Winter Session... ONLINE!
STCC offers dozens of Gen Ed and other classes, saving you as much as HALF THE COST than your full-time college or university. Out of-state residents pay the in-state rate! See page 2.

#SmartStart at STCC
Our commitment to you... earn an associate degree at STCC and transfer to Westfield State or UMass Amherst. Total cost as low as $29,000 for your bachelor’s degree! See page 10.

Early College Dual Enrollment
Are you a high school junior or senior? Earn FREE COLLEGE CREDITS at STCC while you meet HS graduation requirements. See page 8.
What’s your path?

STCC offers job training programs as well as certificates and degrees. All are one form of career credential, so which one is right for you?

*Are you a working professional?*
*Are you looking for additional skills to earn a bigger paycheck?*

Check out our online and in-person professional development opportunities on pages 4–8.

*Are you a high school student or recent graduate?*
*Or are you mid-career and thinking of doing something new?*
*Are you a STCC student working toward a degree and want to know what comes next?*

Then check out our options in certificates of completion, associate degrees, or transfer opportunities on page 13!

**PRO TIP:** Maximize opportunities with our College Now Dual Enrollment Program (up to 4 classes during high school) and the STEM Starter Academy (biology, math, and English classes), you can complete up to **seven free classes at STCC**…

*For free!!!*
Instant Accept Days
Register now to get the classes you want. Classes are filling fast! STCC has small classes and the most affordable options!

Learn more at stcc.edu/admissions

Tour the STCC Campus
We offer tours every Wednesday at 10:00 am and 3:00 pm. Tours begin at the Admissions Office in the Ira H. Rubenzahl Student Learning Commons (B19), 1 Armory Square, Springfield, MA.

Learn more at stcc.edu/apply/visit-us

Let’s get started.

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Online Winter Session  See stcc.edu/winter for information about tuition, fees, and refund policy.

WINTER 2019 ACADEMIC CALENDAR

<table>
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<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, November 18 – Friday, December 20</td>
<td>Registration for Winter Session Classes</td>
</tr>
<tr>
<td>Friday, December 20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Saturday, December 21 – Wednesday, January 1, 2020</td>
<td>All College offices closed</td>
</tr>
<tr>
<td>Monday, January 13, 2020</td>
<td>Last Day to Withdraw from Courses</td>
</tr>
<tr>
<td>Thursday, January 16, 2020</td>
<td>Last Day of Classes/Final Exams</td>
</tr>
<tr>
<td>Tuesday, January 21, 2010</td>
<td>Final Grades Available on WebAdvisor</td>
</tr>
</tbody>
</table>

Online Classes run Friday, Dec. 20 – Thursday, Jan. 16

- American Literature: 1620 - 1860
- Art History: Prehistoric to Gothic
- Basic Research
- Computer Basics: Concepts & Applications
- English Composition 1
- English Composition 2
- Fundamentals of Oral Communication
- General Psychology
- Introduction to Sociology
- Lifespan Human Growth and Development
- Medical Terminology 1
- Music Appreciation 1
- Nutrition
- Principles of Management
- Principles of Marketing
- Principles of Normal/Abnormal Behavior
- Sociology of the Family
- Statistics
- Survey of Modern U.S. History
- Survey of U.S. History and Government
- World Religions

REGISTRATION OPTIONS

ONLINE – stcc.edu/winter

If you have not requested a WebAdvisor PIN, follow the instructions below and receive your PIN within 24-48 hours.

WebAdvisor is an online service for students. Students use WebAdvisor to view grades, class schedules, and financial information; online transactions for students include course registration, schedule changes, bill payment, and address changes.

How to Open a WebAdvisor Account and Request a PIN

1. Go to www.stcc.edu
2. Choose WebAdvisor from the eTools menu
3. Click on Setup a WebAdvisor Account
4. Complete the online application for a WebAdvisor account
5. Your username and password will be sent to you by email

Note: Make sure that your email account is not blocking outside messages, or that your email box is not full, or that there is not some other reason that our email to you cannot get through.

WALK-IN

Registrar’s Office, Learning Commons (Building 19)

Monday - Thursday  7:30am - 7:00pm
Friday                  7:30am - 5:00pm

PHONE – (413) 755-4321

Call (413) 755-4321 to register by telephone (have all course information ready when you call).

Hours are:

Monday - Thursday  7:30am - 7:00pm
Friday                  7:30am - 5:00pm

HOW TO REGISTER ONLINE

1. Go to: www.stcc.edu under “ETools”
2. Click On: WebAdvisor
3. Click On: The Click Here to access WebAdvisor link
4. Click On: Log In
5. Enter your username (in lowercase) and password – click on Submit
6. Click On: Students
7. Click On: Register for Sections
8. Choose: Express Registration
9. For each course in which you want to register, enter the following information:
   - Subject: Use the drop-down menu in the Subject column to choose the course subject (for example, ENG)
   - Course Number: Type in the number of the course (for example, 101) in the Course # column
   - Section Number: Type in the Section information (for example, D01) in the Section # column. (Every section includes a letter and two numbers.)
   - Term: Use the drop-down menu in the Term column to choose the Winter 2019 term.
10. After you’ve entered the information for every course, click Submit.
11. On the next screen, you will see a list of your “preferred sections” based on your course section criteria. To finalize registration, use the drop-down Action menu to select “RG – Register” (to register for a class) or “RM – Remove from List” (to remove a class from your list of preferred sections). When done, click Submit.
12. The next screen will indicate the status of each course. Successful registrations will be noted with a status of Registered. If a class is full, or if you do not meet the prerequisite(s) for a course, this will be noted at the top of this screen.

WEBADVISOR - HELP LINE

If you run into any technical problems on the WebAdvisor system, please visit stcc.edu/webadvisor for assistance.

If you need further assistance, please send an email describing the problem to the WebAdvisor Help Line (WebAdvisor@stcc.edu) – you will receive a response within one business day.
Looking for job skills or professional development opportunities to advance your career? We have ‘em!

Unemployed? We work with MassHire to help you find the best training opportunities to keep you working.

Employers... Need a training program you don’t see in these pages? Call us. We can build custom training for your organization!

Please visit stcc.edu/wdc for class schedules and registration information.

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**ASPHALT ACADEMY**

STCC’s Asphalt Academy trains students for the Northeast Transportation Training and Certification (NETTCP) Program. Learn more at stcc.edu/wdc/asphalt-academy.

**Hot Mix Asphalt Plant Technician**
For individuals responsible for the sampling and testing of hot mix asphalt at the production facility. (36 Hour Training, 30 Day Internship, $1,450)

**Hot Mix Asphalt Paving Inspector**
For those individuals responsible for inspecting, sampling and testing of hot mix asphalt in the field. (20 Hour Training, 30 Day Internship, $770)

**Soils & Aggregate Inspector**
For those individuals responsible for the sampling and testing of soils and aggregates used in base, subbase and roadway embankment construction. (24 Hour Training, 30 Day Internship, $925)

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**AUTOMOTIVE**

STCC also offers one-year certificates of completion and two-year associate degree options. See stcc.edu for details.

**Auto Damage Appraiser License Exam Prep**
Students completing this training will be prepared to take Part 1 of the Massachusetts Automobile Damage Appraisers License Examination. (60 Hours, $649)

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**CONSTRUCTION & SKILLED TRADES**

STCC also offers one-year certificates of completion and two-year associate degree options. See stcc.edu for details.

**Electrical 1**
Electrical Trade; Safety, Circuits, Theory; National Electrical Code (NEC); Device Boxes; Hand Bending; Raceways and Fittings; Conductors and Cables; Basic Drawings; Residential Electrical Services; Electrical Test Equipment. (168 Hours, $1,503)

**Electrical 2**
Alternating Current; Motors; Lighting; Conduit Bending; Pull and Junction Boxes; Conductor Installations; Cable Tray; Conductor Terminations and Splices; Grounding and Bonding; Circuit Breakers and Fuses; Control Systems. (168 Hours, $1,503)

**Electrical 3**
Load Calculations – Branch Feeders and Circuits; Conductor Selection and Calculations; Lighting; Hazardous Locations; Overcurrent Protection; Distribution Equipment; Transformers; Voice, Data, and Video; Motor Controls. (168 Hours, $1,503)

**Electrical 4 (Code Review)**
Load Calculations – Feeders and Services; Health Care Facilities; Standby and Emergency Systems; Basic Electronic Theory; Fire Alarm Systems; Specialty Transformers; Advanced Controls; HVAC Controls; Heat Tracing and Freeze Protection; Motor Operation and Maintenance; Medium-Voltage Terminations/Splices; Special Locations; Crew Leadership. (168 Hours, $1,503)

**Master Electrician**
Prepares students to pass the Commonwealth of Massachusetts, Certificate A (Master) Electrician License Exam. (168 Hours, $1,623)

**Plumbing Tier 1**
Basic Safety; Construction Math; Hand Tools; Power Tools; Construction Drawings; Basic Rigging; Materials Handling; Safety; Plumbing Drawings; Plastic Pipe and Fittings; Copper Tube and Fittings; Cast-Iron Pipe and Fittings; Carbon Steel Pipe and Fittings; Fixtures; Drain, Waste, and Vent (DWV) Systems. (120 Hours, $1,054)
Massachusetts Construction Supervisor’s License (CSL) Exam
STCC has teamed up with Construction Supervisor Training to offer training for the CSL Exam. (24.5 hours, $350 + cost of books)

DRONE PILOTING

Professional Drone Flying Training for FAA Certification
This course is comprehensive, hands-on training that gives you all the vital skills and information you need to start piloting Small Unmanned Aircraft Systems sUAS (drones) safely and legally. (18 Hours, $1,490)

ESL

English as a Second Language ESL Level 1
This is an introductory course that emphasizes the basics in conversation, reading, writing, and vocabulary development. (60 Hours, $299)

English as a Second Language ESL Level 2
Emphasis is on the further development of reading, listening, comprehension, and speaking skills in English. (54 Hours, $299)

English as a Second Language ESL Level 3
Students who successfully complete this course will be well prepared to enter the College level, credit courses in English as a Second Language. (54 Hours, $299)

Conversational English
This class is designed for speakers of other languages to engage and improve their speaking/communication skills. Conversations in classes will be guided by student’s interests. (24 Hours, $229)

FITNESS

Professional Fitness Trainer Certification
This hybrid course is a great way to prepare for the Level 1 Certified Personal Trainer exam. 15 hours online, 15 hours training in a fitness center. (30 Hours, $749)

FOOD & GARDENING

ServSafe® Preparation & Exam
This course is designed to help food service professionals master industry standards for cleanliness along with safety requirements for food handling and prep. (8 Hours, $109)

ServSafe® Recertification Preparation & Exam
Renew your your ServSafe® Food Handling and Sanitation Certificate. (2 Hours, $79)

HEALTHCARE

STCC also offers one-year certificates of completion and two-year associate degree options. See stcc.edu for details.

