of this program, the student should be able to:

- Outline the ethical considerations that influence healthcare decision making
- Identify the role and function of a database
- Differentiate between U.S. healthcare systems and other countries’ systems
- Identify the role of customer service and a business strategy in the healthcare setting
- Show knowledge of healthcare finance structures
- Demonstrate the ability to communicate in a professional manner

The College Core Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167</td>
<td>First Year Seminar</td>
<td>3 credits</td>
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<tr>
<td>Math Core</td>
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<td>3 credits</td>
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<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3 credits</td>
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<tr>
<td>Science Core w/ Lab</td>
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Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3 credits</td>
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<tr>
<td>BUS 202</td>
<td>Principles of Customer Service</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSA 213</td>
<td>Database Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Writing for Professionals</td>
<td>3 credits</td>
</tr>
<tr>
<td>FIN 202</td>
<td>Healthcare Finance</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCA 104</td>
<td>Healthcare Delivery Systems</td>
<td>3 credits</td>
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<tr>
<td>HSC 140</td>
<td>Medical Terminology</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 155</td>
<td>Critical Thinking &amp; Writing</td>
<td>3 credits</td>
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<tr>
<td>PHL 103</td>
<td>Medical Ethics</td>
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<td>Program Electives</td>
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<td>SOC 112</td>
<td>Interpersonal Communication</td>
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Total credits required for graduation 61 credits

Program Electives

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting I</td>
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<tr>
<td>BUS 211</td>
<td>Intro to International Business</td>
<td>3 credits</td>
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<tr>
<td>HCA 103</td>
<td>Information Systems in Healthcare Management*</td>
<td>3 credits</td>
</tr>
<tr>
<td>HCA 108</td>
<td>Electronic Healthcare Records*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MBC 120</td>
<td>Insurance Claims Procedures*</td>
<td>3 credits</td>
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<tr>
<td>MGT 201</td>
<td>Principles of Management</td>
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<td>MGT 203</td>
<td>Human Resource Management</td>
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<td>MGT 206</td>
<td>Managing a Nonprofit</td>
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<tr>
<td>MKT 202</td>
<td>Principles of Marketing*</td>
<td>3 credits</td>
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*Indicates course requires the completion of a prerequisite.
HEALTHCARE ADMINISTRATION
Associate in Science Degree

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<th>Semester 1</th>
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<td>Computer Science Core</td>
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<tr>
<td>ENG 101 English Composition I</td>
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<td>3 credits</td>
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<tr>
<td>HCA 104 Healthcare Delivery Systems</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
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<tr>
<td>BUS 202 Principles of Customer Service</td>
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<tr>
<td>CSA 213 Database Management</td>
<td>3 credits</td>
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<tr>
<td>ENG 102 English Composition II*</td>
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<td>Math Core</td>
<td>3 credits</td>
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<td>FIN 202 Healthcare Finance</td>
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<td>HSC 140 Medical Terminology</td>
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<tr>
<td>IDS 155 Critical Thinking and Writing</td>
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<td>PSY 101 General Psychology</td>
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<td>SOC 112 Interpersonal Communication</td>
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<td><strong>Semester Total</strong></td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
HEALTHCARE ADMINISTRATION: MEDICAL BILLING & CODING
Associate in Science Degree

Program Description
The Healthcare Administration Program is mainly designed for students who anticipate transferring to a baccalaureate degree-granting institution. The course of study is interdisciplinary and includes the college core curriculum and courses specific to administration and healthcare as well as general liberal arts. Within this program students may choose the Medical Billing and Coding option.

Program Outcomes
At the completion of this program, the student should be able to:

- Recognize the essential duties and responsibilities of medical insurance billing
- Analyze a patient medical record for correct use of medical codes for reimbursement
- Describe the reimbursement requirements for various insurance claims
- Demonstrate an understanding of the anatomy and physiology of the human body from the cellular level to the system level
- Describe the origins, history, structure, and functions of the U. S. healthcare system

The College Core Curriculum

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<tr>
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<th>Course Title</th>
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<tr>
<td>ENG 101</td>
<td>English Composition I</td>
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<td>ENG 102</td>
<td>English Composition II</td>
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<tr>
<td>History/Government Core</td>
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<tr>
<td>IDS 167</td>
<td>First Year Seminar</td>
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<tr>
<td>Math Core</td>
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<td>Natural Science Core</td>
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<td>PSY 101</td>
<td>General Psychology</td>
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Program Requirement

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<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
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<tr>
<td>CSA 213</td>
<td>Database Management</td>
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</tr>
<tr>
<td>ENG 224</td>
<td>Writing for Professionals</td>
<td>3</td>
</tr>
<tr>
<td>HCA 104</td>
<td>Health Care Delivery Systems</td>
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<tr>
<td>HSC 140</td>
<td>Medical Terminology</td>
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<tr>
<td>MBC 101</td>
<td>Intro to Medical Billing and Coding</td>
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</tr>
<tr>
<td>MBC 120</td>
<td>Insurance Claims Procedure</td>
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<tr>
<td>MBC 127</td>
<td>Medical Diagnostic &amp; Coding Prep</td>
<td>3</td>
</tr>
<tr>
<td>SOC 112</td>
<td>Interpersonal Communication</td>
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Total credits required for graduation: 61 credits

Program Electives

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<td>ACC 101</td>
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<tr>
<td>BUS 202</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
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<td>BUS 211</td>
<td>Intro to International Business</td>
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<tr>
<td>BUS 230</td>
<td>Organizational Communication</td>
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<td>CSA 220</td>
<td>Computerized Accounting/Quick Books</td>
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<td>HCA 108</td>
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<td>MBC 297</td>
<td>MBC Internship*</td>
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<td>Principles of Management</td>
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<td>SPN 101</td>
<td>Spanish I</td>
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Additional Information
1. Math Core: Recommended to complete MAT 103.
2. Natural Science Core: Recommended to complete HSC 149.

*Indicates course requires the completion of a prerequisite.

THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS.
HISTORY CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:
- Compose well-structured, unified and coherent expository assignments;
- Demonstrate information literacy through research assignments;
- Apply the principles of critical thinking to assess required readings and points of discussion
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology)

History Concentration Outcomes
At the completion of the History Concentration, the student should be able to:
- Demonstrate an understanding of the diverse contexts of different historical periods;
- Develop theses related to various historical issues both in speaking and in writing;
- Evaluate historical evidence in primary and secondary sources;
- Analyze the work of historians past and present.

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core w/Lab 4 credits
- Social Science/Psychology Core 3 credits

History Concentration Requirements
- General Electives 6 credits
- History Concentration Electives 18 credits
- Literature Electives 6 credits
- SOC 101 General Sociology 3 credits
- Social Science Elective 3 credits

Total credits required for graduation 61 credits

History Concentration Electives
- HIS 101 United States History I 3 credits
- HIS 102 United States History II 3 credits
- HIS 107 Colonial America 3 credits
- HIS 111 History of Western Civilization I 3 credits
- HIS 112 History of Western Civilization II 3 credits
- HIS 201 History of the Middle East 3 credits
- HIS 221 Late Imperial China 3 credits
- HIS 222 China in the 20th Century 3 credits
- HIS 230 French Revolution and Napoleon 3 credits
- HIS 240 History of the Cold War 3 credits
- HIS 250 History of US Foreign Relations 3 credits
- HIS 260 The Civil War and Reconstruction 3 credits
- HIS 280 History of Plymouth 3 credits
- HIS 290 Special Topics in History 3 credits

*Indicates the course requires the completion of a prerequisite.
## HISTORY
Associate in Arts Degree

<table>
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<th>Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IDS 167 First Year Seminar</td>
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<td>ENG 101 English Composition I</td>
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<td>3 credits</td>
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<tr>
<td>Math Core Course</td>
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<table>
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<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 English Composition II*</td>
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</tr>
<tr>
<td>Social Science/Psychology Core</td>
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<tr>
<td>History Concentration Elective</td>
<td>3 credits</td>
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<tr>
<td>History Concentration Elective</td>
<td>3 credits</td>
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<td>General Elective</td>
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<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOC 101 General Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>Natural Science Course w/ Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>History Concentration Elective</td>
<td>3 credits</td>
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<tr>
<td>History Concentration Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Literature Elective</td>
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<table>
<thead>
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<tr>
<td>History Concentration Elective</td>
<td>3 credits</td>
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<tr>
<td>History Concentration Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>General Elective</td>
<td>3 credits</td>
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<tr>
<td>Literature Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 credits</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
HUMAN SERVICES
Associate in Science Degree

Program Description
The Human Services Program is designed to prepare students to work in a variety of professions, sit for the Licensed Social Work Associate (LSWA) exam, and offer the opportunity to transfer to a 4 year-year school. The curriculum for the Human Services program is designed around the Council of Social Work Education (CSWE) core competencies which are congruent with the licensing exam. The Human Services Degree will provide the required education requirements for state licensure as an LSWA (258 CMR 9.06) or a Licensed Social Worker (LSW) (258 CMR 9.05). Students are encouraged to view the multiple articulation agreements for easy transferring of credits to four year institutions.

Program Outcomes
Upon successful completion of this program, students will be able to:
- List services available in the community for diverse client needs.
- Distinguish between ethical and unethical behavior in multiple human service settings.
- Apply interviewing and practice skills in work with clients.
- Provide examples of the systemic efforts of social policy.
- Integrate policy, practice, research and the impact on individuals, families, groups, organizations, and communities.
- Create a mock interview with a client demonstrating appropriate practice skills.
- Analyze the impact of diversity on multiple systems, human rights, and social justice.

The College Core Requirements
- Computer Science Core: 3 credits
- ENG 101 English Composition I: 3 credits
- ENG 102 English Composition II*: 3 credits
- IDS 167 First Year Seminar: 3 credits
- History/Government Core: 3 credits
- Math Core: 3 credits
- Natural Science Core: 4 credits
- PSY 101 General Psychology: 3 credits

Program Requirements
- HSV 103 Introduction to Social Work: 3 credits
- HSV 200 Human Behavior and the Social Environment: 3 credits
- HSV 201 Counseling Skills: 3 credits
- HSV 205 Substance Addiction Counseling: 3 credits
- HSV 240 Social Policy: 3 credits
- HSV 260 Diverse Populations: 3 credits
- SOC 101 General Sociology: 3 credits
- General Electives: 6 credits
- Program Electives: 9 credits

Total credits required for graduation: 61 credits

Program Electives
- HSV 112 Intro to Gerontology: 3 credits
- HSV 114 Substance Addiction and Older Adults: 3 credits
- HSV 251 Intro. To Substance Addiction: 3 credits
- EXP 297 Internship: 3 credits
- PSY 103 Child Development: 3 credits
- PSY 201 Child Psychology: 3 credits
- PSY 212 Group Dynamics: 3 credits
- PSY 215 Abnormal Psychology: 3 credits
- PSY 216 Growth and Development: 3 credits
- PSY 231 Psychology of Gender and Culture: 3 credits
- SOC 102 Contemporary Social Problems: 3 credits
- SOC 105 Sociology of Deviance: 3 credits
- SOC 116 Intercultural Communications: 3 credits
- SOC 140 Aging in America: 3 credits

Additional Information
1. Math Core: Recommended to complete MAT 107.
2. Natural Science Core: Recommended to complete BIO 111.
3. Students may use any CJS, PSY, or SOC to meet their HSV electives, but the following list is recommended for transferability and/or licensing.

*Indicates course requires the completion of a prerequisite.
# HUMAN SERVICES
 Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 103 Introduction to Social Work</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 260 Diverse Populations</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
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<tr>
<td>Program Elective</td>
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<td><strong>Semester Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
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<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 201 Counseling Skills</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 205 Substance Abuse Counseling</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 101 General Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 credits</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 200 Human Behavior and the Social Environment</td>
<td>3 credits</td>
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<tr>
<td>Natural Science Core w/ Lab</td>
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<tr>
<td>Program Elective</td>
<td>3 credits</td>
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<tr>
<td>SOC 101 General Sociology</td>
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<table>
<thead>
<tr>
<th>Semester 4</th>
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<tbody>
<tr>
<td>General Elective</td>
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<td>General Elective</td>
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<td>MAT 197 Statistics</td>
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<td>Program Elective</td>
<td>3 credits</td>
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<td>Program Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 credits</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
HUMANITIES
CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:
• Compose well-structured, unified and coherent expository assignments;
• Demonstrate information literacy through research assignments;
• Apply the principles of critical thinking to assess required readings and points of discussion;
• Describe the social, political and philosophical contexts that inform a Liberal Arts concentration;
• Describe the diverse cultural and behavioral influences on a Liberal Arts concentration;
• Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology).

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core w/Lab 4 credits
- Social Science/Psychology Core 3 credits

Humanities Concentration Requirements
- General Electives 6 credits
- Concentration Electives 18 credits
- Literature Electives* 6 credits
- Social Science Elective 3 credits
- SOC 101 General Sociology 3 credits

Total credits required for graduation 61 credits

Additional Information
1. Concentration Electives: Please refer to the College Catalog, available online, for a list of applicable elective courses by area.

*Indicates course requires the completion of a prerequisite.
# HUMANITIES

## Associate in Arts Degree

### Semester 1
- IDS 167 First Year Seminar 3 credits
- ENG 101 English Composition I 3 credits
- Computer Science Core 3 credits
- Math Core 3 credits
- Humanities Concentration Elective 3 credits

**Semester Total**
- Credits 15

### Semester 2
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- Social Science/Psychology Core 3 credits
- Humanities Concentration Elective 3 credits
- General Elective 3 credits

**Semester Total**
- Credits 15

### Semester 3
- SOC 101 General Sociology 3 credits
- Natural Science Core w/ Lab 4 credits
- Humanities Concentration Elective 3 credits
- Humanities Concentration Elective 3 credits
- Literature Survey Elective 3 credits

**Semester Total**
- Credits 16

### Semester 4
- Humanities Concentration Elective 3 credits
- Humanities Concentration Elective 3 credits
- Social Science Elective 3 credits
- General Elective 3 credits
- Literature Survey Elective 3 credits

**Semester Total**
- Credits 15

---

**TOTAL CREDITS REQUIRED FOR GRADUATION**

- Credits 61
MATHEMATICS
Associate in Science Degree

Program Description
Mathematics is a powerful language that enables one to understand the physical world and to contribute to developments in our technological society. Mathematicians are in high demand in all sectors of the economy. High-tech industry and biomedical research institutions seek graduates who are skilled in programming, computation, and signal processing. Financial firms need graduates who are accomplished in mathematical modeling, risk analysis, and statistics. The field of education is open to graduates who can clearly communicate mathematical ideas orally and in writing.

The mission of the mathematics program is to provide a comprehensive course curriculum that equips students with advanced analytical and problem-solving skills.

Program Outcomes
At the completion of the program the student should be able to:
- Demonstrate mastery of basic manipulative skills pertaining to algebra, geometry, trigonometry, differential calculus, and integral calculus
- Articulate clear and precise definitions utilizing consistent mathematical notation
- Understand fundamental structures of mathematics such as sets, relations, functions, and logical statements
- Present mathematical arguments using various methods of mathematical proof
- Understand the historical and contemporary significance of mathematics in the context of other intellectual achievements
- Understand concepts that are used to ground and prove the basic theorems of algebra, calculus and discrete mathematics
- Utilize linear algebra and the concept of vector spaces as it applies to the physical sciences and industry
- Utilize differential equations to model phenomena in physics, engineering and applied sciences
- Create mathematical models to investigate unfamiliar scenarios in a variety of fields
- Use various technologies to analyze data and make accurate calculations

The College Core Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
<td></td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>History / Government Core</td>
<td>3 credits</td>
<td></td>
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<tr>
<td>IDS 167</td>
<td>First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 113</td>
<td>Precalculus</td>
<td>3 credits</td>
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<td>Natural Science Core</td>
<td>4 credits</td>
<td></td>
</tr>
<tr>
<td>Social Science / Psychology Core</td>
<td>3 credits</td>
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</tr>
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</table>

Program Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 204</td>
<td>Calculus I B*</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT 205</td>
<td>Linear Algebra*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 206</td>
<td>Calculus II B*</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT 208</td>
<td>Multivariate Calculus B*</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Introduction to Mathematical Proofs*</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT 217</td>
<td>Advanced Statistics*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 225</td>
<td>Differential Equations*</td>
<td>4 credits</td>
</tr>
<tr>
<td>General Electives</td>
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</tr>
<tr>
<td>Program Electives</td>
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</table>

Total credits required for graduation 60-61 credits

Program Electives
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MAT 103</td>
<td>College Algebra1</td>
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<tr>
<td>MAT 209</td>
<td>Finite Mathematics2</td>
<td>3 credits</td>
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<tr>
<td>MAT 210</td>
<td>Discrete Mathematics2</td>
<td>4 credits</td>
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</tbody>
</table>

Additional Information
- MAT 103 College Algebra with a grade of “B” (83%) or higher is a pre-requisite for MAT 113. Upon completion it can be counted as a general elective.
- MAT 209 and 210 will only be accepted as transfer credits.

Mathematics majors are generally expected to enter the program having already completed MAT 103 College Algebra (or the equivalent) with a grade of “B” or higher. Students lacking the prerequisite may take College Algebra and count it as a general elective when they are accepted into the program.

*Indicates course requires the completion of a prerequisite.
# MATHEMATICS
Associate in Science Degree

**Semester 1**  
IDS 167 First Year Seminar 3 credits  
ENG 101 English Composition I 3 credits  
Computer Science Core 3 credits  
MAT 113 Precalculus 3 credits  
Social Science / Psychology Core 3 credits  
**Semester Total** 15 Credits

**Semester 2**  
ENG 102 English Composition II 3 credits  
History/Government Core 3 credits  
MAT 204 Calculus I B 4 credits  
Natural Science Core w/Lab 4 credits  
MAT 205 Linear Algebra 3 credits  
**Semester Total** 17 credits

**Semester 3**  
MAT 206 Calculus II B 4 credits  
MAT 217 Advanced Statistics 3 credits  
General Elective (May use math) 3 credits  
Program Elective (May use math) 3-4 credits  
**Semester Total** 13-14 credits

**Semester 4**  
MAT 208 Multivariate Calculus 4 credits  
MAT 225 Differential Equations 4 credits  
General Elective (May use math) 3 credits  
MAT 211 Introduction to Mathematical Proofs 4 credits  
**Semester Total** 15 credits

**TOTAL CREDITS REQUIRED FOR GRADUATION** 60-61 credits
MEDICAL LABORATORY TECHNICIAN
Associate in Science Degree

Program Description
The Medical Laboratory Technician program consists of didactic and campus laboratory courses designed to provide the student with entry-level knowledge and skills to perform clinical laboratory procedures in chemistry, hematology, microbiology, immunohematology, immunology, and phlebotomy. This training is enriched when the students will have the opportunity to apply previously acquired knowledge and skills in a supervised working environment. Clinical affiliate laboratories in and surrounding Quincy within an approximate 60-mile radius will be utilized for the clinical experience.

Upon successful completion of the program, an Associate of Science Degree in Medical Laboratory Technology is awarded. Graduates are eligible to take the national certification examination for Medical Laboratory Technology offered by the American Society of Clinical Pathologists (ASCP) Board of Registry.

Program Outcomes
At the completion of this program, the student will be able to:
- Collect process and preserve blood and other body fluid samples.
- Perform and report laboratory tests in a variety of laboratory settings.
- Operate laboratory equipment and instruments, performing preventive and corrective maintenance as required.
- Identify pre-analytical, analytical, and post-analytical variables that affect procedures, instruments and results, and take appropriate corrective action.
- Perform mathematical functions as required by laboratory procedures.
- Perform and monitor quality assurance and quality control techniques.
- Practice laboratory safety and regulatory compliance.
- Perform information processing functions in the clinical laboratory.
- Apply laboratory results to diagnosis and treatment of clinical conditions and/or diseases.
- Communicate with colleagues and patients in a professional manner.
- Model professional behaviors, ethics, and appearance.
- Work effectively as a team member recognizing the comprehensive impact this has on health care.

The College Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science Core</td>
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</tr>
<tr>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3</td>
</tr>
<tr>
<td>IDS 167</td>
<td>3</td>
</tr>
<tr>
<td>Math Core</td>
<td>3</td>
</tr>
<tr>
<td>Social Science/Psychology core</td>
<td>3</td>
</tr>
<tr>
<td>BIO 111</td>
<td>4</td>
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</table>

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MLT 101</td>
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<td>MLT 102</td>
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<td>MLT 104</td>
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<td>MLT 105</td>
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<td>MLT 202</td>
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<td>MLT 203</td>
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<td>MLT 217</td>
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<tr>
<td>MLT 221</td>
<td>1</td>
</tr>
<tr>
<td>PHB 115</td>
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<tr>
<td>PHB 125</td>
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<tr>
<td>SOC 112</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required for graduation 71 credits

Additional Information
Potential Delays in Clinical Practicum Training: Clinical practicums are completed in hospital laboratory settings. Placement depends on availability of space in area hospitals which is often limited. Significant delays of up to twelve months may occur during this phase of training. Students must pass all MLT courses with a grade of ‘C’ or higher. Students who fail any MLT course with a grade of ‘C’ or lower must retake that course. Students who fail and/or withdraw from two or more MLT course will be dis-enrolled from the program. Essential Functions are the non-academic standards that a student must be able to master to participate successfully in the MLT program and become employable. Information is found in the student MLT Handbook: https://quincycollege.edu/mlt

Note: PHB 115/125 may be waived with proof of certification as a phlebotomist and a satisfactory skills assessment administered by a Quincy College faculty member

Prerequisites: The courses listed below are required prior to application for admission to the MLT Program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<td>CHE 121</td>
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<td>HSC 140</td>
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</tr>
<tr>
<td>HSC 149</td>
<td>4</td>
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</table>

After completion of prerequisite courses, students must successfully pass the HSAT exam. The HSAT Exam can be waived if a student has completed English Composition I and College Algebra with a grade of “C” or higher. Please refer to MLT handbook for complete admission requirements: https://quincycollege.edu/mlt

*Indicates course requires the completion of a prerequisite.
# MEDICAL LABORATORY TECHNICIAN

Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLT 101 Introduction to Clinical w/Lab</td>
<td>3 credits</td>
</tr>
<tr>
<td>MLT 102 Urinalysis and Body Fluids w/Lab</td>
<td>3 credits</td>
</tr>
<tr>
<td>PHB 115 Phlebotomy</td>
<td>2 credits</td>
</tr>
<tr>
<td>PHB 125 Phlebotomy Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>18 Credits</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MLT 103 Medical Microbiology I w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>MLT 104 Hematology &amp; Coagulation</td>
<td>4 credits</td>
</tr>
<tr>
<td>MLT 105 Immunology</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 112 Interpersonal Communications</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>17 credits</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MLT 202 Clinical Chemistry w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>MLT 203 Medical Micro II w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>MLT 204 Immunohematology w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102 English Composition II</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>18 credits</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>MLT 211 Chemistry Clinical Practicum</td>
<td>2 credits</td>
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<tr>
<td>MLT 212 Urinalysis Clinical Practicum</td>
<td>1 credit</td>
</tr>
<tr>
<td>MLT 213 Microbiology Clinical Practicum</td>
<td>2 credits</td>
</tr>
<tr>
<td>MLT 214 Immunology Clinical Practicum</td>
<td>1 credit</td>
</tr>
<tr>
<td>MLT 215 Immunohematology Clinical Practicum</td>
<td>1 credit</td>
</tr>
<tr>
<td>MLT 216 Phlebotomy Clinical Practicum</td>
<td>1 credit</td>
</tr>
<tr>
<td>MLT 217 Hematology Clinical Practicum</td>
<td>2 credits</td>
</tr>
<tr>
<td>MLT 221 Clinical Lab Seminar</td>
<td>1 credit</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>14 credits</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 71 credits

General Biology I w/Lab* 4 credits

*The completion of General Biology I w/Lab is required prior to the application for admission to the MLT program.
**NATURAL SCIENCE**  
Associate in Science Degree

**Program Description**  
This program is for students who desire a broad study in the natural science disciplines that include biology, chemistry, physics, and the health sciences. The natural science curriculum is designed to prepare students for careers in a variety of fields in science and industry including the life sciences, education, conservation, and as technicians in laboratory research. The program includes a three semester math component to prepare students for the computation rigors required to be successful in the sciences. The skills acquired by natural science majors contribute greatly to their ability to work in teams and think critically. This program provides the foundation for students who plan to attend a four-year institution and major in a science area.

**Program Outcomes**  
At the completion of this program, the student should be able to:

- Think critically using the scientific method and scientific reasoning
- Communicate scientific information (orally and in writing) and work as part of a team to carry out project-based activities
- Use laboratory investigations and appropriate procedures to generate accurate and meaningful quantitative and qualitative data and derive reasonable conclusions from them
- Demonstrate technical, equipment, and measurement skills essential to basic scientific inquiry

**The College Core Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101: English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102: English Composition II</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167: First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 103: College Algebra</td>
<td>3 credits</td>
</tr>
<tr>
<td>Natural Science Core w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Science/Psychology Core</td>
<td>3 credits</td>
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</table>

**Program Requirements**

**Program Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 106: Nutrition w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 111: General Biology I w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 112: General Biology II w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 131: Anatomy &amp; Physiology I w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 132: Anatomy &amp; Physiology II w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 160: Marine Ecology w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>BIO 204: Genetics w/Lab*</td>
<td>5 credits</td>
</tr>
<tr>
<td>BIO 251: Microbiology w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 103: Intro to Forensic Science w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 121: General Chemistry I w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 122: General Chemistry II w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 141: Introduction to Chemistry w/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>CHE 213: Organic Chemistry I w/Lab*</td>
<td>5 credits</td>
</tr>
<tr>
<td>CHE 214: Organic Chemistry II w/Lab*</td>
<td>5 credits</td>
</tr>
<tr>
<td>ENV 101: Intro to Environmental Studies w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>EXP 297: Internship</td>
<td>3 credits</td>
</tr>
<tr>
<td>PHY 111: General Physics I w/Lab*</td>
<td>4 credits</td>
</tr>
<tr>
<td>PHY 112: General Physics II w/Lab*</td>
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**Math Electives**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>MAT 106: Quantitative Reasoning2</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 107: Statistics</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 113: Precalculus*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 204: Calculus I B*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 205: Linear Algebra*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 206: Calculus II B*</td>
<td>3 credits</td>
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<tr>
<td>MAT 208: Multivariate Calculus B*</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT 209: Finite Mathematics2</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 210: Discrete Mathematics2</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT 211: Introduction to Mathematical Proofs*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 217: Advanced Statistics*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 225: Differential Equations*</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

**Minimum credits required for graduation**  
60-62 credits

**Program Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 106: Nutrition w/Lab</td>
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<td>PHY 111: General Physics I w/Lab*</td>
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</tr>
<tr>
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<td>4 credits</td>
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</table>

**Math Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>4 credits</td>
</tr>
<tr>
<td>MAT 209: Finite Mathematics2</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 210: Discrete Mathematics2</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT 211: Introduction to Mathematical Proofs*</td>
<td>3 credits</td>
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<tr>
<td>MAT 217: Advanced Statistics*</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 225: Differential Equations*</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

**Additional Information**

1. Natural Science Core: Recommended to complete BIO 111.
2. MAT 106, 209, and 210 are will only be accepted as transfer credits.
*Indicates course requires the completion of a prerequisite.
### NATURAL SCIENCE

#### Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>Computers Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIO 111 General Biology I w/lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT Elective (MAT 103 or higher)</td>
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<td><strong>Semester Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 English Composition II</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT Elective</td>
<td>3-4 credits</td>
</tr>
<tr>
<td>Program Elective</td>
<td>4 credits</td>
</tr>
<tr>
<td>General Elective</td>
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<tr>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Social Science/Psychology Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math Electives</td>
<td>3-4 credits</td>
</tr>
<tr>
<td>Program Elective</td>
<td>4 credits</td>
</tr>
<tr>
<td>Program Elective</td>
<td>4 credits</td>
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<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Program Elective</td>
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</tr>
<tr>
<td>Program Elective</td>
<td>4 credits</td>
</tr>
<tr>
<td>General Elective</td>
<td>3 credits</td>
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<tr>
<td>General Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>14 credits</strong></td>
</tr>
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</table>

**MINIMUM CREDITS REQUIRED FOR GRADUATION**

60-62 credits
NATURAL SCIENCE-Engineering Concentration
Associate in Science Degree

Program Description
This program provides a foundation in mathematics and physical sciences to prepare a student for transfer to a four-year program in electrical engineering, computer science, or robotics. The sequence provides the opportunity to take three engineering electives, allowing a student to select an emphasis track in a particular engineering discipline. The theoretical and laboratory skills acquired by this program will contribute greatly to the ability to work in teams and think critically. A student entering this program must be ready to take Calculus I and Chemistry.

Program Outcomes
At the completion of this program, the student should be able to:

• Think critically using the scientific method and scientific reasoning
• Communicate scientific information (orally and in writing) and work as part of a team to carry out project-based activities
• Use laboratory investigations and appropriate procedures to generate accurate/meaningful quantitative and qualitative data and derive reasonable conclusions from them
• Develop technical and measurement skills essential to basic scientific and engineering inquiry
• Utilize computer technology to analyze/synthesize data.
• Analyze data to define a problem and implement a solution

Additional Information
Prerequisites
• MAT 103 College Algebra is a prerequisite for CHE 121 General Chemistry I
• MAT 113 Pre-Calculus is a prerequisite for MAT 204 Calculus I B
• MAT 204 Calculus I is a prerequisite for PHY211 College Physics I
• Fulfillment of MAT 103 and MAT 113 prerequisite may be shown by satisfactory completion of equivalent math courses in a secondary institution with a grade of "C" (73%) or higher.

The College Core Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 121</td>
<td>General Chemistry w/lab*</td>
<td>4</td>
</tr>
<tr>
<td>Computer Science Core</td>
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<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*</td>
<td>3</td>
</tr>
<tr>
<td>History/Government Core</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>IDS 167</td>
<td>First Year Seminar</td>
<td>3</td>
</tr>
<tr>
<td>MAT 204</td>
<td>Calculus I B*</td>
<td>4</td>
</tr>
<tr>
<td>Social Science/Psychology</td>
<td></td>
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Program Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSI 116</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>EGR 101</td>
<td>Fundamentals of Electricity*</td>
<td>3</td>
</tr>
<tr>
<td>Program Emphasis Track*</td>
<td></td>
<td>9-13</td>
</tr>
<tr>
<td>MAT 206</td>
<td>Calculus II B*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 208</td>
<td>Multivariate Calculus B*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 225</td>
<td>Differential Equations*</td>
<td>4</td>
</tr>
<tr>
<td>PHY 211</td>
<td>College Physics I w/lab*</td>
<td>4</td>
</tr>
<tr>
<td>PHY 212</td>
<td>College Physics II w/lab*</td>
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</tr>
</tbody>
</table>

Minimum credits required for graduation 61-65 credits

Program Emphasis Tracks (Complete one emphasis track)

1. Computer Science: Programming Emphasis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 107</td>
<td>C++ Programming*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 108</td>
<td>Advanced C++*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 233</td>
<td>Java Programming*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 237</td>
<td>Advanced Java*</td>
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2. Computer Science: Networking Emphasis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CSI 226</td>
<td>UNIX with Linux</td>
<td>3</td>
</tr>
<tr>
<td>CSI 235</td>
<td>Computer Architecture</td>
<td>3</td>
</tr>
<tr>
<td>CSI 244</td>
<td>Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CSI 245</td>
<td>Networking II*</td>
<td>3</td>
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</table>

3. Robotics Emphasis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 107</td>
<td>C++ Programming*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 261</td>
<td>Robotics Programming*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 262</td>
<td>Advanced Robotics Programming*</td>
<td>3</td>
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</table>

4. Electrical Engineering Emphasis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EGR 105</td>
<td>Digital Electronic Circuits*</td>
<td>3</td>
</tr>
<tr>
<td>EGR 210</td>
<td>Electronics I*</td>
<td>3</td>
</tr>
<tr>
<td>EGR 202</td>
<td>Electronics II*</td>
<td>3</td>
</tr>
<tr>
<td>EGR 220</td>
<td>Computer Aided Design*</td>
<td>3</td>
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</table>

5. Math Emphasis

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 205</td>
<td>Linear Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 209</td>
<td>Finite Math*</td>
<td>3</td>
</tr>
<tr>
<td>MAT 210</td>
<td>Discrete Math*</td>
<td>4</td>
</tr>
<tr>
<td>MAT 217</td>
<td>Advanced Statistics*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Indicates course requires the completion of a prerequisite.

THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS.
NURSING
Associate in Science Degree

Program Description
Quincy College offers the Associate in Science Degree in Nursing (ASN) as a two-year full-time program. The full-time program is offered on both the Quincy and the Plymouth campuses.

Students who successfully complete the program are eligible to take the NCLEX®-RN Registered Nurse examination for licensure as a Registered Nurse (RN). Applicants for licensure in Massachusetts must be of good moral character as determined by the Board of Registration in Nursing. Please note that a student who has been convicted of either a misdemeanor or a felony may be denied entrance to the licensure examination. For more information on good moral character compliance see the Commonwealth of Massachusetts Board of Registration in Nursing (BORN) website at https://www.mass.gov/service-details/good-moral-character-

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

Program Outcomes
At the completion of this program, the student should be able to:
- Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of healthcare settings.
- Exercise clinical reasoning to make increasingly complex patient-centered care decisions.
- Participate in quality improvement processes to improve patient care outcomes.
- Participate in teamwork and collaboration with members of the interprofessional team, the patient, and the patient’s support persons.
- Use information management systems and patient care technology to communicate, manage knowledge, mitigate error, and support clinical reasoning.
- Incorporate leadership, management, legal, and ethical principles to guide practice as a Registered Nurse.

Prerequisite Requirements
- Course is required prior to application process.
- Course may be in progress during application process, but must be successfully completed with a “C” (73%) or better by July 10, 2020 for fall 2020 applications.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 101*</td>
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</tr>
<tr>
<td>MAT 103*</td>
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</tr>
<tr>
<td>BIO 111**</td>
<td>4</td>
</tr>
<tr>
<td>BIO 131**</td>
<td>4</td>
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</tbody>
</table>

Program Requirements
- All Nursing (RNU) courses must be successfully completed with a “C+” (77%) or better in order to progress to the subsequent semester.
- All co-requisite courses must be successfully completed with a “C” (73%) or better within, or prior to, the designated semester in order to progress to the subsequent semester.

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RNU 108 Fundamental Concepts of Client Care</td>
<td>7</td>
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<td>BIO 132 Anatomy &amp; Physiology I w/lab</td>
<td>4</td>
<td></td>
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<tr>
<td>PSY 101 General Psychology</td>
<td>3</td>
<td></td>
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<tr>
<td>ENG 102 English Composition II</td>
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<thead>
<tr>
<th>Course</th>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RNU 109 Concepts of Adult Health/Mental Health Nursing</td>
<td>9</td>
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<tr>
<td>PSY 216 Human Growth &amp; Development</td>
<td>3</td>
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<tr>
<th>Course</th>
<th>Semester 3</th>
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<tbody>
<tr>
<td>RNU 206 Concepts of Family-Centered Nursing</td>
<td>9</td>
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</tr>
<tr>
<td>BIO 251 Microbiology w/lab</td>
<td>4</td>
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<td>HIS or GOV US History or Government elective</td>
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<tr>
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<th>Credits</th>
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<tr>
<td>RNU 207 Nursing Informatics, Leadership and Trends</td>
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<tr>
<td>RNU 208 Concepts of Complex Nursing Care</td>
<td>9</td>
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Total degree credits required for graduation - 71 credits

Additional Information
All science courses must have been completed within the past five (5) years at the college level and a grade of “C” (73%) or better awarded.

Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS®) is a requirement for application to the program and must have been taken after September 1, 2018 at a TEAS testing center.

The following ATI TEAS® standards must be achieved for consideration to the ASN program:

<table>
<thead>
<tr>
<th>Math</th>
<th>English</th>
<th>Reading Comprehension</th>
<th>Science</th>
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<tbody>
<tr>
<td>63% or higher</td>
<td>60% or higher</td>
<td>74% or higher</td>
<td>55% or higher</td>
</tr>
</tbody>
</table>

The Academic Division of Nursing will evaluate only those applicants who have taken the TEAS test on or after September 1, 2018. If an applicant fails to meet the minimum required scores indicated above, they may retake the TEAS test TWICE prior to submitting their application as complete (a total of two attempts). Applicants must wait 30 days prior to each retest. Applicants will be required to retake all four sections and the highest scores will be utilized. More information regarding the TEAS test is available at www.atitesting.com.

Nursing students are required to meet specific physical requirements. More information is available regarding physical requirements on the Nursing page at www.quincycollege.edu in the ASN Student handbook.

All students enrolled in the Nursing program are required to be current with their health immunizations, physical exam and BLS (CPR) for the Healthcare Provider. Items are tracked via an internet-based compliance vendor called CastleBranch.

Nursing applicants are required to attend an Information Session. Qualified selected applicants will be notified and must participate in an in-person meeting following acceptance in the Division of Nursing and Finance.

All nursing courses require students to have scheduled clinical nursing practice within a variety of health care settings under the supervision of qualified clinical nursing faculty. Clinical facilities require specific health requirements and satisfactory criminal offender record information (CORI) check (State and Federal) on all students before they can be allowed in a clinical setting.
PARALEGAL STUDIES
Associate in Science Degree

Program Description
The Paralegal Studies Program is a program within the Division of Professional Programs. The program design includes the core curriculum and required paralegal courses and electives specific to the paralegal profession.

Program Outcomes
At the completion of this program, the student should be able to:

• Analyze a legal problem by identifying and evaluating alternative arguments in support of specific positions.
• Use standard legal resources to identify and locate applicable primary and secondary legal reference materials and appropriately apply them to specific legal problems.
• Conduct effective interviews of clients and witnesses and produce accurate and appropriate statements.
• Use oral and written communication to effectively inform and persuade.
• Apply principles of professional ethics to specific situations.
• Demonstrate knowledge and understanding of the structure and operation of the U.S. and Massachusetts legal systems
• Depending on the elective chosen, demonstrate knowledge and skills in specific substantive areas of law.

The College Core Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
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</tr>
<tr>
<td>Math Core¹</td>
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<tr>
<td>Natural Science Core</td>
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<tr>
<td>Social Science/Psychology Core</td>
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Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>General Elective</td>
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<tr>
<td>LAW 101 Introduction to Paralegal Studies*</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 123 Interviewing &amp; Investigation*</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 201 Business Law I*</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 215 Legal Research &amp; Writing*</td>
<td>6 credits</td>
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<tr>
<td>LAW 220 Litigation &amp; Procedure*</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 255 Legal Ethics*</td>
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<td>Program Electives</td>
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Total credits required for graduation: 61 credits

Program Electives

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>CJS 109 Criminal Law</td>
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<td>CJS 122 Conflict &amp; Dispute Resolution</td>
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<td>CJS 224 Unequal Justice</td>
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<td>EXP 297 Internship</td>
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<td>LAW 203 Cyber Law</td>
<td>3 credits</td>
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<tr>
<td>LAW 207 U.S. Judicial Systems*</td>
<td>3 credits</td>
</tr>
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<td>LAW 209 Real Estate Law*</td>
<td>3 credits</td>
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<tr>
<td>LAW 210 American Constitutional Law*</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 221 Comparative Legal Systems*</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 225 Family Law*</td>
<td>3 credits</td>
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<tr>
<td>LAW 230 Estate Administration*</td>
<td>3 credits</td>
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<tr>
<td>LAW 235 Law of Business Organizations*</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 245 Administrative Law*</td>
<td>3 credits</td>
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<tr>
<td>LAW 250 Bankruptcy Law*</td>
<td>3 credits</td>
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<td>LAW 260 Environmental Law*</td>
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<tr>
<td>LBR 150 Labor Law and Legislation</td>
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<td>LBR 152 Employee Benefit Law and Administration</td>
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Additional Information
1. Math Core: Recommended to complete MAT 103.
# PARALEGAL STUDIES

**Associate in Science Degree**

## Semester 1

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 101 English Composition I</td>
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<td>IDS 167 First Year Seminar</td>
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<tr>
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## Semester 2

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<td>Computer Science Core</td>
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<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 215 Legal Research and Writing*</td>
<td>6 credits</td>
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## Semester 3

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>LAW 201 Business Law I*</td>
<td>3 credits</td>
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<tr>
<td>LAW 255 Legal Ethics*</td>
<td>3 credits</td>
</tr>
<tr>
<td>Natural Science Core w/ Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>Program Elective</td>
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<tr>
<td>Social Science/Psychology Core</td>
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## Semester 4

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<tbody>
<tr>
<td>General Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 123 Interviewing and Investigating*</td>
<td>6 credits</td>
</tr>
<tr>
<td>LAW 220 Litigation and Procedure*</td>
<td>3 credits</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Program Elective</td>
<td>3 credits</td>
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<tr>
<td><strong>Semester Total</strong></td>
<td><strong>15 credits</strong></td>
</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION**  

61 credits
PHYSICAL THERAPIST ASSISTANT
Associate in Science Degree

Program Description
The PTA program is a five (5) semester, integrated program of rigorous academic curriculum. The curriculum consists of foundational content, physical therapy technical courses, and a clinical education component. The program values and promotes excellence in education and includes evidence-based knowledge and clinical skills essential to the physical therapist assistant. The physical therapist assistant curriculum includes the necessary information to allow the student to gain the didactic knowledge, motor skills, and professional behaviors required to meet entry-level expectations of the physical therapist assistant working under the direction and supervision of a physical therapist. The clinical education component is designed to integrate knowledge and professional behavior with patient care. Under the direction and supervision of the clinical instructors, students learn patient care skills as well as the value of lifelong learning.