CNA I
Enter the healthcare field and prepare for the MA State Board Examination to become a Certified Nurse Aide (CNA) and receive certification in CPR. (104 Hours, $1,295)

CNA II (formerly CNA Plus)
Includes CNA I plus focus is placed on Home Health Aide training. Students will also learn about family issues, meal preparation, social activities, housekeeping and more. (140 Hours, $2,395)

CPR - Basic Life Support for Healthcare Providers
The course is intended for certified or noncertified, licensed or non-licensed healthcare professionals. (8 Hours, $119)

CPR - Basic Life Support Refresher
Refresh your training in the lifesaving skills of both CPR and relief of choking. (3 Hours, $59)

Dental Radiology Certificate Training
– The only program west of Boston
This intensive two-week hybrid (on-line and clinical component) course trains dental assistants in the fundamentals of dental radiography. (12 Hours Online, 12 Hours Clinical, $289)

AUTHORIZED TESTING CENTER

STCC also offers an Authorized Testing Center to deliver professional, industry, federal, and state certification and licensure exams.

We offer proctoring services and partner with several leading high stakes testing providers: ATI (TEAS exam); Castle; Certiport; Comira; HiSET; ISO-Quality Testing; PAN Testing; PRAXIS; PSI; TOEFL; Pearson VUE; WorkKeys.
Emergency Medical Technician (EMT) Training Program
Student will gain an excellent foundation in Basic Life Support skills and techniques; patient assessment; and safe, sane transportation. (188 Hours, $1,149)

Heartsaver™ First Aid
Students learn skills to treat bleeding, sprains, broken bones, shock, and other first aid to treat an emergency in the first few minutes until EMS arrives. (4 Hours, $69)

Medical Interpreting Certificate (in-person)
Program is designed for those preparing for entry-level careers as medical interpreters as well as for working interpreters preparing for the National Board Certificate exam. (60 Hours, $1,070)

Medical Interpreting Certificate - Spanish or Portuguese (online)
Self-paced, interactive training that prepares students for careers in the growing field of medical interpretation. (16 Hours, $259)

Phlebotomy Technician
Students learn to perform venipuncture and capillary puncture in order to obtain blood specimens for diagnostic procedures, and is prep for the NHA Certified Phlebotomy Technician (CPT) exam (166+ Hours, $2,025)

Phlebotomy for the Healthcare Worker
Students currently working in a certified healthcare position learn to perform venipuncture and capillary puncture in order to obtain blood specimens for diagnostic procedures. (60 Hours, $1,298)

Phlebotomy Technician
Install and configure access points based on a design document for initial operations and ensure connectivity. Troubleshoot basic problems and assist users in problem resolution. (28 Hours, $839)

Essentials for Cisco CCENT Certification
Validate the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. (40 Hours, $1,195)

Essentials for Comp TIA Network+ Certification
Vendor-neutral certification to recognize and describe the features and functions of networking components and to install, configure and troubleshoot basic networking hardware, protocols and services. (36 Hours, $999)

Introduction to Local Area Networks
Students will explore networking fundamentals; to demystify how network transmissions travel from one PC to another over a network, or from one network to another network. (8 Hours, $199)

PC/Network Technician Certification Program
Prepare for four IT Industry Certifications: the CompTIA A+ Service Technician, Certified Wireless Technology Specialist (CWT/CWS), Microsoft MTA Networking Fundamentals, and MTA Operating Systems Certifications. (168 Hours, $3,799)

Master PC/Network Technician
Prepare to work in the demanding and exciting field of IT Helpdesk and PC/Network Support. (420 Hours, $5,125)

TCP/IP Networking Essentials
Explore the TCP/IP protocol suite through an understanding of how the OSI model works. (8 Hours, $199)

Microsoft MTA Networking Fundamentals Certification
Topics include basics of LANs and WANs, the OSI Model, wired and wireless networks, Switches, Routers, VLANs, TCP/IP, and network security. Preps for Microsoft Exam 98-366. (28 Hours, $839)

Microsoft MTA Windows 10 Certification
Entry-level training for careers in IT, and assumes some hands-on experience or training but does not assume on-the-job experience. Prep for Microsoft exam 98-349. (28 Hours, $839)
Microsoft MTA Windows Server 2016
This course covers the core concepts and technologies you need to administer a Windows Server environments from 2008 to 2016. Prep for Microsoft exam 98-365. (28 Hours $839)

Microsoft Office Word 2016 Core
Improve word processing skills, and/or become Microsoft Office Certified. (16 Hours, $259)

Microsoft Office Excel 2016 Core
Improve basic Excel spreadsheet skills, and/or become Microsoft Office Certified. (16 Hours, $259)

Microsoft Office PowerPoint 2016 Core
Improve basic PowerPoint skills, and/or become Microsoft Office Certified. (16 Hours, $259)

Microsoft Office Word 2016 Expert
Attain an advanced understanding of Word in document and content management, and advanced formatting. Prepares students for the MOS Word Expert 2016 Exam (16 Hours, $259)

Microsoft Office Excel 2016 Expert
Attain an advanced understanding of Excel and the ability to guide others to the proper use of the program’s features. Prepares students for the MOS Excel Expert 2016 Exam (16 Hours, $259)

MANUFACTURING
STCC also offers one-year certificates of completion and two-year associate degree options. See page 15 for details.

3 Axis CNC Mill – Setup Technician
Students will cut their first piece and inspect their own work, adjusting offsets as necessary to produce a part within blueprint specifications. (24 Hours, $789)

3 Axis CNC Mill – Programmer
Students will write programs to face the top of the workpiece, rough mill and finish contours, drill holes, tap threaded holes, and ream precision holes. (24 Hours, $789)

REAL ESTATE
Preparing for the Real Estate Sales Exam
This course will help you gain the knowledge you need to successfully pass the licensing exam and start your career in real estate sales. (40 Hours, $399)

WATER TREATMENT
Basic Drinking Water Treatment
Course teaches the general concepts of drinking water treatment operations. Passing this course is a prerequisite for taking the Grade 2 Treatment examination. (42 hours, $TBD)

LEARN ONLINE
Hundreds of online classes
Dozens of topics
Affordable, Self-Paced, 24-Hour Access
VISIT: stcc.edu/wdc/online_education
CALL: (413) 755-4225

VISIT: stcc.edu/wdc/online_education
CALL: (413) 755-3333  www.stcc.edu
Massachusetts Casino Career Training Institute

CASINO OPERATIONS

STCC offers many short non-credit classes as well as 1-year certificate and 2-year associate degree programs to help prepare you for careers in a hotel resort environment.

Completion of these programs does not guarantee interviews or employment with MGM Springfield.

Food Safety
• ServSafe Certification
• ServSafe Re-certification

Safety & Security
• OSHA-10 General Safety
• Private Security Training

Recreation/Spa
• Cosmetology
• Personal Trainer

Computers and Networking
• Cisco
• Computer & IT Security
• Computer Systems Engineering Technology
• CompTIA Network+ Certification
• Microsoft Office, Windows, Windows Server
• PC/Network Technician Certification

Business & Marketing

Skilled Trades
High School Equivalency

English Language Learners

Visit stcc.edu/wdc/mccti for class schedules

GAMING SCHOOL

Training and Workforce Options (TWO) a joint venture of Springfied Technical Community College and Holyoke Community College offers a variety of career training options for the casino resort industry.

Classes are currently held Monday-Thursday at 95 State Street, Springfield in:
• Blackjack
• Carnival Games
• Craps
• Mini Baccarat
• Poker
• Roulette

Successful completion of Poker or Blackjack plus Carnival Games will guarantee an audition for employment with MGM Springfield.

Visit mccti.org for class schedules

Casino Dealer
Gaming School
Classes Now Forming!

For training opportunities for jobs at MGM Springfield, go to mccti.org

Training for upcoming jobs at MGM Springfeild presented by Training and Workforce Options, a joint venture of Springfied Technical and Holyoke Community colleges.
Dual Enrollment for High School Students

Apply for the opportunity to take FREE college courses while you’re still in high school!

College Now is a dual enrollment program that allows high school juniors and seniors to apply to enroll in one STCC credit course per semester (full fall and spring semesters only) free of charge. Applications are reviewed on a first come, first served basis. It is not guaranteed that applicants will be registered into a course.

Please note: If a student chooses to register for an additional course during the semester they will be required to pay for that additional course in full.

PROGRAM ELIGIBILITY

In order to be eligible for participation, students must meet the following criteria:

• Junior or senior status in high school
• Minimum high school GPA of 2.0
• Cumulative STCC GPA of 2.0 for any previous College Now courses

HOMESCHOoled STUDENTS

Homeschooled students are welcome and encouraged to participate. Your application must be signed by your school district superintendent or designated school district official. Additionally you must submit a curriculum approval letter approving your homeschool for the current academic year.

HIGH SCHOOL CLASS CREDITS

STCC also partners with local high schools to offer college-equivalent credit for certain classes taken at the high school level. Check with your guidance counselor to learn about opportunities in your school.

HOW TO APPLY

Complete the College Now Application and choose three course options with your school counselor. A school counselor or designated school official must sign the application.

Students must meet all course prerequisite requirements. A student may be required to take a placement test prior to registering for the course. Students can view prerequisite requirements by viewing the course description from the schedule of classes at stcc.edu/explore/schedules.

Submit your application, along with your high school or home school transcript to the Admissions Office. We are located in the Ira H. Rubenzahl Student Learning Commons (Bldg 19), Room 168. Or send a fax to (413) 755-6344 or email a PDF to collegenow@stcc.edu.

All communications regarding application status will be sent via email to the applicant. Students are responsible for paying for any additional course fees, if applicable.

stcc.edu/apply/collegenow

COLLEGE NOW CREDITS

Credits earned automatically apply to STCC degree programs.

APPLICATION DEADLINES

July 1 - Fall
Dec 1 - Spring

INFORMATION SESSIONS

All sessions are from 4:30pm–5:30pm in the Ira H. Rubenzahl Student Learning Commons (B19), Room 163 (Welcome Desk Entrance)

November 13
December 11
January 22
February 12
March 11
April 8
May 20
June 17
Gateway to College is a scholarship program at STCC. It helps students who have faced significant challenges in a traditional high school setting, including those who are not on track to graduate, or have left school for various reasons including homeschooling.

Through our program, students can obtain their high school diploma and earn college credits at the same time. Many of our graduates go on to finish certificate programs, associate degrees, and transfer to four-year colleges and universities.

The Gateway scholarship covers the cost of tuition, books, and fees. In addition, students have an academic counselor dedicated to their success. The counselor guides students through the college experience, coaches them around career exploration, organization and time management, and provides referrals for college and community resources.

**PROGRAM ELIGIBILITY**

- Students who are residents of Springfield or Agawam.
- Students who are 16 to 20 years of age (must be able to obtain their high school diploma by the age of 21 (or age 22 with an IEP).
- Students who have faced significant challenges in traditional high school for a variety reasons:
  - Behind in high school credits
  - Left high school before obtaining a diploma
  - Attend a school other than a public school for various reasons, including homeschooling
- Students who are able to read at an 8th grade reading level or higher.

**PROGRAM EXPECTATIONS**

- Good attendance.
- Be on time, be prepared, and complete all class and homework assignments.
- Set aside time for studying daily, and attend tutoring as needed.
- Attend regular meetings with academic advisor and maintain close communication with your professors and the Gateway staff.
- Respectful and responsible behavior.
- Adherence to all STCC policies and procedures.

**SPECIAL EDUCATION SERVICES**

Gateway to College does not discriminate against students with disabilities. We request that students with an IEP or 504 plan submit copies of the plan with their application.

Together with their families and doctors or other practitioners, students should consider whether the services and accommodations available on a college campus will best serve their needs.