The Physical Therapist Assistant Program at Quincy College prepares students for licensure and employment as Physical Therapist Assistants. Graduates will possess exemplary technical competence, be critical thinkers and practice ethically in various healthcare settings. The program is dedicated to the industry of Physical Therapy, lifelong learning and values a commitment to the community.

Program Outcomes
At the completion of this program, the student should be able to:

- Demonstrate professional clinical behavior including cultural awareness, adaptability, time management skills and dependability
- Describe the structure and function of normal and abnormal human anatomy
- Adhere to legal and ethical standards
- Demonstrate entry-level motor skill and competence in the implementation of a comprehensive treatment plan for patients across the lifespan with various medical conditions
- Demonstrate entry-level competence with data collection skills
- Demonstrate effective/professional written and verbal communication and a commitment to patient education
- Formulate a plan and demonstrate commitment to lifelong learning
- Compose concise, accurate, and timely documentation to support provided intervention
- Incorporate evidenced-based practice with critical thinking skills in order to make sound decisions regarding patient care
- Obtain employment as a Physical Therapy Assistant

The College Core Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIO 131</td>
<td>Anatomy and Physiology I w/lab**1</td>
<td>4 credits</td>
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<tr>
<td>BIO 132</td>
<td>Anatomy &amp; Physiology II w/lab*1</td>
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<tr>
<td>Computer Science Core</td>
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<td>3 credits</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Composition II*1</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td></td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT 107</td>
<td>Statistics</td>
<td>3 credits</td>
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Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSY 216</td>
<td>Growth &amp; Development*1</td>
<td>3 credits</td>
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<tr>
<td>PTA 100</td>
<td>Introduction to the PTA*2</td>
<td>3 credits</td>
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<tr>
<td>PTA 110</td>
<td>PTA Interventions I*2</td>
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<tr>
<td>PTA 112</td>
<td>PTA Intervention II*2</td>
<td>5 credits</td>
</tr>
<tr>
<td>PTA 113</td>
<td>Critical Application Skills I*2</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 115</td>
<td>Medical Terminology for the PTA*2</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 120</td>
<td>Musculoskeletal Anatomy &amp; Function*2</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 125</td>
<td>Manual Therapy for the PTA*2</td>
<td>2 credits</td>
</tr>
<tr>
<td>PTA 210</td>
<td>PTA Interventions III*2</td>
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</tr>
<tr>
<td>PTA 213</td>
<td>Critical Application Skills II*2</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 220</td>
<td>PTA Interventions IV*2</td>
<td>5 credits</td>
</tr>
<tr>
<td>PTA 224</td>
<td>Career Capstone*2</td>
<td>1 credit</td>
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<tr>
<td>PTA 240</td>
<td>Pathology for the PTA*2</td>
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<tr>
<td>PTA 260</td>
<td>Critical Application Skills III*2</td>
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<tr>
<td>PTA 270</td>
<td>Clinical Education I*2</td>
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<tr>
<td>PTA 280</td>
<td>Clinical Education II*2</td>
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</tr>
<tr>
<td>PTA 290</td>
<td>Clinical Education III*2</td>
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</tr>
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</table>

Total credits required for graduation 71 credits

Please Note
Completion of the ATI TEAS Exam is required prior to admission (visit atitesting.com to register).

The PTA program has specific academic requirements that must be completed to be eligible to apply for admissions. Please refer to the Admissions section of the Catalog for details.

**BIO 111 General Biology I w/lab is a prerequisite for BIO 131

Additional Information
1. Core courses must be completed with a grade of “C” or better.
2. PTA courses must be completed with a grade of “B-“ or better.

*Indicates courses require the completion of a prerequisite.

The PTA Program at Quincy College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program/institution directly, please call 617-405-5939 or email kcook@quincycollege.edu
# PHYSICAL THERAPIST ASSISTANT

## Associate in Science Degree

### Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BIO 131 Anatomy and Physiology I w/lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 100 Introduction to the PTA</td>
<td>3 credits</td>
</tr>
<tr>
<td>PTA 110 PTA Interventions I</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 113 Critical Application Skills I</td>
<td>1 credit</td>
</tr>
<tr>
<td>PTA 115 Medical Terminology for the PTA</td>
<td>1 credit</td>
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<tr>
<td>PTA 240 Pathology for the PTA</td>
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<tr>
<td>MAT 107 Statistics</td>
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**Semester Total** 19 Credits

### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BIO 132 Anatomy and Physiology II w/lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>PTA 112 PTA Intervention II</td>
<td>5 credits</td>
</tr>
<tr>
<td>PTA 120 Musculoskeletal Anatomy &amp; Function</td>
<td>4 credits</td>
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<tr>
<td>PTA 125 Manual Therapy for the PTA</td>
<td>2 credits</td>
</tr>
<tr>
<td>PTA 213 Critical Application Skills II</td>
<td>1 credit</td>
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</tbody>
</table>

**Semester Total** 16 Credits

### Semester 3

- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- History/Government Core 3 credits
- PTA 270 Clinical Education I 3 credits

**Semester Total** 12 Credits

### Semester 4

- ENG 102 English Composition II 3 credits
- PSY 216 Growth & Development 3 credits
- PTA 210 PTA Interventions III 4 credits
- PTA 220 PTA Interventions IV 5 credits
- PTA 260 Critical Application Skills III 1 credit

**Semester Total** 16 Credits

### Semester 5

- PTA 224 Career Capstone 1 credit
- PTA 280 Clinical Education II 3 credits
- PTA 290 Clinical Education III 4 credits

**Semester Total** 8 Credits

**TOTAL CREDITS REQUIRED FOR GRADUATION** 71 credits
PSYCHOLOGY CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:
• Compose well-structured, unified and coherent expository assignments;
• Demonstrate information literacy through research assignments;
• Apply the principles of critical thinking to assess required readings and points of discussion
• Describe the social, political and philosophical contexts that inform a Liberal Arts concentration
• Describe the diverse cultural and behavioral influences on a Liberal Arts concentration
• Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology)

Psychology Concentration Outcomes
At the completion of the Government Concentration, the student should be able to:
• Demonstrate, through oral and written assignments, familiarity with the major concepts, theoretical perspectives, empirical findings, and historical trends in Psychology.
• Apply critical and creative thinking, skeptical inquiry, and the scientific approach to behavioral and mental processes in order to solve problems and evaluate competing theories.
• Demonstrate the value of empirical evidence and ambiguous results.
• Develop insight into the behavior and mental processes of one’s self and others.
• Identify and apply effective psychological strategies for improving mental health and well-being and promoting ethical behavior

The College Core Requirements
Computer Science Core 3 credits
ENG 101 English Composition I 3 credits
ENG 102 English Composition II* 3 credits
IDS 167 First Year Seminar 3 credits
History/Government Core 3 credits
Math Core 3 credits
Natural Science Core w/Lab 4 credits
PSY 101 General Psychology 3 credits

Psychology Concentration Requirements
Concentration Electives 18 credits
General Electives 6 credits
Literature Electives* 6 credits
SOC 101 General Sociology 3 credits
Social Science Elective 3 credits

Total credits required for graduation 61 credits

Psychology Concentration Electives
PSY 103 Child Development 3 credits
PSY 201 Child Psychology* 3 credits
PSY 203 Adolescent Psychology* 3 credits
PSY 205 Psychology of Change* 3 credits
PSY 200 Positive Psychology 3 credits
PSY 210 Psychology of Learning* 3 credits
PSY 212 Group Dynamics* 3 credits
PSY 215 Abnormal Psychology* 3 credits
PSY 216 Growth & Development 3 credits
PSY 221 Health Psychology* 3 credits
PSY 230 Sport Psychology 3 credits
PSY 231 Psychology of Gender & Culture 3 credits
PSY 280 Research Design & Methodology* 3 credits
PSY 290 Introduction to Social Psychology* 3 credits

*Indicates the course requires the completion of a prerequisite.
# PSYCHOLOGY
## Associate in Arts Degree

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<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IDS 167 First Year Seminar</td>
<td>3 credits</td>
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<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
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<tr>
<td>Computer Science Core</td>
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<tr>
<td>Math Core Course</td>
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<tr>
<td>PSY 101 General Psychology</td>
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<thead>
<tr>
<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 101 General Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>History/Government Core</td>
<td>3 credits</td>
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<tr>
<td>Psychology Concentration Elective</td>
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<td><strong>Semester Total</strong></td>
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<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Natural Science Core w/ Lab</td>
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<tr>
<td>Psychology Concentration Elective</td>
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<table>
<thead>
<tr>
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<th>Credits</th>
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<td>Psychology Concentration Elective</td>
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<tr>
<td>Psychology Concentration Elective</td>
<td>3 credits</td>
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<tr>
<td>Literature Elective</td>
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<td>Social Science Elective</td>
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<tr>
<td><strong>Semester Total</strong></td>
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</tr>
</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
SECURITY MANAGEMENT
Associate in Science Degree

Program Description
This program prepares graduates to engage in the practice of private security by providing them with knowledge about the theories and principles associated with multiple dimensions within the security industry, including private security, corporate investigations, protection of assets, and interpersonal communications. Required courses establish a holistic approach toward developing a well-rounded security professional by combining topics surrounding private security, interpersonal communication, customer service and administrative issues.

Program Outcomes
At the completion of this program, the student should be able to:
- Identify the critical components of business continuity.
- Articulate how to successfully manage both a contract and proprietary security program.
- Describe the process of how to conduct a security investigation from its inception to prosecution.
- Explain the entire incident command process from the preplanning stages to the post event after action review.
- Explain the integration of the concepts taught in the component courses as they relate to risk assessment, management, and mitigation of the overall enterprise.
- Conduct comprehensive security risk assessments along with mitigation strategies.

The College Core Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Computer Science Core</td>
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<tr>
<td>ENG 102 English Composition II*</td>
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<tr>
<td>History/Government Core</td>
<td>3</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
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<tr>
<td>Math Core</td>
<td>3</td>
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<tr>
<td>Natural Science Core w/lab</td>
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<td>Social Science/Psychology Core</td>
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Program Requirements

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 202 Principles of Customer Service</td>
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</tr>
<tr>
<td>CJS 211 Introduction to Security Procedure</td>
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<tr>
<td>CJS 212 Corporate Security Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJS 213 Security Administration</td>
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<tr>
<td>CJS 214 Risk Analysis &amp; Disaster Management</td>
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<td>Writing Elective3</td>
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Total credits required for graduation 61 credits

Program Electives

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>BUS 101 Introduction to Business</td>
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<tr>
<td>BUS 220 Business Ethics</td>
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<tr>
<td>CJS 108 Criminal Justice Ethics</td>
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<tr>
<td>CJS 117 Crisis Intervention and the Police</td>
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<tr>
<td>CJS 121 Criminal Procedure</td>
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<tr>
<td>CJS 131 Introduction to Homeland Security</td>
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<tr>
<td>CJS 132 Weapons of Mass Destruction</td>
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<td>CJS 215 White Collar Crime</td>
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<td>CJS 221 Domestic Violence</td>
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<td>CSI 242 Computer Systems Security</td>
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<td>EXP 297 Internship</td>
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<tr>
<td>HSV 201 Counseling Skills</td>
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<td>HSV 260 Diverse Populations</td>
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</tr>
<tr>
<td>LAW 203 Cyber Law</td>
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</tr>
<tr>
<td>MGT 201 Principles of Management</td>
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<td>MGT 203 Human Resources Management</td>
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<td>PHL 108 Ethics</td>
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Additional Information
1. CHE 103 Forensic Science is recommended for the Natural Science Core w/lab
2. Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116.
3. Writing Elective: Complete one of the following, ENG 224 or IDS 155.

*Indicates course requires the completion of a prerequisite.
SECURITY MANAGEMENT
Associate in Science Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 202 Principles of Customer Service</td>
<td>3 credits</td>
</tr>
<tr>
<td>Computer Science Core</td>
<td>3 credits</td>
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<tr>
<td>CJS 211 Introduction to Security Procedure</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>IDS 167 First Year Seminar</td>
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<table>
<thead>
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<th>Semester 2</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CJS 212 Corporate Security Investigations</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math Core</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science/Psychology Core</td>
<td>3 credits</td>
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<tr>
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<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Communications Elective</td>
<td>3 credits</td>
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<tr>
<td>CJS 213 Security Administration</td>
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<tr>
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<tr>
<th>Semester 4</th>
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<tr>
<td>Humanities</td>
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<td>Program Elective</td>
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<tr>
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<td>3 credits</td>
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<tr>
<td><strong>Semester Total</strong></td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
SOCIAL SCIENCES
CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:
• Compose well-structured, unified and coherent expository assignments;
• Demonstrate information literacy through research assignments;
• Apply the principles of critical thinking to assess required readings and points of discussion
• Describe the social, political and philosophical contexts that inform a Liberal Arts concentration
• Describe the diverse cultural and behavioral influences on a Liberal Arts concentration
• Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology)

The College Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Computer Science Core</td>
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</tr>
<tr>
<td>ENG 101 English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 102 English Composition II*</td>
<td>3 credits</td>
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<tr>
<td>IDS 167 First Year Seminar</td>
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<tr>
<td>History/Government Core</td>
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<tr>
<td>PSY 101 General Psychology</td>
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Liberal Arts Program Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Concentration Electives</td>
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<tr>
<td>General Electives</td>
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<tr>
<td>Literature Electives*</td>
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<tr>
<td>SOC 101 General Sociology</td>
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Total credits required for graduation 61 credits

Concentration Electives

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PSY 103 Child Development</td>
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<tr>
<td>PSY 201 Child Psychology*</td>
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<tr>
<td>PSY 203 Adolescent Psychology*</td>
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<tr>
<td>PSY 205 Psychology of Change*</td>
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<tr>
<td>PSY 200 Positive Psychology</td>
<td>3 credits</td>
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<tr>
<td>PSY 210 Psychology of Learning*</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 212 Group Dynamics*</td>
<td>3 credits</td>
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<tr>
<td>PSY 215 Abnormal Psychology*</td>
<td>3 credits</td>
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<tr>
<td>PSY 216 Growth &amp; Development</td>
<td>3 credits</td>
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<tr>
<td>PSY 221 Health Psychology*</td>
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<tr>
<td>PSY 230 Sport Psychology</td>
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</tr>
<tr>
<td>PSY 231 Psychology of Gender &amp; Culture</td>
<td>3 credits</td>
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<tr>
<td>PSY 280 Research Design &amp; Methodology*</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY 290 Introduction to Social Psychology*</td>
<td>3 credits</td>
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</table>

Additional Information
1. Concentration Electives: Please refer to the College Catalog, available online, for a list of applicable elective courses by area.

*Indicates the course requires the completion of a prerequisite.
# SOCIAL SCIENCES
Associate in Arts Degree

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IDS 167 First Year Seminar</td>
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<td>SOC 101 General Sociology</td>
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<tr>
<td>History/Government Core</td>
<td>3 credits</td>
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<td>Social Sciences Concentration Elective</td>
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<thead>
<tr>
<th>Semester 3</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science Core w/ Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>Social Sciences Concentration Elective</td>
<td>3 credits</td>
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<tr>
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<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Social Sciences Concentration Elective</td>
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<tr>
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</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
SOCIOLOGY
CONCENTRATION
Associate of Arts in Liberal Arts Degree

Program Description
The focus of the Liberal Arts Program is to provide the student with a breadth of program offerings in a chosen field of study. Liberal Arts students may focus their program in the following concentration areas: Behavioral Science, English, History/Government, Humanities, Psychology, Social Science or Sociology. All concentration electives must be selected in the chosen area of study.

Program Outcomes
At the completion of the program the student should be able to:

- Compose well-structured, unified and coherent expository assignments
- Demonstrate information literacy through research assignments
- Apply the principles of critical thinking to assess required readings and points of discussion
- Describe the social, political and philosophical contexts that inform a Liberal Arts concentration
- Describe the diverse cultural and behavioral influences on a Liberal Arts concentration
- Apply a theoretical understanding to practical problems in a Liberal Arts field (Behavioral Science, English, History/Government, Humanities, Psychology, Social Science, or Sociology)

Sociology Concentration Outcomes
At the completion of the Sociology Concentration, the students should be able to:

- Identify the functions and dysfunctions of six (6) social institutions
- Interpret quantitative and qualitative data found in newspapers, online, and research journals
- Evaluate competing theories and methods of Sociology
- Describe in written and oral format, three current social problems facing the U.S.
- Formulate policy recommendations for three current social problems
- Compare the historical modes of production to the current era of globalization
- Survey the breadth and depth of one subfield of Sociology

The College Core Requirements
- Computer Science Core 3 credits
- ENG 101 English Composition I 3 credits
- ENG 102 English Composition II* 3 credits
- History/Government Core 3 credits
- IDS 167 First Year Seminar 3 credits
- Math Core 3 credits
- Natural Science Core w/Lab 4 credits
- PSY 101 General Psychology 3 credits

Sociology Concentration Requirements
- Concentration Electives 18 credits
- General Electives 6 credits
- Literature Electives* 6 credits
- SOC 101 General Sociology 3 credits
- Social Science Elective 3 credits

Total credits required for graduation 61 credits

Concentration Electives
- SOC 102 Contemporary Social Problems 3 credits
- SOC 105 Sociology of Deviance 3 credits
- SOC 112 Interpersonal Communication 3 credits
- SOC 116 Intercultural Communication 3 credits
- SOC 120 Sociology of Medicine, Illness, & Health 3 credits
- SOC 140 Aging in America 3 credits
- SOC 150 Women in Society 3 credits
- SOC 155 Race, Class, Gender, Social Justice 3 credits
- SOC 156 Media in Social Perspective 3 credits
- SOC 201 Cultural Anthropology 3 credits
- SOC 203 Sociology of the Family 3 credits
- PSY 212 Group Dynamics 3 credits

*Indicates course requires the completion of a prerequisite.
## SOCIOLGY
### Associate in Arts Degree

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<thead>
<tr>
<th>Semester 1</th>
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<tbody>
<tr>
<td>IDS 167 First Year Seminar</td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION** 61 credits
<table>
<thead>
<tr>
<th>Certificate Programs</th>
</tr>
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<tbody>
<tr>
<td><strong>LIBERAL ARTS</strong></td>
</tr>
<tr>
<td><strong>NATURAL &amp; HEALTH</strong></td>
</tr>
<tr>
<td><strong>SCiences</strong></td>
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<td><strong>NURSING</strong></td>
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<tr>
<td><strong>PROFESSIONAL</strong></td>
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<tr>
<td><strong>PROGRAMS</strong></td>
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</table>

**Certificate Programs**

- Aquaculture (P)
- Biotechnology & Good Manufacturing Practice (Q)
- Exercise Science & Personal Training
- Foundational Fitness
- Healthcare Foundations
- Phlebotomy* (Q)
- Phlebotomy Technician* (Q)
- Surgical Technology (Q)

- Accounting
- Computer Science
- Computer Science: Networking (Q)
- Corrections Administration
- Criminal Justice: Law Enforcement
- Customer Service
- Early Childhood Education
- Elder Care - Gerontology
- Emergency Medical Technician (Q)
- Entrepreneurship
- Game Development
- Healthcare Administration
- Healthcare Admin.: Medical Billing & Coding
- Insurance Career (P)
- Linux System Administration
- Paralegal Studies
- Paramedic Education (Q)
- Security Administration
- Social Work
- Substance Addiction
- Substance Addiction Assistant
- Web and Mobile Development

(Q) = Program is offered only on the Quincy Campus
(P) = Program is offered only on the Plymouth Campus

Please note that these programs do not qualify for financial aid.
Please note that these programs are no longer accepting new students.

**Note:** **Please speak with the International Office if you are an international student seeking entry into a degree or certificate program.**
ACCOUNTING
Certificate

Program Description
The Accounting Certificate is intended for those students who already have a certificate, associate’s degree, or bachelor’s degree in another discipline, as well as students without a degree who are already working in the accounting profession. It is also intended for those students with an accounting education from another country who wish to become proficient in the United States’ accounting standards and practices.

Program Outcomes
At the completion of the program the student should be able to:
- Communicate effectively about accounting information
- Perform basic mathematical calculations in accounting and finance
- Apply the fundamental principles and methods of financial accounting in analyzing business transactions
- Identify the impact of business transactions upon financial statements
- Use accounting information to support business decision making
- Apply principles of cost accounting to analyze a firm’s costs
- Discuss Generally Accepted Accounting Principles (GAAP)

Program Requirements
ACC 101  Accounting I  3 credits
ACC 102  Accounting II*  3 credits
ACC 201  Accounting III*  3 credits
ACC 202  Accounting IV*  3 credits
ACC 205  Managerial Accounting*  3 credits
BUS 220  Business Ethics  3 credits
CSA 220  Computerized Accounting  3 credits
Program Electives  6 credits

Total credits required for graduation  27 credits

Program Electives
ACC 103  Forensic Accounting  3 credits
ACC 120  Introduction to Bookkeeping  3 credits
ACC 207  Municipal Accounting and Finance  3 credits
ACC 209  Federal Taxation  3 credits
ACC 301  Auditing  3 credits
CSA 217  Spreadsheet Design  3 credits
FIN 202  Healthcare Finance  3 credits
FIN 215  Investments  3 credits
FIN 220  Principles of Finance  3 credits
LAW 235  Law of Business Organizations  3 credits
MGT 235  Financing a Small Business  3 credits

*Indicates course requires the completion of a prerequisite.
AQUACULTURE
Certificate

Program Description
The Aquaculture Certificate Program is 22 semester hours of introductory courses in shellfish aquaculture and business management. Classes include a combination of hands-on practical experience, applied science and business courses. Students learn hands-on skills throughout the aquaculture practicum series such as water quality testing, system construction and, feeding, and breeding technology. The focus of the program is on salt-water shellfish species such as oysters. Graduates of the certificate program may find employment on private farms, municipalities, hatcheries or begin their own aquaculture production.

Program Outcomes
Upon completion of the program, the student will:

- Apply knowledge and skills to successfully complete industry certificates/training including YSI Water Quality Measurement Certification; HACCP (Hazard Analysis and Critical Control Points); OSHA (Occupational Safety and Health Administration).
- Apply aquaculture technique to seed in order to breed, grow and harvest oysters.
- Analyze environmental conditions for optimal growing and potential hatchery sites.
- Understand business and entrepreneurial concepts in order to operate an aquaculture enterprise.
- Understand operations of hatcheries and municipal environmental management organizations.

Program Requirements
AQC 101  Aquaculture Practicum I*   3 credits
AQC 102  Principals of Aquaculture*   3 credits
AQC 201  Aquaculture Practicum II*   3 credits
BIO 160  Marine Ecology   4 credits
BUS 101  Introduction to Business   3 credits
MGT 230  Entrepreneurship and Small Business   3 credits
Program Elective   3 credits

Total credits required for graduation 22 credits

Program Electives
ACC 101  Accounting I 3 credits
ECO 202  Macroeconomics 3 credits
MGT 201  Principles of Management 3 credits
MKT 202  Principles of Marketing 3 credits

Physical Requirements: Students must have the ability to lift 50 pounds and traverse in ocean water. Students are subject to outside environmental conditions which may involve extreme temperatures.

Note: This certificate program is currently only offered on the Plymouth Campus

*Indicates course requires the completion of a prerequisite.

THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS.
BIOTECHNOLOGY & GOOD MANUFACTURING PRACTICE
Certificate

Program Description
The Biotechnology Program is designed to prepare students for entry-level positions in the biomanufacturing industry. Students will develop a broad laboratory science-based background through courses focused in the life and chemical sciences, and will obtain industry-specific knowledge in the areas of quality control (QC), process development (PD), and upstream and downstream processing, all while following current, good manufacturing practices (cGMP). In addition, students will learn valuable laboratory techniques and instrumentation, and develop critical thinking skills. Upon successful completion of the program, students may enter the workforce directly as entry-level laboratory technicians or research assistants.

Program Outcomes
At the completion of this program, the student should be able to:
- Practice ethical standards of integrity, honesty, and fairness in scientific practices and professional conduct
- Apply appropriate computer software and hardware skills to accomplish biotechnology lab tasks
- Demonstrate technical knowledge of specialized techniques and instrumentation relating to biomanufacturing
- Communicate thoughts, orally and in writing, in a clear well-organized manner that effectively informs scientific principles and lab techniques
- Perform basic molecular biology & biochemical techniques
- Apply GMP documentation to biomanufacturing
- Perform all aspects of upstream and downstream processing in biomanufacturing
- Develop critical thinking skills to solve complex scientific problems

Program Requirements
BTC 101 Introduction of Biotechnology w/Lab* 4 credits
BTC 102 Buffer and Media Preparation* 2 credits
BTC 103 Technical Writing in Biomanufacturing* 2 credits
BTC 202 Protein Purification* 2 credits
BTC 220 Biomanufacturing I* 4 credits
BTC 230 Biomanufacturing II* 4 credits
BTC 240 Seminar in Biotechnology* 1 credit
MAT 103 College Algebra 3 credits

Total credits required for graduation 22 credits

*Indicates course requires the completion of a prerequisite.
COMPUTER SCIENCE
Certificate

Program Description
The Computer Science Certificate is designed for students interested in exploring the field of computer science. It provides students with general knowledge in the areas of computer programming, computer network technologies, database management, and website design through a survey of courses. Students can expand their knowledge further in an area of choice through the selection of electives.

Program Outcomes
At the completion of this program the student should be able to:

- Summarize how computers, data processing, and networking have changed practices in society, business, science, and medicine
- Describe the role of major hardware and software components of a computer
- Apply structured methodologies to design, implement, document, test, and debug computer programs
- Utilize common procedural and object-oriented programming language constructs
- Describe the technologies used in computer networks
- Design a relational database with queries, forms, and reports
- Create web pages with HTML markup and style them with CSS

Program Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CSI 107</td>
<td>C++ Programming*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 116</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSI 224</td>
<td>Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CSA 213</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CSA 227</td>
<td>Website Design</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td></td>
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<tr>
<td>Total credits required for graduation</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>

Program Electives
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA 229</td>
<td>Web and Mobile Development with JavaScript*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 108</td>
<td>Advanced C++*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 150</td>
<td>Introduction to Game Development with Unity</td>
<td>3</td>
</tr>
<tr>
<td>CSI 207</td>
<td>System Design &amp; Analysis</td>
<td>3</td>
</tr>
<tr>
<td>CSI 226</td>
<td>UNIX with Linux</td>
<td>3</td>
</tr>
<tr>
<td>CSI 229</td>
<td>Visual Basic*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 233</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSI 245</td>
<td>Networking II*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 261</td>
<td>Robotics Programming*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Indicates course requires the completion of a prerequisite.
COMPUTER SCIENCE: NETWORKING
Certificate

Program Description
The Networking Certificate was designed for those students who are interested in learning the fundamentals of Networking or for those students who would like to enhance their networking careers. The program is 24 credits and can be completed in one academic year.

Program Outcomes
- Describe the major hardware and software components of a computer system
- Describe networking technologies used in computer networks
- Compare and contrast various types of computer operating system
- Identify network boundaries and topologies within a network diagram
- Explain the operation of various networking protocol features
- Demonstrate the use of network monitoring and troubleshooting tools
- Demonstrate configuration of networking devices, such as switches and routers
- Analyze a given set of network diagnostic test results in order to identify a network problem
- Design a network given a set of requirements and constraints

Program Requirements
- CSI 101 Introduction to Computers 3 credits
- CSI 116 Introduction to Programming 3 credits
- CSI 226 UNIX with Linux 3 credits
- CSI 235 Computer Architecture* 3 credits
- CSI 244 Networking I 3 credits
- CSI 245 Networking II* 3 credits
- CSI 246 Networking III* 3 credits
- Program Electives 3 credits

Total credits required for graduation 24 credits

Program Electives
- CSA 213 Database Management 3 credits
- CSI 111 Digital Computer Hardware 3 credits
- CSI 217 Operating Systems* 3 credits
- CSI 242 Computer System Security* 3 credits
- CSI 265 Linux System Administration* 3 credits

*Indicates course requires the completion of a prerequisite.
CORRECTIONS ADMINISTRATION

Certificate

Program Description
The Corrections Administration certificate introduces students to the challenges and processes of administering criminal sanctions. The Certificate exposes students to a wide array of topics including juvenile justice, the impact of drug addiction on the correctional process, community corrections, managing a diverse and deviant population, and multiculturalism in Corrections, with required courses promoting a well-rounded correctional professional by combining both custodial and administrative topics, and the electives promoting individual interests in custodial or therapeutic practices. Successful completion will help prepare students for practice in Corrections at both governmental and private agencies.

Program Outcomes
At the completion of the program the student should be able to:
- Explain the environment and influences impacting the field of juvenile and adult corrections including probation and parole
- Describe how management theory and criminal justice philosophies inform correctional practices
- Identify challenges of and responses to the deviant population within a correctional institution
- Compare and contrast the custodial and therapeutic mission of corrections
- Discuss the importance of interpersonal or intercultural communications to achieve the correctional mission

Program Requirements
CJS 107  Juvenile Delinquency  3 credits
CJS 202  Intro to Corrections  3 credits
CJS 204  Probation, Parole and Community Corrections  3 credits
CJS 206  Correctional Administration  3 credits
Communications Elective1  3 credits
Corrections Elective2  3 credits
ENG 224  Writing for Professionals  3 credits
Program Electives  6 credits

Total credits required for graduation  27 credits

Program Electives
CJS 108  Criminal Justice Ethics  3 credits
CJS 122  Conflict and Dispute Resolution  3 credits
CJS 225  Victimology  3 credits
HSV 200  Human Behavior in the Social Environment  3 credits
HSV 201  Counseling Skills  3 credits
HSV 205  Substance Addiction Studies  3 credits
HSV 260  Diverse Populations  3 credits
PSY 215  Abnormal Psych  3 credits
SOC 105  Sociology of Deviance  3 credits

Additional Information
1. Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116.
2. Corrections Elective: Complete one of the following, CJS 113 or HSV 251.
CRIMINAL JUSTICE: LAW ENFORCEMENT
Certificate

Program Description
The Law Enforcement Certificate Program is designed for those individuals who have been accepted into a regional police academy in Massachusetts, or who plan on applying for a police position in a municipality whose police officer candidates are trained in a regional police academy.

Program Outcomes
At the completion of this program the student should be able to:
- Demonstrate knowledge of the structure and functions of the police, courts, and corrections
- Analyze how theories of criminal behavior explain such behavior, and how those theories relate to the criminal justice system
- Describe major court decisions related to crime and criminal procedure, and how those decisions influence the behavior of those working in, or involved with, the criminal justice system
- Describe the rights under the United States Constitution of those accused of crime, and explain why those rights exist
- Analyze the Criminal Justice process from initial contact with the police to appeals
- Explain the substance, purpose, and function of Criminal Law
- Distinguish between the features and purposes of the adult court system and the juvenile court system

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>CJS 103</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJS 105</td>
<td>Criminal Evidence and Investigation</td>
<td>3</td>
</tr>
<tr>
<td>CJS 109</td>
<td>Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>CJS 121</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101</td>
<td>General Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 112</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required for graduation | 27 credits
CUSTOMER SERVICE
Certificate

Program Description
The Customer Service Certificate program will prepare students for a career as a customer service professional. This certificate program helps students become skilled in areas of Customer Service including: customer communication, sales, intercultural communication, and organizational effectiveness.

Program Outcomes
At the completion of the program the student should be able to:

- Analyze the role of customer service as a business strategy
- Devise methods to address customer questions, complaints and requests
- Summarize the importance of building customer relationships and loyalty
- Communicate effectively about management issues
- Recognize how management and its decisions impact the employee and customer
- Describe the role of management and its impact on business transactions/ outcomes
- Identify the role of sales within the business world and the relationship to customer service
- Demonstrate awareness of how human culture affects individual perception and interpersonal communication
- Illustrate the importance of effective business communications including emails and letters to customers and co-workers

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BUS 230</td>
<td>Organizational Communication</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 202</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>SOC 116</td>
<td>Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
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<td>Total credits required for graduation</td>
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</tbody>
</table>

Program Electives
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 204</td>
<td>Human Relations in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Intro to International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 220</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>HRM 101</td>
<td>Intro. to Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM 102</td>
<td>Conference, Meeting &amp; Event Planning Sales</td>
<td>3</td>
</tr>
<tr>
<td>MGT 203</td>
<td>Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 206</td>
<td>Managing a Non-Profit</td>
<td>3</td>
</tr>
<tr>
<td>MGT 230</td>
<td>Entrepreneurship &amp; Small Business Mgmnt.</td>
<td>3</td>
</tr>
<tr>
<td>MGT 240</td>
<td>Project Management</td>
<td>3</td>
</tr>
</tbody>
</table>
EARLY CHILDHOOD EDUCATION
Certificate

Program Description
Increasingly, American families find the need for safe, certified day care for children. Essential to the success of any day care operation is the availability of qualified professionals. The Quincy College program in Early Childhood Education is designed to assist students in meeting requirements for the Department of Early Education and Care (EEC) and the needs of employers. Students receive a broad based exposure to Early Childhood Education.

All students enrolled in the program will be required to have a Criminal Offender Record Information (CORI) check completed as required by early childhood centers. Admission to the program does not guarantee a field placement. An overall GPA of 2.0 or higher is required to be placed in a field experience. In addition, students must complete the following college level courses with a grade of “C” (73%) or higher: EDU 101, EDU 105, EDU 117, PSY 103, and EDU 222 and receive written permission from the faculty who coordinate the Early Childhood Program to be eligible for a field placement.

Program Outcomes
At the completion of the program the student should be able to:
• Describe young children’s diverse characteristics and their educational and holistic needs, from birth through age eight.
• Evaluate the goals, benefits, and uses of assessment and use systematic observation, documentation and other effective assessment strategies to positively influence the development of all children.
• Design, implement and evaluate developmentally appropriate curriculum that positively influence each child’s individual development and learning, taking into account age, characteristics, and culture.
• Use social, economic, and cultural issues facing schools and families to create respectful, reciprocal relationships with families and communities.
• Integrate knowledge from a variety of sources including ethical guidelines and professional standards toward becoming reflective, life-long learners within the education community.
• Apply respectful approaches to provide young children with skills to self-direct/self-regulate and to resolve conflicts/challenges.

Program Requirements
EDU 101  Introduction To Early Childhood Education  3 credits
EDU 105  Curriculum for the Preschool Child  3 credits
EDU 107  Health and Nutrition for Preschoolers  3 credits
EDU 117  Positive Guidance for the Young Child  3 credits
EDU 210  ECE Seminar  3 credits
EDU 222  Children with Special Needs  3 credits
EDU 320  ECE Field Experience  6 credits
PSY 103  Child Development  3 credits
Program Elective  3 credits

Total credits required for graduation  30 credits

Program Electives
EDU 110  Observation and Participation  3 credits
EDU 115  Children’s Literature  3 credits
EDU 216  Dynamics of Play  3 credits
EDU 218  Infant/Toddler Development & Curriculum  3 credits
EDU 250  Management & Supervision in ECE Centers  3 credits
EDU 317  Financial Management for Day Care Administrators  3 credits
PSY 201  Child Psychology  3 credits

Additional information
All ECE and EDU students must complete a CORI and a SORI (including finger printing), prior to their acceptance into the ECE/EDU program. It is the responsibility of the student to complete this so that they will be able to do field observations during the program. Most local police stations will perform SORIs/fingerprinting for a fee. CORIs will be performed at the site chosen to complete your observation/field experience hours.

Students who plan to complete a field placement must contact the faculty coordinator by May for a Fall semester placement and by December for a Spring semester placement.
ELDER CARE-GERONTOLOGY
Certificate

Program Description
The Elder Care-Gerontology program provides an understanding of multi-systemic issues impacting older adults in America. The curriculum presents an empowerment approach in addressing societal challenges, specifically as they pertain to geriatric populations. The need for knowledge in working with older adults continues to increase in our society, and the certificate is a valuable addition to any degree in Human Services, Nursing, or Health Care. All the courses in the Elder Care-Gerontology program can be used toward the Human Services Associates Degree.

Program Outcomes
Upon successful completion of this program, students will be able to:
- Determine client needs through a gerontological and multi-systemic framework.
- Evaluate ethical and organizational issues impacting older adults.
- Apply theory and practice skills to prevention and intervention.
- List multiple organizations with the community that support older adults.
- Construct a plan to work with older adults in your community.

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSV 112</td>
<td>Introduction to Gerontology</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 114</td>
<td>Substance Abuse &amp; Older Adults</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 103</td>
<td>Introduction to Social Work</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 200</td>
<td>Human Behavior and the Social Environment</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 140</td>
<td>Aging in America</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSV 201</td>
<td>Counseling Skills</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Total credits required for graduation 18 credits
EMERGENCY MEDICAL TECHNICIAN
Certificate

Program Description
The Emergency Medical Technician Certificate is an in-depth program in basic life support offered by the Comprehensive Medical Teaching Institute (CMTI) at Quincy College.

The goal of this program is to prepare each student to become a competent, knowledgeable and professional entry-level EMT in all phases of the learning domains-cognitive (knowledge)-psychomotor (skills)-affective (behavior).

Program Outcomes
Upon successful completion of this certificate program, students will be able to:

- Demonstrate the ability to comprehend, evaluate and apply clinical presentation as it relates to their role as an entry-level EMT (Cognitive Objective)
- Demonstrate technical proficiency in all EMT skills required by the NREMT, the Massachusetts Office of Emergency Medical Services and the program requirements to fulfill their role as an entry-level EMT (Psychomotor objective)
- Demonstrate personal and professional behaviors consistent with the profession and employer expectations in their role as an entry-level EMT (Affective Objective)

Program Requirements
EMS 101    Emergency Medical Technician - Basic    6 credits

Total credits required for graduation    6 credits

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.
ENTREPRENEURSHIP
Certificate

Program Description
The Entrepreneurship Certificate is designed for the student who seeks to be an entrepreneur in a start-up business or who wants to work as an entrepreneurial change agent within an existing corporate setting. This program prepares students to recognize opportunities, identify business issues, and analyze actions to better position their business. The certificate program will help to prepare students to be successful and to develop the necessary skills needed to manage, promote, and compete.

Program Outcomes
At the completion of the program the student should be able to:
- Evaluate the importance of strategic, operational and financial planning in the small business setting.
- Compare and contrast the three general methods of starting a small business start-up, buy an existing business or buy a franchise and evaluate the pros and cons of each method.
- Describe the process for identifying, evaluating and selecting new business opportunities.
- Identify and discuss the major environmental forces that influence a manager's work.
- Identify and discuss types and methods of decision making.
- Explain the importance of business ethics and social responsibility to new business ventures.
- Differentiate between strategic business plans and strategic marketing plans.
- Develop a plan to incorporate principles of customer service into all areas of the business.

Program Requirements
BUS 202 Principles of Customer Service 3 credits
MGT 201 Principals of Management 3 credits
MGT 230 Entrepreneurship 3 credits
MGT 235 Financing a Small Business 3 credits
MKT 202 Principles of Marketing 3 credits
Program Elective 3 credits

Total credits required for graduation 18 credits

Program Electives
ACC 101 Accounting 1 3 credits
A course from the following areas may be used as the program elective: Business, Management, or Marketing.

Additional Information
1. ACC 101 is strongly recommended as the program elective.
EXERCISE SCIENCE & PERSONAL TRAINING
Certificate

Program Description
Over the past decade, the percentage of American youth, adults, and seniors who are under fit and overweight has increased significantly, with associated escalation in degenerative diseases and health care costs. One solution to these problems is competent, certified exercise science/personal training professionals who can educate, motivate, and instruct inactive individuals to attain desirable levels of physical fitness with emphasis on muscular strength, cardiovascular endurance, joint flexibility, and body composition. This certificate program is designed for students who want to work as exercise instructors and/or personal trainers in YMCAs, fitness centers, or other exercise facilities. Completion of this program prepares students to pass a national personal trainer certification exam, such as that offered by the American Council on Exercise. This course of study provides relevant, research-based classroom instruction as well as practical exercise experience with diverse populations.

Program Outcomes
Upon completion of the program, the student will:

- Develop a philosophy of wellness/fitness that enhances quality of life for themselves and their clients.
- Design safe and effective exercise/fitness programs for youth, adults, and seniors.
- Educate and motivate clients to properly perform exercises that enhance muscular strength, cardiovascular endurance, joint flexibility, and body composition.
- Take a nationally recognized personal trainer certification examination.

Program Requirements

EXS 101       Health Appraisal & Fitness Assessment       3 credits
EXS 102       Muscular & Cardiovascular Fitness           3 credits
EXS 115       Injury Prevention, Flexibility & Functional Training 3 credits
EXS 116       Strength Training & Endurance Exercise       3 credits
EXS 119       Bioenergetics & Biomechanics                 3 credits
EXS 150       Nutrition for Fitness                        3 credits
EXS 202       Exercise Program Design                      3 credits

Program Electives

EXS 201       Youth/Senior Fitness                          3 credits
HSC 149       Anatomy & Physiology for Healthcare Professionals 4 credits

Total credits required for graduation         24 credits

Additional Information
The passing grade for all EXS courses is “C” (73%). Students are not eligible for graduation unless they have earned a “C” or better in all EXS courses. Students may transfer courses from accredited institutions. Science courses must have been completed within the past five (5) years at the college level.

All courses listed above may be applied to the Associate Degree Program in Exercise Science/Personal Training.
FOUNDATIONAL FITNESS
Certificate

Program Description
Over the past decade, the percentage of American youth, adults and older adults who are under fit and overweight has increased significantly, with related escalation in degenerative diseases and health care costs. One potential solution to these problems is competent, academically trained fitness professionals who can help our inactive population develop desirable levels of muscular strength, cardiovascular endurance, joint flexibility, and body composition. This certificate program is designed for students who want to work as exercise instructors in YMCAs, fitness centers, or retirement communities, and also provides the framework for progressing to a national personal trainer certification.

Program Outcomes
Upon completion of the program, the student will:
• Develop a philosophy of wellness/fitness that enhances quality of life for themselves and their clients
• Apply research-based principles of exercise physiology for designing safe and effective exercise programs for improved muscular strength, cardiovascular endurance, joint flexibility, and body composition
• Apply research-based principles of biomechanics for making appropriate exercise selection and teaching proper exercise performance
• Develop individualized fitness programs to accommodate the training objectives and exercise abilities of youth, adults, and older adults

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXS 102</td>
<td>Muscular &amp; Cardiovascular Fitness</td>
<td>3 credits</td>
</tr>
<tr>
<td>EXS 119</td>
<td>Bioenergetics &amp; Biomechanics</td>
<td>3 credits</td>
</tr>
<tr>
<td>EXS 201</td>
<td>Youth and Senior Fitness</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Total credits required for graduation 9 credits

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.
GAME DEVELOPMENT
Certificate

Program Description
The Game Development Certificate gives the students the tools which they need to develop computer games. The students will create two dimensional and three dimensional games as well as single and multiplayer games. They will customize the visual profile of objects in the game using two dimensional and three dimensional graphics and animation.

Program Outcomes
At the completion of the program the student should be able to:

▪ Create two dimensional game using audio, physics and text effects
▪ Create transparent pixels on an uploaded image by using color key technology
▪ Customize an object’s behavior using function overriding and inheritance
▪ Use functions to allow objects to interact within a game
▪ Create low and high detailed meshes
▪ Build a high-poly character and colorize the final model

Program Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSA 228</td>
<td>Computer Graphics Applications</td>
<td>3</td>
</tr>
<tr>
<td>CSA 250</td>
<td>3D Graphics and Animation</td>
<td>3</td>
</tr>
<tr>
<td>CSI 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CSI 116</td>
<td>Introduction to Programming</td>
<td>3</td>
</tr>
<tr>
<td>CSI 150</td>
<td>Introduction to Game Development with Unity</td>
<td>3</td>
</tr>
<tr>
<td>CSI 249</td>
<td>Advanced Game Development*</td>
<td>3</td>
</tr>
<tr>
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<td>Program Electives</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td><strong>Total credits required for graduation</strong></td>
<td><strong>27 credits</strong></td>
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</table>

Program Electives
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 100</td>
<td>Fundamentals of Visual Art</td>
<td>3</td>
</tr>
<tr>
<td>CSI 107</td>
<td>C++ Programming*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 233</td>
<td>Java Programming*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 255</td>
<td>C# Programming*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 257</td>
<td>Android Development*</td>
<td>3</td>
</tr>
<tr>
<td>CSI 261</td>
<td>Robotic Programming*</td>
<td>3</td>
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<tr>
<td>ENG 205</td>
<td>World Mythology</td>
<td>3</td>
</tr>
<tr>
<td>LAW 203</td>
<td>Cyber Law</td>
<td>3</td>
</tr>
</tbody>
</table>

*Indicates course requires the completion of a prerequisite.
HEALTHCARE ADMINISTRATION
Certificate

Program Description
This program of study is designed to prepare students for transfer to a two-year program and/or entry-level positions as managers and generalists in the healthcare industry. Employment possibilities include, but are not limited to, medical offices, hospitals, home health care services, and out-patient care centers as well as non-profit health related organizations.

Program Outcomes
At the completion of this program, the student should be able to:
- Demonstrate an understanding of administrative principles
- Identify the role and functions of a database
- Differentiate between U. S. healthcare systems and other countries’ systems
- Identify the roles of customer service as a business strategy in the healthcare setting
- Show knowledge of healthcare finance structures
- Demonstrate the ability to communicate in a professional manner

Program Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 106</td>
<td>Nutrition w/lab</td>
<td>4</td>
</tr>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CSA 213</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>ENG 224</td>
<td>Writing for Professionals</td>
<td>3</td>
</tr>
<tr>
<td>FIN 202</td>
<td>Healthcare Finance</td>
<td>3</td>
</tr>
<tr>
<td>HCA 104</td>
<td>Healthcare Delivery Systems</td>
<td>3</td>
</tr>
<tr>
<td>PHL 103</td>
<td>Medical Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SOC 112</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required for graduation 28 credits

Program Electives
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 202</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS.
HEALTHCARE ADMINISTRATION: MEDICAL BILLING AND CODING

Certificate

Program Description
The Certificate Program in Medical Billing and Coding supplies students with knowledge of the healthcare system, anatomy and physiology and related terminology, as well as of treatment of and procedure codes used by the healthcare industry and how to accurately communicate those codes to insurers and agencies for payment to providers. A focus of the program is preparation to sit for the Certified Professional Coder National Examination, and preparation for employment in a variety of healthcare systems, such as hospitals and medical practices.

Program Outcomes
Upon successful completion of this program, students will be able to:
- Recognize the essential duties and responsibilities of medical insurance billing.
- Demonstrate proficiency in English language and grammar in the medical environment.
- Interpret a patient medical report.
- Describe the reimbursement procedures for different types of medical records, settings, and procedures.
- Evaluate the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
- Validate the data collected for appropriate reimbursement.
- Outline the ethical considerations that impinge on the fields of healthcare.
- Define medical terms and abbreviations.
- Describe the origins, history, structure, and functions of the U.S. healthcare system.

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>CSI 101</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>MBC 101</td>
<td>Intro to Medical Billing and Coding</td>
<td>4</td>
</tr>
<tr>
<td>MBC 120</td>
<td>Insurance Claim Procedures</td>
<td>3</td>
</tr>
<tr>
<td>MBC 127</td>
<td>Medical Diagnostic &amp; Coding Preparation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 16 credits
HEALTHCARE FOUNDATION
Certificate

Program Description
This program prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, healthcare facilities and services administrators, and other healthcare professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software applications, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics.

Program Outcomes
Upon successful completion of this program, the student will be able to:

- Identify and apply the medical terminology and abbreviations of the healthcare profession
- Utilize information technology for research and the solution of common business problems
- Operate programs, software, and computer applications of the healthcare profession
- Demonstrate an understanding of relevant data sources, compliance rules, regulations, and the ethics of patient care
- Demonstrate proficiency in business writing and communication skills as they apply to the healthcare field

Program Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 103</td>
<td>Medical Ethics</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 101</td>
<td>Intro to Computers</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC 112</td>
<td>Interpersonal Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSC 140</td>
<td>Medical Terminology</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Total credits required for graduation 12 credits

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.
INSURANCE CAREER
Certificate

Program Description
The Insurance Certificate program is intended for those students seeking to work in the field of Insurance. This program teaches the skills necessary to work as an insurance professional in both personal and commercial insurance.

Program Outcomes
- At the completion of the program the student should be able to:
- Define the role insurance plays in the nation's economy
- Distinguish between the different types of insurance policies such as Property and Liability, Personal Insurance, Commercial Insurance, life Insurance, and Accident and Health
- Analyze risks and determine best coverage policies for individuals and businesses
- Summarize and communicate the key content of an insurance policy/contract to clients
- Provide effective customer service to clients of the insurance industry

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>ECO 201</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>INS 100</td>
<td>Risk Management and Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 200</td>
<td>Personal and Liability Insurance</td>
<td>3</td>
</tr>
<tr>
<td>INS 203</td>
<td>Commercial Insurance</td>
<td>3</td>
</tr>
<tr>
<td>Program Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Total credits required for graduation</strong></td>
<td><strong>18 credits</strong></td>
<td></td>
</tr>
</tbody>
</table>

Program Electives
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 101</td>
<td>Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 202</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>BUS 297</td>
<td>Business Management Internship (Insurance)</td>
<td>3</td>
</tr>
<tr>
<td>ECO 202</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>FIN 220</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>GOV 211</td>
<td>State and Local Government</td>
<td>3</td>
</tr>
<tr>
<td>LAW 201</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MGT 201</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 202</td>
<td>Sales Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT 202</td>
<td>Principals of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

THIS PROGRAM IS NO LONGER ACCEPTING NEW STUDENTS.
LINUX SYSTEM ADMINISTRATION
Certificate

Program Description
The Linux System Administration Certificate prepares students for entry-level employment with businesses or organizations that maintain their own Linux based computer systems. Students learn about the installation/configuration, operation, and maintenance of secure Linux based computer systems.

Program Outcomes
- At the completion of this program, the student should be able to:
- Create and execute a Linux installation plan
- Explain Linux file system management and administration
- Demonstrate the management of system users and groups
- Explain the management of data including backup and recovery processes
- Apply security best practices to secure a Linux server
- Install and configure various servers (e-mail, web, etc.)
- Examine system logs to monitor server operation
- Perform Linux server maintenance utilizing software packages and kernel patches

Program Requirements
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 101</td>
<td>Introduction to Computers</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 116</td>
<td>Introduction to Programming</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 207</td>
<td>System Design &amp; Analysis</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 217</td>
<td>Operating Systems*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 226</td>
<td>UNIX with Linux</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 242</td>
<td>Computer Systems Security*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 244</td>
<td>Networking I</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 265</td>
<td>Linux System Administration*</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 24 credits

*Indicates course requires the completion of a prerequisite.
PARALEGAL STUDIES
Certificate
Program Description
The certificate program in Paralegal Studies is within the Division of Professional Programs. The program design required paralegal courses and electives specific to the paralegal profession.

Program Outcomes
- At the completion of this program, the student should be able to:
  - Analyze a legal problem by identifying and evaluating alternative arguments in support of specific positions
  - Use standard legal resources to identify and locate applicable primary and secondary legal reference materials and appropriately apply them to specific legal problems
  - Conduct effective interviews of clients and witnesses and produce accurate and appropriate statements
  - Use oral and written communication to effectively inform and persuade
  - Apply principles of professional ethics to specific situations
  - Demonstrate knowledge and understanding of the structure and operation of the U.S. and Massachusetts legal systems
  - Depending on the elective chosen, demonstrate knowledge and skills in specific substantive areas of law

Program Requirements
LAW 101   Introduction to Paralegal Studies*   3 credits
LAW 123   Interviewing & Investigation*  3 credits
LAW 201   Business Law*   3 credits
LAW 215   Legal Research & Writing*  6 credits
LAW 220   Litigation & Procedure*  3 credits
LAW 255   Legal Ethics*   3 credits
Program Electives   9 credits
Total credits required for graduation 30 credits

Program Electives
LAW 209   Real Estate Law*   3 credits
LAW 225   Family Law*   3 credits
LAW 230   Estate Administration*   3 credits
LAW 235   Law of Business Organizations*   3 credits
LAW 245   Administrative Law*   3 credits
LAW 250   Bankruptcy Law*   3 credits
LAW 297   Paralegal Internship*   3 credits

Additional Information
ENG 101 English Composition may be required by some Paralegal courses even though it is not a course within the program. This course may be completed prior to entering the program or in the first semester as a co-requisite. Students may need to meet with an Advisor in order to register.

*Indicates course requires the completion or a prerequisite.
PARAMEDIC EDUCATION
Certificate

Program Description
The Paramedic Education Certificate Program offered in partnership with the Comprehensive Medical Teaching Institute (CMTI) at Quincy College will teach and prepare students to achieve the highest level of certification for emergency pre-hospital medical providers. The course duration of approximately 18 months includes approximately (12) months of classroom didactic instruction, skills lab sessions and skills scenario evaluations, and a (336) hour clinical internship with an assigned hospital preceptor. The clinical internship will be followed by a (250) hour field internship in which students will ride on an emergency medical services unit with an experienced licensed paramedic preceptor to further build upon the assessment, management and treatment skills developed during classroom and clinical experiences and apply them to the out-of-hospital setting as a provider and team leader. At the conclusion of the program, students must demonstrate the competencies and skills required of the entry-level EMT-Paramedic.

Program Outcomes
Upon successful completion of this certificate program, students will be able to:

- Understand their roles and responsibilities within an Emergency Medical System (EMS), and how those roles differ from other levels of providers.
- Take an appropriate medical history, and perform a comprehensive physical exam of any patient and communicate the findings to other health care professionals.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the trauma patient.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for the medical patient.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for neonatal, pediatric, and geriatric patients, diverse patients and chronologically ill patients.
- Integrate pathophysiological principles and assessment findings to formulate a field impression and implement the treatment plan for patients with common complaints.

Program Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMS 201</td>
<td>Paramedic 1</td>
<td>9 credits</td>
</tr>
<tr>
<td>EMS 202</td>
<td>Paramedic 2</td>
<td>9 credits</td>
</tr>
<tr>
<td>EMS 203</td>
<td>Paramedic 3</td>
<td>9 credits</td>
</tr>
</tbody>
</table>

Total credits required for graduation 27 credits
PHLEBOTOMY

Certificate

Program Description
The Phlebotomy Certificate Program is designed to train students to perform both routine and challenging venipunctures and capillary skin punctures on adults. Students will study medical terminology, human anatomy, and interpersonal communication skills in addition to the collection, processing, and distribution of lab specimens. Safety standards, legal and ethical behaviors, and quality control related to patient/client care will be emphasized. Students who complete this certificate program will be well prepared for an entry level position in health care, while building a strong foundation for further academic study. The curriculum includes multiple courses that can be transferred to other certificate programs in the Health Sciences or applied toward an Associate Degree in Clinical Laboratory Science, for example.

Please Note
Students must receive a score of 70 for Reading and 70 for Sentences on the Health Sciences Admissions Test or a grade of “C” or better in English Composition I prior to submitting an application to this program.

Program Outcomes
Upon completion of the program, the student will be able to:

▪ Perform as an entry level phlebotomy technician.
▪ Perform venipunctures and capillary skin punctures.
▪ Perform standard procedures in the collection, processing, and distribution of lab specimens.
▪ Understand the role and function of phlebotomy in the overall care of a client.
▪ Explain and summarize the basic components of a clinical and/or medical record.
▪ Describe and recognize safety standards, legal and ethical behaviors, and quality control related to phlebotomy.

Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 107</td>
<td>Orientation to Health Care</td>
<td>1 credit</td>
</tr>
<tr>
<td>HSC 108</td>
<td>Basic Life Support &amp; Emergency Skills</td>
<td>1 credit</td>
</tr>
<tr>
<td>HSC 140</td>
<td>Medical Terminology</td>
<td>3 credits</td>
</tr>
<tr>
<td>HSC 149</td>
<td>Applied A &amp; P for Health Care Professions</td>
<td>4 credits</td>
</tr>
<tr>
<td>PHB 115</td>
<td>Phlebotomy</td>
<td>2 credits</td>
</tr>
<tr>
<td>PHB 125</td>
<td>Phlebotomy Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>SOC 112</td>
<td>Interpersonal Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>PHB 136</td>
<td>Clinical Practicum</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 18 credits

Additional Information
Clinical space is limited, therefore immediate clinical placement is not guaranteed; a student’s clinical experience may take up to one year to complete.

1. Students may substitute a non-credit CPR course, if proof of certification (valid for at least one year) is provided to the Dean at the time of registration.
2. Anatomy & Physiology I and II (with labs) may be substituted for HSC 149.
3. Successful completion of PHB 115 and PHB 125 (final grade of "C") is required for enrollment in PHB 136

Students must have satisfactory health and immunization records submitted through CastleBranch. A satisfactory CORI check is required for students to receive a clinical placement. The passing grade for all courses is “C” (73%). Students are not eligible for certification for graduation unless they have earned a “C” or better in all health sciences and phlebotomy courses.

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

CPR Certification
Health Sciences students must be certified in CPR for the Health Care Provider. Documentation is required and must be provided to the Dean and Clinical Supervisor and must be effective throughout the program.

Please Note: Students must receive a score of 70 for Reading and 70 for Sentences on the Health Sciences Admissions Test or a grade of “C” or better in English Composition I prior to submitting an application to this program.
PHLEBOTOMY TECHNICIAN
Certificate

Program Description
The Phlebotomy Certificate Program is designed to train students to perform both routine and challenging venipunctures and capillary skin punctures on adults. Students will study medical terminology, human anatomy including anatomy and physiology of the circulatory system, and interpersonal communication skills in addition to the collection, processing, and distribution of lab specimens. Safety standards, legal and ethical behaviors, and quality control related to patient/client care will be emphasized. Students who complete this certificate program will be well prepared for an entry level position in health care, while building a strong foundation for further academic study. The curriculum includes multiple courses that can be transferred to other certificate programs in the Health Sciences or applied toward an Associate Degree in Clinical Laboratory Science, for example.

Please Note
Students must receive a score of 70 for Reading and 70 for Sentences on the Health Sciences Admissions Test or a grade of “C” or better in English Composition I prior to submitting an application to this program.

Program Outcomes
Upon completion of the program, the student will be able to:
• Perform as an entry level phlebotomy technician.
• Perform venipunctures and capillary skin punctures.
• Perform standard procedures in the collection, processing, and distribution of lab specimens.
• Understand the role and function of phlebotomy in the overall care of a client.
• Explain and summarize the basic components of a clinical and/or medical record.
• Describe and recognize safety standards, legal and ethical behaviors, and quality control related to phlebotomy.

Program Courses
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHB 115</td>
<td>Phlebotomy</td>
<td>2 credits</td>
</tr>
<tr>
<td>PHB 125</td>
<td>Phlebotomy Lab</td>
<td>1 credit</td>
</tr>
<tr>
<td>SOC 112</td>
<td>Interpersonal Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>PHB 136</td>
<td>Clinical Practicum</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Total credits required for graduation 9 credits

Additional Information
Clinical space is limited, therefore immediate clinical placement is not guaranteed; a student’s clinical experience may take up to one year to complete.

Note: Successful completion of PHB 115 and PHB 125 (final grade of “C”) is required for enrollment in PHB 136

Students must have satisfactory health and immunization records submitted through CastleBranch. A satisfactory CORI check as well as a national background check is required for students to receive a clinical placement. The passing grade for all courses is "C" (73%). Students are not eligible for certification for graduation unless they have earned a “C” or better in all health sciences and phlebotomy courses.

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

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.
PRACTICAL NURSING

The Certificate of Completion in Practical Nursing

Program Description

The Certificate of Completion in Practical Nursing (PN) program is offered on a full-time basis on both the Quincy and Plymouth campuses. The program of study includes theory in the biological and behavioral sciences as the foundation to the nursing courses. The curriculum emphasizes clinical experiences in a variety of health care settings. Planned learning experiences are directed toward developing nursing competency consistent with current practices. The full-time program meets five days a week. Enrolled students must complete the certificate requirement within 4 years of enrollment in the full-time nursing program.

Students who successfully complete the program are eligible to take the NCLEX®-Practical Nurse examination for licensure as a Licensed Practical Nurse (LPN). Applicants for licensure in Massachusetts must be of good moral character as determined by the Board of Registration in Nursing. Please note that a student who has been convicted of either a misdemeanor or a felony may be denied entrance to the licensure examination. For more information on good moral character compliance see the Commonwealth of Massachusetts Board of Registration in Nursing (BORN) website at https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure

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

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

Program Outcomes

At the completion of this program, the student should be able to:

1. Provide safe, quality, evidence-based, patient-centered nursing care to diverse patients across the lifespan in a variety of healthcare settings within the scope of practice of the PN.
2. Engage in critical thinking/clinical reasoning to make patient-centered care decisions within the scope of the PN.
3. Use quality improvement activities to improve outcomes for patients across the lifespan.
4. Address patient needs through teamwork and collaboration with the interprofessional team, the patient, and patient’s support systems across the lifespan.
5. Use information and patient care technology to support and communicate the provision of care for patients across the lifespan.
6. Incorporate management, legal, and ethical guidelines within the scope of practice of a PN.

Program Requirements

Co-requisites with a required grade of “C” (73%) or better:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSC 149</td>
<td>Applied Anatomy &amp; Physiology for Health Care Professions</td>
</tr>
<tr>
<td>MAT 103</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>

-All co-requisite courses must be successfully completed with a “C” (73%) or better within, or prior to, the designated semester in order to progress to the subsequent semester.

Additional Information

The passing grade for all nursing courses is “C+” (77%). Students may not continue in the program if they earn less than a “C+” in a nursing course. Students who fail a clinical rotation will not be allowed to continue in the program.

Science courses must have been completed within the past five (5) years at the college level with a grade of “C” or better awarded.

Assessment Technologies Institute (ATI®) Test of Essential Academic Skills (TEAS) is a requirement for application to the program. The following standards for consideration to the PN program are as follows:

<table>
<thead>
<tr>
<th>Reading Comprehension</th>
<th>Math</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>65% or higher</td>
<td>50% or higher</td>
<td>55% or higher</td>
</tr>
</tbody>
</table>

The Academic Division of Nursing will evaluate only those applicants who took the TEAS test on or after September 1, 2018. If an applicant fails to meet the minimum required scores indicated above, they may take the TEAS test a maximum of three times per academic year (September 1st to August 31st). Applicants must wait 30 days prior to each retest. Applicant will be required to retake all three sections and the highest scores will be used. More information regarding the TEAS test is available at www.atitesting.com.

Nursing students are required to meet specific physical requirements. The Essential Functions policy is outlined in the PN Nursing Student Handbook https://quincycollege.edu/content/uploads/PN-Nursing-Handbook.pdf.

All students enrolled in the Nursing Division are required to be current with their health immunizations, physical exam and BLS (CPR) for the Healthcare Provider. Items are tracked via an internet-based compliance vendor called CastleBranch.

Nursing applicants are required to attend an Information session. Qualified selected candidates will be notified and must participate in an in-person post-acceptance meeting with Nursing and Finance.

All nursing courses require students to have scheduled clinical nursing practice within a variety of health care settings under the supervision of qualified clinical nursing faculty. Clinical agencies require specific health requirements, satisfactory criminal offender record information (CORI) check, and drug testing for all students before they can be allowed in the clinical setting.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall 2020</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNU 101</td>
<td>Human Growth and Development</td>
<td>1</td>
</tr>
<tr>
<td>PNU 111</td>
<td>Human Behavior</td>
<td>1</td>
</tr>
<tr>
<td>PNU 131</td>
<td>Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>PNU 141</td>
<td>Microbiology</td>
<td>1</td>
</tr>
<tr>
<td>PNU 145</td>
<td>Fundamentals of Nursing I</td>
<td>5</td>
</tr>
<tr>
<td>PNU 146</td>
<td>Fundamentals of Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>PNU 153</td>
<td>Concepts of Adult Health Nursing I</td>
<td>8</td>
</tr>
<tr>
<td>PNU 154</td>
<td>Concepts of Adult Health Nursing II</td>
<td>8</td>
</tr>
<tr>
<td>PNU 157</td>
<td>Practical Nursing Across the Continuum</td>
<td>7</td>
</tr>
</tbody>
</table>

Total credits required for the PN certificate: 44 credits
SECURITY ADMINISTRATION
Certificate

Program Description
The Security Administration Certificate provides students with knowledge about the theories and principles associated with multiple dimensions within the security industry. The certificate will enable the student to comprehend a wide array of topics including private security, corporate investigations, protection of assets, and interpersonal communications, providing them with a basic understanding of the security industry. Required courses establish a holistic approach toward developing a well-rounded security professional by combining topics surrounding private security, interpersonal communication, customer service and administrative issues. This program prepares students to engage in the practice of private security at agencies such as hospitals, private corporations, event centers, and federal government contracting with a broader knowledge of the practice and a strategic advantage over other candidates.

Program Outcomes
• At the completion of this program, the student should be able to:
• Identify the critical components of business continuity.
• Articulate how to successfully manage both a contract and proprietary security program.
• Describe the process of how to conduct a security investigation from its inception to prosecution.
• Explain the entire incident command process from the preplanning stages to the post event after action review.
• Explain the integration of the concepts taught in the component courses as they relate to risk assessment, management, and mitigation of the overall enterprise.
• Conduct comprehensive security risk assessments along with mitigation strategies.

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 202</td>
<td>Principles of Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>CJS 117</td>
<td>Crisis Intervention and The Police</td>
<td>3</td>
</tr>
<tr>
<td>CJS 211</td>
<td>Introduction to Security Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CJS 213</td>
<td>Security Administration</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Communications Elective 1</td>
<td>3</td>
</tr>
<tr>
<td>CSI 242</td>
<td>Computer Systems Security*</td>
<td>3</td>
</tr>
<tr>
<td>Program Electives</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Writing Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for graduation 27 credits

Program Electives
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJS 108</td>
<td>Criminal Justice Ethics</td>
<td>3</td>
</tr>
<tr>
<td>CJS 121</td>
<td>Criminal Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CJS 131</td>
<td>Introduction to Homeland Security</td>
<td>3</td>
</tr>
<tr>
<td>CJS 132</td>
<td>Weapons of Mass Destruction</td>
<td>3</td>
</tr>
<tr>
<td>CJS 212</td>
<td>Corporate Security Investigations</td>
<td>3</td>
</tr>
<tr>
<td>CJS 214</td>
<td>Risk Analysis and Disaster Management</td>
<td>3</td>
</tr>
<tr>
<td>CJS 215</td>
<td>White Collar Crime</td>
<td>3</td>
</tr>
<tr>
<td>CJS 297</td>
<td>Criminal Justice Internship</td>
<td>3</td>
</tr>
<tr>
<td>LAW 203</td>
<td>Cyber Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Information
1. Communications Elective: Complete one of the following, ENG 111, SOC 112, or SOC 116.
2. Writing Elective: Complete either ENG 224 or IDS 155.

*Indicates course requires the completion of a prerequisite.
SOCIAL WORK
Certificate

Program Description
The Social Work Certificate is designed to prepare students for a social work focused education. Students use the Council of Social Work Education (CSWE) core competencies to guide their learning. The Social Work Certificate is an opportunity for students who are switching careers, supplementing another degree, or are first time college students. The Social Work Certificate program course requirements all count towards the Human Services degree if the student chooses to further their education after completing the certificate.

Program Outcomes
Upon successful completion of this program, students will be able to:

- List services available in the community for diverse client needs.
- Distinguish between ethical and unethical behavior in multiple human service settings.
- Apply interviewing and practice skills in work with clients.
- Provide examples of the systematic effects of social policy.
- Integrate policy, practice, research, and the impact on individuals, families, groups, organizations, and communities.
- Create a mock interview with a client demonstrating appropriate practice skills.
- Analyze the impact of diversity on multiple systems, human rights and social justice.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSV 240</td>
<td>Social Policy</td>
<td>3 Credits</td>
</tr>
<tr>
<td>HSV 200</td>
<td>Human Behavior and the Social Environment</td>
<td>3 Credits</td>
</tr>
<tr>
<td>HSV 103</td>
<td>Introduction to Social Work</td>
<td>3 Credits</td>
</tr>
<tr>
<td>HSV 201</td>
<td>Counseling Skills</td>
<td>3 Credits</td>
</tr>
<tr>
<td>HSV 205</td>
<td>Substance Addiction Counseling</td>
<td>3 Credits</td>
</tr>
<tr>
<td>HSV 260</td>
<td>Diverse Populations</td>
<td>3 Credits</td>
</tr>
</tbody>
</table>

Total credits required for graduation 18 credits
SUBSTANCE ADDICTION
Certificate

Program Description
The Substance Addiction Certificate acquaints students with the multiple dynamics of substance addiction. The Certificate will introduce students to theories of addiction, assessment, social policy, treatment planning, and community origination. This program prepares graduates to engage in helping professions at entry level in their communities. The Substance Addiction Certificate can supplement other degrees, and enhance careers in fields such as Nursing, Criminal Justice, and Healthcare. Certificate courses can also count towards the associate’s degree in Human Services. Though additional requirements to sit for licensing exams need to be completed, students who complete the Substance Addiction Certificate will meet the education portion for licensing at the LADC II and LADC Assistant level.

Program Outcomes
Upon successful completion of this program, students will be able to:
- Assess client needs while working individually or as a member of an interdisciplinary team of professionals.
- List client, family, and community organizations and resources for substance addiction and describe how the services relate to client needs.
- Create a treatment plan to work with an individual with substance addiction or dual diagnosis.
- Provide examples of multiple theories and approaches in working with a diverse clientele.
- Demonstrate ethical practices and procedures when working with clients.
- Evaluate clients, programs, and social policies as they pertain to substance addiction.

Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSV 251</td>
<td>Introduction to Substance Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HSV 114</td>
<td>Substance Addiction and Older Adults</td>
<td>3</td>
</tr>
<tr>
<td>HSV 201</td>
<td>Counseling Skills</td>
<td>3</td>
</tr>
<tr>
<td>HSV 205</td>
<td>Substance Addiction Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HSV 260</td>
<td>Diverse Populations</td>
<td>3</td>
</tr>
<tr>
<td>HSV 103</td>
<td>Introduction to Social Work</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required for graduation: 18 credits
SUBSTANCE ADDICTION ASSISTANT
Certificate

Program Description
The Substance Addiction Certificate acquaints students with the field of substance addiction. The program will introduce students to theories of addiction, assessment, social policies, treatment planning, and community organizations. The courses for the substance addiction assistant program are stackable. Each course for the substance addiction assistant certificate will also count towards both the Substance Addiction Certificate and the Human Services Associate Degree. This certificate is an excellent supplement to any degree offering and will enhance a career in the fields of Nursing, Criminal Justice, Healthcare, and more. Students who complete the certificate meet the education portion for licensing at the LADC Assistant level. Students are expected to complete additional requirements to sit for the licensing exams.

Program Outcomes
Upon successful completion of this program, students will be able to:
- List client, family, and community organizations and resources for substance addiction and describe how the services relate to client needs.
- Create a treatment plan to work with an individual with substance addiction and/or dual diagnosis.
- Give examples of multiple theories and approaches for working with diverse clientele.
- Demonstrate ethical practices and procedures when working with clients.

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSV 205</td>
<td>Substance Addiction Counseling</td>
<td>3</td>
</tr>
<tr>
<td>HSV 251</td>
<td>Introduction to Substance Addiction</td>
<td>3</td>
</tr>
<tr>
<td>HSV 114</td>
<td>Substance Addiction and Older Adults</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits required for graduation 9 credits

THIS PROGRAM DOES NOT QUALIFY FOR FINANCIAL AID.
SURGICAL TECHNOLOGY
Certificate

Surgical Technologists are health professionals who work closely with surgeons, anesthesiologists, registered nurses and other surgical personnel in delivering optimal patient care. As vital members of the surgical team, job duties include preparing the operating room, securing supplies, setting up equipment and instruments, and anticipating the surgeon's needs during the surgical procedure. Surgical Technologists are responsible for maintaining the sterile field and being constantly vigilant that all members of the team adhere to aseptic technique.

Please Note
HSC 107 Orientation to Health Care and HSC 140 Medical Terminology must be completed prior to admission into program.

Program Description
The Surgical Technology Program is a ten month, full-time course of study beginning in September each year. The 40 credit certificate program trains students to become entry level Surgical Technologists and prepares them to sit for the certification exam offered by the National Board of Surgical Technology and Surgical Assisting. Upon successful completion of this exam, individuals are board certified and may use the credentials of Certified Surgical Technologist (CST).

The Quincy College Surgical Technology Program offers students three combined learning experiences: lecture, laboratory and clinical. Lecture topics come to life in our state-of-the-art laboratory. Laboratory skills transition the clinical setting during rotation at either a major Boston teaching facility or one of the leading community hospitals. During this program, students are required to complete a minimum of 500 clinical hours and scrub on a minimum of 120 surgical procedures. Please note, acceptance to the Program does not guarantee a clinical placement. Clinical facilities require a satisfactory Criminal Offender Record Information (CORI) check on all students prior to commencement of the clinical experience. A positive CORI check may prevent a student from completing a clinical practice in any clinical facility. Should this occur, the student will not be able to complete the Surgical Technology Program.

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC-STSA). Program graduates are eligible to sit for the certification exam (CST) offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). For additional information please contact CAAHEP by mail: 25400 US Highway19 North, Suite 158, Clearwater, FL 33763; by telephone: 727-210-2350; or on the web www.CAAHEP.org. The Quincy College Surgical Technology Program strives to provide the learner with the very best educational opportunity available to the future professional who has selected this very rewarding career pathway.

Program Outcomes
Upon completion of the program the student will be able to:

• Function as an entry level surgical technologist by using cognitive, psychomotor and affective learning domains.
• Be prepared to sit for the national certification examination sponsored by the National Board of Surgical Technology and Surgical Assisting.
• Provide a safe and efficient environment while offering physical and emotional support for the surgical patient.
• Seek opportunities for continuing education.
• Take pride in the profession of Surgical Technology demonstrated by participation and membership in professional organizations and activities.

Program Requirements
HSC 149  Applied A&P for Health Care
Professionals1  4 credits
PNU 111  Human Behavior2  1 credit
SUR 102  Microbio for the Surgical Technologist3  2 credits
SUR 111  Surgical Technology I  5 credits
SUR 121  Surgical Technology I Skills Lab  4 credits
SUR 142  Surgical Technology II  16 credits
SUR 143  Surgical Technology III  8 credits

Total credits required for graduation 40 credits

Additional Information
1. A&P I and A&P II with labs may be substituted for HSC 149
2. PSY 101 may be substituted for HSC 111
3. BIO 251 Microbiology may be substituted for SUR 102

The passing grade for all courses is “C” (73%). Students may not continue in the program if they earn less than a “C” in a course.

Students must have a satisfactory health and immunization record.

A satisfactory CORI check is required for clinical placement. Students must be certified in CPR for the Health Care Provider prior to entering the clinical setting.

Program graduates are eligible to sit for the certification exam (CST) offered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The surgical technology program has a maximum enrollment capacity of 18 students per cohort and admits only one cohort per academic year.

The 2019 graduating cohort had an 82% pass rate on the National Certified Surgical Technology Exam.

After completion of prerequisite courses, students must successfully pass the HSAT exam. The HSAT Exam can be waived if a student has completed English Composition I with a grade of "B" or better and College Algebra or a higher math with a grade of "C" or better.
WEB AND MOBILE DEVELOPMENT
Certificate

Program Description
The Web and Mobile Development Certificate program is designed for students who are interested in learning the fundamentals of web and mobile development or for those who wish to enhance their web development careers. This program is 27 credits in total and can be completed in 1-2 years.

The Web and Mobile Development Certificate Program will provide students with the knowledge and skills to design and develop functional, interactive websites. Students will gain valuable experience working with modern web languages, technologies, and practices. Topics include: markup languages (HTML, CSS), programming languages (JavaScript, PHP), databases (MySQL), multimedia creation (animation, video), and World Wide Web Consortium (W3C) compliance practices. Upon completion of the certificate, students will gain valuable hands-on experience with the many areas of website development, including web page design, client-side scripting, and server-side scripting.

Program Outcomes
Upon completion of the Website and Mobile Development Certificate Program, students will be able to:
- Write HTML markup to create web page content
- Create CSS style sheets to format and lay out web page content
- Use an automated web development tool to create web pages as part of a complete web site
- Create and add multimedia content such as graphics, animation, and sound to websites
- Identify the different roles of client-side scripts and server-side scripts
- Write front-end code with JavaScript to create dynamic web pages and process user input
- Create a test database with MySQL for querying and retrieving data
- Write back-end code with PHP to query and update a database via a web page

Program Requirements
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 101</td>
<td>Intro to Business</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSA 227</td>
<td>Website Design</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSA 228</td>
<td>Computer Graphics Applications</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSA 229</td>
<td>Web and Mobile Development with JavaScript</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 101</td>
<td>Introduction to Computers</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 116</td>
<td>Introduction to Programming</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 204</td>
<td>Website Programming with PHP and MySQL</td>
<td>3 credits</td>
</tr>
<tr>
<td>Program Electives</td>
<td></td>
<td>6 credits</td>
</tr>
<tr>
<td>Total credits required for graduation</td>
<td></td>
<td>27 credits</td>
</tr>
</tbody>
</table>

Program Electives
<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSI 107</td>
<td>C++ Programming*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 108</td>
<td>Advanced C++*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 226</td>
<td>UNIX with Linux</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 233</td>
<td>Java Programming*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 237</td>
<td>Advanced Java*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 247</td>
<td>Advanced Database Management*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 248</td>
<td>Building Web Apps with Ruby on Rails*</td>
<td>3 credits</td>
</tr>
<tr>
<td>CSI 297</td>
<td>Computer Science Internship*</td>
<td>3 credits</td>
</tr>
<tr>
<td>LAW 203</td>
<td>Cyber Law</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

*Indicates course requires the completion of a prerequisite.
The course listings that follow include descriptions of courses offered by the College to meet curricula requirements. Descriptions are general in nature and are not intended to include all topics which may be part of the course and, in some cases, items in the descriptions may be omitted from the course. Revisions are sometimes necessary to meet changes in course or program objectives.

**Explanation of Course Description Codes**
(The clock hour distributions contained in this catalog are based on a “typical” 15 week semester. Consult the current schedule for individual course meeting times. The College reserves the right to modify these and all other elements of a course at its discretion).

<table>
<thead>
<tr>
<th>Academic Prefix</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RNU 108</td>
<td>Fundamental Concepts of Client Care</td>
<td>This course introduces the student to the foundational principles of contemporary nursing practice. Emphasis is placed on developing skills related to health assessment and health intervention with a holistic emphasis. Theoretical content includes principles of physical and psychosocial care, communication, growth and development, teaching and learning, wellness, families, communities, cultures and professional issues. Nursing process is taught as the methodology for meeting the client’s healthcare needs. Related learning experiences are scheduled for the college laboratory, medical – surgical units at healthcare agencies, and the community. Prerequisite: Acceptance into the Associate Degree in Nursing Program. Corequisite: BIO 131 and BIO 141, ENG 101 or higher and MAT 100 or higher.</td>
</tr>
</tbody>
</table>

Lecture hours – The number of hours per week a particular course meets in an instructor directed classroom situation.

Lab or Studio Hours – The number of hours per week a particular course meets in a student and equipment laboratory situation. Field work and small group discussions may also be included in these hours.

Clinical or Field Experience or Practicum Hours – The number of hours per week a particular course meets and where students are in a practical, occupational or applied learning situation.

Credit Hours – The number of credit hours awarded to the student who successfully completes a course.

Definition of Units of Credit – Quincy College curricula designs are based on the following: “(1) One semester credit hour for each fifteen hours of classroom contact or (2) One semester credit hour for each thirty hours of laboratory work or (3) One semester credit hour for each forty-five hours of clinical instruction (contact hours) or the equivalent” Source: Miller, W. Jerry and Millis, Olive, Credentialing Education Accomplishment, Report and Recommendations of the Task Force on Educational Credit and Credentials. (Washington D.C.: American Council on Education, 1978)

Prerequisite – Any course work that must be completed before the student is eligible for a course.

Corequisite – Any course which must be taken during the same semester.
ACCOUNTING

ACC 101 Accounting I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This is an introductory course in accounting with the emphasis on the basic accounting cycle, management use of accounting data, construction and analysis of financial statements, and valuation of assets. Placement at ENG 101 level strongly advised.

ACC 102 Accounting II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Topics included in this course are books of original entry, analysis of assets and liabilities, negotiable instruments, and an introduction to partnership and corporate accounting. Prerequisite: ACC 101.

ACC 103 Introduction to Forensic Accounting
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the expanding field of forensic accounting. The student is introduced to techniques of fraud detection and its implications in white-collar crime utilizing financial accounting and fraud analysis techniques. Prerequisite: ACC 101 and ACC 102 or permission of Dean.

ACC 120 Introduction to Bookkeeping
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to the principles of bookkeeping. Basics of debits and credits, reconciliation and business financial operations will be presented. The student will be able to assist a small business with its basic financial reports. Basic Accounting course and/or background recommended.

ACC 201 Accounting III
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course offers the student an analysis of corporate accounting. The student should gain a knowledge of accounting practices used by corporations and by partnerships. The tax implications of these accounting practices are examined. Prerequisite: ACC 102.

ACC 202 Accounting IV
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course studies accounting theory including property, plant and equipment, debt and equity financing, current liabilities, long-term corporate capital, and earnings per share. Prerequisite: ACC 201.

ACC 205 Managerial Accounting
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course presents the analysis and interpretation of accounting information. Cost term, cost management in planning and control, managing costs throughout the organization, and managing costs in a global environment. Prerequisite: ACC 102.

ACC 207 Municipal Accounting and Finance
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course offers the students an analysis of municipal accounting and finance for the various municipalities and regions in Massachusetts. Emphasis will be placed upon revenue generating, budgeting, state aid to local communities, calculating tax rates and local options. Prerequisite: ACC 102.

ACC 209 Federal Taxation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A survey of federal tax structure as it applies to individuals, partnerships, and corporations. Emphasis will be placed upon specific problems as a device to further the appreciation of the impact of taxes upon decision making and forecasting, and the effect upon forms of organization. Prerequisite: ACC 102.

ACC 297 Accounting Internship
3 Credits (0 Lecture 0 Lab 90 Internship)
This course integrates the student’s classroom academic studies with actual experience in accounting. The student will work for at least ninety hours in an approved internship position which may be arranged through the college or by the student. Additional requirements for the course include nine classroom hours and a ten page paper. Prerequisites: ACC 102, completing 30 credits, and a GPA of 3.1 or higher.

ACC 301 Auditing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course deals with the auditing concepts and standards relevant to attest function as well as the legal and ethical responsibilities of the independent certified public accountant. Internal controls, an overview of EDP auditing and sampling, and auditor reports are included. Prerequisite: ACC 201 and ACC 205.