**HOW TO APPLY**

**Step 1:** Attend an information session, held online or on Wednesdays at 3:30 p.m. in Garvey Hall (bldg 16), room 299. Visit stcc.edu/gateway to watch our online information session or to view the in-person course schedule.

**Step 2:** Make an appointment to take the College Placement Test.

**Step 3:** Complete the Gateway to College application at stcc.edu/gateway.

**Step 4:** Your application is sent to the Springfield or Agawam school district for approval.

**Step 5:** Participate in an Individual Interview (by appointment only).

**Step 6:** Successfully complete Gateway Prep session.

**Step 7:** Selection Committee review and acceptance.

Once each of these steps is completed satisfactorily, Gateway to College staff will contact applications with a decision.

**stcc.edu/gateway**

**QUESTIONS?**

If you have any questions about the program, or the application process, please contact us at (413) 755-4480.

Detailed information and application instructions are available at stcc.edu/gateway.

Gateway to College is a competitive scholarship program funded through the Massachusetts Department of Elementary and Secondary Education (DESE) and the Massachusetts High School Graduation Initiative (MassGrad).
STCC offers students who plan to transfer their associate degree credits to a 4-year college or university easy pathways with significant financial savings.

Students interested in transferring to four-year institutions should plan early to meet requirements at the college they plan to attend. College transfer representatives come to campus to meet with STCC students throughout the year.

Our transfer programs are specifically designed for students who plan to transfer to a 4-year college or university after earning an associate degree at STCC.

STCC.edu/transfer

SPRINGFIELD-AREA JOINT ADMISSIONS PROGRAM

Our joint admissions agreements with American International College, Bay Path University, Elms College, Springfield College, and Western New England University guarantees STCC students acceptance into these schools. These agreements also provide scholarships to eligible STCC graduates who transfer to these 4-year institutions.

SMART $TART

Start your bachelor’s degree at STCC and save THOUSANDS of DOLLARS at schools like:

Massachusetts Public Campuses
UMass (Amherst, Boston, Dartmouth, or Lowell)
Bridgewater State University
Fitchburg State University
Framingham State University
Salem State University
Westfield State University
Worcester State University
Massachusetts College of Liberal Arts (MCLA)
Massachusetts College of Art and Design (MassArt)
Massachusetts Maritime Academy

AGREEMENTS WITH OTHER COLLEGES & UNIVERSITIES

Cambridge College
Charter Oak State College
Northeastern University
Southern New Hampshire University (SNHU)
Wentworth Institute of Technology

Graduate from an approved major at STCC with a minimum cumulative GPA of 2.5 or higher. Participating students are subject to the program requirements in effect at the transfer institution when they enroll at STCC. All MassTransfer programs at STCC incorporate the Gen Ed Foundation (formerly, the MassTransfer Block) as part of their course requirements.

COMMONWEALTH COMMITMENT

The Commonwealth Commitment provides financial incentives to students who begin their higher education at STCC and then transfer to a Massachusetts public campus, including UMass and Westfield State University. Students must maintain continuous, full-time enrollment while maintaining a minimum 3.0 GPA, and are required to complete their associate degree in 2½ years (or less), and then complete their bachelor’s degree in 2 additional years (or less). Financial incentives include a freeze in tuition and mandatory fees for the entirety of a student’s enrollment period, as well as a 10% refund (of tuition and mandatory fees) at the conclusion of each fall and spring semester.

Get a bachelor’s degree for as little as $29,000!
OFFICE HOURS FOR ENROLLMENT SERVICES

Admissions Office  (413) 755-3333
Building 19, 1st floor
Monday–Thursday 7:30am - 7:00pm
Friday 7:30am - 5:00pm

Instant Accept Day is Every Day!
No appointment necessary. Just bring your official high school transcript, GED or HiSET scores/transcript.

Registrar’s Office (413) 755-4321
Building 19, 1st floor
Monday–Thursday 7:30am - 7:00pm
Friday 7:30am - 5:00pm

Student Financial Services (413) 755-4214
Building 19, Room 287
Monday–Thursday 7:30am - 7:00pm
Friday 7:30am - 5:00pm

Academic Advising and Transfer Center
(413) 755-4857
Building 19, Room 232
Monday–Thursday 7:30am - 7:00pm
Friday 7:30am - 5:00pm

CAMPUS PHONE NUMBERS

Adult Learning Center ..................(413) 755-4300
Bookstore ..............................................(413) 755-4431
Disability Services .........................(413) 755-4785
English Language Learners.........(413) 755-4423
Library ..................................................(413) 755-4845
Parking ..................................................(413) 755-4238
Student Success Center ..........(413) 755-4715
Testing & Assessment Center ... (413) 755-4709
Veterans Services .....................(413) 755-5343
Workforce Development Center ..............................................(413) 755-4225

Spring 2020 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, January 20</td>
<td>MARTIN LUTHER KING JR DAY/COLLEGE CLOSED.</td>
</tr>
<tr>
<td>Tuesday, January 21</td>
<td>Spring and Spring-1 classes begin.</td>
</tr>
<tr>
<td>Thursday, January 23</td>
<td>Last Day for students to make changes to their Spring-1 schedule, and drop classes without financial penalty.</td>
</tr>
<tr>
<td>Monday, January 27</td>
<td>Last Day for students to make changes to their Spring schedule, and drop classes without financial penalty.</td>
</tr>
<tr>
<td>Monday, February 17</td>
<td>PRESIDENTS DAY/COLLEGE CLOSED</td>
</tr>
<tr>
<td>Tuesday, February 18</td>
<td>All classes follow a Monday schedule.</td>
</tr>
<tr>
<td>Thursday, February 27</td>
<td>Last Day to Withdraw from Spring-1 classes.</td>
</tr>
<tr>
<td>Tuesday, March 10</td>
<td>Last Day of Spring-1 classes.</td>
</tr>
<tr>
<td>Wednesday, March 11</td>
<td>Spring-2 classes begin.</td>
</tr>
<tr>
<td>Friday, March 13</td>
<td>Spring mid-semester grades available on WebAdvisor. Last Day for students to make changes to their Spring-2 schedule, and drop classes without financial penalty.</td>
</tr>
<tr>
<td>Monday, March 16-21</td>
<td>Mid-semester break – no classes.</td>
</tr>
<tr>
<td>Monday, March 23</td>
<td>Advising Period for Summer and Fall 2020 Priority Registration Begins.</td>
</tr>
<tr>
<td>Tuesday, April 7 – Thursday, April 9</td>
<td>Summer and Fall 2020 Priority Registration.</td>
</tr>
<tr>
<td>Friday, April 10</td>
<td>Summer and Fall 2020 registration for incoming students begins.</td>
</tr>
<tr>
<td>Monday, April 20</td>
<td>PATRIOTS' DAY/COLLEGE CLOSED</td>
</tr>
<tr>
<td>Tuesday, April 21</td>
<td>All classes follow a Monday schedule. Last day to withdraw from Spring classes.</td>
</tr>
<tr>
<td>Thursday, April 23</td>
<td>Last day to file a Candidate for Graduation form with Registrar’s Office for May 2020 graduation.</td>
</tr>
<tr>
<td>Monday, April 27</td>
<td>Last day to withdraw from Spring-2 classes.</td>
</tr>
<tr>
<td>Saturday, May 2</td>
<td>Final exams for Saturday classes.</td>
</tr>
<tr>
<td>Monday, May 4 – Thursday, May 7</td>
<td>Final exams for Spring evening and online classes.</td>
</tr>
<tr>
<td>Wednesday, May 6</td>
<td>Last day of Spring day classes and Spring-2 classes.</td>
</tr>
<tr>
<td>Monday, May 11 – Thursday, May 14</td>
<td>Final exams for Spring day classes.</td>
</tr>
<tr>
<td>Friday, May 15</td>
<td>Final exam make-up date.</td>
</tr>
<tr>
<td>Tuesday, May 19</td>
<td>Final grades available on WebAdvisor.</td>
</tr>
</tbody>
</table>
Academic Programs

Associate Degree Programs & Options (Two years)

Applied Psychology
Architecture & Building Technology
Art
Automotive Technology*
Biology Transfer
Biomedical Equipment Technology
Biomedical Manufacturing Technology
Biotechnology
Building Automation
Building Construction Management
Business**
Business Transfer**
Chemistry Transfer
Civil Construction Management
Civil Engineering Technology
Communication and Digital Media Transfer
Computer & IT Security
Computer Science Transfer
Computer Systems Engineering Technology
Criminal Justice
Criminal Justice Transfer
Dental Hygiene*
Diagnostic Medical Sonography*
Digital Audio Broadcasting
Digital Photography
Early Childhood Education Transfer
Electrical Engineering Technology
Electronic Systems Engineering Technology
Energy Systems Technology
Engineering Transfer
Fire Protection & Safety Technology
General Studies
Graphic Design
Health Information Technology
Health Science
Human Services/Social Work
Interactive Media & Animation Design
Technology
Landscape Design & Management Technology
Mathematics Transfer
Mechanical Engineering Technology
Medical Assistant*
Medical Coding & Billing Specialist
Medical Laboratory Technician*
Medical Office Administrative Assistant
Nursing*
Occupational Therapy Assistant*
Office Administrative Assistant Professional
Optics & Photonics
Physical Therapist Assistant*
Physics Transfer
Programmer
Radiologic Technology*
Respiratory Care*
Surgical Technology*
Teacher Education Transfer – Elementary
Teacher Education Transfer – Secondary
Technical Engineering Transfer
TV Production Technology
Urban Studies
Web & Advertising Design

Certificate Programs (One year)

Architectural Design
Automotive Technology*
Biotechnology
Building Construction Management
CAD/CAM
Child Development Associate Plus
Civil Construction Management
Civil Engineering Technology
Clerical Office Assistant
CNC Operations
Computer & IT Security
Computer Systems Engineering Technology
Cosmetology*
Criminal Justice
Dental Assistant*
Diagnostic Computed Tomography
Digital Photography
Digital Publishing
Electrical/Robotics Technology
Electronic Systems Technology
Fire Science Technology
Heating/Ventilation/Air Conditioning*
Internet of Things
Landscape Design & Management Technology
Medical Assistant*
Medical Coding & Billing Specialist
Medical Office Administrative Assistant
Microcomputer Specialist
Multimedia Technology
Optics & Photonics
Programmer
TV Production Technology

* Programs begin only in September; others available in both September and January.
** Online option available.

ENROLL IN A DEGREE OR CERTIFICATE PROGRAM

WHY?
• You will become eligible to apply for financial aid
• You will be a student with an easy-to-follow curriculum
• Your graduation eligibility will be monitored by the College

HOW:
1. Complete a STCC Application for Admission online at stcc.edu/apply, or in person.
2. Submit all required documentation (high school transcripts or GED or HiSET, college transcripts, SAT scores for some programs)
3. Follow the directions that will be mailed to you in your acceptance packet

Not all degree programs or certificates offer evening/weekend courses. For more information, please call the Admissions Office at (413) 755-3333.
Flex Terms

Complete TWO courses in the time it takes to finish one traditional course! At seven weeks, the terms are half as long as the traditional 14-week semester.

Students enrolled in the shortened terms also have the option of completing a two-course sequence within a single term. For example, they can complete Accounting 1 and Accounting 2 over the course of the two Flex Terms.

Benefits:

- Complete coursework by focusing on fewer courses at a time;
- Complete a two-course sequence within a single term;
- More effectively increase credit load in a given term.