ARABIC

ARA 101 Arabic I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches spoken and written modern standard Arabic. Discussions of cultural topics will enable students to develop written and spoken skills in Arabic. Materials will follow a standard textbook, but the curriculum, using learner-centered language teams and a wide variety of resources, will also challenge students who wish to improve their knowledge of the writing system.

ARA 102 Arabic II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A continuation course in modern standard Arabic. Learners will consolidate alphabetic skills, expand literary and social vocabulary, and further develop communicative ability in Arabic. Classroom conversation will rely increasingly on Arabic to build confidence in speech, and varied texts will help learners improve reading comprehension. Readings in English on cultural topics may be used to stimulate thinking, writing, and discussion in Arabic. This is a learner-centered, communicatively oriented course. Prerequisite: ARA 101 or equivalent.

AQUACULTURE

AQC 101 Aquaculture Practicum I
3 Credits (0 Lecture 3 Lab 0 Clinical)
15 Hours/week (0 Lecture, 15 Lab)
This is the first in a series of two practicum experiences. Students learn hands-on skills through the Aquaculture Practicum series. Skills such as water quality testing, system construction and...
species collection methods and treatments, feeding and breeding technology are part of the practicums. Practicum I assigns students to a hands-on farm or hatchery to observe and partake in the care of the aquaculture product. Students also work with program partners in the industry in practicums and in the cooperative work experience course. Partners include university and government marine sciences laboratories, environmental non-governmental organizations, as well as commercial aquatic businesses. Prerequisite: Admission into the Aquaculture Certificate program. Pre-approval of the practicum host site and the course instructor or Vice President of Academic Affairs.

AQC 102 Principles of Aquaculture
3 Credits (0 Lecture 3 Lab 0 Clinical)
6 Hours/week (0 Lecture, 6 Lab)
Principles of Aquaculture will provide the Aquaculture Certificate candidate with a broad-based background in the many facets of the aquaculture industry that occur locally, regionally, and nationally. While emphasizing local and regional operations, the course will introduce the key concepts of aquaculture. The course will include and introduce into the biology, ecology and the economics of aquaculture; from the processes and operations of spawning and rearing of product, to moving the product to market. Prerequisite: AQC101

AQC 201 Aquaculture Practicum II
3 Credits (0 Lecture 3 Lab 0 Clinical)
15 Hours/week (0 Lecture, 15 Lab)
This is the second in a series of two practicum experiences. Students learn hands-on skills through the Aquaculture Practicum series. Skills such as water quality testing, system construction and maintenance, species collection methods and treatments, feeding and breeding technology are part of the practicums. Practicum II assigns students to a shellfish aquaculture hatchery to observe and partake in the care of the aquaculture seed product. Students also work with program partners in the industry in practicums and in the cooperative work experience course. Partners include university and government marine sciences laboratories, environmental non-governmental organizations, as well as commercial aquatic businesses. Prerequisite: Admission into the Aquaculture Certificate program. Preapproval of the practicum host site and the course instructor or Vice President of Academic Affairs, and completion of AQC101

ART

ART 100 Fundamentals of Visual Art
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides a broad exploration of various art forms and techniques peculiar to each. Techniques include assemblage, painting, sculpture, college, mono-printmaking, drawing, photography, design, and architecture.

ART 101 Basic Drawing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introduction to the basics of drawing stressing learning to see, using negative space and measuring relationships to achieve a better drawing using pencil, ink, charcoal, and watercolor for those who prefer using more than black and white. Students purchase their own materials.

ART 102 Advanced Drawing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
For those who have completed Basic Drawing or the equivalent. Students are encouraged to explore further the picture-making process. The emphasis is on mixing media, abstracting images, and developing creativity. Students purchase their own materials. Prerequisite: ART 101.

ART 103 Line, Color & Design
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the principles underlying effective design. Students study the dynamics of line, shape, color, texture, and pattern by experimenting with black and white and colored media. Students purchase their own materials.

ART 110 Theatre Arts I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the parts of a modern stage and the diverse tasks required in the performance of the play. Concepts in stage history, dramaturgy, set design, lighting technique, costume, and sound are explored. Also introduced: individual merits of classical verse drama, Pantomime, commedia dell’arte, clowning, melodrama, modern drama, epic theatre, and Absurdist drama.

ART 111 Theatre Arts II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the parts of a modern stage and the diverse tasks required in the performance of the play. Concepts in stage directions, and techniques of movement and voice production are explored. The acting guidelines established by Stanislavski, Boleslavsky, Adler, Meisner, Hagen, and Shurtleff will also be introduced. This course may require written character analysis or journal writing.

ART 112 Acting Workshop
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A workshop in acting techniques involving scene work, textual analysis, and character study. Students will rehearse complex scenes, study a character’s progression through arc of the play, and write well-developed character analysis. Exercises are used to promote variation and authenticity in performances. Prerequisites: ENG 101 & ART 110 or permission.

ART 114 Improvisation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a workshop in improvisational technique as applied to acting, performance art, and playwriting. Students will practice exercises to help them develop improvisational techniques and then apply those techniques to both written and unwritten scenes.

ART 115 Basic Painting
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introduction to the overview of painting using acrylic or watercolor. The course covers color mixing, techniques of application, and composition. Students will paint from life and other sources and from imagination. Students purchase their own materials.
ART 116 Advanced Painting
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A course for those who have completed Basic Painting or the equivalent. Students are encouraged to explore further the picture-making process using acrylic paints. This is a studio workshop course. Students are expected to be self-motivated and resourceful and able to work independently. Students purchase their own materials. Prerequisite: ART 115.

ART 119 Photography I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to photography as an art of visual communication. Topics discussed are camera basics, exposure, lenses, lighting and composition. Image editing using Photoshop covers the sequence for an optimal workflow. Additional topics include file management, retouching and creating composite images. Photo assignments require the student to have access to a camera, preferably a single-lens reflex. Prerequisite: ART 119.

ART 120 Photography II-Photojournalism
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the visual communication skills necessary to produce an in-depth photo story with an emphasis on the photojournalism and documentary traditions of photography. Students refine their skills through shooting assignments within the context of historical and contemporary examples. This course expands and advances the digital techniques and Photoshop skills mastered in Digital Photography I. Photo assignments require the student to have access to a camera, preferably a single-lens reflex. Prerequisite: ART 119.

ART 150 Modern Drama
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an introduction to craft and art of drama, including a close study of technique and subject, and selected plays. Prerequisite: ENG 102.

ART 155 Theatre Production
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students study the “behind the scenes” elements of theatrical production: producing, budgeting, casting, directing designing costuming, and managing a show. Students learn basic stage management and other technical aspects of theatre. Prerequisites: ENG 101, ART 110.

ART 201 Survey of Fine Arts I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Emphasis is on developing an appreciation of the fundamental principles that are basic to all forms of fine arts. Consideration is given to pictorial art, music, sculpture, and architecture. Visual and audio-visual aids are used. Field trips are taken to nearby museums.

ART 202 Survey of Fine Arts II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Beginning with the fourteenth century, this course examines the technical, social, historical, and stylistic development of visual arts and architecture from the Renaissance through the Modern Era. Museum trips may be included.

ART 229 American Film
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will trace cinema in America from the era of the silent film and the studio system to the world of wide screen & “auteur” productions. It will demonstrate how movies began, grew, and changed through the interaction of inventors, artists, entrepreneurs, and audiences.

ART 230 Art & Society
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students will analyze the ways in which visual, musical, and dramatic artists respond to cultural movements and events, and explore how art shapes a society’s response to those events. Students learn how different branches of the fine arts influence one another during important epochs. Prerequisite: 12 credits ART/MUS concentration electives.

ART 297 Drama (Theatre) Internship
3 Credits (0 Lecture 0 Lab 110 Internship)
Students work in supervised placement for a minimum of 110 hours in a professional theater occupation. A term paper is submitted to the coordinator and the student’s work is assessed every week. Pre-requisite: 12 credits in the area of study matching the internship experience. Student must also meet college wide prerequisites for internship, 30 credits completed and a GPA of 3.1 or higher.

BIOLOGY

BIO 106 Nutrition w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This course focuses on nutrition across the life span. Students will gain an understanding of nutritional principles in both health and illness. Nutrition throughout the life span at all stages of development is emphasized. Nutritional bio-chemistry of all macronutrients will be covered. Lecture topics: Health promotion, nutritional guidelines, macro-nutrient chemistry, micro-nutrient chemistry, menu planning, food labeling, safety, obesity, clinical eating disorders, RDA requirements, and age related guidelines. Lab topics: Understanding of laboratory safety, keeping food consumption record, measuring carbohydrate, lipid, and protein content of food, fermenting, evaluating food oxidation, measuring vitamin solubility and stability, assessing enzymatic activity under pH and temperature change and its effect on food, evaluating artificial sweeteners and energy drinks, practicing safe food handling, understanding and generating food labels, and preparing balanced plates.

BIO 111 General Biology I w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
An introductory course in Biology with main emphasis on cell structure and function. Lecture topics include: Gene structure and inheritance, study of plants and fungi, evolution, and ecology. Extensive discussion of concerns facing humanity today including quality of nutrition, environmental pollution, genetic engineering, inheritable diseases, and birth defects.
BIO 112 General Biology II w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
This course is a continuation of Biology I. Lecture topics include:
Vertebrate animals with emphasis on morphology, behavior,
reproduction, and embryology of the human organism. Safety
protocols must be observed in all lab classes. These include: no
food, no drink, and no open-toe shoes, appropriate clothing. Only
registered students may enter labs. Placement at ENG 101 level
strongly advised. Prerequisite: BIO 111 with “C” or better.

BIO 131 Anatomy & Physiology I w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
An integrated study of the structure and function of the human
body including atoms, molecules, cells, tissues, and organs. The
skeletal, muscular, nervous, sensory and endocrine systems are
studied. Laboratory experience is correlated with classroom lecture.
Placement at ENG 101 level strongly advised. Prerequisite: BIO 111
with “C” or better.

BIO 132 Anatomy & Physiology II w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
An integrated study of the structure and function of the human body
including the reproductive, cardiovascular, lymphatic, respiratory,
digestive, and urinary systems. Laboratory experience is correlated
with classroom lecture. Prerequisite: BIO 111 with “C” or better.

BIO 160 Marine Ecology w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
Marine Ecology is an integrated study of the physical, chemical and
biological interrelations within the estuary, the natural environment
where freshwater meets salt water. The coastal aquatic ecosystem
will be studied, where an abundance of biological diversity exists,
and where conditions exist to support the majority of aquaculture
activities, worldwide. It allows for an understanding of how the
physics, chemistry, biology and geology work in unison to create the
unique conditions, suitable or unsuitable, to support the in-house
and/or field aquaculture operation.

BIO 204 Genetics w/Lab
5 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/4 Hrs. Lab)
This course focuses on mechanics of inheritance, gene structure
and function, developmental genetics, quantitative genetics, and
evolution. The model systems discussed in lecture are drawn from
a broad spectrum of prokaryotes and eukaryotes. Topics include:
Gene regulations, modes of transmission, DNA molecular method,
population genetics, and genomics. Prerequisite: BIO 111 with “C” or
better.

BIO 251 Microbiology w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
4 Hrs./Wk. (3 Hrs. Lecture/1 Hrs. Lab)
A study of non-pathogenic and pathogenic microorganisms
designed primarily for students in the health sciences area.
Topics covered include: microbial characteristics, control of
microorganisms, defenses of the host, and cause, prevention, and
control of infectious diseases. Microbial metabolism, structure
and classification will be looked at first, followed by host-
pathogen interactions and immunology. The laboratory includes
basic techniques in staining, cultivation, and identification of
microorganisms. Prerequisite: BIO 111 with “C” or better.

BIO 252 Protein Purification
4 Hours/week (1 Hrs. Lecture, 3 Hrs. Lab)
This course is designed to give students an in-depth understanding
of protein purification. Students will learn the physical and
chemical properties of various protein purification media used
in biomanufacturing and how those properties can be utilized
for purifying proteins. Students will be engaged in real world
applications relating to the chromatographic techniques involved
in preparing media, packing columns, calibrating columns, and
equilibrating columns. Students will learn how to design protein
purification schemes based upon their knowledge of the intrinsic
properties of proteins. All purified proteins will be validated using
electrophoretic and spectrophotometric techniques.

BIO 210 Biochemistry
4 Credits (3 Lecture 1 Lab 0 Clinical)
6 Hours/week (3 Hrs. Lecture, 3 Hrs. Lab)
This course is designed to introduce the student to the biochemical
principals involved in the synthesis, structure and function of
biologically important molecules (Proteins, Lipids, Carbohydrates and Nucleic Acids). Examination of the intricate relationship between the structure and function of these molecules will give insight into the biological processes of the living cell. Topics will include: catalytic activity and kinetics of enzymes; how molecules outside the cell regulate what happens inside the cell; how understanding the biochemistry of these molecules has spurred the growth of a relatively new industry - Biotechnology. Prerequisites: CHE121/131 and MAT103 with “C” or better. Safety protocols must be observed in all lab classes. These include: no food, no drink, and no-open-toe shoes, appropriate clothing. Only registered students may enter labs. This course includes an additional 3 hour lab.

BTC 220 Biomanufacturing I
4 Credits (1 Lecture 3 Lab 0 Clinical)
7 Hours/week (3.5 Hrs. Lecture, 3.5 Hrs. Lab)
This course is the second in the series of cornerstone courses in Biotechnology and Good Manufacturing Practice and the first of three courses in Biomanufacturing. This lab-based course is designed to introduce the student to the high-tech world of manufacturing prescription drugs. The course begins with an overview of biomanufacturing; its rapid growth and the industries need for well trained employees. We examine the need for the Food and Drug Administration (FDA) and their requirements for current good manufacturing practices (cGMP). The student will become skilled in the techniques and equipment necessary to manufacture a recombinant protein. The goal of the course is to manufacture a mammalian protein in bacteria following cGMP’s and standard operating procedures through upstream and downstream processes. Quality control methods will stringently test the protein product and validate its purity. Prerequisites: CHE121/131, BIO111/121, and BTC101.

BTC 230 Biomanufacturing II
4 Credits (2 Lecture 2 Lab 0 Clinical)
7 Hours/week (3.5 Hrs. Lecture, 3.5 Hrs. Lab)
This course is the third in the series of cornerstone courses in Biotechnology and Good Manufacturing Practice and the second of three courses in Biomanufacturing. This lab-based course is designed to give students experience in various aspects of biomanufacturing including but not limited to: Process development, Quality Control, Environmental Health and Safety, and Upstream and Downstream Processing. The course begins with the aseptic techniques involved in the culturing and preservation of mammalian and yeast cells. Scale-up techniques (upstream processing) will then be used to culture a 1 milliliter volume of cells (106) into 3-10 liter columns containing many trillions of cells (1012). An in-depth discussion of downstream processing techniques such as tangential flow filtration and protein purification systems will be utilized to purify a protein product (drug) from the cell media. Strict adherence to current good manufacturing practices (cGMP) will be followed and the protein products will be tested and validated for purity. Prerequisites: CHE 121, BIO 111, BIO 251 (formerly BIO 151), BTC 101, BTC 201, BTC 220.

BTC 240 Seminar in Biotechnology
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/week (1 Lecture, 0 Lab)
Seminar-style capstone course covering professional topics in Biotechnology and Good Manufacturing Practice, including but not limited to: discussion of emerging technologies, innovations, and new products that are noteworthy to the biotechnology industry; the steps involved with the regulatory approval process for a new biotechnology-derived product, and; key issues associated with adequate quality-control systems, assays and stability for novel biotechnology products. Students, working in teams, will give written and oral presentations on case studies that attempt to predict products derived from the new innovations and discoveries. The objective of the course is to give the student insight into the process of translating scientific discovery into innovative products. Prerequisite: BTC 220 Co-requisites: BTC 230 & BTC 250.

BTC 250 Biomanufacturing III
2 Credits (0 Lecture 2 Lab 0 Clinical)
4 Hours/week (0 Lecture, 4 Lab)
This course is the fourth in the series of cornerstone courses in Biotechnology and Good Manufacturing Practice and the final courses in biomanufacturing. This lab-based course is designed to give students experience in manufacturing a retail product – Science Laboratory Kits. Applying technical skills acquired from previous manufacturing course work, students will design science kits to be used in Quincy College’s science labs as well as high school science class. Students will write standard operating procedures (SOP’s) for the production of kit components, write experimental protocols for use by science teachers in the lab, manufacturing kit components following SOP’s as well as assemble and validate the kits. Strict adherence to current good manufacturing practices will be applied. Prerequisites: CHE121/131, BIO111/121, BIO151/152, BTC101, BTC220. Co-requisites: BTC 230.

BTC 260 Chromatography
4 Credits (1 Lecture 3 Lab 0 Clinical)
4.5 Hours/week (1.13 Hrs Lecture, 3.37 Hrs Lab)
Chromatography is one of the most powerful analytical chemistry tools used for separation, purification, and identification of compound mixtures. The compounds range from vitamins, proteins, toxins, and environmental pollutants such as pesticides, herbicides, petroleum products to performance-enhancing substances. This hands-on lab course is designed to equip students with basic but valuable life science workforce skills and prepare them for advanced level chromatography courses. At the end of this course, students will be able to conduct basic operations associated with various chromatography equipment and understand their specific applications. Prerequisites: CHE 121

BTC 270 Chromatography II
4 Credits (1 Lecture 3 Lab 0 Clinical)
4.5 Hours/week (1.13 Hrs Lecture, 3.37 Hrs Lab)
Chromatography is a fundamental tool widely used in chemistry, biology, medicine, and environmental science to separate, purify, identify, and quantify compound mixtures. These compounds range from molecules in blood samples such as vitamins, toxins, or proteins to environmental pollutants known as pesticides, herbicides, petroleum hydrocarbons and performance enhancing substances such as steroids. This lab-based course is designed to familiarize students with one of the most reliable techniques used in various areas of modern life science industry. The course will teach students the theory behind the separation mechanisms and explain the selection of instruments, methods or mobile phases based on the type of test to be performed. At the end of this course, students will be able to conduct method development and validation, set up equipment, prepare samples and perform data analysis. Prerequisites: BTC 260
BTC 271 Intellectual Properties, Quality Control & Regulation in Biopharmaceutical Industry
2 Credits
This course will explain the importance of quality control and the steps involved in the manufacturing process of biopharmaceutical medicines from conception to the pharmacy shelves. The course will rationalize the importance of intellectual properties, such as patents, in motivating companies to invest in new technologies and protecting their products. The course will also describe the navigation mechanism between regulatory agencies and provide examples to elucidate the effort between countries to create a harmonization of rules to eliminate duplicative testing while maintaining standards on quality, safety and efficacy. Prerequisites: BIO 112

BTC 272 Laboratory Experience and Instrumentation
4 Credits (1 Lecture 3 Lab 0 Clinical)
This is a practical hands-on laboratory course designed to help students become familiar with common laboratory techniques used in research, academia, and industry. The course will give students exposure to equipment, techniques, and methodology in many different areas, with a balance between biology, chemistry, biotechnology and laboratory technology. Laboratory classes will give students first-hand practical experience in operating, troubleshooting and maintaining common laboratory instruments. By the end of this course, students will have gained knowledge of the best applications for various types of laboratory equipment. Prerequisites: CHE 122 & BIO 112

BTC 297 Biotechnology and Good Manufacturing Practice Internship
3 Credits (0 Lecture 0 Lab 160 Internship)
This course provides the student with the opportunity to integrate the academic studies of Biotechnology and Good Manufacturing Practice into an experiential supervised setting. The student will work for one hundred sixty (160) hours in an approved internship position arranged through the college. Relevant work areas include: application of hands-on techniques and equipment. A final paper and presentation is required. Prerequisites: 30 credits completed (15 at QC, 15 in major), a GPA of 3.1 or higher and permission of the Dean.

BUSINESS

BUS 101 Introduction to Business
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The role, growth, structure, and functional organization of modern business in the U.S. economy is explored. Comparative economic systems, sole proprietorships, partnerships, corporations, and the management, marketing, and financing of business organizations are covered. Opportunities in the business field are examined throughout the course. Students will be expected to complete outside research as a course requirement. Placement at ENG 101 level strongly advised.

BUS 202 Principles of Customer Service
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the principles of customer service and their significance in a service-driven economy. Topics covered include: The Service Strategy, The Customer: Internal & External; Customers' Wants & Needs; Communicating Customer Service; Profiles of Successful Companies; Service People-Motivation, Commitment, and Reward. Placement at ENG 101 level strongly advised.

BUS 204 Human Relations in Organizations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course analyzes various styles of management, organizational systems and organizational processes. Students will develop skills in effective decision-making, examining conflict and conflict resolution, and recognizing suitable management and leadership styles. Placement at ENG 101 level strongly advised. BUS 101 recommended.

BUS 211 International Business
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an historical background and discussion of theoretical foundations of international business. Analysis of international institutions and factors that influence commercial activities among nations and the operation of firms are included. Placement at ENG 101 level strongly advised. BUS 101 recommended.

BUS 220 Business Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introductory course in business ethics focusing on what business relationships are and ought to be with the various constituencies in which business operates. Through the use of case analysis, the student will develop a means of arriving at decisions that he or she can feel are “right,” “proper,” and “just.” Placement at ENG 101 level strongly advised.

BUS 230 Organizational Communication
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers the skills necessary for effective written and oral communication in the work environment. This course reviews basic communication theories and explores the fundamentals of interpersonal, written, and oral communication skills. Students will explore various types of business documents such as RFP’s, Proposals, reports, and social media. The course will also cover the fundamentals of group and team communication and how successful professionals embody the skills learned to develop successful working relationships.

BUS 297 Business Management Internship
3 Credits (0 Lecture 0 Lab 110 Internship)
3 Hours/Week (3 Hrs. Lecture)
This course integrates the student’s classroom academic studies with actual experience in business management. The student will work for at least ninety hours in an approved internship position which may be arranged through the college or by the student. Additional requirements for the course include nine classroom hours and a ten-page paper. Prerequisites: 30 credits completed, and a GPA of 3.0 or higher or permission of the Dean.

CHEMISTRY

CHE 103 Introduction to Forensic Science w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
An introductory course focusing on use of science in solving criminal cases. Basics of chemical, physical, medical, and behavioral sciences will be used to preserve a crime scene and identify, collect, examine and interpret crime evidences to help the process of law. Topics include, but are not limited to, analysis of fiber, hair, body fluids, fingerprints, footprints, bullet residue, toxic substance, illegal drugs, explosives, DNA traces, tool marks, and documents. ENG 101, MAT 095 or higher strongly recommended, with “C” or better.
Course Descriptions

CHE 121 General Chemistry I w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
A study of the fundamental chemical laws and theories. Topics include atomic and molecular structure, chemical bonding, stoichiometry, chemical and physical properties, change of state, solution chemistry and gas laws. Prerequisite: MAT 103 with “C” or better.

CHE 122 General Chemistry II w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
A continuation of General Chemistry I. Additional topics include solution properties and equilibria, chemical kinetics, thermodynamics, and nuclear chemistry. Also, an introduction to organic chemistry along with a survey of biochemical applications. Safety protocols must be observed in all lab classes. These include: no food, no drink, no open-toe shoes, appropriate clothing. Only registered students may enter labs. Prerequisites: CHE 121 with “C” or better.

CHE 141 Introduction to Chemistry w/Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture/2 Hrs. Lab)
A preparatory course in Chemistry designed particularly for students in Nursing and Health Science areas who lack previous chemistry training or whose background may require an extensive review. Topics include basic mathematical operations, physical and chemical properties, atomic and molecular structures, chemical formulas and bonding, naming compounds, chemical equations and reactions, gas laws, stoichiometry, periodicity of elements, solution chemistry, acids and bases, nuclear chemistry, organic chemistry and intro to biochemistry. Prerequisite: MAT 097 with “C” or better.

CHE 213 Organic Chemistry I w/Lab
5 Credits (3 Lecture 2 Lab 0 Clinical)
7 Hrs./Wk. (3 Hrs. Lecture/4 Hrs. Lab)
This course is the first semester of a two semester course. Lecture topics include: Fundamental concepts of the carbon-containing compounds will be introduced. Topics include nomenclature, electron delocalization, resonance, stereochemistry, conformational analysis, synthesis, structure and reactivity relationships and spectroscopy. Lab skills learned include: Understanding of laboratory safety, organic laboratory techniques used to separate, identify, and purify chemicals, and selected instrumental analysis. Laboratory techniques to be mastered include, but are not limited to, filtration, distillation, extraction, evaporation, recrystallization, sublimation, centrifugation, chromatography, and spectrophotometry. Prerequisite: Successful completion of CHE 121 and CHE 122 with “C” or better.

CHE 214 Organic Chemistry II and Laboratory
5 Credits (3 Lecture 2 Lab 0 Clinical)
7 Hrs./Wk. (3 Hrs. Lecture/4 Hrs. Lab)
This course is the second semester of a two semester course. Study of the structure and reactivity of the main classes of the organic and bioorganic compounds will be continued. Topics include aromaticity, reactions of benzene, carbonyl compounds, oxidation-reduction reactions, bioorganic compounds, and catalysis. This laboratory course is continuation of Organic Chemistry Laboratory and must be taken in conjunction with Organic Chemistry II lecture. Skills learned include performing microscale and macroscale laboratory techniques to synthesize, purify, and characterize organic compounds, selected instrumental analysis, and safety procedures. Emphasis is on synthetic, bioorganic, and carbonyl containing compounds, multistep synthesis and catalysis reactions, and application of the principles of chemical kinetics and thermodynamics. Laboratory Co-requisites: This laboratory course must be taken in conjunction with CHE-214. Permission to enroll may be granted if the student can prove that they successfully passed Organic Chemistry II course or equivalent within the last 5 years. Prerequisite: CHE 213 or equivalent.

CHINESE

CHN 101 Chinese I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches both spoken and written modern standard Mandarin Chinese. Discussions of cultural topics will enable students to develop written and spoken skills in Mandarin. Materials will follow a standard textbook using simplified character and pinyin, but the curriculum, using learner-centered language teams and a wide variety of resources, will also challenge students who wish to improve their knowledge of the traditional writing system.

CHN 102 Chinese II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A continuation course in modern standard Mandarin Chinese. Students will build literary vocabulary systematically through structural analysis of written characters. Classroom conversation will increasingly use Mandarin to build confidence in speaking. Readings in English on extensive cultural topics may be used to stimulate thinking and discussion in Mandarin. Students with higher but partial knowledge of a form of Chinese are welcomed into this learner-centered, communicatively oriented course. Prerequisite: CHN 101 or equivalent.

COMPUTER SCIENCE

CSA 213 Database Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to introduce the fundamental process of developing, implementing, and maintaining a database system in order to produce management information. MS Access or other relational database programs will be used. Database programming is also included.

CSA 215 Advanced Access w/ Visual Basic
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed as a more advanced course on Access. Content includes a review of Access fundamentals, emphasizing wizards, queries, complex forms, complex reports, custom user interfaces. Other topics include using Visual Basic for Applications, working with object models and securing a database. Prerequisite: CSA 213.

CSA 217 Spreadsheet Design for Business Solutions
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The course is geared to gain a working knowledge of computerized spreadsheet skills using Microsoft Excel® software and the student will apply those skills to business based problem solving cases. Prerequisites: CSI 101/ACC101.
CSA 220 Computerized Accounting/Quick Books
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the student with a knowledge of and appreciation for integrated accounting software used by small businesses. Emphasis is placed on the set-up, maintenance, closing of the books, and the analysis of the financial statements. The course uses problem simulations to ensure the total understanding of the software. Prerequisite: ACC 101.

CSA 225 Desktop Publishing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will enable the student to integrate text and graphics using graphic design and electronic page assembly with a microcomputer based system to produce professional-quality documents without all the cost and delay of using a designer and typesetter. Documents such as newsletters, brochures, forms, flyers, reports, schedules, advertisements, newspapers, business cards, and other correspondence will be produced.

CSA 227 Website Design
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will familiarize the student with the capabilities and potential of web design for applications in business, government, communication, and the arts. Hands-on experience will teach students to create web pages using HTML, CSS, and various web development tools.

CSA 228 Computer Graphics Applications
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will familiarize the student with the capabilities and potential of computer graphics for applications in business, government, communication, and the arts. Photo image editing, vector-based illustrations and special effects using Adobe Photoshop and Adobe Illustrator are covered.

CSA 229 Web and Mobile Development with JavaScript
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will teach students how to develop client-side scripts to create more functional, robust websites. It builds upon the skills learned in CSA227 Web Design. Students will learn to program with the JavaScript programming language to enhance websites in the areas of dynamic web content, event handling, and form data validation. This course has a strong project component to provide students with substantial hands-on experience with client-side programming. Prerequisites: CSI 116 and CSA 227.

CSA 236 Digital Multimedia for the Web
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches students how to create multimedia-rich content for the web. It builds on skills acquired from the CSA227-Web Design course. Students will produce dynamic, interactive web pages with state-of-the-art media tools, Adobe Flash and Adobe Fireworks. Emphasis is placed on using globally accessible media file formats that support low bandwidth web pages for optimal user experience. Students will integrate multimedia objects into a web site project and present a final portfolio. Prerequisites: CSA 227.

CSA 250 3D Graphics and Animation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this course, students utilize 3ds Max Modeling software to develop and model characters, objects and environments that can be used in three dimensional games. Skills covered include creating low-poly characters, high-poly characters, high-resolution meshes and texture maps.

CSI 101 Introduction to Computers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to the theory, structure, and application of computers. Topics include word processing, spreadsheet, presentation, and database management (software).

CSI 107 C++ Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed as an introduction to C++ programming. Problem solving methods and algorithmic development stressing good programming style and documentation including top down and modular design is emphasized. Prerequisite: CSI 116.

CSI 108 Advanced C++
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the student with the advanced object oriented features of C++. It builds upon the knowledge learned in C++ Programming. Prerequisites: CSI 107 and CSI 116.

CSI 111 Digital Computer Hardware
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on the understanding of computer organization, design and programming of a simple digital computer. The study includes the basic building blocks of a computer system including digital logic circuits, data representation, register transfer language and micro operations.

CSI 116 Introduction to Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the background necessary for an understanding of computers and computer languages. Programming assignments introduce the student to methods of problem solving, programming logic, development of algorithms, coding in C, debugging and documenting programs. Topics include an overview of computer organization, simple data structures, and file management.

CSI 150 Introduction to Game Development
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this introductory course for the creation of video games, students will learn the fundamentals of Unity game development software. Students will create various types of games including a first-person collector game, a space shooter game, an adventure game and a virtual reality game. Prerequisites: CSI 116.
CSI 204 Web Programming with PHP and MySQL
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches students how to write server-side scripts that connect websites to databases using the PHP programming language. It builds upon the skills learned in CSA229 Web and Mobile Development with JavaScript. Students will learn to write PHP scripts that allow web pages to query and manipulate a MySQL database. Topics include: PHP programming language constructs, database creation with MySQL, database querying and updating with MySQL, and PHP programming with MySQL. Prerequisite: CSA 229

CSI 207 System Design & Analysis
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduction to systems concepts, department organization, forms design, systems control and manuals. Development of system techniques through lecture and case study methods, including work simplification, work measurement, flowcharting, system cost estimating, system development, implementation, and evaluation. This course also introduces the student to Microsoft PowerPoint Presentation graphics software.

CSI 217 Operating Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the concepts of operating systems and their relationship to computer architecture. Topics include concurrent processing, scheduling, memory management, file systems, device management, and resource allocation. Prerequisite: CSI 116.

CSI 218 Data Structures and Algorithms
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers common data structures and algorithms for storing and manipulating data using the C++ programming language. Object-oriented programming and design techniques are emphasized for the creation of reusable data structures. Topics include multidimensional arrays, linked lists, recursion, stacks, queues, searching, sorting, hashing, and trees. Prerequisite: CSI 116, CSI 107, CSI 108.

CSI 226 UNIX with Linux
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduction to UNIX operating system. Practical explorations of the basics of UNIX system concepts, architecture, and administration. Uses Linux, a PC-compatible clone of UNIX to reinforce shell programming concepts and utilities with real-world applications.

CSI 229 Visual Basic
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introduction to programming in Visual Basic. Topics include object-oriented programming, DDE, OLE, menus, dialog boxes, graphic controls, the toolbox, decision structures, working with text files and databases, development of Windows applications, GUI front ends for client/server applications, and integration with other Windows applications. Prerequisite: CSI 116.

CSI 233 Java Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to the Java programming language that builds upon concepts explored in Introduction to Programming (CSI 116). The Java platform, how it stores data in memory, and basic language features are discussed. Topics include objects, methods, control structures, streams, arrays, and classes. Prerequisite: CSI 116.

CSI 235 Computer Architecture
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course deals with the structure and organization of the major hardware components of computers. Topics include basic logic design, CPU construction, and information transfer and control within a computer system. Prerequisite: CSI 116.

CSI 237 Advanced Java
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the advanced object-oriented features of Java. It builds on the knowledge of basic applications and applets learned in Java Programming (CSI 233). Topics include inheritance and polymorphism, abstract types ("interfaces"), exceptions, event-driven graphical user interfaces, use of online documentation for class libraries, and object-oriented design. Prerequisite: CSI 233 and CSI 116

CSI 242 Computer Systems Security
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces student to the concepts of computer and network security with applications. Topics include authentication, securing Web and file transfer applications, cryptography, firewalls and other devices and network topologies. Prerequisite: CSI 217 and CSI 244 or permission of instructor.

CSI 243 Server Based Operating Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will provide the student with a fundamental understanding of the operation and administration of computer network servers through lecture, discussion, problem solving, and virtual and/or hands on practice in setting up servers. Prerequisite: CSI 217.

CSI 244 Networking I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduction to the concepts, technology, and implementation of computer communication. Topics discussed are distributed systems requirements, network architecture, communications protocols, local and wide area networks, data transmission, digital multiplexing, data switching, and characteristics of transmission media, modems, design of information flow, and message and packet switching.

CSI 245 Networking II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course first introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage
of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. The course will prepare the student to select the best network design, hardware, and software for a given environment. The student will also have the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network. Prerequisite: CSI 244.

CSI 246 Networking III
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a comprehensive guide for anyone wishing to obtain a solid background in basic Cisco networking concepts. Practical hands-on labs use Cisco IOS to reinforce the concepts introduced bridging, switching, and routing. The labs demonstrate interconnection of networks and the limitations imposed by the different routing protocols. Topics include routing protocol alternatives, a survey of current trends in internetworking, network upgrade approaches, LAN design, and integration techniques. Prerequisites: CSI 244 and CSI 245.

CSI 247 Fundamentals of Structured Query Language
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The database management system, MySQL will be used in conjunction with SQL commands to maintain databases and query them to obtain information. Topics covered include the relational database model as well as SQL syntax for operators and functions, joins, subqueries, views and summarizing and grouping data. Prerequisite: CSI 116.

CSI 248 Building Web Applications with Ruby on Rails
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to web application development using Ruby on Rails – a comprehensive web development framework written in the easy-to-program, flexible, object-oriented Ruby programming language. The course stresses an understanding of how the Rails architecture utilizes agile software development methodologies in the construction of robust web based systems. The goal of this course will be to provide the student with an equivalent skillset and experience of an entry-level Rails developer. Topics include modeling and accessing a database, generating dynamic web pages, processing user input, adding interactivity via AJAX, test driven development, and application deployment. Prerequisites: CSI 116 or CSI 216, and CSI 107.

CSI 249 Advanced Game Development
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this course the student will learn the skills necessary to create three dimensional single and multiplayer games. UnrealScript is the programming language which is used to customize the visual profile of objects in the game as well as controlling their states. Prerequisites: CSI 149 Introduction to Game Development or CSI 108 Advanced C++ or CSI 237 Advanced Java.

CSI 255 C# Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches students how to develop software for Windows operating systems using Microsoft’s premier object-oriented programming language, C#. The unique features of the C# language will be covered as well as several components of the .NET Framework under which modern Windows applications run. Students will create software using a combination of visual programming tools and traditional coding. Topics include Windows Forms, ASP.NET, LINQ, XML, and Windows Presentation Foundation. Prerequisites: CSI 108 or CSI 237.

CSI 257 Android Development
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches students how to develop apps for phones and tablets running Google’s Android operating system. It builds on skills acquired in Java programming courses. An integrated development environment with emulators is used to simulate the execution of apps on multiple types of devices. Students will implement an app of their own design and optionally publish it on the Google Play store. Topics include XML, Android Activities and Fragments, phone vs. tablet layouts, inter-app communication via Android Intents, customization, and SQLite databases. Prerequisites: CSI 237.

CSI 261 Robotics Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course utilizes the Python programming language as well as Choregraphe software to develop behaviors for the NAO humanoid robot. The robot will be programmed to walk, talk, dance, listen and respond to its surroundings through facial and object recognition. Prerequisites: CSI 116.

CSI 262 Advanced Robotics Programming
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course teaches how to control robots with the Python programming language. Students also learn to extend the capabilities of robots with off-the-shelf hardware and open-source software, a skill relevant to the Internet of Things (IoT) as well as drones. Emphasis is placed on programming robots to complete tasks, some of which require collaboration between a group of robots. Hardware used includes “Roomba” robots, Raspberry Pi microcontrollers, and additional electronic components. Prerequisites: CSI 261 or CSI 107 or CSI 233.

CSI 265 Linux System Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the principles of computer system administration in a Linux environment. It builds on the knowledge learned in UNIX With Linux (CSI 226). System administration topics include managing user accounts, storage, and software configuration; web hosting; performance analysis; and security. Prerequisites: CSI 226.

CSI 266 Computer Forensics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Computer forensics is the discipline that combines elements of computer science and law to collect and analyze data from computer systems, networks, wireless communications, and storage devices in a way that is admissible as evidence in a court of law. This course includes hands-on exercises in computer forensics analysis and validation, data acquisition, and network forensics. Forensics methods for personal computers, mobile devices, IoT devices, email, social media, and cloud computing are discussed. Prerequisites: CSI 226, CSI 242, & CSI 245.
Course Descriptions

CSI 297 Computer Science Internship
3 Credits (0 Lecture 0 Lab 110 Internship)
The student performs in a supervised work experience for a minimum of one hundred ten (110) hours over the duration of a single semester. Relevant work areas include, but are not limited to: database management; network operations; programming; operating systems; operations; software, network, and general technical support. The participating student will meet regularly with the coordinating faculty member. A final project or paper is required. Prerequisites: 30 credits completed, and a GPA of 3.1 or higher.

CRIMINAL JUSTICE

CJS 101 Introduction to Criminal Justice
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the criminal justice process and services with discussion of the roles of police, courts, and corrections. Placement at ENG 101 level strongly advised.

CJS 103 Criminology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The nature and cause of criminal behavior in contemporary America, the social forces involved, the major causes of lawbreaking, and analysis of social responses to criminals, including the workings of the police, courts, laws, and prisons are studied. Placement at ENG 101 level strongly advised.

CJS 104 Law Enforcement & Society
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The role of the police in a democratic society is examined as well as the historical development of law enforcement emphasizing European and American tradition and practice. Placement at ENG 101 level strongly advised.

CJS 105 Criminal Evidence & Investigation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An examination of the kinds and degrees of evidence and the rules governing admissibility of evidence in court. The student will study the fundamentals of investigation, crime scene search and recording, collection and preservation of physical evidence, source of information, interviews and interrogation, follow-up, and case preparation. Placement at ENG 101 level strongly advised.

CJS 107 Juvenile Delinquency
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers selected theories of delinquency, programs of prevention and control, treatment, confinement, utilization of community resources, and the history and current role of the juvenile court. Placement at ENG 101 level strongly advised.

CJS 108 Criminal Justice Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will examine a variety of ethical issues faced by justice officials, such as the relationship between personal ethics and social expectations; professional ethics; the use of force; issues of race, gender and class; and noble cause corruption. Students will examine the importance of an ethical foundation for law enforcement while they compare and contrast ethical codes from various sources in the public safety community and historical warrior classes. Special attention will be paid to the concept of noble cause corruption and the compound effects of those outcomes. Placement at ENG 101 level strongly advised.

CJS 109 Criminal Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to the principles of criminal liability, elements of crimes, defenses to crimes and parties to crimes in the areas of property crimes, crimes against the person, crimes against habituation, and drug trafficking. Placement at ENG 101 level strongly advised. Placement at ENG 101 level strongly advised.

CJS 110 Criminal Procedure
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the police officer responding to a wide range of calls which involve the potential for crisis. This course will involve incidents with violent individuals as well as volatile groups from recruitment to retirement. Students will also evaluate stress producing incidents that occur at the individual, team and organizational levels.

CJS 111 Criminal Justice Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers selected theories of delinquency, programs of prevention and control, treatment, confinement, utilization of community resources, and the history and current role of the juvenile court. Placement at ENG 101 level strongly advised.

CJS 112 Criminal Procedure
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces the student to the principles of criminal liability, elements of crimes, defenses to crimes and parties to crimes in the areas of property crimes, crimes against the person, crimes against habituation, and drug trafficking. Placement at ENG 101 level strongly advised. Placement at ENG 101 level strongly advised.

CJS 113 Drugs and Society
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course discusses the major social health issues involving drugs. Topics covered include the psychological aspects of drug involvement, the pharmacology of drugs, alcoholism, current rehabilitation practices, review of state and federal drug laws, and drug education programs at the national, state, and local levels. Placement at ENG 101 level strongly advised.

CJS 114 Stress and the Police Officer
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines critical, stress-producing events that occur throughout a law enforcement career, including recruitment and basic training, entry into the paramilitary structure, critical incident events, the changing context of policing post 9/11, social pressure and expectations, the bureaucracy and politics of policing, health consequences of long-term exposure to hazards, family dynamics, and retiring from the profession. Students will develop the knowledge and tools needed to mitigate stress producing events inherent within the complex career in law enforcement, from retirement. Students will also evaluate stress producing incidents that occur at the individual, team and organizational levels.

CJS 117 Crisis Intervention & the Police
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the relationship between personal ethics and social expectations; professional ethics; the use of force; issues of race, gender and class; and noble cause corruption. Students will examine the importance of an ethical foundation for law enforcement while they compare and contrast ethical codes from various sources in the public safety community and historical warrior classes. Special attention will be paid to the concept of noble cause corruption and the compound effects of those outcomes. Placement at ENG 101 level strongly advised.
trial, sentencing and punishment, appeal and post-conviction relief, and constitutional safeguards in state and federal criminal proceedings. Placement at ENG 101 level strongly advised.

CJS 122 Conflict & Dispute Resolution
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A survey of various dispute resolution processes, including negotiation, mediation, conciliation, arbitration, and mixed processes. Students will gain familiarity with these processes, rudimentary skills in using them, and experience in how to help choose or build the most appropriate dispute resolution prevention process. Through simulations and case exercises, theories, tactics, and methods will be applied to the fields of criminal justice, business, law, and labor-management relations. Can be used as a Business or Government elective. Placement at ENG 101 level strongly advised.

CJS 131 Introduction to Homeland Security
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introduction to Homeland Security as an evolving policy issue, matter of national concern, and a profession, the course prepares students to explore this area of policy, law enforcement/emergency response, and government. This course addresses terrorism, natural disaster, policy development, legal and criminal justice issues, and concepts regarding the structure and authority of the Department of Homeland Security and related agencies. Case studies are examined focusing on threat assessment, disasters, past acts of terrorism, and potential risks facing the nation. Also explored are prevention, mitigation, and response to threats both natural and man-made.

CJS 132 Weapons of Mass Destruction
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Today’s terrorism is characterized by sophistication, organization, financial capacity, and a degree of violence directed at mass populations heretofore unseen. This course presents an overview of the threat of terrorism as posed by weapons of mass destruction, with a focus on nuclear, biological, explosive, and chemical weapons, prevention of, preparation for, and the response to such threats. The focus is on the roles of the first responder before, during, and after WMD incidents.

CJS 202 Introduction to Corrections
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers a critical analysis of the American system of corrections. Covers important historical developments and the range of treatment and/or punishment options available to government, including prisons, jails, reformatories, and community treatment programs. Probation and parole are considered as an integral part of corrections. Current correctional philosophy and treatment approaches on federal, state, and local levels of government are assessed. The interrelated nature of all aspects of corrections is emphasized, with particular focus on policy analysis and decision-making.

CJS 204 Probation, Parole & Community Corrections
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Probation, parole, and other community-based sanctions, procedures, practices, and personnel are surveyed and evaluated. Probation, parole, and community-based correctional programs are presented in their historical, philosophical, social, and legal context. Theory and practice are integrated to the greatest extent possible.

CJS 206 Corrections Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
This course will introduce students to the work of a Corrections Administrator by examining the rewards and challenges of working in corrections. Through the review of corrections history, theory, policy and current practice, students will develop a pragmatic understanding of issues related to managing an offender population in dynamic and difficult environments. This course includes a review of corrections history and background, contemporary critical issues, corrections operations, and projecting future needs. Additional topics will include environmental impact, leadership theory and application, staff roles and supervision, managing risk, community corrections, managing special populations, and future considerations. This course is specifically applicable to those seeking employment in corrections institutions, field services, and community-based corrections.

CJS 211 Introduction to Security Procedures
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course includes the historical and philosophical bases of security and a survey of administrative, personnel, and physical aspects of the field. Placement at ENG 101 level strongly advised.

CJS 212 Corporate Security Investigations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The role of private security and its relationship with the public sector continues to expand with more resources and responsibilities being leveraged on behalf of the private sector to ensure the areas of fraud, risk mitigation and emergency response are fully compliant and capable to address any situation. These enhanced responsibilities have created the need for individuals to develop more advanced investigatory skill sets. This course is designed to expose the student to multiple investigations and investigative techniques with a specific focus on how these investigations affect private security and the relationship with public law enforcement. Topics covered will include evidence collecting, risk assessment, report writing, white collar crime, industrial espionage, workplace violence, terrorism, interview and interrogation, computer crime and courtroom testimony. Prerequisite: CJS 101

CJS 213 Security Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines significant topics in private security administration, including security planning, legal issues, managing investigations and the securing of assets, training, and human resource management. Placement at ENG 101 level is strongly advised.

CJS 214 Risk Analysis and Disaster Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will introduce students to the work of a Corrections Administrator by examining the rewards and challenges of working in corrections. Through the review of corrections history, theory, policy and current practice, students will develop a pragmatic understanding of issues related to managing an offender population in dynamic and difficult environments. This course includes a review of corrections history and background, contemporary critical issues, corrections operations, and projecting future needs. Additional topics will include environmental impact, leadership theory and application, staff roles and supervision, managing risk, community corrections, managing special populations, and future considerations. This course is specifically applicable to those seeking employment in corrections institutions, field services, and community-based corrections.

CJS 215 Introduction to Security Procedures
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course includes the historical and philosophical bases of security and a survey of administrative, personnel, and physical aspects of the field. Placement at ENG 101 level strongly advised.

CJS 216 Corporate Security Investigations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The role of private security and its relationship with the public sector continues to expand with more resources and responsibilities being leveraged on behalf of the private sector to ensure the areas of fraud, risk mitigation and emergency response are fully compliant and capable to address any situation. These enhanced responsibilities have created the need for individuals to develop more advanced investigatory skill sets. This course is designed to expose the student to multiple investigations and investigative techniques with a specific focus on how these investigations affect private security and the relationship with public law enforcement. Topics covered will include evidence collecting, risk assessment, report writing, white collar crime, industrial espionage, workplace violence, terrorism, interview and interrogation, computer crime and courtroom testimony. Prerequisite: CJS 101

CJS 217 Security Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines significant topics in private security administration, including security planning, legal issues, managing investigations and the securing of assets, training, and human resource management. Placement at ENG 101 level is strongly advised.

CJS 218 Risk Analysis and Disaster Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will introduce students to the work of a Corrections Administrator by examining the rewards and challenges of working in corrections. Through the review of corrections history, theory, policy and current practice, students will develop a pragmatic understanding of issues related to managing an offender population in dynamic and difficult environments. This course includes a review of corrections history and background, contemporary critical issues, corrections operations, and projecting future needs. Additional topics will include environmental impact, leadership theory and application, staff roles and supervision, managing risk, community corrections, managing special populations, and future considerations. This course is specifically applicable to those seeking employment in corrections institutions, field services, and community-based corrections.
themselves to the nation’s critical infrastructure. Students will learn how risk analysis contributes to all decisions surrounding threats and hazards, how risk balance works and how it can be applied in the efforts of preparedness, prevention, and response strategies. Students who successfully complete the course will earn 3 semester credits. Prerequisites: CJS 101 and CJS 211

**CJS 215 White-Collar Crime**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course deals with the rise, nature, causes, and consequences of white-collar crime and addresses such subjects as corporate crime, occupational crime, financial crime, public corruption, technology-based crime, and policing and prosecuting white-collar crime.

**CJS 221 Domestic Violence, Abuse & Neglect**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
A survey of domestic violence including spousal or partner battering, child abuse and child neglect, causes, effects, and consequences of domestic violence; judicial, law enforcement and other interventions to protect victims; practical applications of the law; assisting victims/clients with resource and referral assessment; and study of public policy, criminal justice, and legal issues and problems. Placement at ENG 101 level strongly advised.

**CJS 222 Unequal Justice: Gender, Race, Ethnicity, Class & the Law**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
Inscribed in large letters above the entrance to the Supreme Court of the United States are the words “Equal Justice under the Law.” These words represent the ideal of the American justice system: that law, legal procedures, and legal systems will treat people equally regardless of their race, gender, ethnic background, or social status. The reality of the criminal justice system, emphasizing historical and political foundations, will be explored through the study of gender, race, ethnicity, and class-based differences in law and criminal justice. Designated as a Criminal Justice course, this course may also be taken as a History/Government elective. Placement at ENG 101 level strongly advised.

**CJS 224 Victimology**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
Students will explore the myths and realities pertaining to crime victims, including crime victim statistics, the dynamics of victimization (physical, emotional and/or financial harm), victims’ rights, exposure to how police, courts and related agencies treat victims, and the problems and solutions for special kinds of victims (children, women, sexual assault victims, elderly, drunk driver and bias or hate crime victims). Placement at ENG 101 level strongly advised.

**CJS 297 Criminal Justice Internship**  
3 Credits (0 Lecture 0 Lab 110 Internship)  
The student works in a supervised work experience in a related criminal justice capacity for at least 110 hours over a semester. A term paper is submitted to the coordinator. Prior permission of the coordinator is required. Placement at ENG 101 level strongly advised.

**ECONOMICS**

**ECO 201 Microeconomics**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
In this course, students study the basic principles of economics including economic theory related to the operation of business firms such as supply, demand, price determination, production costs, competition, resource markets, and international trade. Placement at ENG 101 level strongly advised.

**ECO 202 Macroeconomics**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course is a study of the basic principles of economics including different economics organizations, income and employment theory, government fiscal and monetary policies, problems of price stability, and economic growth. Placement at ENG 101 level strongly advised.

**EDUCATION**

Note: Most education courses require out of class field observation.

**EDU 101 Introduction of Early Childhood Education**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
5 Hours/Week (3 Lecture 0 Lab 2 Practicum)  
This is an introductory course in the principles of early childhood education focusing on facilities, staff, goals, and methodology of various programs such as day care, Head Start, and nursery school. Traditional and contemporary issues in early childhood education will be considered, and emphasis will be placed on meeting the needs of the developing child. 20-30 hours of observations in the field will be required. Placement at ENG 101 level strongly advised.

**EDU 105 Curriculum for Preschool Children**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
By focusing on methods and materials in early childhood education, this course explores ways to maximize the learning experience for young children. The meaning and value of play and the child’s individual and developing use of materials will be considered. Projects based on cues from children’s interests and how to adopt activities for children in differing cultural settings will be included. 15 observation hours in the field will be required. Placement at ENG 101 level strongly advised.

**EDU 107 Health and Nutrition for Preschoolers**  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course is an analysis of the personal health and nutritive needs of young children. The proper foods for young children are emphasized in relation to the physical, intellectual, and emotional well-being of the child. The role of early childhood programs in preventive health care is stressed, and consideration is given to the body function of the young child with respect to anatomy, physiology, correct nutrition, rest, recreation, exercise, and play. 10 observation hours in the field will be required. Placement at ENG 101 level strongly advised.

**EDU 110 Observation & Participation**  
3 Credits (3 Lecture 0 Lab)  
5 Hours/Week (3 Lecture 0 Lab 2 Practicum)  
This course is designed to give students a guided experience in techniques for observing, documenting, and assessing behavior...
and development of young children. The student will observe, document, and assess children’s behavior and development in selected preschool settings such as child care, Head Start, and PreK/ nursery school. Twenty (20) observation hours in the field, outside of class time, are required. Pre- or co-requisite: EDU 101.

EDU 115 Children’s Literature
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys the current field of children’s literature, emphasizing criteria and standards of high-quality books for children. It is designed for students in early childhood education and for individuals responsible for the selection of appropriate books for use with children. The course content includes methods of presentation of literature to children. Placement at ENG 101 level strongly advised.

EDU 117 Positive Guidance for Young Child
3 Credits (3 Lecture 0 Lab 0 Clinical)
4 Hours/Week (3 Hrs. Lecture 1 Practicum)
This course will focus on the process of establishing and maintaining responsible and cooperative behavior in young children. Positive ways to guide children through challenging behaviors will be addressed. Various developmentally appropriate guidance strategies such as redirection, promoting pro-social behavior, positive assertiveness, consistency, and internal mechanisms that guide self-control will be examined. Observations (15 hours) in the field will be required.

EDU 118 Math in Early Childhood
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students will develop instructional strategies and techniques for teaching math appropriate for use in an early childhood education setting with children from 3 to 5 years of age. Consideration will be given to classroom strategies that (1) build on children’s experience and individual approaches to learning, (2) base teaching practices on knowledge of children’s development, (3) base teaching practices on strengthening children’s problem-solving and reasoning processes, (4) integrate mathematics with other activities, (5) actively introduce mathematical concepts, methods, and language through appropriate experiences. Particular emphasis will be given to the following important parts of mathematical learning in preschool: numbers, geometry and spatial relations, measurement, patterns and geometry, and analyzing data.

EDU 120 Introduction to Education
3 Credits (3 Lecture 0 Lab)
5 Hours/Week (3 Lecture 0 Lab 2 Practicum)
This foundation course is required for the elementary education transfer program. It focuses on the historical, philosophical, and social influences of education in the United States. Contemporary educational thought as well as expectations of the teaching profession will be explored. Course content and weekly, out-of-class, observations in the field will assist students in assessing their commitment to teaching. 20-30 hours of practicum/observation in the field are required. Placement at ENG 101 level strongly advised.

EDU 210 ECE Seminar
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will examine the problems arising from the daily teaching experiences. Discussions will focus on the current teaching situation, planning and implementing appropriate activities, as well as approaches to guiding and educating the developing child. Prerequisites: PSY 103, EDU 101, EDU 105, EDU 117, EDU 222 with a grade of “C” or higher and faculty approval. The student’s child care center placement must be approved by the program faculty prior to registration. Corequisite: EDU 320.

EDU 216 Dynamics of Play
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students examine several of the functions and roles of play in the development of the child from two to six. Play will be defined as the active experience of the child within the prepared environment. Special consideration will be given throughout the course to the role of the preschool teacher in interpreting, planning for, and augmenting play. Prerequisites: PSY 103

EDU 218 Infant and Toddler Development and Curriculum
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on understanding the growth and development of infants and toddlers, and planning curriculum for the child under three years of age. Emphasis will be placed on the whole child’s development: physical, cognitive, social and emotional growth. Understanding growth and development will be the basis for planning curriculum for infants and toddlers in group care, family day care, as well as parent/child activities. This course fulfills the EEC requirement for an Infant/Toddler curriculum course. 10 observation hours in the field required.

EDU 222 Children with Special Needs
3 Credits (3 Lecture 0 Lab 0 Clinical)
5 Hours/Week (3 Lecture 0 Lab 1.3 Practicum)
Introduction to special education emphasizing observation, evaluation, and planning for young children. Special needs such as physical handicaps, cognitive impairment, and the newer recognized areas of disabilities will be considered, including the implications for the teacher and federal and state legislation affecting children with special needs. Replaces (EDU 221) Special Needs for Preschool. 20-30 hours of practicum/observations in the field are required.

EDU 250 Management and Supervision in Early Childhood Education Centers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This is an advanced course in principles of management and supervision of child care centers. This course will include both theory and application of theory. Topics covered will include: theories of management processes and approaches of management principles and tasks of management (such as planning and organizing, staffing, leading, monitoring and controlling for quality), managing spatial resources, health and safety needs of children, managing food service, children’s programs and communication with parents and the public. Prerequisites: PSY 103

EDU 317 Financial Management for Day Care Administrators
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This is an introductory course to the nursery school and the day care, as well as parent/child activities. This course fulfills the EEC requirement for an Infant/Toddler curriculum course. 10 observation hours in the field required.
Course Descriptions

**ENGINEERING**

**EGR 101 Electrical Fundamentals**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the student with a firm foundation in electrical theory. The course material will cover Direct Current (DC) and Alternating Current (AC), with an emphasis on circuit analysis. Learned electrical principles will be applied using computer-aided simulation as well as physical electrical circuits in a laboratory. Lab segments will aid the student's understanding of electricity using test equipment to measure performance and troubleshoot electrical circuits. Prerequisites: MAT 103 and CSI 116.

**EGR 105 Digital Electrical Circuits**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with a foundation in digital electronic circuit theory. Topics include number systems, binary math, Boolean algebra, combinatorial logic circuits, sequential logic circuits, state machines and programmable logic arrays (FPLA). Learned principles will be applied using computer simulation as well as assembly of digital circuits in a laboratory setting. In class lab sessions will allow students to use test equipment to measure performance and troubleshoot digital circuits they construct. Prerequisite: EGR 101

**EGR 201 Electronics I**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an introduction for the design and construction of electronic circuits. Topics include semiconductors, diodes, transistors, and field-effect transistors (FETs). Students will learn how to design amplifiers, oscillators, power supplies, and filters. In addition, students will use passive electrical components such as capacitors and inductors to study the occurrence of resonance in an Alternating Current (AC) circuit. Prerequisites: EGR 101 and EGR 105

**EGR 202 Electronics II**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with in-depth knowledge of electronic circuit design and construction. Students will learn how semiconductor components are used to create amplifiers, waveform generators, digital-to-analog signal converters and power supplies. Additional topics will include discrete components such as diodes, transistors, passive components and integrated circuit operational amplifiers. Prerequisite: EGR 201

**EGR 203 Electronics III**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will give students a background in integrated circuits and digital electronics. Topics include digital logic circuits, digital circuit analysis, and the design and analysis of digital systems. Prerequisites: EGR 201, EGR 202 and permission of the instructor.

**EGR 204 Electronics IV**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will present advanced topics in digital electronics, including digital signal processing, microcontrollers, and digital communication systems. Prerequisites: EGR 201, EGR 202, and permission of the instructor.

**EGR 205 Electronics V**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will cover advanced topics in electronic circuit design and analysis, including power electronics, analog-to-digital conversion, and digital signal processing. Prerequisites: EGR 201, EGR 202, and permission of the instructor.

**EGR 206 Electronics VI**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will cover advanced topics in electronic circuit design and analysis, including power electronics, analog-to-digital conversion, and digital signal processing. Prerequisites: EGR 201, EGR 202, and permission of the instructor.

**EMERGENCY MEDICAL SERVICES**

**EMS 101 Emergency Medical Technician- Basic**
6 Credits
The Basic Emergency Medical Technician Course is an in-depth course in basic life support offered by the Comprehensive Medical Teaching Institute (CMTI) at Quincy College. It offers career training for entry-level positions in emergency medical settings. Students learn about acute illnesses, medical emergencies, traumatic emergencies, childbirth, rescue extrication, ambulance operations, splinting techniques, communication and documentation, medical
legal implications, automated external defibrillator (AED)/cardiopulmonary resuscitation (CPR), basic medications and their effects. After successful completion of all requirements and skills training, the student will qualify to apply for respective national and state certification exams. The course involves approximately 160 hours of classroom participation where complete attendance all sessions is mandatory. The course meets or exceeds current National Emergency Medical Services guidelines and has Massachusetts Office of Emergency Medical Services approval.

PARAMEDIC

EMS 201 Paramedic
6 Credits
The Paramedic Professional Certificate Program offered in partnership with the Comprehensive Medical Teaching Institute/Tufts Medical Center Consortium for Paramedic Education (CMTI) at Quincy College will teach and prepare students to achieve the highest level of certification for emergency pre-hospital medical providers. The course duration of approximately 20 -24 months includes approximately (12) months of classroom didactic instruction, skills lab sessions and skills scenario evaluations, a (320) hour clinical internship with an assigned hospital preceptor. The clinical internship will be followed by a (250) hour field internship in which students will ride on an emergency medical services unit with an experienced licensed paramedic preceptor to further build upon the assessment, management and treatment skills developed during classroom and clinical experiences and apply them to the out-of-hospital setting as a provider and team leader. At the conclusion of the course students must demonstrate the competencies and skills required of the entry-level EMT Paramedic.

EMS 202 Paramedic 2
6 Credits
The Paramedic Professional Certificate Program offered in partnership with the Comprehensive Medical Teaching Institute/Tufts Medical Center Consortium for Paramedic Education (CMTI) at Quincy College will teach and prepare students to achieve the highest level of certification for emergency pre-hospital medical providers. The course duration of approximately 20 -24 months includes approximately (12) months of classroom didactic instruction, skills lab sessions and skills scenario evaluations, a (320) hour clinical internship with an assigned hospital preceptor. The clinical internship will be followed by a (250) hour field internship in which students will ride on an emergency medical services unit with an experienced licensed paramedic preceptor to further build upon the assessment, management and treatment skills developed during classroom and clinical experiences and apply them to the out-of-hospital setting as a provider and team leader. At the conclusion of the course students must demonstrate the competencies and skills required of the entry-level EMT Paramedic. Prerequisites: EMS 201

EMS 203 Paramedic 3
6 Credits
The Paramedic Professional Certificate Program offered in partnership with the Comprehensive Medical Teaching Institute/Tufts Medical Center Consortium for Paramedic Education (CMTI) at Quincy College will teach and prepare students to achieve the highest level of certification for emergency pre-hospital medical providers. The course duration of approximately 20 -24 months includes approximately (12) months of classroom didactic instruction, skills lab sessions and skills scenario evaluations, a (320) hour clinical internship with an assigned hospital preceptor. The clinical internship will be followed by a (250) hour field internship in which students will ride on an emergency medical services unit with an experienced licensed paramedic preceptor to further build upon the assessment, management and treatment skills developed during classroom and clinical experiences and apply them to the out-of-hospital setting as a provider and team leader. At the conclusion of the course students must demonstrate the competencies and skills required of the entry-level EMT Paramedic. Prerequisites: EMS 202

ENGLISH

ENG 090 Basic Composition
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is for students who need improvement in writing skills as determined by placement tests. Special attention is directed toward the structure of sentences, diction, and the mechanics of writing. Extensive practice in writing paragraphs will be provided.

ENG 091 English Vocabulary
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course presents a systematic approach to building English vocabulary, by teaching student’s techniques for long term vocabulary learning, providing instruction in understanding the origin and meaning of words, and presenting English vocabulary within its broader cultural and social context. This course will help both native speakers who need a stronger foundation in academic language and ESL students who need to expand their vocabulary in English. Course material will provide practice opportunities in standardized tests such as TOEFL and SAT. Students who complete this course successfully should expect to be more comfortable and competent in dealing with both general and subject specific academic vocabulary used in college texts and lectures.

ENG 092 Critical Thinking
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed for students in need of further preparations for college level work. This class will provide intensive preparation in reading, writing and vocabulary development while challenging students to confront questions about self, college, and contemporary issues. Additional assignments provide students with practice in their specific area of academic interest. Prerequisites: successful completion of ENG 094, or appropriate scores on the placement test.

ENG 093 Grammar
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course serves as an introduction to or review of basic grammar for everyday writing and speaking. Students learn the basic grammatical structures as well as the functions and relationships of words within these structures. They also gain an understanding of writing effective sentences.

ENG 094 Foundations of Reading
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is specifically designed to assess and improve a student’s reading efficiency, vocabulary proficiency, and overall study skills. Students monitor their progress in key reading and study skills. Skills stressed are pre-reading, finding the main idea, recognizing patterns of organization, using outlines and study maps, and studying for tests. Class time is divided between lectures and discussions and the practical application of these skills in a laboratory setting.
ENG 101 English Composition I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A required course for all students who have demonstrated acceptable writing proficiency as measured by a standard test or satisfactory completion of ENG 090. This course will emphasize developing the student's ability to articulate his/her thoughts in writing a coherent, unified, and well-structured composition. The student will write a series of papers. The student will also learn the techniques needed to produce a library research paper. The required research paper is a major component of the course.

ENG 102 English Composition II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A required course, which introduces the student to themes and techniques in the basic genres of literature: the short story, drama, and poetry. Expository papers may be written in response to ideas embodied in literature. Prerequisite: ENG 101 or permission of instructor.

ENG 103 Non-Fiction Writing
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course offers practice in articulating logical thought and in writing for college courses. The focus is to help students shape and extend their thought into coherent expository essays. Prerequisite: ENG 101 or permission of instructor.

ENG 111 Speech Communication
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Special attention is given to developing self-confidence and skill in oral communication by affording each student an opportunity to participate in a maximum number of speech situations. Practice situations include extemporaneous speeches, panel discussions, and evaluative listening.

ENG 151 Shakespeare
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduction to the works of William Shakespeare, emphasizing the presentation of the major plays through books, stage, and film. Students will read representative comedies, tragedies, and histories and analyze these plays in either live performance or through classic film adaptations. The sonnets and lyrical romances will also be briefly addressed as part of the greater body of Shakespeare's works. Prerequisite: ENG 102 or permission of instructor.

ENG 201 English Literature I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This survey course explores the successive controlling concepts behind English literature from the Anglo-Saxon to the Neo-Classical periods. The course seeks to acquaint the student with the techniques and transformation of the literary genres as well as with the major authors and schools of writing. Required are the reading, analysis, and appreciation of representative literary masters who have influenced subsequent literature and thought. Prerequisite: ENG 102 or permission of instructor.

ENG 202 English Literature II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This survey course explores the predominant cultural concepts underlying the literature of the England from the Pre-Romantic period to the Post-Atomic. It will examine the techniques and transformations of the literary genres in each succeeding period as well as sample the writings of representative authors. Involves the reading, analysis, and appreciation of works which have shaped modern literature and thought. Prerequisite: ENG 102 or permission of instructor.

ENG 204 Poetry
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores composition of poetry through analysis and the creation of original works. Students will read a wide variety of poems, from traditional forms to modern free verse, while creating their own original collection of poetry. Students may also be required to write explications of poems as a means to better grasp metrics, parts of speech, rhetorical constructions, traditional forms and innovations in style. Prerequisites: ENG 101

ENG 205 World Mythology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys the foundational stories that have helped to develop civilizations around the world. It also explores how many of these stories are living ideas that still persist to this day. Babylonian, Greek, Roman, African and Native American myths will be studied both in their original context and as the basis for folktales, fairy stories, modern novels, contemporary films and fantasy video games. Prerequisites: ENG 101

ENG 211 American Literature I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a general survey of early American Literature covering the major writers from Captain Smith through the Fireside Poets. The purpose of the course is to introduce the student to representative authors with emphasis on the major writers. Critical papers may be assigned periodically. Prerequisites: ENG 102 or permission of instructor.

ENG 212 American Literature II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a general survey of the significant prose, fiction, and poetry of American writers, beginning with Whitman, and continuing with Twain, James Eliot, Hemingway, and Faulkner. Critical papers may be assigned periodically. Prerequisites: ENG 102 or permission of instructor.

ENG 213 Environmental Literature
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The course examines literary narrative in the tradition of nature writing in English and American nonfiction prose. The study offers a humanities complement to environmental studies, which extends an interdisciplinary understanding of environment, place, and nature through a literary lens. Students will explore responses to the relationships among environment, nature, and landscape in expressive forms and consider writing ecocritical approaches through journal, essay, and project work. Prerequisites: ENG 102
ENG 221 World Literature I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys the origins of Western literature by tracing recurrent concepts from the Hebrew Bible and Homeric epics through Greek drama and Roman prose. Students will read translations of major works that reflect a variety of themes, genres, and cultures from the ancient world. Prerequisites: ENG 102 or permission of instructor.

ENG 222 World Literature II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys Western literature by tracing recurrent concepts through the Medieval, Early Modern, Romantic, Revolutionary, and Modern periods. Students will read major works representing a variety of genres and cultures. Prerequisites: ENG 102 or permission of instructor.

ENG 224 Writing for Professionals
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Students develop writing techniques and conventions peculiar to magazine writing, advertising, business, technical writing, and editorializing. Ads, technical articles, reports, abstracts, manuals, and documentation will be practiced.

ENG 225 Creative Writing Workshop I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on the experience of writing as a creative activity with emphasis on the methods of writing imaginative prose and poetry. Fictional techniques, such as the methods of narration and descriptive style, will be discussed. Prerequisite: ENG 101 or permission of instructor.

ENG 226 Creative Writing Workshop II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A continuation of the writing of serious, artful fiction, poetry, or drama. Classroom consideration of craft. Individual discussion of the student's work. Prerequisites: ENG 101, ENG 225.

ENG 230 Journalism
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores the role of journalism in a free democratic society to help students develop their skills in journalistic writing. Students learn to structure and edit various types of stories, explore types of reporting, the differences between reportage and editorializing, the ethical issues journalists face daily, and the legal implications of a free press. Prerequisite: ENG 101 or permission of the instructor.

ENG 231 Modern Novel
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the development of the modern novel in the twentieth century, and traces the social and personal values reflected in them. Additionally, the course will examine such themes as the rites of passage, the role of the individual within society, the role of nature, and the perception of women and minorities. A number of novels will be read for enjoyment and analysis. Prerequisite: ENG 102 or permission of instructor.

ENG 232 Literature of the Supernatural
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)*15 Weeks.
This course examines the literature of the supernatural as a fundamental mode of literary understanding and as an inspiration for the works of great authors. Gothic tales, ghost stories, supernatural events, odd coincidences, and unexplainable phenomena are often the beginning of an imaginative approach to both life and literature. Students will encounter a wide range of literary examples, from stories and poetry drawn from the traditions of European and American romanticism and gothic tales to more modern modes of literary expressionism, surrealism, paranormal romance, and horror. Prerequisite: ENG 102.

ENG 233 Crime and Detective Fiction
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines various types of suspense literature from the 19th century to the present, including mystery, detective novel, crime, and the mystery adventure novel. Topics to be examined during the semester: basic narrative formulas and structures; significance of the forms; detectives as focus for social values; significance and typical themes of detective and crime fiction; and the changing nature of the genre. Prerequisite: ENG 102 or permission of instructor.

ENG 235 Survey of Women Writers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the works of major women writers frequently underrepresented in traditional literary surveys. Students will read various genres of literature spanning the 17th century to the present with an emphasis on recurrent themes. Topics may include: challenges to women writers, women in relationships, gender identity, motherhood, aging, the public vs. private self, redefining traditional women's roles, victimization and empowerment. Prerequisite: ENG 102 or permission of instructor.

ENG 237 Introduction to Science Fiction
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course surveys Science Fiction from the foundational classics of Mary Shelley, Jules Verne, H.G. Wells and Edgar Rice Burroughs to the modern masterpieces that continue to influence contemporary literature, films and computer gaming. Readings will include works from the Golden Age of Science Fiction, the New Wave of the 1960s and the contemporary Cyberpunk and Slipstream movements that are shaping Science Fiction writing today. Prerequisite: ENG 102.

ENG 238 Literature of the Supernatural
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)*15 Weeks.
This course examines the literature of the supernatural as a fundamental mode of literary understanding and as an inspiration for the works of great authors. Gothic tales, ghost stories, supernatural events, odd coincidences, and unexplainable phenomena are often the beginning of an imaginative approach to both life and literature. Students will encounter a wide range of literary examples, from stories and poetry drawn from the traditions of European and American romanticism and gothic tales to more modern modes of literary expressionism, surrealism, paranormal romance, and horror. Prerequisite: ENG 102.

ENG 239 Baseball Literature
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will study the vibrant cultural meaning of baseball in the United States, from the origin of professional leagues in the late 19th century to the increasing nature of commercial competition which currently exists. Through literary readings and discussions addressing the history of baseball and the examination of literary texts the sport inspires, students will explore issues of American identity and discover how sport can be a manifestation of society as well as a mechanism for change. Prerequisite: ENG 102.
Course Descriptions

ENG 240 Literature of War
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will explore the approaches which authors have used to write about the nature, causes, and effects of war throughout the history of literature. The focus will be on the unique capacity of poetry, the short story, the novel, and drama to examine different aspects of war. Students will read representative texts that span from the Trojan War to the Wars in Iraq/ Afghanistan with an emphasis on recurrent themes, conflicts, and images. Topics will include: the nature of honor and heroism, the combat experience and its consequences, moral ambiguity in war, lost innocence, bonds forged by combat, the soldier/officer dynamic, the effect of deployment on families, the challenges of homecoming, the role of memory in trauma and healing, and the functions of war literature itself.

ENG 250 World Languages and Linguistics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course presents both a contemporary and a historical approach to the systematic study of human languages in general, with special focus on the English language as well as examples drawn from world languages represented by class members and significant to the understanding of linguistic concepts. Successful students will develop analytical tools to better understand the functioning of language as a crucial component of human communication, thought, and culture. Conceptual knowledge of human language and of particular languages will enhance academic and professional communicative capabilities.

ENG 251 Introduction to Drama
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an introduction to the craft and art of drama, including a close study of technique and subject, and selected plays. Prerequisite: ENG 102.

ENG 252 International Film
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduces students to the world of international film, focusing on the major foreign centers of film production. Teaches the visual, narrative, and script cinematic values, develops the ability to critically respond to films both verbally and in writing, and to appreciate the historical and cultural contexts of films. The films emulate the transitional evolution of film centers representing peaks of cultural expressions and will be selected for cinematic quality and intellectual accessibility to novice audiences. Readings of film theories corresponding to filmic development will include film scripts and transcripts, critical reviews, and factual information about the films, directors, actors, and their historical-cultural contexts. Prerequisite: ENG 101 or permission of instructor.

ENGLISH AS A SECOND LANGUAGE

ESL 080 Vocabulary for ESL
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A systemic approach to building vocabulary. Students check their progress against standardized tests such as TOEFLs and SATs.

ESL 081 Academic Reading for ESL
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is specially designed to assess and improve a student’s reading efficiency in various academic areas. Skills stressed are prereading, finding the main idea, recognizing patterns of organization, understanding relationships and abstract concepts.

ESL 085 American Culture for International Students
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students who have not experienced life in the USA to the American culture and reality, using methods and sources that will help them feel more comfortable with the English language, better understand American humor, cultural allusions and references, and avail themselves of the rich sources of knowledge in the Greater Boston area. Students can expect to use an English-only advanced learner dictionary to think directly in English to better understand their intellectual environment.

ESL 088 Digital Writing for Multilinguals
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Digital natives who are not native speakers of English already have a wealth of experience in written communication on collaborative social media in their native languages as well as English. This course guides students to draw from their existing abilities, including academic knowledge achieved in languages other than English, to get a head start toward academic writing in English. Using a variety of electronic platforms, supportive applications, and collaborative methods, this course engages students in thematic writing on family, friendship, social issues, personal and cultural identity, world problems to build fluency and competence in written English.

ESL 089 Oral Communication for ESL Students
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this course, ESL students learn techniques to improve their pronunciation in spoken English, developing confidence and versatility in communicating orally in various situations, and improve listening comprehension of rapid speech. Formal and informal English, cultural and regional dialects, slang, and professional jargon will be covered. Class activities will use videotapes, audiotapes, role playing situations, videotaping students and follow-up analysis, and group discussions.

ESL 094 Academic Listening and Learning Skills for ESL Students
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A course designed to help master the skills familiar to successful college students: note-taking, paraphrasing, summarizing, outlining, using study maps, organizing information in meaningful ways, and test-taking techniques. Materials from all academics will be used for the application of skills in laboratory settings.

ESL 095 ESL Grammar
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This three-credit course provides students the opportunity to develop college-level skills in the syntax of the English language.
**ESL 096 Beginning English as a Second Language**
3 Credits (3 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
This is an introductory course designed to improve the listening, speaking, reading, and writing skills of students who speak English as a Second Language. Classroom activities are designed to lead students from basic to conversational oral expression, to improve reading comprehension and vocabulary, and to use written English in various contexts.

**ESL 097 Intermediate English as a Second Language**
6 Credits (6 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
This course is designed to improve the listening, speaking, reading, and writing skills of students who speak English as a Second Language. Emphasis is placed on learning English and developing reading writing, and communication skills in everyday and academic situations. Classroom activities include small group work, oral presentations, role playing, vocabulary work, and writing assignments. Prerequisites: Appropriate score on placement test or successful completion of Beginning ESL. Prerequisite: ESL 096.

**ESL 108 Advanced ESL**
6 Credits (6 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
This course guides students who have mastered fundamentals of English to develop academic fluency in reading, writing, listening, speaking, and thinking directly in English. Emphasis is placed on reading college level materials, understanding and responding to rapid academic and social speech, writing extended expressive and analytical essays from sources, and making an oral presentation on an academic topic. Exploration of cultural experiences and perceptions will facilitate building students' confidence in functioning in a multicultural, English language classroom. Prerequisite: Appropriate placement score or successful completion of ESL 097.

**ESL 197 Independent Study in ESL**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides ESL students who have special abilities, interests, and challenges in developing their academic English that are not able to meet their needs in existing courses, with a specialized instructional framework for doing so. Enrollment in this course requires approval by the Dean.

**ENVIRONMENTAL STUDIES**

**ENV 101 Introduction to Environmental Studies w/ Lab**
4 Credits (3 Lecture 1 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This introductory course utilizes numerous case studies of current environmental health and safety issues. Lecture topics include: Human/ecological exposure to pesticides and hazardous substances, acid rain, ozone depletion, global warming, and biodiversity. Students will gain environmental literacy by learning about the science behind these issues, the role of the media in public awareness, and subsequent regulation to protect environmental health and safety. Lab skills learned: Conduct hands-on experiments covering a broad range of topics including chemistry, biology, ecology, toxicology and earth science. This course will provide a foundation for students who wish to have a career in environmental science and provide non-majors with a good working knowledge to help them discriminate between valid environmental concerns and unsubstantiated claims. Safety protocols must be observed in all lab classes. These include: no food, no drink, and no-open-toe shoes, appropriate clothing. Only registered students may enter labs.

**EXERCISE SCIENCE / PERSONAL TRAINING**

**EXS 101 Health Appraisal & Fitness Assessment**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)
This course presents the reasons for conducting appropriate health appraisals on all new exercisers prior to beginning their fitness program. This course explores the relationship between physical activity and health, and specifically focuses on the evaluation of cardiopulmonary and musculoskeletal fitness in apparently healthy populations. Risk factor analysis, body composition assessment, aerobic fitness testing, muscle strength testing and flexibility assessments will be discussed as they relate to an individual's probability for developing a disease. This course addresses numerous assessment protocols for evaluating important fitness parameters such as determining individualized training intensities by means of heart rate monitoring and ratings of perceived exercise exertion. Students will demonstrate a thorough knowledge and understanding of the assessment principles and procedures, as well as the ability to properly perform and interpret each assessment technique.

**EXS 102 Muscular and Cardiovascular Fitness**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course addresses the principles for improving muscular fitness and cardiovascular fitness in youth, adult and senior populations. The emphasis is on practical application of the training guidelines and the expected physiological adaptations resulting from various exercise programs. Students will demonstrate a thorough understanding of exercise theory, training effects and program design for enhancing muscular strength and cardiovascular endurance in apparently healthy individuals.

**EXS 115 Injury Prevention, Flexibility and Functional Training**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course addresses the practical components of personal training, including exercise safety, injury prevention, and training modifications for special populations (e.g., youth, older adults, pregnant women, post-rehab patients, diabetics, hypertensive, etc.) while directing physical fitness programs for a variety of clients. Students will demonstrate a thorough knowledge and understanding of the foundational principles and standard procedures for exercise safety, proper stretching technique, and professionalism when working with fitness clients on an individual basis and in a group setting.

**EXS 116 Strength Training and Endurance Exercise**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the biomechanical aspects of proper exercise performances using standard strength training machines and free-weight equipment, as well as common cardiovascular training tools, such as treadmills, cycles, steppers, rowsers and elliptical trainers. Students will demonstrate a thorough understanding of the movement patterns, prime mover muscle groups, and performance techniques associated with 100 selected strength, endurance and flexibility exercises. This course is a practical experience and will be conducted largely in the fitness center with hands on teaching/learning experiences.
EXS 119 Bioenergetics and Biomechanics  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course explores the energy sources for aerobic exercise (such as running), and anaerobic exercise (such as strength training). Students will demonstrate a thorough knowledge and understanding of aerobic and anaerobic energy production and utilization. This course also addresses the biomechanics of exercise, including movement patterns, movement planes, leverage factors, musculoskeletal interactions, and force development. Students will demonstrate a thorough understanding of biomechanical principles and practical application to proper exercise performance.

EXS 150 Nutrition for Fitness  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course provides the student with practical information related to nutrition, exercise, and fitness. Topics examined include: nutritional needs, energy requirements, protein recommendations, diets/healthy eating programs, nutritional supplements, and behavior modification strategies for various types of physical activity. The students will attain research-based perspectives on bioenergetics for various types of physical activity.

EXS 201 Youth and Senior Fitness  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
EXS 201 examines fitness across the lifespan and is presented in two sections. The first section of this course presents the physiological growth, development, and maturation of children/adolescents, along with research recommendations and training guidelines for providing safe and effective youth exercise programs. The second section of this course presents the physiological changes that occur in aging adults, along with research-based physical activity guidelines and training recommendations for safe and effective older adult exercise programs. Prerequisites: EXS 102 and EXS 116.

EXS 202 Exercise Program Design  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course addresses exercise program design with respect to aerobic training principles of frequency, duration, and intensity, and to strength training concepts of specificity, overload, and progression, as applied to exercise selection, exercise sequence, training frequency, training resistance, training repetitions, training sets, recovery periods, periodization, and other factors related to achieving individual training objectives. Students will demonstrate a thorough understanding of exercise science principles and the ability to design appropriate training programs for various people and purposes. Prerequisites: EXS 102 and EXS 116.

EXS 204 Advanced Training Programs  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)  
This course examines strength training programs for advanced participants. The first section of the course presents a variety of high-intensity muscle building techniques, including breakdown training, assisted training, pre-fatigue training, slow-rep training, super-eight training, and circuit training. The second section of the course addresses advanced training protocols for enhancing muscular power and athletic performance. Students will demonstrate a clear understanding of the advanced training principles for enhanced muscular strength, power and athletic performance and demonstrate instructional competence in designing and teaching advanced training protocols. Prerequisites: EXS 102 and EXS 116.