View class schedules and descriptions at stcc.edu/flexterms

FINANCIAL AID

Why wait until the fall semester to get started at STCC? Students are eligible for financial aid for Spring-1 or Spring-2 starts, just as if you enroll for the traditional Spring semester. This gives extra flexibility to those who can't start classes in January, but can in March. Call the Admissions Office at (413) 755-3333 to discuss your options.

ADMISSIONS & ENROLLMENT

Students new to STCC may choose to delay enrollment until the start of the Spring-2 Flex Term. Call the Admissions Office at (413) 755-3333 to discuss your options.

Current or returning STCC students should call the Registrar’s Office at (413) 755-4321 to discuss questions or options.

IMPORTANT DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 21</td>
<td>Spring-1 Classes Begin</td>
</tr>
<tr>
<td>January 23</td>
<td>Spring-1 Add/Drop Ends</td>
</tr>
<tr>
<td>February 27</td>
<td>Last Day to Withdraw from Spring-1 Classes</td>
</tr>
<tr>
<td>March 10</td>
<td>Spring-1 Classes End</td>
</tr>
<tr>
<td>March 11</td>
<td>Spring-2 Classes Begin</td>
</tr>
<tr>
<td>March 13</td>
<td>Spring-2 Add/Drop Ends</td>
</tr>
<tr>
<td>April 27</td>
<td>Last Day to Withdraw from Spring-2 Classes</td>
</tr>
<tr>
<td>May 6</td>
<td>Spring-2 Classes End</td>
</tr>
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Spring-1 Flex Term (January 21–March 10)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-101</td>
<td>Accounting 1</td>
</tr>
<tr>
<td>ACC-102</td>
<td>Accounting 2</td>
</tr>
<tr>
<td>BIO-115</td>
<td>Nutrition</td>
</tr>
<tr>
<td>BIO-231</td>
<td>Anatomy &amp; Physiology 1</td>
</tr>
<tr>
<td>BUS-222</td>
<td>Business Decision Tools</td>
</tr>
<tr>
<td>ECE-101</td>
<td>Introduction to Early Childhood</td>
</tr>
<tr>
<td>ECE-110</td>
<td>Child/Growth and Development</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
</tr>
<tr>
<td>FYE-101</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>HIS-110</td>
<td>Survey of U.S. History and Government</td>
</tr>
<tr>
<td>MAT-087</td>
<td>Algebra 1</td>
</tr>
<tr>
<td>MAT-115</td>
<td>Statistics</td>
</tr>
<tr>
<td>MGT-101</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MGT-230</td>
<td>Business Ethics</td>
</tr>
<tr>
<td>MKT-101</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>OIT-100</td>
<td>Basic Keyboarding Skills</td>
</tr>
<tr>
<td>OIT-140</td>
<td>Career Preparation/Soft Skills</td>
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</table>

Spring-2 Flex Term (March 11–May 6)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACC-101</td>
<td>Accounting 1</td>
</tr>
<tr>
<td>ACC-102</td>
<td>Accounting 2</td>
</tr>
<tr>
<td>BIO-115</td>
<td>Nutrition</td>
</tr>
<tr>
<td>BIO-232</td>
<td>Anatomy &amp; Physiology 2</td>
</tr>
<tr>
<td>CRJ-101</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>CRJ-150</td>
<td>Procedural Law</td>
</tr>
<tr>
<td>ECE-101</td>
<td>Introduction to Early Childhood</td>
</tr>
<tr>
<td>ECE-150</td>
<td>Curriculum for Early Childhood Educ 1</td>
</tr>
<tr>
<td>ENG-101</td>
<td>English Composition 1</td>
</tr>
<tr>
<td>ENG-102</td>
<td>English Composition 2</td>
</tr>
<tr>
<td>ENG-105</td>
<td>Fundamentals of Oral Communication</td>
</tr>
<tr>
<td>FYE-101</td>
<td>First Year Experience</td>
</tr>
<tr>
<td>HIS-111</td>
<td>Survey of Modern U.S. History</td>
</tr>
<tr>
<td>MAT-097</td>
<td>Algebra 2</td>
</tr>
<tr>
<td>MAT-115</td>
<td>Statistics</td>
</tr>
<tr>
<td>MAT-124</td>
<td>Technical Math 1</td>
</tr>
<tr>
<td>MGT-101</td>
<td>Principles of Management</td>
</tr>
<tr>
<td>MKT-101</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>MKT-260</td>
<td>Consumer Behavior</td>
</tr>
<tr>
<td>OIT-100</td>
<td>Basic Keyboarding Skills</td>
</tr>
<tr>
<td>OIT-200</td>
<td>Keyboard Skillbuilding</td>
</tr>
<tr>
<td>PSC-102</td>
<td>State and Municipal Government</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>
As the only technical community college in Massachusetts, STCC is proud to offer a wide variety of engineering and technology programs that directly support advanced manufacturers in our region.

These programs prepare you for in-demand jobs in laser materials processing, automation & control, electro-mechanical systems, fiber optics, precision manufacturing, metrology, aerospace & defense, 3D printing, medical device fabrication, nanotechnology, and many others.

STCC offers the only degree-granting Optics and Photonics technology program in New England.

Degrees & Certificates of Completion

- Biomedical Equipment Technology
- Biomedical Manufacturing Technology
- CAD/CAM
- Civil Construction Management
- Civil Engineering Technology
- CNC Operations
- Computer Systems Engineering Technology
- Electrical Engineering Technology
- Electrical/Robotics Technology
- Electronic Systems Engineering Technology
- Electronic Systems Technology
- Internet of Things
- Mechanical Engineering Technology
- Optics and Photonics

THE LABS

The Smith & Wesson Technology Applications Center at the STCC Technology Park is host to STCC’s Mechanical Engineering Technology (MET) Labs. The MET Labs feature 15 Haas mills and lathes, 2 CNC routers, 2 Mitutoyo Coordinate Measuring Machines (CMM), and 80 lab computers for students. The faculty-to-student ratio is 18:1.

Other labs on campus feature a MakerBot 3D printer and a suite of laser marking/etching/cutting systems.

HIGH SCHOOL DUAL ENROLLMENT

Are you a junior or senior in high school, and interested in a fun hands-on career? Many local employers are struggling to fill high-paying jobs in manufacturing. Get a Smart Start on your career before you graduate high school! See page 8 for more information.

WESTERN MASSACHUSETTS CHAPTER OF THE NATIONAL TOOLING AND MACHINING ASSOCIATION (WMNTMA)

The WMNTMA Learn and Earn Internship Program gives student interns work during traditional semesters and during the summer, putting in 10 to 15 hours or more per week based on their schedules and employers’ requirements. Student interns must complete 150 internship hours to receive academic credits, but may choose to complete a non-credit internship. Employers are required to pay interns. Learn more at wmntma.org.

WORKFORCE DEVELOPMENT

STCC’S Workforce Development Center offers a variety of Advanced Manufacturing training opportunities, including hands-on workshops where you’ll learn to operate and program a 2 Axis Lathe, a 3 Axis CNC Mill, and a 5 Axis CNC Mill. We also offer certifications for Snap-On Tools. Please visit stcc.edu/wdc/advanced-manufacturing for schedules.

TWO - TRAINING AND WORKFORCE OPTIONS FOR EMPLOYERS

STCC’s Workforce Development Center partners with TWO to deliver custom assembler training for CRRC MA Corp, a Springfield manufacturer of train cars. Students who complete assembler training are offered job interviews with CRRC and other local manufacturers.

The experts at TWO can create a custom-designed program, that fits the training needs of your organization. TWO can provide employee assessments, skills training, and professional development that will make a measurable difference in your bottom line.

TWO is certified Workforce Training Fund (WTF) vendor. For a free consultation, contact Tracey Whitfield, Director of Manufacturing & Corporate Training, at (413) 755-4103 or tlwhitfield@stcc.edu.
Registration Information

This catalog is published as a convenient source of information for students.

Information in this catalog, including tuition, fees, and insurance requirements, is subject to change without notice.

REGISTRATION OPTIONS
Now through the first day of classes.

ONLINE: stcc.edu
If you have not requested a WebAdvisor PIN, follow the instructions below and receive your PIN within 24-48 hours.

WebAdvisor is an online service for students. Students use WebAdvisor to view grades, class schedules, and financial information; online transactions for students include course registration, schedule changes, bill payment, and address changes.

How to Open a WebAdvisor Account and Request a PIN
1. Go to stcc.edu
2. Choose WebAdvisor from the eTools menu
3. Click on Setup a WebAdvisor Account
4. Complete the online application for a WebAdvisor account
5. Your username and password will be sent to you by email

Note: Make sure that your email account is not blocking outside messages, or that your email box is not full, or that there is not some other reason that our email to you cannot get through.

WALK-IN: Registrar’s Office
Building 19, 1st Floor
Monday–Thursday 7:30am - 7:00pm
Friday 7:30am - 5:00pm

PHONE: (413) 755-4321
Have all course information ready when you call.

WEBADVISOR - HELP LINE
If you run into any technical problems on the WebAdvisor system, please visit stcc.edu/webadvisor for assistance.
If you need further assistance, please send an email describing the problem to the WebAdvisor Help Line (webadvisor@stcc.edu) – you will receive a response within one business day.

ACADEMIC ADVISING
Academic Advising is available in the Academic Advising and Transfer Center, Building 19, Room 232. Monday-

How to Register Online
1. Go to: stcc.edu
2. Choose: WebAdvisor from the eTools menu
3. Click On: The Click Here to access WebAdvisor link
4. Click On: Log In
5. Enter your username (in lowercase) and password – click on Submit
6. Click On: Students
7. Click On: Register for Sections
8. Choose: Express Registration
9. For each course in which you want to register, enter the following information:
   - Subject: Use the drop-down menu in the Subject column to choose the course subject (for example, ENG)
   - Course Number: Type in the number of the course (for example, 100) in the Course # column
   - Section Number: Type in the Section information (for example, D01) in the Section # column. (Every section includes a letter and two numbers.)
   - Term: Use the drop-down menu in the Term column to choose either 2020 Spring, 2020 Spring 1, or 2020 Spring 2.
10. After you’ve entered the information for every course, click Submit.
11. On the next screen, you will see a list of your “preferred sections” based on your course section criteria. To finalize registration, use the drop-down Action menu to select “RG – Register” (to register for a class) or “RM – Remove from List” (to remove a class from your list of preferred sections). When done, click Submit.
12. The next screen will indicate the status of each course. Successful registrations will be noted with a status of Registered. If a class is full, or if you do not meet the prerequisite(s) for a course, this will be noted at the top of this screen.

Thursday 7:30am–7:00pm, Friday 7:30am–5:00pm. To schedule an appointment, call (413) 755-4857 or email advisor@stcc.edu. You can also chat with an advisor – Click on chatNOW! at stcc.edu/contact.

HEALTH HOLDS OR CASH HOLDS
If you are a returning student and have outstanding financial obligations to the College, or if you have not satisfied the immunization records requirement for some departments, you will be blocked from registering online. If you see a message indicating that a health record and/or cash hold has been placed on your account, contact the appropriate office. Once the hold has been removed, you will be able to register for classes.

Health Record hold: Health and Wellness Center, Building 19, Room 177, (413) 755-4230

Cash hold: Student Financial Services, Bldg. 19, Room 287, (413) 755-4214
Registration Information

PREREQUISITE REQUIREMENTS
Occasionally students are prevented from registering for certain courses because they have not met the specified prerequisite(s) for the course. (These are listed at the end of each course description.) Prerequisites help to ensure that you are ready for the challenge of the course material and the assignments. Students are responsible for ensuring they have met the prerequisites for registered courses.

If you receive a message indicating that you do not meet the course prerequisite(s), you may wish to choose a different course. Or, please call us if you have already taken the prerequisite course(s) at another college.

CLOSED CLASSES
Register for your classes as soon as possible so you’ll minimize the chance of being unable to create the schedule that you need because of full class enrollments. If you encounter a full class, you may wish to check its enrollment at a later date, in case space should become available.

CHANGE OR CANCELLATION OF A COURSE
Classes which do not have 17 or more registered students may be canceled. If the College cancels a course, all tuition payments and fees pertaining to the canceled course will be refunded.

The last day for students to make a change in Spring course selections is Monday, January 27, 2020. Flex Term deadlines vary. The College reserves the right to change classes, times, and instructors, and to cancel classes or create new class sections. Every attempt will be made to provide students with the schedule they selected during registration; however, the final schedule may reflect changes required by the College.

Withdrawal
Failure to attend class does not constitute a withdrawal. A withdrawal form must be completed when a student voluntarily withdraws from a course. The final date to withdraw is as follows:

2020 Spring: April 21
2020 Spring 1: February 27
2020 Spring 2: April 27

Individual faculty have the right to withdraw students who fail to comply with their attendance policies. Alternatively, the Registrar of the College may administratively withdraw students for excessive absences if, at midterm of a fall or spring semester, a failing midterm grade is reported and the faculty member also reports that the student has not attended classes since the end of the fifth week of the semester.

AUDITING POLICY
1. Students must apply at the Registrar’s Office and declare an intention to audit within the prescribed registration period. All decisions regarding the election of a course for audit or credit must be finalized by the end of the Add/Drop period.
2. Students must pay all established charges for the course.

NEW ENGLAND REGIONAL STUDENT PROGRAM TUITION BREAK
Live in a New England state that’s not Massachusetts? Save thousands of dollars when you enroll in an approved major or program.

Call the STCC Admissions Office at (413) 755-3333 with any questions or visit stcc.edu/tuition-break.

Connecticut Residents
The following STCC associate degree programs are approved through the Tuition Break program. All STCC certificate of completion programs are also approved.

- Architecture and Building Technology
- Automation and Robotics
- Automotive Technology
- Biomedical Equipment Technology
- Biomedical Manufacturing Technology
- Building Construction Management
- Civil Construction Management
- Computer Systems Engineering Technology
- Digital Audio Broadcasting
- Electronic Engineering Technology
- Energy Systems Technology
- Engineering and Science Transfer
- Interactive Media and Animated Design
- Mechanical Engineering Technology Transfer
- Optics and Photonics Technology
- Respiratory Care
- TV Production Technology

Proximity Eligibility
You may also qualify when STCC is closer to your home than the in-state college offering the same program. Additional degree programs may be approved for residents of Granby, Enfield, Somers, Stafford, Suffield, and residents of other towns for whom STCC is geographically closer than Capital or Manchester community colleges (where Asnuntuck does not offer a competing program).
Paying for College

SPRING 2020 TUITION AND FEES (IN-STATE DAY, EVENING, WEEKEND, ONLINE)

Tuition, fees, and insurance requirements are subject to change without notice.

<table>
<thead>
<tr>
<th>No. credits</th>
<th>Tuition</th>
<th>General Education Fee</th>
<th>Capital Improvement Fee</th>
<th>Info. Tech Fee</th>
<th>Student Services Fee</th>
<th>Student Health Insurance</th>
<th>Total with Insurance</th>
<th>Total without Insurance</th>
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<tr>
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<td>31.00</td>
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PAYMENT

Student Financial Services uses a paperless billing system. All students are expected to view their bill online via the STCCNet Portal. An email will be sent to student e-mail accounts on a regular basis as a reminder to view their bill. Payment for the Spring 2020 Semester is due by December 4, 2019. Payment for students registering for courses after December 4, 2019 is due at the time of registration.

Students must make an “STCC Acceptable Payment Arrangement” by the billing due date or their schedule is subject to deletion at any time. Students who register after the billing due date must make an “STCC Acceptable Payment Arrangement” at the time of registration or their schedule is subject to deletion at any time.

For more information, visit stcc.edu/pay-for-college.

Important Payment Information

Students paying for tuition, fees, and related charges by credit/debit card are assessed a non-refundable 2.4% service fee. In order to better serve our students, STCC accepts Visa, MasterCard, Discover, American Express, and e-check payments. Please note that the service fee is subject to change at any time. Students may pay with cash, check, money order, and e-check without any service fee.

MONTHLY PAYMENT PLAN

Assisting our students in meeting financial obligations is one of our top priorities. STCC provides a monthly payment plan through Nelnet Business Solutions. Students can enroll in this interest-free plan by logging into their STCCNet account and clicking on “Payment Plan”. All payment plan down payments are taken immediately, and remaining monthly payments will be automatically withdrawn from the student’s account. There is a $35.00 non-refundable enrollment fee that is charged each semester to enroll in the plan. If a credit/debit card is used, a 2.5% non-refundable service fee will be assessed in addition to the enrollment fee. Students must have a credit card or bank account to enroll in the plan.

REFUND POLICY

- Withdrawal during the first week of classes: 100%
- Withdrawal during the second or third week of classes: 50% (Tuition, Capital Improvement Fee, and General Education Fee only)
- Withdrawal after the third week of classes: NO REFUNDS
**FINANCIAL AID**

Financial Aid is available. Please complete the 2019-2020 FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For assistance with filing your FAFSA, please contact us to schedule an appointment.

**Student Financial Services** • Building 19, Room 287
(413) 755-4214 or sfs@stcc.edu
Monday–Thursday 7:30am - 7:00pm
Friday 7:30am - 5:00pm

[stcc.edu/pay-for-college/financial-aid/](http://stcc.edu/pay-for-college/financial-aid/)

**STCC’s Federal School Code is 005549**

We encourage you to complete the financial aid process as soon as possible so you can be awarded prior to the start of the Spring semester.

**To be eligible you must:**

- Have a high school diploma or GED
- Be enrolled and accepted into a degree or eligible certificate program
- Be a U.S citizen or eligible non-citizen
- Be in good academic standing making satisfactory progress toward your degree
- Certify that you are not in default on a federal student loan or owe money on a federal grant
- Register with Selective Service, if required

Student Financial Services evaluates the cost of attending STCC (tuition, fees, books, supplies, transportation, and other general living expenses). Aid is determined by your EFC (Expected Family Contribution) which is calculated based on the FAFSA, as well as the availability of funds at the college. Some students may only be eligible for loans.

**Notification**

If you are eligible for financial aid you will be directed to the STCCNet Portal to view your Financial Aid Award Letter indicating the type and amount of financial aid offered. Awards are based on full-time enrollment (12 or more credits). If you are enrolled for fewer than 12 credits, your award(s) will be adjusted when your enrollment status is certified by the Registrar’s Office (after the end of add/drop). Be sure to check your STCC email account for regular updates from Student Financial Services as some of our communications will be sent to you exclusively through this method (including Bookstore Voucher notifications).

**Financial Aid Withdrawal Policy**

If you withdraw from the college or unofficially stop attending your classes, you **may not** be eligible for all of the aid awarded. Federal law specifies that the school must determine how much aid you earned up to the time you stopped attending classes. If you received more aid than you earned, the excess funds must be returned and may result in an outstanding tuition bill. While attendance is not mandatory, non-completion of courses may impact any financial aid received.

**TUITION WAIVER**

Students may be eligible for a waiver of tuition based on their status as a veteran, senior citizen, or an employee of the Commonwealth of Massachusetts. Veterans should contact the Veterans’ Office at (413) 755-5343 to inquire about their eligibility. Employees of the Commonwealth should contact their Human Resources Office and bring applicable paperwork to Student Financial Services.

- Students must provide all required documentation.
- All fees are the responsibility of the student.
- Tuition waiver for veterans applies only to credit courses.

**TUITION REMISSION**

The following criteria apply to students who are eligible for a tuition remission for Spring 2020 classes based on their status as an employee of the Commonwealth of Massachusetts.

**50% tuition remission:**

- Students must provide all documentation to Student Financial Services.
- The remaining 50% of tuition and all fees are the responsibility of the student.

**100% tuition remission:**

- Students must provide all documentation to Student Financial Services.
- All fees are the responsibility of the student.

For further information or clarification, contact your Human Resources Office.

**STUDENT HEALTH INSURANCE**

The Commonwealth of Massachusetts requires all students enrolled in at least nine credits per semester to have health insurance. Therefore, all students enrolled in at least 9 credits for the Spring Semester will be charged $1,595 for the Massachusetts Community College Student Health Insurance Plan. If a student has comparable insurance coverage, they can waive the $1,595 charge by logging into STCCNet Portal, clicking on “Health Insurance Waiver,” creating an account with Gallagher Student and completing the waiver form. The **deadline to waive the insurance charge is the same as your billing due date.**
STCC offers free classes for adults from basic literacy to High School Equivalency Test (HiSET) preparation (previously known as the GED test) and English for Speakers of Other Languages (ESOL). These classes are held on and off campus during day and evening hours. The classes focus on preparing students for careers in addition to entering community college and vocational certificate programs.

The Springfield Adult Learning Center (SALC) at STCC is a unique partnership among Hampden County organizations including Holyoke Community College (HCC), Springfield Technical Community College (STCC), and the Springfield Housing Authority (SHA). The services are funded through generous grants by the Department of Elementary and Secondary Education (DESE) and the Community Mitigation Grant.

The Springfield Adult Learning Center provides a range of classes and services including:

- Basic literacy
- Preparation for the High School Equivalency Test (HiSET)
- English for Speakers of Other Languages (ESOL)
- Computer literacy classes
- Career exploration
- Workforce readiness skills

Registering for Classes

All applications for adult basic education including HiSET prep begin with a visit to the STCC Adult Education Center located in Building 27. The Center is a centralized walk-in information, support, and referral resource for use by members of the community who would like to obtain a High School Equivalency diploma, improve their English speaking and listening skills, or further their education. The Center is open Monday-Friday 8:00am–4:00pm.

All applicants for free ESOL classes start with a visit to the Bilingual Services office in Building 19, Room 268. Staff will provide and assist with the application process. The Bilingual Services office is open Monday-Friday 8:00am–4:30pm.

For more information on services contact the Adult Education Center at (413) 755-4300 or visit stcc.edu/adulteducationcenter.

The Center for Access Services (CAS) provides extensive non-academic support to help students in need overcome barriers that may be impacting their ability to stay in school. CAS works closely with on-campus services and community based organizations to assist students in applying for federal and state financial resources, housing assistance, food assistance, and more. CAS is dedicated to enhancing college affordability and promoting self-sufficiency for every STCC student. Building 17, Room 118, Monday–Friday, 8am-4pm, (413) 755-5761.

Located in Building 14, Armory Square Child Care Inc. is a private, non-profit child day care serving the children of STCC students, faculty, staff, and the public. Licensed to accommodate up to 40 children ages two-years-nine months to five-years, the center offers full- and part-time programs, year round. Scholarships are available for the children of STCC students. Vouchers from the New England Farm Workers Council are accepted. The center is accredited by the National Association of Education for the Young Child. For detailed information, contact the Armory Square Child Care at (413) 737-3455 or childcare@stcc.edu.