EXS 206 Fitness Facility Management  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture 0 Hrs. Lab 0 Hrs. Clinical)  
This course is taught in three sections. The first section focuses on Human Resources and consists of the following components: organizational development, hiring, evaluation and compensation. The second section includes member recruitment, retention and profitability, with a particular focus on how the ability to attract and keep members leads to profitability. The third area of focus is the operation of the facility, which encompasses financial statements, system implementation, and risk assessment. Students will be exposed to all of the required tools necessary to hold a management position at a health and fitness facility. Pre-reqs: None, but EXS 101 and 102 highly recommended.

EXS 297 Exercise Science Internship  
3 Credits (0 Lecture, 0 Lab, 110 Internship)  
This course provides the student with the opportunity to integrate the academic studies of exercise science and personal trainer into an experiential supervised setting. The student will work for one hundred ten (110) hours at an approved internship site arranged through the college. Relevant work areas include: health appraisal and fitness assessment, training program design and implementation, exercise monitoring and injury prevention. A final paper is required. Prerequisites: 30 credits competed (15 at QC, 15 in major), a GPA of 3.1 or higher and permission of the dean.

FINANCE

FIN 202 Health Care Finance  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture 0 Hrs. Lab 0 Hrs. Clinical)  
The course focuses on health care finance as practiced within health care organizations, such as, hospitals, physician practices, clinics, home health agencies and managed care organizations. It covers the principles and applications of accounting and financial management. The course is organized around three critical elements: 1) the use of accounting information for decision making, 2) as a business the health care industry has some critical differences from other industries; and 3) the principles of economics are the conceptual basis for decision making.

FIN 203 Credit Management  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
An analysis of credit and collection policies as they relate to the operation of retail business. Special emphasis is placed on types of credit, originating credit, installment accounts, credit sales promotions, and methods of collection.

FIN 215 Investments  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course is a comprehensive study of investments and investment markets, including stocks, bonds, mutual funds, capital markets and investment companies. Topics covered include the relationship between risk and return, investment analysis and valuation, efficient markets and diversification. ACC 101 recommended.
FIN 220 Principles of Finance  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course provides an introduction to financial institutions and concepts and methods of financial analysis. Topics covered include financial statement analysis, short-term versus long-term business financing, the time value of money, risk versus return, the cost of capital, and international finance. ACC 101, ACC 102 recommended.

FRENCH

FRN 101 French I  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course stresses developing the student’s ability to speak, understand, read, and write French. Basic fundamentals of French grammar will be studied. Practice in pronunciation, progressive acquisition of basic vocabulary, and written and oral exercises are also covered. No previous study of French is required.

FRN 102 French II  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
A continuation of French I with emphasis still on speaking and understanding of oral French. The student will progress through basic fundamentals and further acquisition of a basic vocabulary. Prerequisite: FRN 101.

GOVERNMENT

GOV 105 Introduction to Political Science  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course introduces the central concepts of political science and practical politics. It will demonstrate how real-world events are shaped by political ideas and realities of the political world. Placement at ENG 101 level strongly advised.

GOV 201 American Government  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course deals with the problem of democratic government in the United States including the background of political theory and constitutional development. It studies democracy at various levels in the United States and offers a comparison with other democratic governments. Placement at ENG 101 level strongly advised.

GOV 211 State & Local Government  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
American state politics, organization and functions, and emphasizing the role of the state in our federal system. A survey of governmental structure and function of American municipalities is presented. Placement at ENG 101 level strongly advised.

GOV 212 International Relations  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
Introduction to the basic factors in international relationships: the systems, international law and diplomacy, international organizations, the dynamics and prospects of the present world scene. Placement at ENG 101 level strongly advised.

GOV 213 The American Presidency  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
Because growth of presidential power has been one of the most striking political phenomena in the experience of the American people during the twentieth century, this course will identify those factors responsible for the growth of executive power. It examines the presidential philosophies of men who have held the presidency, measures the impact of presidential advisors on the actions taken by the president and examines the relationship between presidents, and the press. Placement at ENG 101 level strongly advised.

GOV 217 Comparative Government  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course is an introduction to the governmental systems of various nations around the world. Students will focus on comparing political systems, policy making, interest articulation, public policy and forms of government in a variety of countries, including England, France, Germany, Japan, China, Mexico, Egypt, India, and Nigeria. In each case, comparison to those aspects of politics and government will be made between other countries and that of the United States. Placement at the ENG 101 level strongly advised.

GOV 290 Special Topics in Government  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course offers students the opportunity to explore in-depth a particular topic in government. Topics vary from semester to semester, and can include topics such as Congress, the Supreme Court, the United Nations, the North Atlantic Treaty Organization (NATO), the European Union (EU), civil liberties, civil rights, interest groups, federalism, the federal budget, political parties, public opinion and voting, and campaigns and elections. The new topic will be introduced in each semester that the course is offered.

GOV 297 Political Science Internship  
3 Credits (0 Lecture 0 Lab 110 Internship)  
The student works in a supervised work placement in a related political science or government capacity for a minimum of 110 hours over the course of semester. A term paper is submitted at the end and the student’s work is assessed on a weekly basis. Prerequisite: 12 credits of GOV/HIS classes with a GPA of 3.1 or better. The student must also meet college wide prerequisites for internship.

HEALTH SCIENCES

HSC 106 Introduction to Nutrition  
3 Credits (1 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course focuses on nutrition across the lifespan throughout all stages of development. Students will gain an understanding of nutritional principles in both health and illness. Topics include: health promotion, nutritional guidelines, macro- and micro-nutrient chemistry, menu planning, food labelling, safety, obesity, clinical eating disorders, RDA requirements, and age related guidelines.

HSC 107 Orientation to Health Care  
1 Credit (1 Lecture 0 Lab 0 Clinical)  
3 Hrs./Wk. (3 Hr. Lecture 0 Lab 0 Clinical)  
This course is designed to introduce and provide a brief overview of the U.S. health care industry. Using the Internet, discussion and individual research for this course, this course creates awareness of and curiosity for the health care delivery system. It also encourages
students to value cultural diversity and professionalism. Topics include: U.S. Health care industry, trends in health care, health care financing and reimbursement, ethical and legal issues and other health care topics.

HSC 108 Basic Life Support & Emergency Skills
1 Credit (1 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)
This course is designed to prepare a wide variety of health care professionals to recognize several life-threatening emergencies, to provide Cardiopulmonary Resuscitation (CPR), use an Automated External Defibrillator (AED), and relieve choking in a safe, timely, and effective manner. The course will include adult, child, and infant rescue skills in addition to emergency scenarios/case studies. Students will be instructed in Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care in accordance with the American Heart Association (AHA) and First Aid in the workplace; therefore, students must pass all skills and written tests as indicated by the AHA in order to receive a course completion card (certificate) in BLS for the Healthcare Provider. This course is open to all students and fulfills the CPR requirements for all programs offered by the Division of Nursing.

HSC 115 Pharmacology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)
This course is designed to present principles basic to pharmacology. Students will explore the mode of action, major indications for use, and nursing responsibilities for pharmacological agents. Areas to be covered include management of clients with alterations in cardiovascular, hematological, respiratory, gastrointestinal, renal, neurological, and endocrine systems. Students will also explore medications developed to assist with the management of pain, infection, and oncology. Open to all students.

HSC 140 Medical Terminology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hrs./Wk. (3 Hrs. Lecture 0 Lab 0 Clinical)
This course provides a foundation for the understanding of medical terms, their abbreviations, basic anatomy and physiology as well as pathological conditions. It includes the study of prefixes and suffixes and root/stem words as well as medical technology terms with an emphasis on spelling, pronunciation, definitions and common usage. This course is similar to learning a foreign language and involves the memorization as well as the application of words/terms. The student will study and demonstrate proficiency in spelling, pronouncing, definition and application of medical terms.

HSC 149 Applied A&P for Health Care Professions
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Lecture 0 Lab 0 Clinical)
This course is an integrated study of the anatomy and physiology of the human body from the cellular level to the system level; designed for students embarking on a career/profession in the field of health care. Emphasis will be placed upon clinical applications, associated medical terminology and patient assessment. Advances in biomedical technology and patient/client treatment will be highlighted. Completion of HSC 140 prior to enrollment HSC 149 strongly recommended.

HEALTH PROMOTION SCIENCE

HPS 101 Principles in Health Promotion and Wellness
3 Credits (1 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This class explores the concepts of wellness, prevention, and health promotion at individual, community, and national levels. In this course, students will become familiar with social, behavioral, structural, and cultural factors that have an impact on health and methods of health education for at-risk populations. Students will identify health promotion needs within a chosen community to develop a health promotion program that aligns with the objectives of Healthy People 2020.

HPS 102 Community and Public Health
3 Credits (1 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Community and Public Health will provide students with an overview of the knowledge and skills needed for a career in the evolving field of health education and health promotion. This course will provide an overview of the concepts of epidemiology, community organizations, program planning, health of under served populations, mental and environmental health and more. There are indications that evidence based health education taught in the community setting can influence health outcomes, helping to support clinical efforts to involve patients in their own health and well being.

HPS 103 Key Issues in Health Promotion and Wellness
3 Credits (1 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This class is an in-depth study of health promotion, disease and disability prevention policies, programs and strategies. This course studies critical issues, such as obesity, substance abuse, and mental health. Students will explore the challenges in practice and research based in the real world of health promotion. Completion of HPS 101 and HPS 102 is recommended.

HEALTHCARE ADMINISTRATION

HCA 103 Information Systems in Healthcare Management
3 Credits (3 Lecture 0 Lab 0 Clinical)
Through this course students will define the strategic use of information systems, perform a range of applications and understand information system planning and management in healthcare. Applications include financial management, human resource management, supply chain management, medical records, clinical decision support, and emerging applications. Planning and management topics include data security; IT cost, systems interoperability, project management, IT implementation and governance. Prerequisites: ENG 101 and CSI 101.

HCA 104 Healthcare Delivery Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
The course introduces students to the historical development, structure, operation, and current and future directions of the major components of the American health care delivery system. It examines the ways in which health care services are organized and delivered, the influences that impact health care public policy decisions, factors that determine the allocation of health care resources and the establishment of priorities, and the relationship of health care costs to measurable benefits. The course enables students to access the role of organized efforts to influence health
policy formulation, and the contributions of medical technology, delivery system. Additionally, this course provides an orientation to key health care statistical information.

HCA 108 Electronic Health Records
3 Credits (3 Lecture 0 Lab 0 Clinical)
This course introduces the student to Electronic Health Records (EHR). The student will learn to identify both terminology of the (EHR) systems and purpose of the EHR system in the health care provider office setting. The purpose of the course is to familiarize students with the role of Electronic Health Records and software applications for patient care. Prerequisites: HSC 107, HSC 140, CSI 101.

HCA 297 Health Care Administration Internship
3 Credits (0 Lecture, 0 Lab, 110 Internship)
This course provides the student with the opportunity to apply the academic studies of health care administration with practical experience in the medical industry. The student will work for one hundred ten hours in an approved internship position arranged through the college. Relevant work areas include daily management and organization of medical office, hospital, home health, or community health center organization. A final paper is required. Prerequisites: 30 credits completed (15 at QC, 12 in major), a GPA of 3.0 or higher, or the permission of the Dean.

HISTORY

HIS 101 United States History I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This survey course traces the history of American development from pre-Columbian exploration and the Colonial era through the Civil War. Emphasis is given to the main lines of American development from the coming of the pre-Columbian explorers to the end of the Civil War. Special emphasis is given to constitutional developments in this period including the evolution of the British colonial charters, state constitutions, and the federal constitution. Placement at ENG 101 level strongly advised.

HIS 102 United States History II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course traces developments since the end of the Civil War with emphasis on reconstruction, the industrialization of America and her emergence as a world power, the two World Wars, and America's role since World War II. Placement at ENG 101 level strongly advised.

HIS 107 Colonial America
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Course follows the history of America from founding of the country through the American Revolution. It includes social, political, and economic history, and historical geography as it relates to the significance of the American colonies in the Western Hemisphere. Placement at ENG 101 level strongly advised.

HIS 108 From Mesopotamia to the Moon: History of Western Civilization I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will explore the origins of Western Civilization from the mudflats of Mesopotamia to the market place of the Greek polis. Students will march with Roman legions into the dark woods of Germany, then witness the construction of gothic cathedrals and the burning of heretics. The course will end with the experience of a renaissance in the arts, the devastation of wars of religion, and the discovery of new continents, all helping to set the stage for the creation of the modern world. Placement at ENG 101 level strongly advised.

HIS 112 From Mesopotamia to the Moon: the History of Western Civilization II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
In this course students will witness how monarchies and rational thinking emerge from the ashes and anarchy of the troubled times of the 1600s. Students will study revolutions in science, industry, and politics, as well as experience Romanticism and Realism in the arts. Students will see the forces unleashed by new ideologies and economic dynamics that will redraw the map not only of Europe, but eventually the entire world. The course will then move to the extremes of the Twentieth Century, the carnage of world wars, and the emergence of a new age of prosperity and conflict in the Twenty-First Century. Placement at ENG 101 level strongly advised.

HIS 201 History of the Middle East
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An exploration of the history of the Middle East from the 7th century AD to the present. Examination of the social and political histories of 19 states and three major religions of this area. Placement at ENG 101 level strongly advised.

HIS 220 American Health Care History
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture 0 Hrs. Clinical)
This course explores change, ideas and the multiple meanings of health, illness, and the life cycle within the context of health care development, organization, and delivery in the United States. It explores the process of how ideas, such as freedom of choice and individualism, develop and change; how they are culturally modified and highly dependent on time and place specific ideas related to racial, ethnic, class, gender, religious, and regional differences. A central focus of this course is to explore and explain change and choice related to how Americans thought about their bodies, health, illness and sick care as well as what drove the ideas for the creation of a system of health care. This course explores the historical link to how in America a country with the best health care facilities in the world cannot provide the best health care to all.

HIS 221 Late Imperial China
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A survey of the history of modern China from the time of the Opium War (1839-1842), the result of which intensified the Western influence in China, through the Chinese revolution of 1911 which brought to an end the last of China's imperial dynasties, the Ch'ing (Manchu). The emphasis in the course will be on tracing the Western influence in China during this time and to examine what the Chinese response to it was. Audio-visual materials will be utilized extensively. Placement at ENG 101 level strongly advised.
HIS 222 China in the 20th Century  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
A survey of the history of modern China from the time of the Chinese Revolution of 1911 which brought to an end the last of China’s imperial dynasties, the Chi’ning (Manchu) to present day. The emphasis in this course will be on tracing the Western influence in China during this time and to examine what the Chinese response to it was. Audio-visual materials will be utilized extensively. Placement at ENG 101 level strongly advised.

HIS 230 The French Revolution and Napoleon  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course will explore the series of dramatic events that make up one of the most important moments in the history of the modern world: the French Revolution. Students will study the aspects of the Old Regine which set the stage for the fall of the Bastille, and then follow events as a moderate revolution led to the creation of a radical republic. This story includes the death of a king, street violence and counter revolutionary activity, massacres and wars, and the unraveling of events that culminated in the rise of Napoleon Bonaparte. After the French Empire comes to an end on the field of Waterloo, students will discuss the impact of the Revolution on Europe, and its legacy to the world ever after. Placement at ENG 101 level strongly advised.

HIS 240 History of the Cold War  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
For much of the 20th Century, two super powers faced each other in a global struggle for world domination. This course will explore the politics, economics, and culture of the period from the 1940s to the early 1990s, as well as the military aspects of an ideological cold war that often became hot. Examples of topics in this study range from Hiroshima to Afghanistan, Korea to Woodstock, Vietnam to Guatemala, and from Fulton, Missouri to the Kremlin, with stops at Cuba, Prague, Egypt, the Kent State campus, and Berlin. Placement at ENG 101 level strongly advised.

HIS 250 The History of US Foreign Relations  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course will explore the history of US foreign relations from the colonial period to the present day. Students will study the individuals, issues, and events that have played a role in the emergence of the United States as a world power, as well as examine the more recent period of conflict and cooperation as America continues to define itself and its role in the context of international relations.

HIS 260 The Civil War and Reconstruction  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
The Civil War and Reconstruction constitute a defining moment in the history of the United States. This course will explore the dramatic and sometimes tragic aspects of the War and the years that followed. The course will begin with a study of aspects of early US History from the colonial period to the 1850s that help explain why the Civil War happened. Focus will then shift to the military, political and social aspects of the War itself. Emphasis will be placed on battle tactics, strategy, and the impact of the fighting on the home front. Primary source material will offer students an opportunity to delve into various aspects of the era, ranging from the experience of African Americans to the international context of the War. The course will conclude with a study of the achievements and shortcomings of post-war Reconstruction, which along with the Civil War itself, have done much to shape the contemporary history of The United States of America. US History 101 recommended, but not required, and placement at ENG 101 level is strongly advised.

HIS 280 History of Plymouth, MA  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This survey course provides a history of the Town of Plymouth from its settlement by Wampanoag peoples to the present. Emphasis will be placed on the establishment of Plymouth Colony, the growth of the community from the 18th through 20th centuries as a seaport, industrial center, and home to The Plymouth Cordage Company, and other cultural changes informed by substantial immigrant population after the Civil War. Special emphasis will also be placed on Plymouth’s growth as a tourist community and America’s Hometown Thanksgiving. Placement at ENG 101 level strongly advised.

HIS 290 Special Topics in History  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course offers students the opportunity to explore in-depth a particular topic in history. Topics vary from semester to semester, and can include important aspects of European and World History, as well as the History of The United States. Prerequisites vary with semester. ENG 101 strongly recommended.

HOSPI TALITY MANAGEMENT  

HRM 101 Introduction to Hospitality Management  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
Introduction to Hospitality will provide a comprehensive overview of the hospitality industry. Components of the hospitality industry explored in this course include operations, managerial functions, career opportunities and emerging trends. This course includes an overview of the various industry segments: lodging, food service, tourism, and event management.

HRM 102 Conference, Meeting & Event Planning and Sales  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course provides an overview of the specialized field of meeting and conference management, and its impact on the tourism and hospitality industry. In addition to management, students will focus on the study of planning, development, and implementation of festivals and events related to sports, culture, and corporate business. Students will encounter a variety of topics, including types of meetings and events, the role of the meeting planner, site selection and negotiations, budgeting, vendor management, banquet food service, registration, on-site logistics, and meeting evaluation.
HUMAN SERVICES / SOCIAL WORK / ELDER CARE - GERONTOLOGY

HSV 103 Introduction to Social Work
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student will explore, in depth, the concepts of social work, in terms of knowledge, values and skills that are required for an effective introduction to the profession of social work. Special populations, foundational theories, functions and roles of a social worker, as well as emerging issues in society will be evaluated on a multi-systemic level. This course will assist the student in preparing for the state I censure examination at the LSWA level.

HSV 112 Introduction to Gerontology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course studies human aging from a developmental and multidisciplinary perspective. The bio-social-psychological factors involved in changes throughout the aging process, including retirement, family, leisure, aloneness, death, and bereavement are considered together with additional distinct concerns of older adults such as widowhood, finances, religion, sexuality, and health problems.

HSV 114 Substance Addiction and Older Adults
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with an overall view of Substance Addiction among older adults. Instructors will outline best practices for identifying, screening, assessing, and treating the abuse of alcohol, prescription and illicit drugs in the older adult population. Emphasis will be on addressing the greater toll of the misuse and addiction of alcohol and other drugs and the psychosocial issues that are unique to the older adult.

HSV 200 Human Behavior and the Social Environment
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides a conceptual framework for organizing and analyzing knowledge of human behavior and the social environment with a focus on individuals and families. Social systems, life course, and assets and resiliency-based perspectives and theories are presented. Special attention is given to the impact of poverty, discrimination, and oppression on the ability to reach or maintain optimal health and wellbeing.

HSV 201 Counseling Skills
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An examination of the helping relationship in individual and group work with emphasis on techniques such as listening skills, questioning, and interviewing. Topics covered include assessment, treatment planning, and techniques of intervention including behavior modification, psychodynamic, existential-humanistic, and cognitive therapies.

HSV 205 Substance Addiction Counseling
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers a variety of techniques and strategies in the successful understanding, treatment, and assessment of chemical addictions. Students will be taught causation including physiological and behavioral consequences, as well as prevention, intervention, and treatment methods from a systems approach. Students will use social work theories to evaluate programs and treatment models. Additional topics include substance abuse in: society, multiple life span stages and diverse population groups.

HSV 240 Social Policy
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course investigates the impact of social policy on multiple system levels. Policies impacting children, families, community, and the world as a whole will be explored through evaluating local, state, and federal policies. Students will examine the impact of social policy on social welfare and the social service delivery network.

HSV 260 Diverse Populations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An overview of the role of human diversity in social work practice. An examination of the differences as well as the similarities of the various populations in American Society. Topics to be addressed are race, gender, ethnicity, religion, sexual orientation, and socioeconomic status. Barriers to cultural understanding and valuing diversity will also be explored.

HSV 297 Human Services Internship
3 Credits (0 Lecture 0 Lab 120 Internship)
An in depth, supervised field experience for a minimum of 120 hours over the duration of a single semester. Opportunities are sought with human service agencies, including those providing social services and substance abuse services. The participating student will meet regularly with the coordinating Dean or faculty member. A final project or paper is required. Prerequisites: 30 credits completed and a GPA of 3.1 or higher.

INSURANCE

INS 100 Risk Management and Insurance
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (6 Hrs. Lecture)
This course is intended to introduce students to the field of risk management and insurance. Its issues are of ever increasing importance for individuals, families and businesses in the global economy. Risk management issues frequently make national and international headlines, thus the course offers an opportunity to explore topics within the context of practical application. The content is beneficial to students who wish to apply the concepts in their personal lives as well as those who intend to enter the field as a career.

INS 200 Personal and Liability Insurance
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (6 Hrs. Lecture)
This course builds on the conceptual foundations of INS 100 Risk Management and Insurance. It delves more deeply into topics that affect personal risk within the context of practical application, including managing individual life, health, personal property, and personal liability risk with insurance. The content is beneficial to students who wish to apply the concepts in their personal lives as well as those who intend to enter the field as a career. Prerequisites: INS 100.
Course Descriptions

**INTERDISCIPLINARY STUDIES**

**IDS 120 History of Television**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (6 Hrs. Lecture)
This course traces the development and growth of television from a technical curiosity starting in the 1940's to a global industry of the 21st Century that enters households to entertain, inform, and influence our cultural values. This overview of television, from the early days of real-time broadcast to satellite-delivered, 24-hour cable TV, includes an examination of the evolution of TV programming, news coverage and advertising, and its influence on culture, politics and history.

**IDS 155 Critical Thinking & Writing**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with a foundation and practice in thinking clearly and critically. Practice includes developing writing skills that will enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Practice in thinking clearly includes the opportunity to analyze and discuss various types of media - including television, cinema and print - to determine which sources provide the most reliable information and to identify faulty thinking. Topics addressed include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, and the characteristics of various types of arguments.

**IDS 160 Career Planning: A Developmental Approach**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to address three main topics. What Do I Really Want in a Career? What is out there for me? How Do I Reach My Goals? Through a variety of readings, lectures, informational interviews, reflections, and discussion-sharing, students will identify their skills, abilities, areas of interest, and workplace values. Students will create a Career Management File Binder, a Career Portfolio, and an Interview Marketing Kit.

**IDS 167 First Year Seminar**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (1 Hr. Lecture)
This experiential course welcomes students to the learning community of Quincy College. All sections of the course are centered around a common theme, and provide students with a supportive learning community and connections to student services and support networks. The course also offers college success strategies and practical assignments focused on applying these strategies through reflective writing and the course’s common book. The course is required for all new degree-seeking students who have fewer than 12 college credits from another accredited institution. It is expected that students will take this course in their first semester at Quincy College.

**ITALIAN**

**ITA 101 Italian I**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A practical knowledge of contemporary conversational Italian acquired through hearing the spoken word and studying the basic language skills of grammar, pronunciation, vocabulary building, and readings. Students are expected to develop an understanding of Italian culture.

**ITA 102 Italian II**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course assists the student in gaining a solid understanding of the foundation of the language with strong emphasis on the four basic skills. Prerequisite: ITA 101 or permission of the instructor.

**LABOR MANAGEMENT**

**LBR 150 Labor Law & Legislation**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course offers a comprehensive view of labor law and legislation that has been continuously evolving. It includes the body of law dealing with union and management issues relating to representation, collective bargaining, and contract administration, as well as other laws that govern important aspects of employment in both the private and public sectors.

**LBR 152 Employee Benefit Law & Administration**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an overview of the statutes and cases that define and regulate employment and employee benefits. The course will cover employee privacy in the hiring process, the formation of the employment contract, discrimination in employment practices, fringe and pension benefits, workplace safety, and discipline and discharge.

**MANAGEMENT**

**MG 201 Principles of Management**
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An introductory course covering the general topics of planning, organizing, directing and controlling. Included are the historic developments of management as a separate discipline within organizations, the changing scope and styles of management,
and the application of management principles in the business environment.

MGT 202 Sales Management  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course looks at sales as a profession. Covers topics such as: sales as part of the marketing mix, buyer behavior, selling as a function from prospecting to closing the sale, ethical issues in selling, the external environment of selling and sales management, and management of the sales force including compensation policies and training. ENG 101 and BUS 101 recommended.

MGT 203 Human Resources Management  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
A study of the applied approach to human resource management and administration. Emphasis is placed on policy analysis, current practices, future trends, and legal requirements of recruiting, selecting, training, developing, compensating, evaluating and disciplining employees. Also included are changing demographics of the workforce, ethics in human resources management, and other current issues. Requires research on selected topics. MGT 201, ENG 101 recommended.

MGT 206 Managing a Non-Profit Organization  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
Managing a Non-Profit Organization will serve as an introductory and exploratory course into the world of managing a non-profit business. This course will address the pertinent management issues faced in non-profit organizations. This trillion dollar non-profit sector includes education, healthcare, religion, social service advocacy, art, and culture. This course will cover a number of topics associated with non-profits including management, governance, and accountability.

MGT 230 Entrepreneurship and Small Business Management  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course provides an overview of the process of conceiving, launching, and operating a new venture. Students will become proficient in the basic tools of planning, finance, marketing, operations, and staffing necessary to start, manage and build a sustainable small business. Preparing a new venture business plan will be an integral part of the course. Common problems in managing a small business will be explored. Students will learn about the roles and attributes of successful entrepreneurs and will undertake a self-examination to evaluate their interest in an entrepreneurial career. A variety of small business owners may be invited to class to share their start-up experiences and the obstacles they had to overcome as entrepreneurs. BUS 101 recommended.

MGT 235 Financing a Small Business  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course provides an introduction to the financing and financial management of small business enterprises from start-up to ongoing sustainable operations. Topics include the financing of new ventures; working capital and cash flow management; financial statement and ratio analysis; financing the ongoing business and future growth; financial structure and leverage; valuation methods; and the importance of financial management controls. The role of venture capitalists, angels and other investors; sources of debt, financing; and available funding from federal, state and regional agencies will be explored. MGT 230 recommended.

MGT 240 Project Management  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This is a foundational class that instructs students on the uses of the project management discipline in the business environment. Students will learn how to structure project tasks as well as how to manage and control project resources.

MARKETING

MKT 201 Principles of Advertising  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This course is a study of basic advertising principles, physical construction of the advertisement, and organization of the advertising business. The course includes a study of advertising media including newspapers, magazines, radio, point-of-sale displays, and outdoor advertising, together with criteria for evaluating the effectiveness of current advertising. Prerequisite: ENG 101.

MKT 202 Principles of Marketing  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
A survey of the principles and practices governing the distribution of commodities from producer to consumer. Areas of study include types of marketing institutions, price policy, legislation affecting markets, market research, channel and product strategies and consumer behavior. Prerequisite: ENG 101.

MATHEMATICS

MAT 090 Basic Mathematics  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
This is a lecture course that takes place in a traditional classroom environment. Students will listen to presentations delivered by the instructor and will have the opportunity to ask questions and participate in group activities. Students will be evaluated based on in-class exams submitted on paper. However, many of the homework assignments will involve the use of a web-based computer program. Students will develop a solid understanding of the basic principles of arithmetic involving whole numbers, fractions, decimals, ratios, proportions, and percentages.

MAT 090L Basic Mathematics  
3 Credits (3 Lecture 0 Lab 0 Clinical)  
3 Hours/Week (3 Hrs. Lecture)  
Is a self-paced course that takes place entirely in the computer laboratory. Students are expected to progress through a series of five modules at an appropriate pace. Each student must achieve a 75% on each module test in order to demonstrate proficiency in the subject matter. Students will develop a solid understanding of the basic principles of arithmetic involving whole numbers, fractions, decimals, ratios, proportions, and percentages. The instructor will serve as a facilitator and tutor rather than a traditional lecturer. Faster-paced students may cover some topics from MAT 095 (Pre-Algebra) as well as MAT 097 (Beginning Algebra).
Course Descriptions

MAT 095 Pre-Algebra
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course further develops the principles of arithmetic and introduces the student to basic algebraic concepts. Topics include a review of fractions, operations on real numbers, order of operations, properties of real numbers, evaluating numbers with exponents, solving linear equations, applying the rules of exponents, and fundamental operations on polynomials. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Appropriate score on the placement test or successful completion of MAT 090.

MAT 097 Beginning Algebra
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course continues to build upon algebraic concepts taught in MAT 095. It includes new topics such as: factoring polynomials; simplifying, adding, subtracting, multiplying, dividing rational expressions; solving rational equations, ratios, and proportions. In addition, graphing linear and quadratic equations are emphasized as well as developing an understanding of relations and functions. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Appropriate score on the placement test or successful completion of MAT 095.

MAT 098 Comprehensive Introduction to Algebra
4 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
All of the topics from MAT 095 Pre-Algebra and MAT 097 Beginning Algebra are combined into this 4-credit course. It includes a review of fractions, operations on real numbers, order of operations, properties of real numbers, evaluating numbers with exponents, solving linear equations, applying the rules of exponents, and fundamental operations on polynomials. Also included are factoring polynomials, operations on rational expressions, solving rational equations, graphing linear and quadratic equations with an emphasis on relations and functions. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Permission of Instructor.

MAT 100 College Math
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This basic college level course builds on a student's knowledge by exposing the student to different branches of mathematics. Topics include inductive and deductive reasoning, logic statement and truth tables, solving linear equations, applications of rate, ratio, and proportion, conversions in the metric and the U.S. customary system, graphing equations, evaluating functions, and an introduction to statistics. This course is not intended to prepare a student for MAT 103. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Appropriate score on the placement test or successful completion of MAT 097.

MAT 103 College Algebra
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This college level algebra course expands upon a student's knowledge by further developing algebraic concepts. Topics include graphing equations with an introduction to functions, factoring polynomials, operations on rational functions, simplifying rational exponents, and solving quadratic equations. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Appropriate score on the placement test or successful completion of MAT 097.

MAT 106 Quantitative Reasoning
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores data and the algebraic models that may fit data. Linear, quadratic, exponential, and logarithmic functions emphasized. Building skills in number sense, problem solving, and mathematical strategies are also a focus. A scientific or financial calculator is required. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Beginning Algebra. Note: This course applies to transfer credits only.

MAT 107 Statistics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduces the student to the fundamental methods of mathematical statistics. Topics include frequency distributions, measures of central tendency, measures of dispersion probability, sampling distributions, problems with the normal and t-distributions, confidence intervals, and hypothesis testing. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: Beginning Algebra MAT 097 or Equivalent or Permission of Instructor.

MAT 113 Pre-Calculus
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course in pre-calculus mathematics includes topics in algebra, coordinate geometry, functions, exponents, logarithms, trigonometry and analytic geometry. Prerequisite: MAT 103 or permission of instructor.

MAT 203 Multivariate Calculus
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Topics include sequences and series, study of functions in several variables, partial derivatives, gradient, differentials, directional derivatives, Lagrange multipliers, and problems in optimization, Jacobians and integrals in 2 or 3 variables. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 204.

MAT 204 Calculus I B
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
Topics include a brief review of analytical geometry, limits, rules for derivatives, derivatives of algebraic, exponential, logarithmic functions, trigonometric functions and their inverses, curve sketching, maxima and minima, optimization, mean value theorem, anti-derivatives, and integration by substitution, areas and fundamental theorem of calculus. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 113.

MAT 205 Linear Algebra
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course includes systems of linear equations, matrices and determinants, vectors in 2-space and 3- space, general vector spaces, inner products, eigenvectors and Eigen values. Students will
be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 103.

MAT 206 Calculus II B
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
Topics include applications of definite integrals to the calculus of areas, volumes and arc length, review of substitution method, methods of integration, L’Hospital’s Rule, improper integrals, sequences and series, Taylor polynomials, Taylor series, parametric equations and elementary differential equations. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 204.

MAT 208 Multivariate Calculus B
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on differential calculus in several variables, with emphasis in Series, 3D geometry, dot and cross products, partial derivatives, the Jacobian, directional derivatives, chain rule, and maxima and minima applications, and double and triple integrals with applications. Students will be required to complete homework assignments using a web-based computer program. Prerequisite: MAT 206 or permission of the instructor.

MAT 209 Finite Math
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The course provides an introduction to the modern mathematical techniques used in Operations Research. Problems in business and the social sciences are emphasized. Topics include matrices, linear programming (graphical and simplex methods), set theory, counting theory, probability, Markov chains, and game theory. Students will be required to complete homework assignments using a web-based computer program. The Ti-84 (or Ti-83) graphing calculator is also required. Prerequisite: MAT 103 Note: This course applies to transfer credits only.

MAT 210 Discrete Mathematics
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
An introduction to the mathematical structures used in engineering and computer science. Topics include logic, methods of proof, functions and relations, set theory, number theory, induction and recursion, counting theory, discrete probability, and graph theory and its applications. The Ti-83 (or above) graphing calculator is required. Prerequisite: MAT 113. Note: This course applies to transfer credits only.

MAT 211 Introduction to Mathematical Proofs
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
This course introduces the student to the formal methods of mathematical proof. Course topics include set theory, logic, proof by contrapositive, existence proofs, proof by contradiction, mathematical induction, proof by counterexample, mathematical conjectures, equivalence relations, congruence modulo n, the integers modulo n and simple proofs in number theory. This course serves as a necessary conceptual bridge from the undergraduate study of calculus to more advanced mathematics courses involving proofs and analysis. Prerequisite: MAT 204, MAT 205 and MAT 209 are recommended.

MAT 217 Advanced Statistics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This calculus-based statistics course expands upon students’ knowledge by further developing the essential concepts underlying mathematical statistics. Topics include counting methods, probability theory, random variables, expectation, variance, estimation, hypothesis testing, correlation, and regression. Students are expected to become fluent in discrete and continuous probability distributions and applications. The Ti-83 (or higher) graphing calculator is strongly recommended. Prerequisite: MAT 204 Co-requisite: MAT 206

MAT 225 Differential Equations
4 Credits (4 Lecture 0 Lab 0 Clinical)
5.3 Hrs./Wk. (5.3 Hrs. Lecture)
The laws of nature are expressed in the language of differential equations. In engineering and science, students must know how to model the world in terms of differential equations, properly interpret the solutions and apply those solutions to areas of application. This course focuses on linear differential equations and their applications in science and engineering. Also, this course stresses the beauty and complexity of nature that can be comprehended in the language of differential equations. Prerequisite: MAT 204 and MAT 206.

MEDICAL BILLING AND CODING

MBC 101 Introduction to Medical Billing and Coding
4 Credits (4 Lecture 0 Lab 0 Clinical)
4 Hours/Week (4 Hrs. Lecture)
This course will focus on the components of medical billing, coding regulations, and medical terminology. Students will be taught how to use ICD-10 CM, CPT, HCPCS codes. Students learn the use medical terminology and its abbreviations. Students will learn the regulations required to successfully code an encounter/medical record. Prerequisites: HSC 149.

MBC 102 English for Health Claims
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course covers grammar, punctuation, and other writing skills necessary for the medical environment. This course emphasizes language to complement the skills of individuals in the health care field. The course also builds key vocabulary: both common phrases used by medical staff and technical terms for symptoms, medical conditions, medical equipment and procedures, anatomy, treatments and more. Prerequisites: MBC 101.

MBC 120 Insurance Claims Procedures
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will develop the skills necessary to complete insurance forms and solve common medical insurance problems through a series of courses that emphasize the knowledge of insurance terminology, diagnostics, procedural coding and records management. This course introduces specific insurance reimbursement policies and procedures and emphasizes procedures for Blue Cross/Blue Shield, Medicare, Medicaid, Tricare, and health maintenance organizations (HMOs). Prerequisites: HSC 149.
Course Descriptions

MBC 125 Medical Administration and Coding: Certification Prep
6 Credits (3 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
This course analyzes health records to assure that documentation supports the patient's diagnosis and procedures, reflects progress, clinical findings and discharge status for the means of medical coding. There will be repeated practice in the evaluation of the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards. All coding methods will be analyzed with the support of the ICD-10, CPT and HCPCS coding books in preparation for the Certified Coding National Examination. This course will assist in the organization of obtaining accreditation, licensing and/or certification surveys in Medical Administration and Medical Coding. Prerequisites: HSC 149.

MBC 127 Medical Diagnostic and Procedural Coding
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on the specific coding guidelines for the 12 body systems and medicine. Medical record analysis will be emphasized in code assignments. Current health care policy and regulations will be followed to ensure accuracy for reimbursement purposes. All coding methods will be analyzed with the support of the ICD-10-CM, CPT, and HCPCS coding books. This course will prepare students for the national certification exam with the American Academy of Professional Coders, AAPC. Prerequisites: HSC 149, & MBC 101.

MBC 297 Medical Billing & Coding Internship
3 Credits (0 Lecture, 0 Lab, 110 internship)
This course provides the student with the opportunity to integrate the academic studies of medical billing and coding into an experiential supervised setting. The student will work for one hundred ten hours in an approved internship position arranged through the college. Relevant work areas include referral confirmation, demographic information and medical treatment and diagnosis, insurance reimbursement policies of major health insurances for billing and coding. A final paper is required. Prerequisites: 30 credits completed (15 at QC, 12 in major), a GPA of 3.1 or higher, and permission of the dean.

MEDICAL LABORATORY TECHNICIAN PROGRAM

MLT 101 Introduction to Medical Laboratory Technician Program & Safety
3 Credits (2 Lecture 1 Lab 0 Clinical)
4 Hours/Week (2 Lecture 2 Lab 0 Clinical) *15wks
An introduction to clinical laboratory practices and procedures normally performed in a clinical laboratory, including quality control. Topics include safety in a laboratory setting, care and use of a microscope, accreditation and certification. Prerequisite: Admission to the MLT program.

MLT 102 Urinalysis and Body Fluids
3 Credits (2 Lecture 1 Lab 0 Clinical)
4 Hours/Week (2 Lecture 2 Lab 0 Clinical)
This course will provide the student with in-depth knowledge of the anatomy and physiology of the urinary system and its functions, urine formation and the procedures used in performing routine urinalysis and body fluid analysis. Correlation to abnormal findings and disease states will be discussed. Prerequisite: Admission to the MLT program.

MLT 103 Medical Microbiology I with Lab
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Lecture 2 Lab 0 Clinical)
Fundamentals of microbiology with emphasis on pathogenic bacteria and infectious disease. Laboratory experience will include approaches in classification and identification of pathogenic organisms. Prerequisites: MLT 101, MLT 102. Corequisite: MLT 104, MLT 105.

MLT 104 Hematology and Coagulation
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Lecture 2 Lab 0 Clinical)
A study of hemostasis and coagulation in normal and disease processes. Theory and principles of blood cell production, including their formation, morphology and function in normal and pathologic processes. Also introduced are basic practices and procedures in the hematology laboratory. Prerequisites: MLT 101, MLT 102.

MLT 105 Immunology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3. Lecture 0 Lab 0 Clinical)
An overview of basic immunological principles, including methods of testing for diagnosis of immune system disorders, viral and bacterial infections. Prerequisites: MLT 101, MLT 102.

MLT 202 Clinical Chemistry
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (3 Lecture 2 Lab 0 Clinical)
This course will cover concepts and principles of analytic methods commonly used in the clinical laboratory. Emphasis will be on quantitative analysis of blood and body fluids utilizing spectrophotometry, electrophoresis, chromatography, enzymatic assays, and immunoassays. Students will be expected to correlate laboratory test results with normal physiology and biochemistry and with disease states. Topics will include metabolic and endocrine systems, and acquired and inherited diseases, therapeutic drug monitoring, toxicology and urinalysis. Prerequisite: Completion of all first year MLT and PHB courses. Co-requisite: MLT 203, MLT 204.

MLT 203 Medical Microbiology II with Lab
4 Credit (3 Lecture 1 Lab 0 Clinical)
5 Hours/Week (2 Hrs. Lab)
Fundamentals of microbiology with emphasis on pathogenic bacteria and infectious disease. Proper recovery and handling of specimens, growth requirements and identification of organisms will be covered. Laboratory experience will include approaches in classification and identification of pathogenic organisms utilizing morphologic, cultural, biochemical, enzymatic, serologic and nucleic acid analysis. Mycology, parasitology and virology will be introduced. Prerequisite: Completion of all first year MLT and PHB courses. Corequisite: MLT 202, MLT 204.