Students need to log-in to computers using their individual user name and password. This username and password is the same as your STCCNet username and password. If you’re a new student, this login information will be mailed to you. If you are a returning student, you will need to log into STCCNet and may be prompted to reset your password. Once the password is reset, the computer login information and STCCNet login information will be the same. If you do not know your username and password, email helpdesk@stcc.edu using your STCC email account or call (413) 755-4016.

When printing on campus, students will log into a computer using their username and password. You will select one of the “Follow Me” printers listed in printer options. The prints will be released into a secure print queue and can be printed from any student print station on campus. Access your print jobs by swiping your RamCard or by keying in your username and password. Once complete, click “log out” on the release station.
**DISABILITY SERVICES**

Any full or part-time day, evening, or online student with a documented disability may be eligible for services from the Office of Disability Services (ODS). The process for registering with ODS as well as documentation guidelines and verification forms are available at: [stcc.edu/resources/academic-support/ods](http://stcc.edu/resources/academic-support/ods).

Documentation can be dropped-off or mailed to the Office of Disability Services and should be done prior to requesting services. Students will meet with an accommodations specialist PRIOR to the start of each semester in which they plan to enroll to review submitted documentation and formulate an accommodation plan. Contact the office at (413) 755-4785 to schedule an appointment. The offices are located in Building 19, Room 141.

**ENGLISH LANGUAGE LEARNER (ELL) SERVICES**

The English Language Learner (ELL) office at STCC serves students for whom English is a second language. Staff provides individual assessments and assists prospective and current students in enrolling in the appropriate STCC classes to improve their language skills. The ELL Services staff guides students during these initial steps prior to enrollment:

- **Assessment:** All applicants work with the ELL Services staff to schedule an English assessment that gauges applicant's current English skills and educational goals.
- **Class Enrollment:** ELL Services staff reviews assessment scores and assists student in applying to the college or enrolling in credit or non-credit classes.
- **Financial Information:** Students are provided with general information and assistance with filling out the FAFSA or other financial aid.
- **Support Service Information:** ELL Services staff provide students with information about STCC and referrals to other community educational and support services.

Location: Building 19, Room 268  
Phone: (413) 755-4063  
Hours: Monday-Friday, 8:30am-4:30pm

**FITNESS CENTER**

The Fitness Center, located in Building 2, is open to all current STCC students and employees. Hours are Monday-Friday, 6am-5pm. A valid RamCard is required.

**FOOD SERVICE**

Nadim’s@STCC, the cafe in Scibelli Hall (B2) is open Monday through Friday, 8 a.m. - 2 p.m.

The menu includes; standard fare and specialty items, including fattoush salad, chicken kabobs, soups of the day, and homemade hummus. New items will be added to the menu as the semester progresses.

Nadim’s @STCC Grab and Go Kiosk in the Ira H. Rubenzahl Student Learning Commons (B19) is open Monday through Friday, 9a.m. - 1 p.m. and has freshly prepared and packaged items to go, such as sandwiches, wraps salads and beverages.

**LIBRARY**

The STCC Library is located on the second and third floors of Building 19. Library hours are Monday–Thursday, 7:30am–7:00pm; Friday 7:30am–5:00pm; and Saturday, 10:00am–2:00pm when classes are in session during the fall or spring semesters. During semester breaks, the hours are Monday–Friday 8:00am–4:00pm. Summer hours vary.

Current Ram Cards are required for most library services. For more information call (413) 755-4532 or visit the library’s website at [http://libguides.stcc.edu/LibraryHome](http://libguides.stcc.edu/LibraryHome).

Follow us on Twitter @stcclibrary, and on Facebook at [facebook.com/stcclibrary](http://facebook.com/stcclibrary).

**RAMCARD**

The RamCard is your official identification while at STCC and must be carried by students at all times. More than an ID, it is also your library card and provides access to the STCC Fitness Center and many other services on campus. In addition, the RamCard is used to pay for books at the STCC Bookstore if you are awarded a book voucher. The RamCard is also integrated with STCC’s print management program. Students can utilize their print credits by swiping their RamCard at any of the printing stations on campus.

RamCards can be obtained in Student Financial Services in Building 19, Room 287. A state issued photo ID such as a driver’s license or passport must be presented at the time your RamCard is issued. Students must be registered in order to obtain a RamCard. Please note that it takes approximately one hour for the registration system to relay student information to the RamCard database, so students will become eligible to have their RamCard picture taken approximately one hour after they register.

Student Financial Services is open Monday-Thursday 7:30am–7:00pm and Friday 7:30am–5:00pm.
TESTING SERVICES

The Testing and Assessment Center is located in Building 19, Room 238. Tests available to the general public include:

- HiSET
- GED
- CLEP (College-Level Examination Program)

Tests restricted to STCC students include:

- Placement Tests - for incoming students, to gather information needed to advise and schedule appropriate courses for each student. Tests include: Write Placer • Math • Reading • Typing/Keyboarding
- Challenge Exams - for STCC students currently registered in degree or certificate programs only. Credits toward graduation can be earned on a pass/fail basis.

For more information concerning testing services, visit stcc.edu/testing or call (413) 755-4709.

TUTORING SERVICES

The Student Success Center provides FREE tutoring services for most subjects, Monday–Thursday from 7:30am–7:00pm, and Fridays from 7:30am–5:00pm. Appointment and walk-in services are available. If the subject you need help with is not listed, let us know. We will work with faculty to get a tutor for that subject.

24/7 FREE online tutoring is available through NetTutor. Go to: stcc-sp.link-systems.com and log-in with your WebAdvisor username and password.

To watch a how-to use NetTutor video go to: www.youtube.com/watch?v=Vq6J84Sv2ro

For more information, please call (413) 755-4715 or stop in the Student Success Center in Building 19, 2nd floor next to the Library.

TEXTBOOKS

Textbooks are available in the STCC Bookstore, located on the first floor of Building 19.

Spring Bookstore hours

Week of January 13–17
Monday - Thursday 8:00am - 7:00pm
Friday 8:00am - 4:00pm

Week of January 20–25
Monday Closed: MLK Day
Tuesday - Thursday 8:00am - 7:00pm
Friday 8:00am - 4:00pm
Saturday 9:00am - 3:00pm

Monday, January 27
8:00am - 7:00pm

January 28: Normal business hours resume
Monday – Friday 8:00am – 4:00pm

Refund Policy

(a) Textbooks in resalable condition may be refunded with receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including summer term.

(b) Textbooks purchased during the last week of classes or during exams fall under last date for returns and/or the 2 day returns policy or may be sold back under the buyback policy also must have a receipt.

(c) Computer software may be returned if it is unopened and still shrink-wrapped with a receipt.

(d) Electronic devices may not be returned.

(e) In addition, upon proof of drop/add, the Bookstore will accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first with a receipt and in text/items in resalable condition.

PHI THETA KAPPA HONOR SOCIETY

All students are eligible to join the Phi Theta Kappa International Honor Society of the Two-Year College if they complete 18 graduation credits with a Quality Point Average of at least 3.5. Students who meet these requirements will be contacted by the President of Alpha Psi Sigma, STCC’s Phi Theta Kappa Chapter.
PARKING AND TRANSPORTATION

The STCC Parking Office is located in Building 19, Room 269. Students may contact the Parking Office at parking@stcc.edu or (413) 755-4238.

For detailed information about parking and transportation services at STCC, please visit stcc.edu/parking.

General Information

Students may apply for EITHER a bus pass or register for parking. A student may not receive both. Students who are not carpooling OR senior citizens must register online for either parking or a bus pass by visiting stcc.edu/parking. Bus passes will be sent to students via postal mail.

Students will only be allowed to complete the parking or bus pass application process if their student financial account is up-to-date.

Parking is only valid for one semester. Students may park in any available lot. Decals will no longer be issued. Beginning Spring 2020, each lot will be equipped with a license plate reader. If your plate is not on file with the parking office, you will be ticketed. Bus Passes are only valid for 1 semester. Students must reapply for reactivation of a bus pass, or register for parking each semester.

Student Parking Lots

Day Classes: Monday through Friday students must park in an exterior student parking lot from 7:00 a.m. until 3:00 p.m. All students must have their vehicle registered with the parking office.

To apply for parking, please visit the STCC Parking website at stcc.edu/parking.

Exterior student parking lots are located as follows:

Lot 1: Located at the corner of Federal and Pearl Streets across from campus.
Lot 2: Located on Pearl St. across from campus.
Lot 3: Located at the corner of Walnut and Union Streets.
Lot 5: Located on Taylor Street.

A map showing all parking lot locations can be found at stcc.edu/parking.

Evening Classes: Beginning at 3:00 p.m. students may park on campus. If campus parking is full, Lot 2 on Pearl St. is open for all vehicles until 10:00 p.m. No decal is needed for any evening parking in Lot 2.

Register your vehicle at stcc.edu/parking. If your plate is not on file you are subject to ticketing.

Weekends: Students may park on campus on weekends without a permit.

Shuttle Service: STCC provides shuttle service Monday through Friday during the regular semester only. Lots 3 and 5 from are serviced between 7:15 a.m. until 5:00 p.m. each day. There is evening shuttle service to Lot 2 from 5:00 p.m. until 10:00 p.m Monday through Thursday. There is no shuttle service to Lot 1 at any time. All STCC shuttles pick up and drop off at one location on campus. This shuttle stop is in front of Building 16/Garvey Hall at the front of campus.

If Your Car Gets Locked Inside a Lot: Any student whose vehicle becomes locked in any student parking lot in the evenings may board the evening shuttle bus and request to be taken to their lot. The shuttle driver will allow you access to the lot to remove your vehicle.

Tow Policy: Vehicles that have received 3 or more parking tickets for any violations in one semester, whether they are paid or not, are subject to being towed at the owner’s expense. This policy is strictly enforced.

Free PVTA Bus Passes

Students may apply online at stcc.edu/parking for one free PVTA bus pass. Students are only given one free bus pass per semester. Any bus pass replacement will cost the student $45.00.
ACADEMIC INFORMATION

PLACEMENT ASSESSMENTS

All incoming students matriculating in degree, certificate, or certificate of completion programs will complete the entrance assessment before registering for classes. If the results reveal a need for a stronger foundation in vital academic skills, students will be directed to appropriate developmental courses and support services. Students whose reviews indicate a need to further develop skills in reading, writing, mathematics, or keyboard skills must complete appropriate developmental courses designated to prepare students to succeed in college-level programs. Completion of developmental coursework may extend the time required to complete a degree or certificate program.

Exemptions may apply to:

• Students with a 2.7 cumulative high school GPA who have graduated from high school within the past ten years to place directly into a college-level, credit-bearing English course
• Students with a 2.7 cumulative high school GPA who have graduated from high school within the past three years to place directly into a college-level, credit-bearing mathematics course.
• Students transferring equivalent college-level coursework into STCC from an accredited post-secondary institution; course transfer requires a grade of “C-” or better.
• Students who wish to transfer Accuplacer scores from another institution (scores must be two years old or less) should have them submitted to the Testing and Assessment Center in a sealed envelope.
• Students with mathematics, English writing, reading or keyboard skills examination scores on STCC Entrance Assessments which are two years old or less.
• Students who have completed coursework in English, reading, and mathematics at STCC, with a grade level of C- or better.

Students who feel that their placement assessment results do not accurately reflect their skill level in a particular area (reading writing, math and/or keyboarding) may request a retest. Students must wait at least five (5) calendar days before retesting, to allow ample time for students to prepare for the retest. Only one retest per subject area will be allowed. The College will consider a student’s highest placement result (whether the original result or the retest result) when determining the student’s placement level.

For more information, call the Testing and Assessment Center office at (413) 755-4657.

REPEATING COURSES

A course may be attempted a maximum of three times unless department guidelines stipulate a lesser number. All grades will appear on the transcript, but only the last grade will be used in calculating the quality point average (QPA).

MAY 2020 GRADUATION

The deadline for submitting the Candidate for Graduation form for degree or certificate of completion programs for May 2020 graduation is April 23, 2020. Forms are available in the Registrar’s Office and on STCCNet under Academics: Registrar’s Office.

POLICY ON GRADE OF INCOMPLETE

The grade of incomplete (I) indicates that a major requirement of the course has not been completed. The following policy shall apply to incompletes:

• An “I” (incomplete) is a temporary grade assigned to students who fail to complete the requirements of a course. The grade of “I” is to be assigned only to the few students who have valid, approved reasons for their inability to complete the course work. An “I” is not to be assigned to a potential failure.
• An “I” (incomplete) will change to “F” (failure) four weeks after the beginning of the next regular semester.
• Fall semester students who receive the grade of “I” will have until October 6, 2020 to complete course requirements and, based on those results, petition a grade change from the original instructor. It is the student’s responsibility to make arrangements with the original instructor to complete course requirements.

DEAN’S LIST

To recognize excellence in academic performance, a Dean’s List is published each fall and spring semester and is noted on the official transcript. Matriculated students carrying 12 or more college-level credits and a 3.3 GPA within a semester will be awarded Dean’s List status provided that no grade is less than a “C” (2.0) or an incomplete grade during that semester. In addition, Dean’s List status will be awarded to matriculated students who have earned a combined total of 12 or more college-level credits with a 3.3 GPA over the previous two consecutive semesters provided that no grade is less than a “C” (2.0) or an incomplete grade in the two semesters being evaluated. Students awarded Dean’s List based on the evaluation of two consecutive semesters will be awarded Dean’s List only in one of the two consecutive semesters. Summer and Winter semester coursework is not used in the calculation of Dean’s List.
# Courses Offered After 4pm and on Weekends

## MONDAY EVENING
- ABT-155 E61 Architectural Design 2: Design Process 3D
- ACC-102 E61 Accounting 2
- CMP-106 E60 Computer Basics: Concepts & Applications
- CRJ-120 E61 Criminology
- CRJ-150 E61 Procedural Law
- DRG-091 E61 Reading Level 1
- ECE-101 E61 Introduction to Early Childhood (7-week Session 1)
- ECN-101 E61 Intro to Macroeconomics
- ECN-102 E61 Intro to Microeconomics
- EET-135 E61 Programmable Logic Controller 1
- ENG-101 E61 English Composition 1
- ENG-104 E61 Technical Report Writing
- EST-100 E61 Theory of Controls
- EST-203 E61 HVAC Electrical Applications
- FST-210 E10 Fire Protection Hydraulics & Water Supply
- MAT-087 E62 Algebra 1
- MAT-115 E61 Statistics
- MAT-125 E61 Technical Math 2
- MAT-126 E75 Mathematical Reasoning
- MET-232 E61 Cam Applications 2
- MET-240 E61 Manufacturing: Planning and Control
- MET-267 E61 Advanced Engineering Applications
- MGT-101 E62 Principles of Management
- PHL-101 E61 Introduction to Philosophy
- PSY-101 E61 General Psychology
- PSY-210 E61 Lifespan Human Growth and Development
- SOC-101 E61 Introduction to Sociology
- SPN-102 E61 Elementary Spanish 2

## MONDAY/TUESDAY/WEDNESDAY EVENING
- SMC-161 E30 Sterile Processing Technician

## MONDAY/WEDNESDAY EVENING
- BIO-104 E61 Human Biology 1
- BIO-105 E61 Human Biology 2
- BIO-232 E61 Anatomy & Physiology 1
- BIO-232 E63 Anatomy & Physiology 2
- BIO-235 E60 Microbiology
- CHM-101 E51 Survey of Chemistry 1
- CHM-111 E51 General Chemistry 1
- PHY-231 E51 Classical Physics 1

## MONDAY/TUESDAY/THURSDAY EVENING
- BIO-101 E61 Principles of Biology 1
- SMC-125 E30 EMT Basic

## MONDAY/THURSDAY EVENING
- GAT-174 E61 Airbrushing Techniques 1
- MAT-132 E61 Calculus 2

## TUESDAY EVENING
- CET-220 E61 Construction Management
- CMP-106 E61 Computer Basics: Concepts & Applications
- CRJ-220 E62 Law Enforcement Management and Planning
- DWT-099 E62 Review for College Writing
- ECE-101 E62 Introduction to Early Childhood (7-week Session 2)
- ECE-110 E62 Child/Growth and Development (7-week Session 1)
- ECE-220 E62 Early Childhood Practicum 1
- ECE-221 E62 Early Childhood Practicum 2
- EET-255 E61 Advanced Topics in Elect. Engineering
- ENG-101 E62 English Composition 1
- ENG-102 E62 English Composition 2
- EST-101 E61 Combustion Control Circuits
- EST-207 E61 Bldg Management Systems
- FIN-101 E61 Introduction to Finance
- FST-140 E10 Fire Officership
- FYE-101 D06 First Year Experience
- HIS-111 E62 Survey of Modern U.S. History
- MAT-078 E61 Pre-Algebra
- MAT-087 E63 Algebra 1
- MAT-087 E64 Algebra 1
- MAT-097 E61 Algebra 2
- MET-150 E61 Fundamentals of CNC
- MET-224 E61 Statics and Strength of Materials
- SOC-102 E62 Intro to Social Work

## TUESDAY/WEDNESDAY EVENING
- CET-120 E61 Construction Estimating

## TUESDAY/THURSDAY EVENING
- ABT-135 E61 Architectural CAD 2
- ART-102 E62 Basic Drawing
- BIO-101 E62 Principles of Biology 1
- BIO-231 E62 Anatomy & Physiology 1
- BIO-235 E62 Microbiology
- CHM-112 E51 General Chemistry 2

## WEDNESDAY EVENING
- BIO-114 E61 Biochemistry
- CRJ-201 E63 Criminal Law 2
- CSO-105 E61 Cisco Introduction to Networks
- DWT-099 E63 Review for College Writing
- EET-111 E61 Basic Electricity 2
- EET-240 E61 Robotics and Automated Systems
- ENG-101 E63 English Composition 1
- ENG-102 E63 English Composition 2
- EST-102 E61 Energy Systems Lab 1
- EST-205 E61 Adv Heating System Design
- FST-120 E10 Principles of Fire Administration of Fire Departments
- FYE-101 E63 First Year Experience
- MAT-078 E63 Pre-Algebra
- MAT-087 E65 Algebra 1
- MET-120 E61 Metrology & Geometrics
- MET-151 E61 CNC Applications
- MET-261 E61 Solid Modeling for Mechanical Design
- MKT-101 E61 Principles of Marketing
- PSY-101 E60 General Psychology
- SOC-101 E63 Introduction to Sociology

## THURSDAY EVENING
- CRJ-130 E64 Criminal Evidence
- DRG-092 E64 Reading Level 2
- ECE-150 E64 Curriculum for Early Childhood Education 1 (7-week Session 2)
- ELE-111 E61 Internet of Things (IOT)
- ENG-105 E64 Fundamentals of Oral Communication
- EST-103 E61 Energy Systems Lab 2
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<td>FST-130</td>
<td>E10</td>
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<td>FST-221</td>
<td>E10</td>
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<td>FYE-101</td>
<td>D07</td>
<td>First Year Experience</td>
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<td>E64</td>
<td>History of Witchcraft and Superstition</td>
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<td>MAT-097</td>
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<td>Algebra 2</td>
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<td>Engineering Graphics With Solid Works</td>
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<td>Lifespan Human Growth and Development</td>
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<td>PSY-230</td>
<td>E64</td>
<td>Principles of Normal/Abnormal Behavior</td>
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<td>SPN-121</td>
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**SATURDAY MORNING**

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<td>BIO-232</td>
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<td>Anatomy &amp; Physiology 2</td>
</tr>
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<td>PSY-101</td>
<td>E65</td>
<td>General Psychology</td>
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Online Courses

**ARE ONLINE COURSES FOR YOU?**

Online classes might be a good option for you if you possess the majority of these characteristics:
- Have access to a reliable computer and the internet.
- Know how to use the computer (send/receive email and use basic word processing functions).
- Are motivated and self-disciplined.
- Are comfortable interacting with classmates in an online environment (email and online discussion).
- Can commit approximately 8–10 hours a week to this course including on/off line work.
- Can check email and access the course at least twice a week to complete assignments.

**HOW ONLINE COURSES WORK**

- STCC’s online classes are delivered over the internet. Blackboard Learn, the course management system, is used to facilitate course materials.
- You may email the professor with questions
- It is recommended that you take the STCC math placement exam before registering for the math courses. Please see page 8.

Note: You must register for the course with the Registrar’s Office (or on WebAdvisor) prior to entering the course site.

**TECHNICAL REQUIREMENTS**

If you are enrolled in an online course at STCC, you will need to have a computer with a reliable Internet access to log into Blackboard Learn. We strongly recommend against using smartphones and tablets. Blackboard Learn is accessible from any computer connected to the internet – PC or Mac. We strongly recommend a Web browser such as Firefox (preferred) or Google Chrome. If you don’t have either one of these browsers, you can download them at no charge from the web. The following are the only supported browsers:

Firefox 48+  Chrome 49+
Edge 20+  Safari 9+ (Mac OS only)

For more information about the system requirements, please visit stcc.edu/online or email online@stcc.edu.

**IMPORTANT DATES**

Orientation Sessions for Online Courses are optional, but highly recommended if you are not familiar with online learning or Blackboard.

Only one session is necessary and registration is required. To register, go to stcc.edu/explore/online-learning/blackboard-student-orientations

**In-Person Orientation**

Saturday, January 11th / 10:00AM / Bldg 19 Room 213
Monday, January 13th / 10:00AM / Bldg 19 Room 213
Wednesday, January 15th / 1:00PM / Bldg 19 Room 213
Tuesday, January 21st / 10:00AM / Bldg 19 Room 213
Tuesday, January 21st / 5:00PM / Bldg 19 Room 213
Thursday, January 23rd / 10:00AM / Bldg 19 Room 213
Thursday, January 23rd / 2:00PM / Bldg 19 Room 213

**Online Orientation**

Open Enrollment 1/6/20 through 1/23/20
Spring semester begins on **Tuesday, January 21**. You must login to Blackboard no later than **Saturday, January 25** or you may be dropped from the course. Last day to withdraw from an online course is:

Spring 1: Thursday, February 27th
Spring: Tuesday, April 21st
Spring 2: Monday, April 27th

Individual help is available in the Online Learning Office located in Garvey Hall (Bldg 16), Room 329, Monday–Friday, 10:00am–3:00pm.