MLT 204 Immunohematology
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 hours/Week (3 Lecture 2 Lab 0 Clinical)
Emphasis will be placed on the genetic basis and immunological interaction of the major blood group antigens and antibodies. Topics will include compatibility testing, antibody screening and identification techniques, blood donations and transfusion therapy, record keeping and quality control techniques. Pre-requisite: Acceptance into the second year of the MLT program.
MLT 210 Clinical Practicum I
3 Credits (0 Lecture 0 Lab 3 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to supplement and expand upon the foundational knowledge provided during the first 3 semesters of the MLT program. During the second semester of the second year of the Program, a variety of affiliate laboratories (usually hospital-based) provide the training required for the Clinical Lab Practice component of our program. Within these laboratories there is never more than one student per one clinical instructor in any given department. Students are supervised while they continue to learn procedures and instrumentation and apply knowledge to practice. Students will be required to perform both routine and challenging laboratory tests. The collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized in a direct patient care setting. The course allows the student to rotate through key areas of the clinical laboratory including blood bank, chemistry, hematology, phlebotomy and microbiology as well as perform venipuncture techniques on live patients/volunteers. Concepts, methods, and procedures discussed/studied in lecture and lab will be reinforced in the clinical practicum. Successful completion of this course (final grade of 73%/C) is required for graduation from the Medical Laboratory Technician Program.
Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.
Co-requisite: MLT 220, MLT 221, MLT 230.

MLT 211 Chemistry Clinical Practicum
2 Credits (0 Lecture 0 Lab 2 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 202 Clinical Chemistry. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 212 Urinalysis Clinical Practicum
1 Credits (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 102 Urinalysis and Body Fluids. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 213 Microbiology Clinical Practicum
2 Credits (0 Lecture 0 Lab 2 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 103 Medical Microbiology I and MLT 203 Medical Microbiology II. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 214 Immunology Clinical Practicum
1 Credits (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 105 Immunology. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 215 Immunohematology Clinical Practicum
1 Credits (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 204 Immunohematology. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 216 Phlebotomy Clinical Practicum
1 Credits (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in PHB 115 Phlebotomy and PHB 125 Phlebotomy Laboratory. Students perform phlebotomy under the supervision of a certified phlebotomist. In addition, the students perform collection,
processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 217 Hematology Clinical Practicum
2 Credits (0 Lecture 0 Lab 2 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to reinforce, supplement and expand on foundational knowledge, concepts, methods, and procedures presented in MLT 104 Hematology and Coagulation. Students perform routine, manual and instrumental testing procedures under the supervision of a licensed medical lab preceptor. In addition, the students perform collection, processing and distribution procedures per department policy. Safety, quality control, legal and ethical behaviors are followed while working in the patient care setting. Students may be exposed to instrumentation and equipment that they did not use in the school laboratory. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician Program, CORI, and health related paperwork for admission to the clinical affiliate site.

MLT 220 Clinical Practicum II
1 Credit (0 Lecture 0 Lab 1 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to supplement and expand upon the foundational knowledge provided during the first 3 semesters of the MLT program. During the second semester of the second year of the Program, a variety of affiliate laboratories (usually hospital-based) provide the training required for the Clinical Lab Practice component of our program. Within these laboratories there is never more than one student per one clinical instructor in any given department. Students are supervised while they continue to learn procedures and instrumentation and apply knowledge to practice. Students will be required to perform both routine and challenging laboratory tests. The collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized in a direct patient care setting. The course allows the student to rotate through key areas of the clinical laboratory including blood bank, chemistry, hematology, phlebotomy and microbiology as well as perform venipuncture techniques on live patients/volunteers. Concepts, methods, and procedures discussed/studied in lecture and lab will be reinforced in the clinical practicum. Successful completion of this course (final grade of 73%/C) is required for graduation from the Medical Laboratory Technician program. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician program, CORI, and health related paperwork for admission to the clinical affiliate site. Co-requisite: MLT 210, MLT 220, MLT 230.

MLT 230 Clinical Practicum III
3 Credits (0 Lecture 0 Lab 3 Clinical)
40 Hours/Week (0 Lecture 0 Lab 40 Clinical)
This course is designed to supplement and expand upon the foundational knowledge provided during the first 3 semesters of the MLT program. During the second semester of the second year of the Program, a variety of affiliate laboratories (usually hospital-based) provide the training required for the Clinical Lab Practice component of our program. Within these laboratories there is never more than one student per one clinical instructor in any given department. Students are supervised while they continue to learn procedures and instrumentation and apply knowledge to practice. Students will be required to perform both routine and challenging laboratory tests. The collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized in a direct patient care setting. The course allows the student to rotate through key areas of the clinical laboratory including blood bank, chemistry, hematology, phlebotomy and microbiology as well as perform venipuncture techniques on live patients/volunteers. Concepts, methods, and procedures discussed/studied in lecture and lab will be reinforced in the clinical practicum. Successful completion of this course (final grade of 73%/C) is required for graduation from the Medical Laboratory Technician program. Prerequisites: Admission to the Medical Laboratory Technician program, permission of the Medical Laboratory instructor and Chair overseeing the Medical Laboratory Technician program, CORI, and health related paperwork for admission to the clinical affiliate site. Co-requisite: MLT 210, MLT 220, MLT 230.

MUSIC

MUS 101 Fundamentals of Music
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the basic elements of music including music notation. Elements will be introduced including: melody, rhythm, harmony, texture, timbre, tempo, & dynamics.

MUS 102 Class Keyboard
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Introduces students to the playing of a keyboard instrument including keyboard technique, repertoire, musical notation, sight-reading, harmony, basic instrumentation, and accompaniments.

MUS 103 Music Theory I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course presents students with the opportunity to learn the basics of developing melodies and harmony through the study of chord constructions, chord successions, harmonic analysis, and part-writing. Emphasis is placed on melodic construction (form) and the elements of successful melody-writing. Students will also...
harmonize melodies and provide their own interpretation of the harmony implied in a melodic line. Prerequisite: Fundamentals of Music or permission of the Instructor.

MUS 104 Music Theory II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a continuation of Music Theory I. Together, students cover the first year of a two year program in the principles of music theory. Students learn about diatonic harmony, dissonance treatments, secondary dominant harmony, harmonic analysis and part writing. The text further emphasizes the study of melody, including the form of melodic construction and the elements of melodic composition. Theory II will emphasize the creation of harmony, especially the student's interpretation of harmonies implied by specific melodic lines. Prerequisites: MUS 103 or permission of the instructor.

MUS 107 Music Appreciation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to increase the enjoyment of music through broadened understanding. It includes music theory and history and guided listening to recorded performances by individuals and groups.

MUS 108 Development of American Jazz
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Development of American Jazz is a trip through the history of America's original art form. This course will trace the development of American jazz from the plantations of the antebellum south, through the mass migration north of southern African Americans and America's melting pot mentality, to the brothels, bars and concert halls of Kansas City, New Orleans and New York. Jazz is a reflection of an American ideal and the uniqueness of the American experience. We will examine the development of the art through the social, political, cultural and historical events and ideas that shaped the music. This course is a lecture course with an emphasis on listening, analyzing and comparing and contrasting the different periods in jazz history. The student will study the roles of all the different instruments and how they evolved in each period in jazz, biographical material on the great instrumentalists and composers, the vocabulary of the jazz world as they relate to the evolution of jazz and learn how to listen and appreciate jazz on many different levels. There is no prerequisite required to take this course.

MUS 109 History of Rock
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the musical styles present in the rock music genre and to historical and social aspects affecting its evolution over the past fifty years. Explore the form, texture, melody, rhythm, lyrics, and instrumentation of selected examples from the historical periods of Rock. Through critical listening, students will analyze music from various Rock periods: Blues Rock, Country Rock, Gospel Rock, Early Sixties Rock, The Beatles, The British Invasion, Folk Rock, Soul Music/Motown, and Rock in the 70s, 80s and 90s, and Jazz Rock.

MUS 110 Music Across Cultures
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores music across national boundaries in its cultural context. At the same time, it enhances the students' listening, critical, and analytical skills along with their aesthetic ability. It is an excursion in non-western music with an emphasis on the cultures in which it flourished such as the selected music of China, Japan, India, Middle East, Latin America, Ethnic North America, Africa, and Eastern Europe. This course is open to music and non-music majors.

MUS 220 Band Management & the Music Business
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will present students with the opportunity to learn about the many facets of the music business including: managing a band, recording and record deals, touring, writing and publishing music, merchandising, knowing pertinent laws, selecting a manager/advisor or attorney, selling music on the internet, and entering the motion picture music field. The course will prepare students to make knowledgeable, practical decisions while pursuing a career in music.

PARALEGAL STUDIES

LAW 101 Introduction to Paralegal Studies
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course introduces students to the basic legal principles, practices, and procedures used in the paralegal profession. Topics include an overview of substantive areas of law, as well as law office and courtroom procedures. Students are also introduced to legal research and writing skills. Prerequisite or corequisite: ENG 101.

LAW 103 Interviewing & Investigation
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will provide the paralegal student with a practical understanding of, and hands-on experience in, the skills and techniques of obtaining information with specific emphasis on client and witness interviewing. Prerequisite or corequisite: ENG 101. Prerequisities: LAW 101 and LAW 255.

LAW 201 Business Law I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will introduce the student to the basic concepts and practices in the areas of torts, contracts, sales, and consumer protection law as they relate to business. Corequisite: ENG 101.

LAW 203 Cyber Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
Developing computer technology has led to the development of new law relative to both the acquisition of information and doing business in cyberspace. This course will explore the legal issues arising from those changes. While focused primarily on business applications, the material covered will include contracts and torts related to the Internet, intellectual property rights, security, and privacy rights of the Internet user. Court decisions, statutes and administrative rulings will be presented.
LAW 207 United States Judicial Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course studies the federal and state courts. Topics include the role of the judicial system in society, the structure of the court systems, and how judicial decisions are made. Prerequisite or corequisite: ENG 101.

LAW 209 Real Estate Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides a practical understanding of the basic legal principles related to real estate and the practice and procedures involved in conveyancing. Prerequisite or corequisite: ENG 101.

LAW 210 American Constitutional Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The Constitution and the Supreme Court are studied through history and politics of key constitutional cases. Special attention is given to the nature and source of judicial power. The organization, jurisdiction, procedures, and restraints upon courts, particularly the U.S. Supreme Court, are considered. The establishment of judicial review and its function through time, federalism, due process, equal protection, and the incorporation of the Bill of Rights and civil rights and liberties are studied. Prerequisite or corequisite: ENG 101.

LAW 215 Legal Research & Writing
6 Credits (6 Lecture 0 Lab 0 Clinical)
6 Hours/Week (6 Hrs. Lecture)
Students learn how to analyze a legal problem and how to find and interpret case law and statutes applicable to the problem by using primary and secondary reference materials and law finders. Students will be required to write legal memoranda using the law found through their research. Prerequisite or corequisite: ENG 101.

LAW 220 Litigation & Procedure
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student learns civil procedure and the role a paralegal plays in litigation by taking a mock case through each stage of litigation beginning with a client interview to the enforcement of a judgment after trial. Students will draft documents involved in litigation. Prerequisite or corequisite: ENG 101. Prerequisite: LAW 101.

LAW 221 Comparative Legal Systems
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides an introductory level exploration of the diverse legal systems used in various countries around the world. By understanding the similarities and differences in the systems used in the various countries, students will develop a greater appreciation for the diverse approaches to law, and a better ability to assist a lawyer in representing clients who are from, or are involved in transactions and events occurring in, other countries. Prerequisite or corequisite: ENG 101.

LAW 225 Family Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with the general understanding of the law and procedure involved in separation, divorce, child custody, support, cohabitation, and paternity cases, with an emphasis on the preparation of the forms and documents used in divorce practice. Prerequisite or corequisite: ENG 101.

LAW 230 Estate Administration
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with a general understanding of the law and procedure involved in the administration of testate and intestate estates, wills, estate tax and probate court procedure. Prerequisite or corequisite: ENG 101.

LAW 235 Law of Business Organizations
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student will learn the procedure and basic legal concepts involved in the formation and functioning of sole proprietorships, partnerships and corporations. Prerequisite/corequisite: ENG 101.

LAW 245 Administrative Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student will learn the legal concepts and procedures involved in state and federal administrative agencies’ legal proceedings. Prerequisite or corequisite: ENG 101.

LAW 250 Bankruptcy Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The student will learn the basic legal concepts and the procedures involved in personal bankruptcies and business reorganizations. Prerequisite or corequisite: ENG 101.

LAW 255 Legal Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to introduce and familiarize the student with the basic ethical requirements of the practice of law and how those requirements relate to the paralegal’s participation in the practice of law. The student will learn the rules of professional responsibility and how the rules apply to a paralegal’s relationship to clients, adversary parties, attorneys, courts and the general public. Prerequisite or corequisite: ENG 101.

LAW 260 Environmental Law
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides students with an overview of government policy relating to environmental law and the statutes and regulations enacted to promote environmental protection. Prerequisite or corequisite: ENG 101.

LAW 297 Paralegal Internship
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will provide an opportunity for the student to observe and participate in the practice of a law firm, government agency, or court, under the supervision of an attorney in practice. Prerequisites: LAW 215, LAW 220, and LAW 255, 30 credits completed and a GPA of 3.1 or higher.
PHILOSOPHY

PHL 101 Introduction to Philosophy
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to Western philosophical thought. Students will be introduced to the vocabulary and the method of philosophical thinking. Basic questions concerning reality, knowledge, value (ethics) and society will be considered from several philosophical viewpoints—for example, idealism, materialism, empiricism, utilitarianism. Questions considered include: What is the nature of God? Is there good and evil? How can we know? What makes for a just society? Students will also be introduced to the historical development of important schools of philosophical thought, as well as to the life and contributions of their founders. Placement at ENG 101 level strongly advised.

PHL 102 Topics in 20th Century Philosophy
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on a major trend in 20th Century philosophy. The organizational structure may be by problematic consideration such as religious or moral questions by philosophers who have voiced their ideas, such as Sartre or James, or by existing schools of inquiry, such as European Existentialism or American Pragmatism.

PHL 103 Medical Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will examine a number of value problems arising from the broader context of ethical systems and explore them within the context of medicine and health care. Among the ethical problems, particular considerations will be given to euthanasia, abortion, genetic research, and human experimentation. Issues of medicine and the public interest will also be discussed. Open to all students. Placement at ENG 101 level strongly advised.

PHL 104 Introduction to Logic & Critical Thinking
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on developing critical thinking and reasoning patterns for use by the individual to more effectively express his or her viewpoint, to better identify and rebut faulty logic, and to aid in the logical organization and presentation of ideas. Emphasis will be placed on everyday life situations. Placement at ENG 101 level strongly advised.

PHL 106 Ethics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will introduce students to classical and contemporary moral theories, including those of Aristotle, Hobbes, Hume, Sumner, Saint Thomas Aquinas, Kant, Mill, Russell, Kohlberg, Tam, and Gilligan. Students will examine both civic and personal morality. Students will learn the basics of moral thinking, including the need for impartiality. They will learn about Cultural Relativism, Altruism, Self-Interest, Natural Law, Communitarianism, and Utilitarianism. Various theories will be applied to contemporary social issues. Students will formulate personal ethical frameworks as a foundation for their moral judgment. Critical thinking will be used as a primary tool in evaluating the quality and viability of historical contemporary, and personal ethical systems. Placement at ENG 101 level strongly advised.

PHL 107 Major Religions of the World
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will acquaint the student with a wide variety of religious traditions against their historical background and within their cultural context. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam are among those religions which will be studied. In addition to class lectures, slides and films will be used in the presentation of the material. Placement at ENG 101 level strongly advised.

PHL 113 Death and Dying
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a philosophical, sociological and psychological study of death and dying that seeks to explore this universal experience in what is essentially a death denying society. Among the topics covered are the historical, cultural and religious attitudes toward death, the funeral service industry, the ideas of facing one’s own death and experiencing a “good death”, the physical and emotional processes involved in dying, grief and bereavement, mourning rituals, death and dying among children and adolescents, legal implications, suicide, end-of-life issues, euthanasia and death from a global perspective. Prerequisite: completion of ENG 101 or permission of the instructor.

PHLEBOTOMY

PHB 115 Phlebotomy
2 Credits (2 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Lecture 0 Lab 0 Clinical) *10 wks
This course will provide the theory required for a student to perform both routine and challenging venipunctures and capillary skin punctures on adults. In addition, the collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized. The course includes an anatomic review of the human cardiovascular system and basic hematology. Upon successful completion of this course and PHS 125, the student will have entry level skill as a phlebotomy technician. This course is only open to students admitted into the Phlebotomy Certificate Program or Clinical Laboratory Technician Program. Otherwise, special permission is required from the Chair overseeing the Phlebotomy Program. Co-requisite: PHB 115.

PHB 125 Phlebotomy Lab
1 Credit (0 Lecture 1 Lab 0 Clinical)
2 Hours/Week (0 Lecture 2 Lab 0 Clinical) *10 wks
This course will provide the student with the practice required to perform both routine and challenging venipunctures and capillary skin punctures on adults. In addition, the collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized. The course allows the student to apply his/her knowledge of human anatomy, the cardiovascular system, and basic hematology in the laboratory/simulated clinical setting through the practice of blood collection techniques on mannequins and live patients/volunteers. Concepts, methods, and procedures discussed/studied in lecture will be reinforced in the laboratory. Upon successful completion of this course and PHB 115, the student will have entry level skill as a phlebotomy technician. This course is only open to students admitted into the Phlebotomy Certificate Program or Clinical Laboratory Science Program. Otherwise, special permission is required from the Chair overseeing the Phlebotomy Program. Co-requisite: PHB 115.
PHB 136 Phlebotomy Clinical Practicum
3 Credit (2 Lecture 0 Lab 0 Clinical)
120 Hours/Week (0 Lecture 0 Lab 120 Clinical) *3-6 wks
This course is designed to supplement and expand upon the foundational knowledge provided in PHB 115 and PHB 125-L. Students will be required to perform both routine and challenging venipunctures on adults in the clinical setting. The collection, processing, and distribution of lab specimens according to standard procedures will be studied. Safety standards, legal and ethical behaviors, and quality control will be emphasized in a direct patient care setting. The course allows the student to apply his/her knowledge of human anatomy, the cardiovascular system, and basic hematology in the clinical setting through the practice of blood collection techniques on live patients/volunteers. Concepts, methods, and procedures discussed/studied in lecture and lab will be reinforced in the clinical practicum. Successful completion of this course (final grade of 73%/C) is required for graduation from the Phlebotomy Certificate Program. This course is only open to students admitted into the Phlebotomy Certificate Program. Additionally, students will not be allowed to enroll in a clinical practicum until the Phlebotomy Clinical Supervisor and the Lab instructor grant permission. Prerequisites: Admission to the Phlebotomy Certificate Program, permission of the Phlebotomy Lab instructor and Clinical Supervisor overseeing the Phlebotomy Program, and certification in CPR for the Health Care Provider. Co-requisites: PHB 115 and PHB 125-L.

PHYSICAL THERAPIST ASSISTANT

PTA 100 Introduction to the Physical Therapist Assistant
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hr. Lecture)
This course introduces the student to the physical therapy profession. Topics include: the history of physical therapy, pertinent laws of practice, code of conduct, the role of the professional association and regulatory boards, the role of the physical therapist and physical therapist assistant, definition of the rehabilitation population, communication skills and psycho-social aspect of disabilities, industry trends, death and dying, and grief. Prerequisites: Admission to the PTA Program

PTA 110 PTA Intervention I
5 Credits (2 Lecture 6 Lab 0 Clinical)
8 Hours/Week (2 Hr. Lecture, 6 Hrs. Lab)
This course will introduce the student to fundamentals of patient care procedures including body mechanics; bed and chair positioning; bed mobility; transfers; aseptic procedures; burn and wound care; vital signs and their relationship to treatment programs; measurement of assistive devices and ambulation training, wheelchair mobility, and measurement; and introduction to basic principles of therapeutic exercise. Guidelines for documentation of physical therapy treatment will be introduced. Prerequisites: Admission to the PTA Program

PTA 112 PTA Interventions II
5 Credits (2 Lecture 6 Lab 0 Clinical)
8 Hours/Week (2 Hr. Lecture, 6 Hrs. Lab)
This course includes the PT intervention skills, knowledge and modalities used for pain relief and normalization of soft tissues. This course will emphasize the principles and uses of: hot packs and cryotherapy, therapeutic ultrasound and phonophoresis, aquatics, hydrotherapy, spinal traction, electromagnetic radiations (laser, ultraviolet, diathermy), electrical stimulation (including high/low voltage, interferential and TENS) and biofeedback. Students learn to document treatment parameters appropriate for PTA Intervention II level documentation of patient responses to treatment and interpret professional literature relative to evidence-based practice. Prerequisites: PTA 100, PTA 113, PTA 120, PTA 110.

PTA 113 Critical Application Skills I
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Hr. Lecture)
This course is designed to complement the didactic knowledge that the students are learning throughout the semester in PTA 101, Kinesiology, and Anatomy and Physiology 2. The course will focus on utilizing critical thinking skills to apply the didactic knowledge to patient cases. Participating students will be asked to utilize case studies to assess problems, create solutions, prepare appropriate documentation, and develop a beginning level of understanding of their role within the healthcare system. All PTA students are required to take this course. Prerequisites: Admission to the PTA Program

PTA 115 Medical Terminology for the PTA
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Hr. Lecture)
This course includes an introduction to word parts, building medical terms, instruction in organization of the body, directional terms, abbreviations, and an overview of the different systems in the body. Students will review physical therapy documentation considering medical terminology and medical abbreviations, pathological conditions, short- and long-term goals, and psychosocial factors as they relate to the contemporary practice of physical therapy. Prerequisites: Admission to the PTA Program

PTA 120 Musculoskeletal Anatomy and Function
4 Credit (2 Lecture 4 Lab 0 Clinical)
6 Hour/Week (2 Hr. Lecture, 4 Hrs. Lab)
This course provides the student with a review of the kinesiological function of the musculoskeletal anatomy system. The course presents basic anatomical information as it pertains to the musculoskeletal system, with emphasis on the origin, insertion, nerve innervations, and actions of all major muscle groups. Muscle testing and goniometry measurements for the head, spine, and extremities are included. Therapeutic exercise principles will be addressed in addition to some of the commonly recognized orthopedic conditions. Students are required to document and utilize a plan of care including recognition of applicable PTA skills, identification of need for change, and progression within a plan of care. Prerequisites: Admission to the PTA Program

PTA 125 Manual Therapy for the PTA
2 Credit (1 Lecture 2 Lab 0 Clinical)
3 Hour/Week (1 Hr. Lecture)
This course introduces the student to theory and techniques of soft tissue mobilization and therapeutic massage. Specific techniques such as effleurage, petrissage, tapotement, vibration and friction will be taught. Students will have the opportunity to apply MFR, TgP therapy and active release techniques to address specific musculoskeletal pain issues in Physical Therapy. Prerequisites: PTA 100, PTA 113, PTA 120, PTA 110.

PTA 210 PTA Interventions III
4 Credit (3 Lecture 2 Lab 0 Clinical)
5 Hour/Week (3 Hr. Lecture, 2 Hrs. Lab)
This course will focus on the etiology, pathology, clinical signs, and medical management of those presenting with cardiovascular and/or pulmonary diseases. The course and lab component will cover....
PTA 213 Critical Application Skills II
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Hr. Lecture)
This course complements the didactic knowledge students are learning throughout the semester in PTA 112, PTA 240, and PTA 125. The course focuses on utilizing critical thinking skills to apply the didactic knowledge to patient cases. Participating students are asked to utilize case studies to assess problems, create solutions, prepare appropriate documentation and develop a deeper level of understanding of their role within the healthcare system. All PTA students are required to take this course. Prerequisites: PTA 100, PTA 113, PTA 120, PTA 115, PTA 112, PTA 125, PTA 213, PTA 240, PTA 270

PTA 220 PTA Interventions IV
4 Credits (2 Lecture 2 Lab 0 Clinical)
7.2 Hours/Week (2 Hrs. Lecture, 4 Hrs. Lab, 1.2 Hrs. Clinical) * 15 wks
This course for the Physical Therapist Assistant will provide a link between the pathophysiology of neurologic deficits and possible rehabilitation interventions for improving movement outcomes. It introduces the basic structure and function of the nervous system and describes normal motor development, motor control and motor learning. The course will emphasize integrating previously learned and new skills/techniques into the comprehensive rehabilitation of patients with neurological issues, amputees, pediatrics, CVA, SCI, and other musculoskeletal disorders. This course includes an integrated clinical education component. Students are assigned a clinical site and are given the opportunity to integrate knowledge they have learned in the class and lab setting into the clinical setting with patients. Prerequisites: PTA 100, PTA 110, PTA 113, PTA 120, PTA 115, PTA 112, PTA 125, PTA 213, PTA 270

PTA 224 Career Capstone
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Hr. Lecture)
This course is a culmination of professional topics focused towards professional preparation of the Physical Therapist Assistant Topics include: behavioral considerations, professional habits, resume writing, interviewing skills, and licensure preparation and continuing education. Prerequisites: PTA 100, PTA 113, PTA 120, PTA 115, PTA 112, PTA 125, PTA 213, PTA 260

PTA 240 Pathology for the PTA
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to review general pathological conditions with a particular emphasis on those conditions commonly encountered in rehabilitation. Pathology, etiology, diagnosis, signs, symptoms and implications for rehabilitation will be covered. Prerequisites: PTA 100, PTA 113, PTA 120, PTA 110.

PTA 260 Critical Application Skills III
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hours/Week (1 Hr. Lecture)
This course complements the didactic knowledge students are learning throughout the semester in PTA 210 and PTA 220. The course focuses on utilizing critical thinking skills to apply the didactic knowledge to moderately complex and complex patient cases. Participating students are asked to utilize case studies to assess problems, create solutions, prepare appropriate documentation and develop a deeper level of understanding of their role within the healthcare system. All PTA students are required to take this course. Prerequisites: PTA 100, PTA 113, PTA 120, PTA 110, PTA 115, PTA 112, PTA 125, PTA 213, PTA 240, PTA 270

PTA 270 Clinical Education I
3 Credit (0 Lecture 0 Lab 200 Clinical)
40 Hours/Week (200 Hrs. Clinical)
This is the first of three full-time (40 hours a week) clinical affiliations in the Physical Therapist Assistant Program. This is a five week affiliation. Under the direction and supervision of a clinical instructor who is a licensed physical therapist or physical therapist assistant, students are given the opportunity to integrate knowledge they have learned in the class and laboratory settings into the clinical setting with patients. Students have the opportunity to apply patient care skills and further develop patient/family education, communication and documentation skills. Students and clinical instructors are expected to always work within their scope of practice and practice legally and ethically. Upon completion of the affiliation, students must complete a reflection assignment, reflecting upon the entire first experience, identifying areas of strength and areas that may need improvement during the next affiliation. Prerequisites: PTA 100, PTA 110, PTA 113, PTA 120, PTA 115, PTA 112, PTA 125, PTA 213, PTA 240

PTA 280 Clinical Education II
3 Credit (0 Lecture 0 Lab 200 Clinical)
40 Hours/Week (200 Hrs. Clinical)
This is the second of three full-time clinical affiliations in the Physical Therapist Assistant Program. This is a five-week affiliation (40 hours per week). Under the direction and supervision of a clinical instructor who is a licensed Physical Therapist or Physical Therapist Assistant, students are given the opportunity to integrate knowledge they learned in the class and laboratory setting into the clinical setting with patients. Students have the opportunity to apply patient care skills and further develop patient/family education, communication, and documentation skills. Students and Clinical Instructors are expected to always work within their scope of practice and practice legally and ethically. It is expected that the student demonstrate sufficient progress from their completion of clinical education one to the completion of clinical education two. Upon completion of the affiliation, students must complete a reflection assignment, reflecting upon the entire first experience, identifying areas of strength and areas that may need improvement during the next affiliation. Prerequisites: PTA 100, PTA 113, PTA 120, PTA 115, PTA 213, PTA 125, PTA 112, PTA 213, PTA 240, PTA 270, PTA 210, PTA 220, PTA 260

PTA 290 Clinical Education III
3 Credit (0 Lecture 0 Lab 200 Clinical)
40 Hours/Week (200 Hrs. Clinical)
This is the third and final, six-week (40 hours per week) clinical affiliation in the Physical Therapist Assistant Program. Under the direction and supervision of a clinical instructor who is a licensed Physical Therapist or Physical Therapist Assistant, students are given the opportunity to integrate knowledge they have learned in the class and laboratory setting into the clinical setting with patients. Students have the opportunity to apply patient care skills and further develop patient/family education, communication and documentation skills. Students and Clinical Instructors are expected to always work within their scope of practice and practice legally and ethically. Students are provided the opportunity to meet entry level requirements of a physical therapy assistant during...
this affiliation. By the completion of this experience, it is expected that the student will be functioning like a new graduate physical therapy assistant. At the completion of this affiliation, students will complete a written reflection assignment on this experience, identifying career and continuing education goals. Prerequisites: PTA 100, PTA 113, PTA 120, PTA 110, PTA 213, PTA 125, PTA 112, PTA 240, PTA 270, PTA 210, PTA 220, PTA 260

PHYSICS

PHY 111 General Physics I
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This is an algebra-based physics course designed to introduce students to ideas of measurements, units, motion, force, energy, momentum, rotation, and fluids. Students will analyze the motion of physical systems including objects in free-fall, objects moving at a constant velocity, objects moving with constant acceleration, collisions between multiple objects, and systems undergoing rotation. During the lab component of the course, students will design and perform experiments, collect and analyze data, and communicate experimental results. Prerequisite: MAT 103 with a grade of 'C' or higher. Strongly recommended: MAT 113 or MAT 204

PHY 112 General Physics II
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This is an algebra-based physics course covering electricity, magnetism, optics, and waves. Students will study electric and magnetic fields, the motion of charged particles, the function of simple electric circuits, periodic motion, oscillations, and the propagation of light through various media. During the lab component of the course, students will design and perform experiments, collect and analyze data, and communicate experimental results. Prerequisite:PHY 111 with a grade of ‘C’ or higher.

PHY 211 College Physics I
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This is a calculus-based physics course designed to introduce students to ideas of measurements, units, motion, force, energy, momentum, rotation, and gravity. Topics include analyzing the motion of physical systems including objects in free-fall, objects moving at a constant velocity, objects moving with constant acceleration, collisions between multiple objects, and systems undergoing rotation. In addition, during the lab component of the course, students will design and carry out experiments, collect and analyze data, and communicate experimental results. Prerequisite: MAT 203 with a grade of ‘C’ or higher.

PHY 212 College Physics II
4 Credits (3 Lecture 1 Lab 0 Clinical)
5 Hrs./Wk. (3 Hrs. Lecture, 2 Hrs. Lab)
This is a calculus-based physics course covering electricity, magnetism, optics and waves. Students will study electric and magnetic fields, the motion of charged particles, and the function of simple electric circuits. Students will also study periodic motion, oscillations, waves and the propagation of light through various media. In addition, during the lab component of the course, students will design and carry out experiments, collect and analyze data, and communicate experimental results. Prerequisites: PHY 211 with a ‘C’ or better.

PRACTICAL NURSING

PNU 101 Growth & Development
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Lecture 0 Lab 0 Clinical)
This course is an overview of the basic manifestations of normal physical, psychological, emotional and social growth and development including the prenatal period, infancy, toddler, childhood, adolescence, adulthood and aging. It includes the stages and factors necessary for normal growth, development and obvious deviations from the normal. Prerequisites: Admission to the Practical Nurse Program.

PNU 111 Human Behavior
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Lecture 0 Lab 0 Clinical)
This course introduces physical, psychosocial, cultural and spiritual factors that affect human behavior. Effects of internal and external stressors and the individual’s response to these stressors are discussed. Guidelines for the promotion of psychological and spiritual comfort, interpersonal behavior and self-assessment by the student are presented. Prerequisites: Admission to the Practical Nurse Program.

PNU 131 Nutrition
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Lecture 0 Lab 0 Clinical)
This course introduces the principles of normal nutrition, with emphasis on the nutritional needs across the life span. This course is designed to provide a working knowledge of nutrients, food sources, and menu planning and food preparation in a culturally diverse American society. The basic food group pyramid and “Guidelines for Healthy Americans” are introduced. Physical, psychological, economic, cultural and religious factors affecting nutrition are included. An overview of federal regulations related to nutrition is also presented. Prerequisites: Admission to the Practical Nurse Program.

PNU 141 Microbiology
1 Credit (1 Lecture 0 Lab 0 Clinical)
1 Hour/Week (1 Lecture 0 Lab 0 Clinical)
This course provides a general study of common and newly emerging microorganisms and their characteristics in relation to health and control of disease. Included is an introduction to concepts of infection and immunity and the more common methods of destroying microorganisms. Emphasis is on infection control. No labs. Prerequisites: Admission to the Practical Nurse Program.

PNU 145 Fundamentals of Nursing I
5 Credits (3 Lecture 2 Lab/Clinical)
22 Hours/Week (6 Lecture 16 Lab/Clinical) *8 wks
This course focuses on the fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns, and introduces the legal and ethical responsibilities of the Practical Nurse. The course presents critical thinking as applied to nursing including: the nursing process, cultural diversity, and communication techniques used when interacting with patients, families, other support persons, and members of the interprofessional team. Other program concepts such as evidence-based care, teamwork/collaboration, information technology, and basic math calculations for medications are also introduced. Selected nursing skills are taught in the laboratory with opportunities to apply fundamental concepts to basic nursing skills and clinical practice. Prerequisites: Admission to the Practical Nurse Program. Pre-or-co-requisites: PNU 111, PNU141, HSC 149.
PNU 146 Fundamentals of Nursing II
5 Credits (3 Lecture 2 Lab/Clinical)
22 Hours/Week (6 Lecture 16 Lab/Clinical) *8 wks
This course builds upon the concepts, knowledge, and skills introduced in PNU 145 (Fundamentals I). The focus is on the fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined health care concerns, focusing on the aging adult patient. This course continues to identify the role of the practical nursing applying basic nursing principles and critical thinking/clinical reasoning both in the classroom and clinical settings. Program concepts such as evidenced-based care, teamwork and collaboration, and informatics and technology are also discussed. Emphasis will be placed on nursing responsibilities in the preparation and safe administration of medications as well as on documentation. Application of knowledge and skills occurs in a variety of clinical settings. Pre-requisites: PNU 145; Pre-or-co-requisites: MAT 103, PNU 101, PNU 131.

PNU 153 Concepts of Adult Nursing I
8 Credits (5 Lecture 3 Lab/Clinical)
24 Hours/Week (8 Lecture 16 Lab/Clinical) *10 wks
This course is the third of five core nursing courses in the traditional ten-month Practical Nurse certificate program. This course incorporates and expands on the concepts introduced in PNU 145 & PNU 146, and provides for the knowledge and application of basic nursing theory, communication, collaboration, and clinical reasoning necessary for safe, patient-centered nursing care for diverse adult patients experiencing various medical/surgical and mental health issues. Pharmacology is integrated throughout the concepts with emphasis on safe administration of medication. The course incorporates the legal and ethical responsibilities of the Practical Nurse in the care of adult patients with common health problems. Concepts of leadership and management are introduced. Select advanced nursing skills are taught in the laboratory with the application of knowledge and skills in a variety of clinical settings. Prerequisites: PNU 146.

PNU 154 Concepts of Adult Nursing II
8 Credits (5 Lecture 3 Lab/Clinical)
24 Hours/Week (8 Lecture 16 Lab/Clinical) *10 wks
This course is a continuation of Concepts of Adult Health Nursing I, and provides broader knowledge and application of basic nursing theory, communication, collaboration, and the clinical reasoning/judgment necessary for safe, patient-centered nursing care for diverse adult patients experiencing various medical/surgical and mental health issues. Pharmacology is integrated throughout the concepts. The course incorporates legal and ethical responsibilities of the Practical Nurse in the care of diverse adult patients with common health problems. Concepts of leadership and management are expanded upon, with a focus on team leading. Application of knowledge and skills are evaluated on a higher level, including the ability to care for a multiple (2) patient assignment. Synthesis of clinical reasoning and practical skills occurs in a variety of clinical settings with continued emphasis on safe administration of medication. Course content also includes health promotion strategies. Prerequisites: PNU 153.

PNU 157 Practical Nursing Across the Continuum
7 Credits (4 Lecture 3 Lab/ Clinical)
34 Hours/Week (10 Lecture 24 Lab/Clinical) *6 wks
This course incorporates and builds on previously learned concepts for the knowledge and application of basic nursing theory, communication, collaboration, and clinical judgment necessary for safe, patient-centered nursing care to diverse families across the life span (with a focus on childbearing families, children, and the elderly). The course also applies mental health nursing to the care of the family and introduces concepts of community nursing. Also included are the legal and ethical responsibilities of the Practical Nurse in the care of patients across the lifespan. The student will learn to effectively apply strategies in preparation for entry-level practice, including a review for the NCLEX-PN® as well as current trends in nursing. Synthesis of clinical judgment and practical skills will occur in a variety of clinical settings. Prerequisites: PNU 154.

PSYCHOLOGY

PSY 101 General Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is an introduction to the basic concepts, major theories, different theoretical perspectives and research methods in psychology. The focus is on theories of personality, motivation, learning, intelligence, emotions, developmental processes, physiological psychology, perception, and psychological assessment. Placement at ENG 101 level strongly advised.

PSY 103 Child Development
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the student with an integrated understanding of child development as it relates to early childhood education. A broad theoretical background is combined with principles of application. Emphasis is on the social context of early development, group processes, influence of the family, role of play, and the development of cognitive capabilities. Visitation to preschool centers required.

PSY 200 Positive Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The broad goal of this course is to examine well-being theory. The main objective is to help students measure and build the elements that contribute to human flourishing. The course is designed to introduce the concepts (e.g., biological, psychological, social, emotional), research behind the concepts, techniques, and activities that enhance wellbeing. In addition, students will have the opportunity to engage in a detailed analysis and positivity change process utilizing validated questionnaires and evidence-based positive psychology and well-being enhancing interventions. Prerequisites: ENG 101

PSY 201 Child Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course provides the student with a broad theoretical and practical basis for the understanding of human development. Emphasis is on the interaction of biological, psychological, and social factors, which affect the human organism from conception through adolescence. Various theoretical models including, Freud, Piaget, Erikson, Kohlberg, Bowlby, and Elkin are discussed. Prerequisites: PSY 101, or permission of the instructor.

PSY 203 Adolescent Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A comprehensive study of the adolescent dealing with adolescent development with a focus on physical, cognitive, emotional, and self-concept changes. Particular emphasis is placed on the
adolescent in society and his/her relationship to parents and peers and how this influences development. Prerequisite: PSY 101.

PSY 205 Psychology of Change
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines major issues influencing adjustment and requires the student to explore these issues in relation to his/her own life. Some of the issues discussed include: Values clarification, racial/ethnic identity development, aggression, intimacy, depression, anxiety, and stress. Prerequisite: PSY101 or PSY216.

PSY 210 Psychology of Learning
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This educational psychology course will explore the teaching and learning process; teaching with an emphasis on planning effective instructional strategies, classroom management, and assessment. It focuses on human development, learning theories, individual difference, and motivation. Prerequisite PSY 101.

PSY 211 Group Dynamics
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A course designed to enable students to understand common group interactions and the individual's attitudes and reactions to those situations. It aids students in understanding the socialization process, group theory, the characteristics of effective leadership in a variety of group structures, and the skills required to work effectively within teams. Prerequisite: PSY 101.

PSY 215 Abnormal Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a comprehensive study of the major mental disorders as defined by the DSM-IV TR. Etiologies and treatment for each disorder or cluster of disorders will be covered. Major disorders examined include the following: Anxiety disorders, dissociative & somatoform disorders, mood disorders, personality disorders, schizophrenia, substance abuse, sexual dysfunction, neuropsychological disorders, and disorders of childhood and adolescence. Prerequisites: PSY 101 or permission of the instructor.

PSY 216 Growth & Development
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course explores human growth and development across the lifespan, from how the fetus develops a preference for familiar voices, to the adolescent identity crisis, to the development of wisdom in late adulthood. The course is organized around major developmental periods in the lifespan. Contributions of significant developmental theorists are highlighted. Placement at ENG 101 level strongly advised.

PSY 221 Health Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is intended to introduce the student to the tenets of health psychology, including, but not necessarily limited to, a history of health psychology; models of health psychology; an examination of the basic principles and theories pertinent to this field including the prevention and modification of health compromising behaviors; as well as the influences of psychosocial factors on mental health (e.g. stress, depression), physical health (e.g. heart disease, chronic illness, pain) and health-related behaviors (e.g. substance use and abuse, aggression, sexual behavior). Prerequisites: PSY 101 or permission of the instructor.

PSY 230 Sport Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course focuses on the many areas of psychology that apply to sports. A wide array of psychological subjects will be explored, including motivation, team experience, mental imagery, performance anxiety, youth sports, gender issues, and more. Multicultural and international views of the field will be included and class discussion of theories and research will be encouraged. Placement at ENG 101 level strongly advised.

PSY 231 Psychology of Gender and Culture
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The first part of this course will provide a critical examination of the theories and interesting debates that exist within the psychology of gender. The second part of the course will provide an introduction to the field of cultural psychology, including discussion of the psychology of race and ethnicity. As we discuss psychology's tradition of focusing on differences between people, we'll keep our similarities in mind.

PSY 280 Research Design & Methodology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
The goal of this course is to familiarize the student with the experimental methods used by psychologists and other social scientists in conducting their research. Students will be exposed to a variety of research designs as well as basic statistical theory covering hypothesis testing, ANOVA, and correlational analyses. Students will participate in the process of conducting research by formulating a testable idea, developing a method by which to test their idea, and communicating their idea to others. Prerequisite: ENG 101 and PSY 101

PSY 290 Introduction to Social Psychology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is a systematic study of interpersonal behavior, the manner in which individuals are influenced by the function within a group. Topics of particular focus include attitude formation, persuasion, prejudice, conformity, social perception, leadership, attraction, affiliation, and aggression. Prerequisites: PSY 101, or SOC 101, or permission of the instructor.

NURSING

RNU 108 Fundamental Concepts of Client Care
7 Credits
This course is designed to introduce the student to the foundational principles of contemporary nursing practice. The focus is on fundamental concepts necessary for safe, patient-centered nursing care for a diverse patient population with well-defined healthcare concerns. Legal and ethical responsibilities of the Registered Nurse will be introduced. The student will begin to use clinical reasoning as applied to nursing practice. Other topics to be discussed include the nursing process, cultural diversity, and communication techniques utilized when interacting with patients, families, other support persons, and members of the interprofessional team. Program concepts such as evidence-based care, teamwork/collaboration,
RNU 109 Concepts of Adult Health Nursing I/Mental Health Nursing
9 Credits
This course applies concepts of nursing practice to the acquisition and application of adult health nursing theory in the care of diverse patients with acute and chronic conditions. This includes patients needing various levels of health promotion and mental health management, their families, and other support persons. The course incorporates the legal and ethical responsibilities of the Registered Nurse in the care of adult medical-surgical and mental health patients. Application of knowledge, patient care skills, and clinical reasoning will occur in a variety of clinical settings. Prerequisites: RNU 108, ENG 102, PSY 101, and BIO 132.

RNU 206 Concepts of Family-Centered Nursing
9 Credits
This course applies concepts of nursing practice to the acquisition and application of family nursing theory, including care of a diverse population of children and the childbearing family. The course also applies legal and ethical responsibilities of the Registered Nurse to the care of children and the family. Application of knowledge, patient care skills, and clinical reasoning will occur in a variety of clinical settings. Prerequisites: RNU 109 and PSY 216.

RNU 207 Nursing Informatics, Leadership and Trends
3 credits
This course introduces the student to the theory, structure, and application of nursing informatics with a focus on leadership and health-related trends. The course will explore how to identify, define, manage, and communicate data, information, knowledge, and wisdom to enhance nursing practice. The student will demonstrate a mastery of fundamental skills in using computer technology and the ability to access, process, and assess information efficiently using health information technology tools. The student will identify how meaningful use of information and communication will improve care coordination, quality and safety, and the health of patients, families, and communities worldwide. The student will demonstrate how nursing informatics supports nurses, consumers, patients, the interprofessional health care team, and other stakeholders in their decision making in all roles and settings to achieve desired outcomes. Prerequisites: RNU 206, BIO 251 with lab; HIS or GOV Core; runs concurrently with RNU 208

RNU 208 Concepts of Complex Nursing Care
9 Credits
This comprehensive course expands upon the interrelated concepts of nursing practice for the application, analysis, and acquisition of care for complex adult patients. The course addresses healthcare quality measures leading to optimal healthcare outcomes. The legal and ethical responsibilities of the Registered Nurse are included. Integration of knowledge, mastery of patient care skills, and clinical reasoning will occur in the simulation laboratory and a variety of clinical settings. In final preparation for entry into professional practice, the learner will demonstrate independent critical thinking and decision-making skills to formulate nursing clinical judgements. Prerequisites: RNU 206; BIO 251 with lab; HIS or GOV college core. This course runs concurrently with RNU 207.
SOC 150 Women in Society
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
An examination of the roles of women in American society, both past and present. Students will build an understanding of the issues impacting women's roles. Topics covered include: women's work and economic status, sex roles, gender expectations, the socialization of women, women and children, women's roles in other societies, and the results of the women's movements.

SOC 155 Race, Class, Gender, Social Justice
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will explore the relationship between race, class, gender and social justice. Topics will include the following: the origins and consequences of racial, class, ethnic discriminations; the changing role of women; immigration policies; movements for integration and separatism; and the impact of past and present day problems and policies.

SOC 156 Media in Social Perspective
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course examines the impact of new media technologies on our social relationships and institutions. We will investigate new social realities in print, radio, television, telecommunications, and the internet. We will explore the relationship of individuals and community in society. The class will probe the relationship between economic, political, and cultural globalization and the rise of a networked society. Topics will include monopolies; digital divides; social psychology of the mediated self; invasions of privacy; media saturation; copyright and intellectual property; gaming and learning; social networking; citizen journalism. Prerequisites: Sociology 101 or permission of instructor.

SOC 201 Cultural Anthropology
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A course concerned with humans as members of society and the effects of culture on individuals and groups. The main emphasis will be placed on the study of human behavior in different cultural settings. A main objective of the course is to help students understand their own behavior and reflect upon individual and group values.

SOC 203 Sociology of the Family
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course will focus on the family as a primary social institution. Emphasis will be placed on theoretical perspectives, variations, and alternatives, as well as the changing family over the life span. Special topics include cross-cultural influences, issues related to courtship, marriage and family development, and the effects of changes in the American family. Prerequisite: SOC 101 or permission of the instructor.

SPANISH

SPN 101 Spanish I
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed primarily to teach the fundamentals of Spanish through basic grammar as well as strong emphasis on conversation and writing. Aside from language skills, there is a special project on a Latin American country to introduce and familiarize students with its culture and politics.

SPN 102 Spanish II
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed for an index grammar level. There is strong emphasis on conversational and writing skills, and each student will be responsible for an extensive paper on one Latin American country. Prerequisites: SPN 101.

SPN 108 Spanish for Healthcare Providers
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
This course is designed to provide the healthcare professional with the vocabulary and grammatical structures to be able to communicate with Spanish-speaking patients in the medical context, using standardized universal Spanish. Prerequisites: HSC 140

SPN 201 Spanish III
3 Credits (3 Lecture 0 Lab 0 Clinical)
3 Hours/Week (3 Hrs. Lecture)
A review of grammar with emphasis on correct usage in writing and the development of fluency through planned conversation. Reading is developed through the use of short stories of Hispanic culture, terminating with the reading of one of the classic Spanish novels. Prerequisites: SPN 102.

SURGICAL TECHNOLOGY

SUR 102 Microbiology for the Surgical Technologist
2 Credits (2 Lecture 0 Lab 0 Clinical)
2 Hours/Week (2 Lecture 0 Lab 0 Clinical)
This course is a general study of common and newly emerging microorganisms and their characteristics in relation to health and control of disease. Special emphasis is placed on the concept of asepsis and the surgical environment. Focus will be on the Surgical Technologist's role in maintaining aseptic technique with emphasis placed on safety and infection control. Prerequisites: Admission into the Surgical Technology Program. Corequisites: HSC 149 (formerly ALH 149) (or equivalent transfer), and PNU 111 (or equivalent) SUR 111, SUR 121.

SUR 111 Surgical Technology I
5 Credits (5 Lecture 0 Lab 0 Clinical)
5 Hours/Week (5 Lecture 0 Lab 0 Clinical)
This course is designed to introduce students to the principles and practice of Surgical Technology. Topics include: hospital organization and physical environment of the operating room; ethical, moral and legal issues; patient care and safety; asepsis and sterile technique; surgical pharmacology and anesthesia; preparation, care and handling of instrumentation, equipment and supplies used in the operating room; closure of the surgical wound, wound healing and wound classifications; and the development of a surgical conscience. Students will be introduced to the basics of preoperative, intraoperative and postoperative surgical case
management. Prerequisites: Admission into the Surgical Technology Program. Co-requisites: HSC 149 and PNU 111 (or their equivalents), SUR 102, SUR 121.

SUR 121 Surgical Technology I Lab  
4 Credits (0 Lecture 4 Lab 0 Clinical)  
8 Hours/Week (0 Lecture 8 Lab 0 Clinical)  
This laboratory course is designed to complement and reinforce concepts covered in SUR 111 (lecture) by allowing the practice and return-demonstration of the principles and procedures related to the knowledge, skills, and techniques utilized during the surgical experience. Skills taught in this course include: preoperative patient care, principles of sterile technique, the surgical scrub, gowning and gloving (self & others), case set up, medication handling, counts, draping, proper instrument handling, and the establishment and monitoring of the sterile field. Students are also taught to work with sutures, instruments, and supplies in a non-patient contact environment. Successful completion of this course is required for clinical placement. Prerequisites: Admission into the Surgical Technology Program. Co-requisites: HSC 149, PNU 111 (or their equivalent), SUR 102, and SUR 111 (lecture).

SUR 142 Surgical Technology II  
16 Credits (10 Lecture 0 Lab 6 Clinical)  
34 Hours/Week (10 Lecture 0 Lab 24 clinical)  
The study of Surgical Technology II is concentrated on providing the student with extensive practice in surgical procedures. During this course the correlation of theory with clinical practice begins, with lab reinforcement continuing as necessary. Classroom focus is on presentation of surgical procedures by specialty. In each specialty the following will be reinforced: relevant anatomy, pathological conditions, diagnostic procedures and tests, preoperative, intraoperative and postoperative procedural sequence, special instrumentation, equipment, supplies and drugs, and patient preparation in the OR. Prerequisites: All first semester courses in the Surgical Technology Program.

SUR 143 Surgical Technology III  
8 Credits (3.7 Lecture 0 Lab 4.3 Clinical)  
32 Hours/Week (8 Lecture 0 Lab 24 Clinical) * 8wks  
This course is designed to prepare the graduating surgical technology student for entrance into the workforce. Topics include: professionalism, resume preparation, interviewing techniques, basic computer skills and the biomedical sciences such as robotics, physics and electricity. Through lecture, discussion, guest speakers and mock interviews, students will learn how to conduct themselves during the interview process. Students will have an opportunity to take a certification exam practice test to determine their strengths. Clinical rotation continues during this course. Prerequisites: All first and second semester courses in the Surgical Technology Program.
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SEXUAL HARASSMENT POLICIES AND PROCEDURES

Updated August 7, 2020
Quincy College

Sexual Harassment Policy and Procedures

Updated: 8/7/2020

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Quincy College – Sexual Harassment
Policy and Procedures

Sexual Harassment Policy

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

Quincy College does not discriminate on the basis of sex in the education program or activity that it operates. This requirement not to discriminate in the education program or activity extends to admission and employment. Inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary of the United States Department of Education, or both.

Violence Against Women Act (VAWA)
The Violence Against Women Reauthorization Act (VAWA), which President Obama re-authorized and signed into law in 2013, imposes new obligations on colleges and universities under its Campus Sexual Violence Act (SaVE Act) provision. Quincy College is committed to following these provisions. Under VAWA, Quincy College is required to:

1) Report dating violence, domestic violence, sexual assault, and stalking, beyond crime categories the Clery Act already mandates;
2) Adopt certain student discipline procedures, such as for notifying purported complainants of their rights; and
3) Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

Reporting Obligations Under the Clery Act

In regard to sexual harassment cases, the Clery Act requires Quincy College to:

- Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed complainants of sexual assault. The law requires Quincy College to make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education. The Quincy College Annual Security Report is published by the Office of Institutional Research and Assessment in conjunction with Campus Services and Facilities and can be found at http://quincycollege.edu/departments/institutional-research-assessment
• **To have a public crime log.** Quincy College is required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days and, subsequently, made available within two business days upon request. The Quincy College crime log is maintained by Campus Security and is available upon request.

• **Disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus and at certain non-campus facilities including remote classrooms.** The statistics must be gathered from campus security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities” (See Policy 11.02 – Reporting the Annual Disclosure of Crime Statistics).

• **Issue timely warnings about Clery Act crimes (to include forcible and non-forcible sex crimes) which pose a serious or ongoing threat to students and employees.** Please reference the Quincy College Emergency Response Plan for information regarding timely warning notifications (See also Policy 11.01 - Timely Warning Policy).

• **Devise an emergency response, notification and testing policy.** The Quincy College Emergency Response Plan which details the details of emergency response, immediate notification, timely warnings and testing procedures (See Policy 11.11 – Issuing an Emergency Notification and Policy 11.12 – Emergency Response).

**Dating Violence**
Dating violence is defined by:

• A reference to a violent crime
• Committed by
  o A person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of the relationship shall be determined based on the complainant’s statement with consideration of the length of the relationship, the type of the relationship, and frequency of the relationship.
  o Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic Violence**
Domestic violence is defined by:

• A reference to a violent crime
• Committed by
  o Current or former spouse or intimate partner
  o Person sharing a child with the complainant
  o Person cohabitating with or has cohabitated with the complainant as a spouse or intimate partner
By a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Massachusetts in which the crime of violence occurred

By any other person against an adult or youth complainant who is protected from that person’s acts under the domestic or family violence laws of Massachusetts in which the crime of violence occurred

**Effective Consent**

Quincy College students are expected to engage in sexual behavior of any kind only with the fully informed and *effective consent* of all parties involved. *Effective consent* must be obtained for each instance and each escalation of sexual activity. Obtaining *effective consent* is the responsibility of the party initiating sexual activity. Doing otherwise may constitute sexual harassment and is a violation of Quincy College policy. As defined by VAWA and by Quincy College, effective consent is defined by:

- A voluntary and informed agreement to engage in sexual activity
- The agreement must be informed through mutually understandable words or actions
- Consent cannot be authorized by someone who is incapacitated
- Past consent does not imply future consent
- Silence or absence of resistance does not imply consent
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another
- Consent can be withdrawn at any time
- Coercion, force, or threat at any time invalidates consent

Furthermore:

- Initiators of sexual activity are responsible for obtaining effective consent
- Consent is not effective if obtained from an individual who is incapable of giving consent due to the following or other reasons:
  - a mental, intellectual, or physical disability
  - is under the legal age to give consent
  - is asleep, unconscious, or physically helpless
  - is *incapacitated* by alcohol or other drugs
- Consent to one type of sexual activity does not imply consent to any other or all types of sexual activity
- A person can withdraw consent at any time
- Refusal, lack of consent, or non-consent may be expressed in many ways, verbally or physically
- Physical resistance is not necessary to communicate a lack of consent

Individuals who initiate sexual activity assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions. The question is whether or not the person who initiated the sexual activity knew or whether a sober and reasonable person in the same position should have known whether the other person gave effective consent.
Incapacitation is the physical and/or mental inability to make informed, rational judgments and decisions. States of incapacitation include sleep and blackouts. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments.

Coercion is to force one to act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force.

**Force**

Force may include words, conduct or appearance. Force includes causing another’s intoxication or impairment through the use of drugs or alcohol. Coercion, intimidation, and non-physical threats can be all forms of force.

**Nonconsensual Sexual Contact**

Nonconsensual sexual contact is defined as any physical contact with another person of a sexual nature without that person’s *effective consent*. The touching of a person’s intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering same); touching a person with one’s own intimate parts; or forcing a person to touch another’s intimate parts would be violations of this policy if they occur without *effective consent*.

**Nonconsensual Sexual Penetration**

Nonconsensual sexual penetration is defined as the sexual penetration of any bodily opening with any object or body part without *effective consent*. This could be committed by force, threat, intimidation, coercion, or through exploitation of another’s mental or physical condition (such as lack of consciousness, *incapacitation* due to drugs or alcohol, age, or disability) of which the respondent was actually aware or which a reasonable person in the respondent’s position should have been aware.

**Sexual Assault**

Sexual assault has been committed when an individual engages in sexual activity without the explicit consent of the other individual involved. Sexual activity is any touching of a sexual or other intimate part of a person. Sexual assault includes any forced act against one’s will where sex is the weapon. This can include, but is not limited to:

- Sexual Battery: the unwanted touching of an intimate part of another person
- Sodomy: forced anal intercourse
- Oral Copulation: forced oral-genital contact
- Rape by a Foreign Object: forced penetration by a foreign object including digits (fingers and toes)
- Rape: penile-vaginal intercourse against a person's will and without consent

Recent legislation also makes it a felony to engage in video voyeurism, secretly capturing images of another person in a private place without consent.
Whether or not specifically stated, it is an element of every sexual assault that the sexual act was committed without consent of the complainant.

It includes offenses classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Sexual Harassment**

In the employment context, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- Such conduct interferes with an individual's job duties; or
- The conduct creates an intimidating, hostile or offensive work environment.

In the educational context, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct ("quid pro quo harassment");
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity ("hostile environment harassment"); or

The included definitions of effective consent, dating violence, domestic violence, and stalking are in accordance with VAWA’s required definitions for student conduct code policies. Some behaviors covered by these definitions might be referred to as rape, sexual assault, or sexual battery in criminal statutes. Terms that are also used culturally include date rape, acquaintance rape, or intimate partner violence. Sexual harassment can occur between individuals who know each other, have an established relationship, have previously engaged in consensual sexual activity, and between individuals who do not know each other. Sexual harassment can be committed by persons of any gender identity, and it can occur between people of the same or different sex.

Even one instance of sexual harassment, if severe enough, may create a hostile environment. A non-exhaustive set of examples of conduct that might constitute sexual harassment are included below. One or more of these actions will only be considered sexual harassment when that conduct has the purpose or effect of unreasonably interfering with another individual’s working conditions or academic experience, or of creating a hostile working or academic environment.
Examples of **verbal sexual harassment** may include unwelcome conduct such as unwelcome sexual flirtation, advances or propositions or requests for sexual activity or dates; asking about someone else's sexual activities, fantasies, preferences, or history; discussing one’s own sexual activities, fantasies, preferences, or history; verbal abuse of a sexual nature; suggestive comments; sexually explicit jokes; turning discussions at work or in the academic environment to sexual topics; and making offensive sounds such as smacking or licking lips, kissing sounds, or "wolf whistles."

Examples of **nonverbal sexual harassment** include unwelcome conduct such as displaying sexual objects, pictures or other images; invading a person's personal body space, such as standing closer than appropriate or necessary or hovering; displaying or wearing objects or items of clothing which express sexually offensive comments; making sexual gestures with hands or body movements; looking at a person in a sexually suggestive or intimidating manner; or delivering unwanted letters, gifts, or other items of a sexual nature. In addition, nonconsensual sexual contact, sexual exploitation, and nonconsensual sexual penetration may constitute nonverbal instances of sexual harassment.

Sexual harassment does not include material or discussion that is appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College’s educational mission.

**Sexual Exploitation**

Sexual exploitation means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without effective consent; allowing third parties to observe private sexual acts without effective consent; engaging in voyeurism without effective consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

**Stalking**

Stalking is defined by:

- Engaging in a course of conduct (at least two or more acts by which the accused directly, indirectly or through third parties follows, monitors, observes, surveils, threatens, or communicates about a person or interferes with his or her property)
- Directed at a specific person and
- Causes a reasonable person to fear for his or her safety of others or causes that person to suffer substantial emotional damage

**Actual knowledge**

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a recipient’s Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient. Imputation of knowledge based solely on
vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the recipient. Notice includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator

Administrative leave
Administrative leave means placing an employee on leave pursuant to state law. Nothing in the Title IX regulations precludes a recipient from placing a non-student employee respondent on administrative leave during the pendency of a grievance process, provided that Massachusetts laws are followed.

Deliberate indifference
Deliberate indifference means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

Emergency removal
Emergency removal means the suspension or expulsion of a student on an emergency basis, consistent with state law. Nothing in the Title IX regulations precludes Quincy College from removing a respondent from Quincy College’s education program or activity on an emergency basis, provided that Quincy College follows all procedures under Massachusetts law, undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Formal complaint
Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that Quincy College investigate the allegation of sexual harassment.

Complainant
Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent
Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Supportive measures
Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s
education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Quincy College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Training for the College Community
The Senior Vice Presidents, Vice Presidents and Associate Vice Presidents, working with the Title IX Coordinator(s) or designee, will see that all supervisors on the Quincy and Plymouth campuses receive information and are offered training concerning sexual harassment.

Quincy College will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the recipient’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Quincy College will ensure that decision-makers receive training on any technology to be used in interviews and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant.

Quincy College also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. In accordance with VAWA, investigators will receive harassment least annual training related to sexual crimes and the college’s investigative procedures.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

These training materials will be posted on Quincy College’s website.

Incoming Students and New Employees
Under VAWA, new students and new employees will be offered primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, sexual assault, and stalking. In accordance with VAWA, these programs will be:
Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking;
Culturally relevant, inclusive of diverse communities and identities, sustainable, responsible to community needs, and informed by research or assessed for value, effectiveness, or outcome;
Consider environmental risk and protective factors as they occur on the individual, relationship institutional, community, and societal levels.

Training for new students will occur through material such as:
- Orientation training for new students
- Introductory email from President
- Reminders on television monitors throughout campus
- Flyers
- Policy handouts
- Sexual harassment workshops – provided by Student Success Coaches

Training for new employees will occur through material such as:
- Initial mandated online training sessions through Safe Colleges, Inc.
- Reminders on television monitors throughout campus

The trainings will include a statement of the prohibited offenses, the definition of those offenses, the definition of consent, “safe and positive” options for bystander intervention an individual may take to “prevent harm or intervene” in risky situations, recognition of signs of abusive behavior and how to avoid potential attacks and ongoing prevention and awareness campaigns for students and faculty on all of the above.

Ongoing Training for Students and Employees
Ongoing training for students will occur through material such as:
- At target events
- Introductory email from President
- Reminders on television monitors throughout campus
- On the Quincy College webpage
- Student Success Coaching Office awareness workshops.

Ongoing training for employees will occur through material such as:
- Annual online retraining or updates through Safe Colleges, Inc.
- Reminders on television monitors throughout campus
- Student Success Coaching Office awareness workshops.
Sexual Harassment Policy Applicability

The Quincy College sexual harassment policy shall apply to sexual harassment which is alleged to occur in the school’s programs and activities, including locations, events, and/or circumstances in which Quincy College exercises substantial control, in a way that is not deliberately indifferent.

Students who engage in behavior that violate local, state and/or federal law may be subject to civil and/or criminal proceedings in addition to the college disciplinary/judicial procedures.

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

Bystander Intervention

Quincy College expects all members of the College community to take reasonable actions to prevent or stop an act of sexual harassment. Bystanders can help in several different ways, including direct invention, seeking assistance from an authority figure, notifying campus security, or calling State or local law enforcement.

If you see an act of sexual harassment: It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual harassment are occurring is the first step to intervening. If you make the decision to intervene, do so safely—violence does not stop violence, and, if you cannot stop the act with your words, call campus security or local law enforcement. Do not be afraid to call on others for help.

If a complainant confides in you: It is important to let the complainant tell their story. Listen respectfully, and help them explain and identify what has happened to them. Do not contradict them or play “devil’s advocate” even if parts of the story don’t immediately make sense or even if you would have made other choices when presented with the same scenario or challenges. Help the complainant identify others in their network who they can confide in. Ask the complainant what they need to feel safe, encourage them to seek medical attention and counseling, and encourage them to report the act if they feel comfortable doing so. The first people that a complainant talks to can have a significant impact on the person and their ability to report and get through an ordeal. Be a supportive, kind, understanding and nonjudgmental person and you can be a positive force for this complainant in seeking the help they require to move forward.

Recognizing Signs of Abuse

Behavioral signs or changes may indicate sexual abuse and can include:

- Anxiety
- Depression

1 Darknesstolight.org - http://www.d2l.org/site/c.4dlCU0kGcISe/b.7938027/k.6B67/Signs_of_Sexual_Abuse.htm
• Sleep disturbances including nightmares or night terrors
• Change in eating habits
• Unusual fear of certain people or places; reluctance to be alone with a certain person
• Changes in mood that could include anger, or aggressiveness towards others.
• Withdrawal; runaway behavior
• Change in attitude towards school or academic performance; lack of interest in friends, sports, or other activities
• Unexplained or frequent health problems like headaches or stomachaches
• Poor self-esteem; avoidance of relationships
• Self-mutilation or change in body perception like thinking of self or body as dirty or bad; suicidal thoughts

Rights of the Complainant
Quincy College is committed to making accommodations for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

Sexual Harassment Procedures
The following sections detail Quincy College’s procedures for reporting, investigating, and enforcing disciplinary actions related to sexual harassment. These procedures may be modified, revised or amended at the discretion of Quincy College.

Quincy College will respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment in an education program or activity of against a person in the United States. An education program or activity” includes locations, events, or circumstances over which Quincy College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Quincy College.

Reporting Procedures
1) Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the complainant of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. The Title IX Coordinator(s) is:

Jennifer Luddy, Senior Vice President of Enrollment Management and Strategic Planning
Office Address: 7th Floor Presidents Place
jluddy@quincycollege.edu
(617) 984-1657
2) Upon receiving actual notice of alleged sexual harassment, the Title IX Coordinator will contact the complainant within five business days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant’s wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a formal complaint;
- Determine whether the complainant wishes to file a formal complaint; and
- Explain to the complainant the purpose of filing a formal complaint.

The Title IX Coordinator will document in writing the supportive measures offered/provided or why no supportive measures were offered/provided. Complainant and respondents, as appropriate, must be offered supportive measures even if they do not file a formal complaint or notify law enforcement.

Although Quincy College will not investigate complaints of dating violence, domestic violence, sexual assault or stalking that occurred off-campus, the Title IX Coordinator will provide the complaints with information on supportive measures, the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order, how and to whom the alleged offense should be reported options about the involvement of law enforcement and campus authorities, information about how Quincy College will protect the confidentiality of complainants and notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

3) If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant’s preferences. This decision may be appropriate when safety or similar concerns lead Quincy College to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment could reasonably require Quincy College to investigate and potentially sanction a respondent. A Title IX Coordinator’s decision to override the complainant’s decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary in order to avoid deliberate indifference.

Formal Complaint

1) There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, a complainant must be participating or attempting to participate in a program or activity of Quincy College. Additionally, Quincy College has discretion to dismiss a formal complaint where the passage of time would result in Quincy College’s inability to gather evidence sufficient to reach a determination regarding responsibility, or when Quincy College
loses responsibility for the respondent (e.g., the respondent no longer attends or is employed by Quincy College).

2) If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in Quincy College’s education program or activity, or did not occur against a person in the United States, then the Quincy College must dismiss the formal complaint under these procedures, but could investigate it under other policies and procedures. Additionally, Quincy College may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by Quincy College; or specific circumstances prevent Quincy College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. Quincy College will send written notice of any dismissal to both the respondent and complainant.

3) Quincy College may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular include the plural, as applicable.

4) The Senior Vice President for Academic Affairs will be notified whenever the person accused of sexual harassment or retaliation through a formal complaint is a Quincy College student.

5) The complainant should provide the following information for a formal complaint:

a) all relevant facts, including the date(s) of the occurrence(s), the identity of all parties, the location(s) and circumstances of the behavior at issue, and any other information the complainant feels is relevant;

b) the specific nature of the sexual harassment, or retaliation involved in the complaint;

c) other individuals who might be aware of or have knowledge of the situation;

d) what actions, if any, the complainant has taken as a result of the incident(s); and

e) what remedy or relief is being sought (although the imposition of any particular remedy is in the discretion of Quincy College).
f) A statement affirming that the complainant desires to file a formal complaint and have Quincy College investigate the allegations.

Quincy College will maintain as confidential any supportive measures provided to the complainant, to the extent that maintaining such confidentiality would not impair the ability of Quincy College to provide supportive measures.

Statement Against Retaliation
An individual who has engaged in a protected activity is safeguarded against retaliation. No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by title IX or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX constitutes retaliation.

Any individual who believes they are the complainant of retaliation as described above, may file an oral or written complaint of retaliation with the Title IX Coordinator(s) or designee. The complaint of retaliation will be addressed in accordance with this policy. The complaint of retaliation will be treated as a new and separate complaint.

Investigative Process - Overview
The College will conduct a prompt, thorough, and fair investigation and will take appropriate measures to terminate the harassment, prevent its recurrence and address its effects after a formal complaint is filed.

Investigations to allegations of sexual harassment will be completed within a sixty day timeframe where feasible. There may be a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Written Notice
Before any investigation can begin, Quincy College will send written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform
the parties that Quincy College’s code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The written notice must provide notice of the grievance process, including any informal resolution.

If additional allegations are added during the course of the investigation, additional written notice will be provided.

**Informal Resolution**

Where appropriate, after notice of the formal complaint has been issued, the Title IX Coordinator should also consider offering the parties an option for informal resolution (e.g., mediation). Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Informal resolution may not be used if the allegation is against an employee respondent and student complainant. Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties.

Informal resolution is entirely voluntary. Complainants may elect to pursue formal procedures at any step in the process of making their complaint, even if informal resolution has already begun. Similarly, respondents may elect to follow formal procedures and decline informal resolution.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within five (5) school days after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the investigation described below.

**Investigation Procedures**

If informal resolution is not accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast himself/herself in either role, where appropriate. The investigator and decision maker must not be biased against any of the parties at the outset of the investigation or have a conflict of interest.

The investigator will bear the burden of gathering evidence and be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report. Both the complainant and the respondent have the right to present witnesses and evidence, including fact and expert witnesses and other inculpatory and exculpatory evidence. All individuals (i.e., employees, students, contractors, visitors) are expected to fully cooperate in the procedure. An unwillingness to cooperate by an individual may result in a sanction(s). When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party’s character.
The investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The investigator must avoid all questions that are protected by legal privilege, unless the privilege has been waived, and should avoid asking about the complainant’s sexual history unless it is directly relevant to prove consent to the conduct at issue or to prove that the conduct was committed by someone other than the respondent.

The investigator must avoid making any final determinations of responsibility for sexual harassment. The investigator will conduct an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual’s status as complainant, witness, or respondent.

During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings, but the advisor should not intervene during the questioning of witnesses or ask witnesses questions during the investigation. Quincy College will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.

There will be a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

In accordance with VAWA, the College will provide timely notice of meetings and decisions to the parties involved, including interviews. The alleged accused and complainant(s) will be provided timely access to information found in the investigative process to be used in disciplinary proceedings.

The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

Prior to completion of the investigative report, Quincy College will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. Quincy College will further make such evidence available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

After providing an opportunity for a written response, the investigator will issue a written report to the complainant and responded with the factual findings, to which either party can respond.
Hearings
After issuing the investigative report, Quincy College will conduct a live hearing.

At the live hearing, the decision-maker(s) must permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party’s advisor of choice and never by a party personally. If a party does not have an advisor present at the live hearing, Quincy College will provide without fee or charge to that party, an advisor of Quincy College’s choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. Quincy College will not provide an advisor during the investigative stages.

At the request of either party, Quincy College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions. Quincy College will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

After the hearing, the decision-maker(s) will issue a written finding to both parties simultaneously with the following information:

(A) Identification of the allegations potentially constituting sexual harassment;
(B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
(C) Findings of fact supporting the determination;
(D) Conclusions regarding the application of Quincy College’s code of conduct to the facts;
(E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to Quincy College’s education program or activity will be provided by Quincy College to the complainant;
(F) Quincy College’s permissible bases for the complainant and respondent to appeal; and
(G) When the decision becomes final. The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

It is the intention of Quincy College that the process described herein be the sole process for investigating sexual harassment, or retaliation. Nothing in these procedures is intended to interfere with Quincy College’s right to investigate and take appropriate action with respect to any other conduct or behavior. Quincy College reserves the right to discipline members of the Quincy College community who bring false complaints of sexual harassment. No complaint will be considered “false” solely because it cannot be corroborated.

**Exclusion**
These procedures do not limit Quincy College from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people’s physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

**Standard of Evidence**
The standard of proof in all cases is “the preponderance of the evidence” – whether it is “more likely than not” that the sex discrimination or harassment occurred. If the evidence presented meets this standard, then the respondent must be found responsible.

**Potential Disciplinary Outcomes**
Those found to be in violation of Quincy College’ discrimination or harassment or retaliation policy will be subject to disciplinary sanctions. Disciplinary sanctions shall be based on the nature and severity of the offense as well as any record of prior disciplinary action imposed on the respondent. In general, sanctions may include, but are not limited to, one or more of the following: public apologies, public reprimands, written warnings, letters of reprimand, attendance at appropriate workshops, suspensions, expulsion, and, in the case of employees, suspension, denial of merit pay for a specified period of time, involuntary demotion, removal from administrative or supervisory duties, and/or termination of employment. It can also include no contact orders, disciplinary probation, restrictions from campus, educational activities or reflections, fines, restitution, counseling, and service to the community.

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

**Remedial Measures**
Quincy College, through the Title IX Coordinator, will provide remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent.
Remedies will be designed to restore or preserve equal access to Quincy College’s education program or activity. Such remedies may include supportive measures.

Appeal Process
Both a complainant and a respondent who is aggrieved by the hearing may, within ten (10) working days of the written decision file a written appeal to the President.

Quincy College will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have ten (10) days to submit a written statement in support of, or challenging, the outcome.

The President or a designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the decision-maker(s), and issue written findings to both the complainant and respondent within thirty (30) working days of the appeal.

A party may appeal the findings of the formal procedure or a dismissal on the following bases:

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Records
A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment and Quincy College will document the basis for its conclusion that its response was not deliberately indifferent.

Quincy College will further maintain for seven years all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

Additional Options
Sexual harassment may be criminal in nature, and a student may choose to file a report with law enforcement. It is not required. A report to law enforcement will not change the College’s obligation to potentially investigate the matter but it may briefly delay the timing of the investigation if a law enforcement agency requests that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct. Quincy College staff or Campus Security will assist the alleged complainant in notifying law enforcement if the complainant so chooses.
In addition to Quincy College’s supportive measures, complainants of stalking, dating and domestic violence, or any other violence/crime can seek orders of protection from both the criminal courts.

Community Resources
For immediate emergency and medical assistance call 911. The Crisis Hotline can also be called 800-656-HOPE (4673).

Go to an urgent care center (e.g., a hospital)

- Receive help for physical injuries.
- Screen for STDs/pregnancy.
- If possible, do not shower or clean up. Do not change clothes. Hospital staff can collect evidence using a rape kit.
- If you want to file a police report, you can call the police from the emergency room.
- Ask about the nearest rape crisis center.

If you are in an abusive relationship, it is important to create a safety plan. Domestic violence advocates and teen dating abuse advocates are people who are trained to help you create a safety plan. Advocates can:

- Figure out ways for you to leave an abuser
- Discuss how to deal with emergencies
- Suggest safe places to go, such as a shelter or the home of a friend or family member where your abuser might not look
- Help you learn about a court order of protection, which requires your abuser to stay away from you
- Suggest services and provide support

Additionally, you can do any or all of the following:

- **Calling the police.** If you are in immediate danger, call 911.
- **Calling hotlines.** Learn more about different help hotlines. Hotlines provide support and resources. They also can help you create a safety plan for leaving an abuser.
- **Reaching out to people you trust.** People who care want to help. You can start with family, friends, or community organizations.
- **Talking to a health care professional.** Doctors, nurses, and counselors can offer physical aid, emotional support, and resources. Go to a hospital emergency room if you need immediate help for injuries.
- **Contacting an advocate.** Advocates are people who are trained to help someone who has lived through domestic violence, dating violence, or sexual assault. You can talk to an advocate on the phone or in person, confidentially and for free. Advocates can explain options and programs in your community that may include legal support, counseling,
emergency services, and other resources. You can learn more by calling help hotlines such as the National Domestic Violence Hotline at 800-799-SAFE (7233) or the National Teen Dating Abuse Helpline at 866-331-9794.

Abuse and Assault Hotlines
- **DOVE (Domestic Violence Ended) Crisis Hotline**: 617-471-1234 or 888-314-3683
- **Llamos y Hablamos: Spanish Language Sexual Abuse Hotline**: 800-223-5001
- **A New Day: Sexual and relationship abuse Hotline**: 888-293-7373
- **Parental Stress Hotline**: 800-632-8188
- **Safelink: Massachusetts 24/7 domestic violence Hotline**: 877-758-2020
- **South Shore Women’s Resource Center: Domestic Violence Hotline**: 888-746-2664
- **Complainant Assistance Program Hotline**: 508-583-3306

Counseling Services
Please be advised that Quincy College does not endorse any of the organizations below. This guide serves merely as a resource to students, and the choice in providers and assistance is solely the responsibility of the student.

- **Crisis Line**
  *South Shore Mental Health, Quincy*
  Crisis line: 617-774-6036 or 800-528-4890

- **Bay State Community Services**
  13 Temple Street, Quincy, MA 02169
  617-471-8400; www.Baystatecs.org
  *Accepts many insurances plans including MassHealth and Commonwealth Care plans*

- **The Door Is Open Counseling Center**
  1245 Hancock Street, Suite 25, Quincy, MA 02169
  485 Nantasket Avenue, Unit C, Hull, MA 02169
  781-925-2423; www.DoorIsOpen.net
  *Accepts many insurances plans including MassHealth and Commonwealth Care plans*

- **Maria Droste Services**
  1354 Hancock Street, Quincy
  617-471-5686; http://mariadrotesteservices.org/
  *Sliding fee available*

- **New Directions Counseling Center**
  Interfaith Social Services
  105 Adams Street, Quincy, MA 02169
  617-773-6203 x12; www.InterfaithSocialServices.org
  *Accepts most insurance plans including MassHealth, Commonwealth Care, and a sliding fee*

- **South Bay Mental Health**
administrative office in Brockton; many local locations
CONTACT INFO

• **Weymouth Clinic**
  541 Main Street, Suite 303, Stetson Building, Weymouth, MA 02190
  781-331-7866;
  www.southbaymentalhealth.com
  *Accepts many insurances plans including MassHealth and Commonwealth Care plans*

• **South Shore Mental Health**
  460 Quincy Avenue, Quincy
  Crisis Team: contact 617-774-6036
  617-847-1950; http://www.ssmh.org/consumers.htm
  *Accepts many insurances plans including MassHealth and Commonwealth Care plans*

• **Volunteers of America Family Counseling Center**
  1419 Hancock Street, Quincy
  617-770-9690; www.voamass.org
  *Accepts most insurance plans including MassHealth and most Commonwealth Care programs*

• **Wellspring Counseling Services**
  814 Nantasket Ave., Hull, MA 02045
  781-925-3211; www.wellspringhull.org
  *Provides free counseling services; specializes in domestic violence; free legal counsel available*

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

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

**Massachusetts Commission Against Discrimination (MCAD)**
Boston Office: Springfield Office:
Students may also file complaints with the Massachusetts Commission Against Discrimination at the address listed above or with the United States Department of Education’s Office for Civil Rights (OCR). The OCR allows 180 days (maybe longer in some circumstances) from the alleged incident or when the complainant became aware of the incident for filing a claim.

Office for Civil Rights (OCR)
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150
Email: OCR.Boston@ed.gov

Other Helpful Links
Massachusetts State Law on Rape and Sexual Assault
Massachusetts State Law about Sex
Massachusetts State Law on Sexual Harassment
Massachusetts Law About Domestic Violence
Womenshealth.gov
Notalone.gov
Bestcolleges.com - The Realities of Sexual Assault on Campus
Quincy College Complaint Form

Please complete this form and return it to the Title IX Coordinator at Presidents’ Place on the Quincy campus or the Dean of the Plymouth Campus on the Plymouth campus.

When the form has been completed and signed, the formal complaint process would begin. We will provide you with a copy of this form as well as complete information about the complaint process.

For those students who are not able to hand deliver this form (i.e. distance education students) in person to the Title IX Coordinator or the Dean of the Plymouth Campus, please submit the form online with appropriate signature using your assigned Quincy College email. The Title IX Coordinator will contact you to verify that your complaint has been properly received and noted by the College.

If you should any questions, please feel free to contact any of the Title IX Coordinators.

QC ID (if assigned):_____________________

Name:_________________________________________ First M.I.

Last

Address:__________________________________________________________

City:_________________________ State:_________ Zip Code:__________________________

Telephone Number(s):_____________________________________________________

E-mail:______________________________________________________________
Who is your complaint against
Check one or more:

- Faculty Member
- College Department
- Other
- Staff
- Quincy College
- Student
- Administrator

(Please explain):

Complaint
Describe your complaint, including the time, date and location of any incidents. Please summarize below and attach additional pages describing your complaint if necessary.

Name of person or entity you believe discriminated against you and why you have contact with them (e.g. supervisor, co-worker, faculty, classmate).

Describe the corrective action you are seeking. Attach additional pages if necessary.

For retaliation complaints, please explain why you believe someone retaliated against you:

Witnesses to Complaint
The relationship information requested means co-worker, supervisor, customer, student(s), faculty, Dean, Administrator etc.

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<th>Name</th>
<th>Relationship</th>
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</table>
Name  Relationship  Telephone

I am interested in informal resolution.  ☐ Yes  ☐ No

I request that Quincy College investigate this formal complaint.

Signature of Complainant  Date

The Title IX Coordinator will be initiating a formal complaint for the following reasons:

________________________________________________________________________

Signature of Title IX Coordinator  Date

For Staff Use Only:

Received by: ______________________________________________________________________

Name  Title

Administrative Follow-up (steps taken):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Final Results:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Quincy College – Sexual Harassment Policy and Procedures

Complaint Intake Checklist

Student’s Name: ____________________________

Last __________ First __________ M.I. __________

Quincy College Student ID: __________________

I have advised and given written notification to the Complainant of:

☐ The availability of Quincy College and community resources including:
  • Student Success Coaches
  • Licensed Mental Health Counseling
  • Complainant Services Organizations
  • Legal Assistance
  • Visa and Immigration Assistance

☐ Quincy College Sexual Harassment Policy and Procedures in Accordance with the Violence Against Women Act and the ability to file a formal complaint

☐ The availability of supportive measures: Quincy College is providing the following supportive measures or not providing supportive measures for the following reasons: __________________

I certify that I have provided the complainant written notification of resources.

________________________________________
Signature of College Official Receiving Complaint

________________________________________
Date

Initials of QC Official

Initials of QC Official