To access your courses, visit Blackboard, the college’s learning management system, at stcc.blackboard.com. Login using your WebAdvisor username and your student ID# (all 7 digits) as your password.
Online Courses

FREQUENTLY ASKED QUESTIONS

Do I have to be logged-on at a certain time?
No, our online courses are conducted “asynchronously.” You can access our classes whenever it is convenient for you. You choose when, where and how often you visit your class during each week. Some faculty will be hosting online discussion sessions each week at a specified time. You are encouraged to attend these sessions and participate in the class discussion.

Do I need to purchase a textbook?
Most online courses require a textbook. Some require an access code. Textbooks and access codes can be purchased through the STCC bookstore.

Do I need to purchase any software?
As a general rule our courses are designed to run with most browsers. Some courses require the use of word processing or spreadsheet software for submission of assignments.

Will this course satisfy requirements the same way that an on-site class will?
Yes, the material is presented differently but the online courses cover the same content as the on-site classes. The credits received are the same as the on-campus course.

Is it appropriate to exchange ideas with other students?
Yes, we highly recommend that our students work together. This will enrich your online classroom experience and give you an opportunity to meet your classmates.

Can I contact my professor?
Yes, you can contact your professor directly by email or through the discussion meeting. The majority of our faculty respond to their email within 48 hours; many faculty respond within 12-24 hours.

Are the College services/resources available to me?
Yes, as an STCC College student, you are entitled to make use of our resources and student services. Some of these services and resources can be utilized only if you are located in the STCC geographic area.

The following courses are offered online. To enroll in any of these courses, you must have access to the internet and an email address. The email address of the instructor is listed for each course. Course descriptions begin on page 51.

ACCOUNTING

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<tr>
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<tbody>
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<td>ACCOUNTING 1</td>
<td><a href="mailto:APGervais@stcc.edu">APGervais@stcc.edu</a></td>
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<td>E80</td>
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<tr>
<td>ACC-102</td>
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<tr>
<td>ACC-106</td>
<td>FINANCIAL ACCOUNTING</td>
<td><a href="mailto:rbelemjian@stcc.edu">rbelemjian@stcc.edu</a></td>
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<tr>
<td>ACC-260</td>
<td>MANAGERIAL ACCOUNTING</td>
<td><a href="mailto:rbelemjian@stcc.edu">rbelemjian@stcc.edu</a></td>
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ANTHROPOLOGY

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<td>INTRODUCTION TO ANTHROPOLOGY</td>
<td><a href="mailto:GADefillipo@stcc.edu">GADefillipo@stcc.edu</a></td>
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ARTS

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<td>ART-121</td>
<td>ART HISTORY: RENAISSANCE TO MODERN</td>
<td><a href="mailto:FMRiddle@stcc.edu">FMRiddle@stcc.edu</a></td>
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BIOLOGICAL SCIENCE

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<tr>
<td>BIO-101</td>
<td>PRINCIPLES OF BIOLOGY 1</td>
<td><a href="mailto:bhpoe@stcc.edu">bhpoe@stcc.edu</a></td>
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<td>D80</td>
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<td><a href="mailto:MNash@stcc.edu">MNash@stcc.edu</a></td>
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<td>BIO-101L</td>
<td>LAB: PRINCIPLES OF BIOLOGY 1</td>
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<td>BIO-109</td>
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<td><a href="mailto:MStrzempko@stcc.edu">MStrzempko@stcc.edu</a></td>
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<td><a href="mailto:MNash@stcc.edu">MNash@stcc.edu</a></td>
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<td>BIO-141</td>
<td>FUNDAMENTALS OF ENVIRONMENTAL BIOLOGY</td>
<td><a href="mailto:SLTrueeman@stcc.edu">SLTrueeman@stcc.edu</a></td>
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<td>BIO-141L</td>
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<td><a href="mailto:SLTrueeman@stcc.edu">SLTrueeman@stcc.edu</a></td>
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<tr>
<td>BIO-231</td>
<td>ANATOMY &amp; PHYSIOLOGY 1</td>
<td><a href="mailto:KJEttienne-Modeste@stcc.edu">KJEttienne-Modeste@stcc.edu</a></td>
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Spring 2020  27
### Online Courses

**BIO-232** ANATOMY & PHYSIOLOGY 2  
D80 bhpoe@stcc.edu  
D81 bhpoe@stcc.edu  

**BIO-232** ANATOMY & PHYSIOLOGY 2  
E80 bhpoe@stcc.edu w/ Tuesday evening lab

**BUSINESS ADMINISTRATION**

**BUS-105** INTRODUCTION TO PERSONAL FINANCE  
D81 ARondinelli@stcc.edu

**BUS-222** BUSINESS DECISION TOOLS  
D81 cusick@stcc.edu 7-week Session 1

**FIN-101** INTRODUCTION TO FINANCE  
D81 rbelemjian@stcc.edu

**LAW-214** BUSINESS LAW ESSENTIALS  
E81 SJScibelli@stcc.edu

**CIVIL ENGINEERING TECHNOLOGY**

**CET-150L** LAB: ADVANCED CAD FOR CONSTRUCTION  
D80 CDeSellier@stcc.edu

**CET-250L** LAB: GEOGRAPHIC INFORMATION SYSTEMS  
D80 CDeSellier@stcc.edu

**COLLEGE SUCCESS**

**FYE-101** FIRST YEAR EXPERIENCE  
E80 JELerner@stcc.edu 7-week Session 2

**E80** KS Kraus@stcc.edu 7-week Session 1

**E80** TBD

**E81** TBD

**COMPUTER INFORMATION TECHNOLOGY**

**CIT-115** PYTHON PROGRAMMING  
E80 BLCandido@stcc.edu

**CIT-115L** LAB: PYTHON PROGRAMMING  
E80 BLCandido@stcc.edu

**CIT-141L** LAB: WEB AUTHORING 2  
D80 kshemesh@stcc.edu

**CIT-201** DATABASE SYSTEMS AND SECURITY  
D01 kshemesh@stcc.edu

**CIT-215L** LAB: JAVA PROGRAMMING  
D80 BLCandido@stcc.edu

**CMP-106** COMPUTER BASICS: CONCEPTS & APPLICATIONS  
E81 BMcCarthy@stcc.edu

**COMPUTER SYSTEMS ENGINEERING TECHNOLOGY**

**CSE-220** COMPUTER AND NETWORK SECURITY  
D80 AJCollins@stcc.edu

**CRIMINAL JUSTICE**

**CRJ-101** INTRODUCTION TO CRIMINAL JUSTICE  
E80 JEAbel@stcc.edu 7-week Session 2

**CRJ-110** POLICING  
D80 SADupuis@stcc.edu

**CRJ-120** CRIMINOLOGY  
E80 SADupuis@stcc.edu

**CRJ-150** PROCEDURAL LAW  
E80 TBD 7-week Session 2

**CRJ-210** CRIMINAL INVESTIGATION  
D80 SADupuis@stcc.edu

**CRJ-215** INTRODUCTION TO CORRECTIONS  
E80 TBD

**ECONOMICS**

**ECN-101** INTRO TO MACROECONOMICS  
E80 MMagala@stcc.edu

**E81** Sl Reine@stcc.edu

**D80** MMagala@stcc.edu

**EDUCATION**

**ECE-160** DYNAMICS OF CHILDHOOD BEHAVIOR  
E80 BJ Pead@stcc.edu

**ECE-170** INFANT AND TODDLER CARE  
D80 adalenta@stcc.edu

**ECE-260** ADMIN OF EARLY CHILDHOOD PROGRAMS  
E80 MChiarizio@stcc.edu

**ENGLISH**

**DRG-091** READING LEVEL 1  
E80 KARoyall@stcc.edu

**DRG-092** READING LEVEL 2  
D81 KEPerry@stcc.edu

**DWT-099** REVIEW FOR COLLEGE WRITING  
E80 JAWNewman@stcc.edu

**ENG-101** ENGLISH COMPOSITION 1  
E80 dlindner@stcc.edu 7-week Session 1

**E80** JACrosier@stcc.edu

**E80** JJ Stefaniak@stcc.edu 7-week Session 2

**E81** ELeonard@stcc.edu

**E82** mcook@stcc.edu

**E83** mcook@stcc.edu

**E84** dlindner@stcc.edu

**ENG-102** ENGLISH COMPOSITION 2  
D81 PJongbloed@stcc.edu

**E80** PJongbloed@stcc.edu 7-week Session 2

**E82** mcook@stcc.edu

**E83** mcook@stcc.edu

**E86** dlindner@stcc.edu

**ENG-104** TECHNICAL REPORT WRITING  
E80 MSias@stcc.edu

**ENG-211** AMERICAN LITERATURE: 1860 - PRESENT  
D80 JACrosier@stcc.edu
### Online Courses

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<td>ENG-228</td>
<td>THE CITY IN LITERATURE</td>
<td><a href="mailto:Pjongbloed@stcc.edu">Pjongbloed@stcc.edu</a></td>
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<tr>
<td>ENG-251</td>
<td>SATIRE IN FILM AND LITERATURE</td>
<td><a href="mailto:Djemerson@stcc.edu">Djemerson@stcc.edu</a></td>
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<tr>
<td>MAT-097</td>
<td>ALGEBRA 2</td>
<td><a href="mailto:julikin@stcc.edu">julikin@stcc.edu</a></td>
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<tr>
<td>MAT-100</td>
<td>CONTEMPORARY MATHEMATICAL APPLICATIONS</td>
<td><a href="mailto:AFSimao@stcc.edu">AFSimao@stcc.edu</a></td>
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<td>MAT-115</td>
<td>STATISTICS</td>
<td><a href="mailto:JMMagnier@stcc.edu">JMMagnier@stcc.edu</a></td>
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<td>MAT-122</td>
<td>APPLIED MATHEMATICS 1</td>
<td><a href="mailto:DBedinelli@stcc.edu">DBedinelli@stcc.edu</a></td>
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<td>MAT-124</td>
<td>TECHNICAL MATH 1</td>
<td><a href="mailto:Brewer@stcc.edu">Brewer@stcc.edu</a></td>
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<td>TECHNICAL MATH 2</td>
<td><a href="mailto:Brewer@stcc.edu">Brewer@stcc.edu</a></td>
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<tr>
<td>MAT-127</td>
<td>CALCULUS FOR BUSINESS, LIFE &amp; SOCIAL SCIENCE 1</td>
<td><a href="mailto:JMMagnier@stcc.edu">JMMagnier@stcc.edu</a></td>
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<tr>
<td>MAT-220</td>
<td>DISCRETE STRUCTURES</td>
<td><a href="mailto:Brewer@stcc.edu">Brewer@stcc.edu</a></td>
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<td>MAT-255</td>
<td>DIFFERENTIAL EQUATIONS</td>
<td><a href="mailto:DBedinelli@stcc.edu">DBedinelli@stcc.edu</a></td>
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<td>HIS-110</td>
<td>SURVEY OF U.S. HISTORY AND GOVERNMENT</td>
<td><a href="mailto:JJDifey@stcc.edu">JJDifey@stcc.edu</a></td>
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<td><a href="mailto:CRAitwater@stcc.edu">CRAitwater@stcc.edu</a></td>
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<td>MUS-101</td>
<td>MUSIC APPRECIATION 1</td>
<td><a href="mailto:Levarts@stcc.edu">Levarts@stcc.edu</a></td>
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<td><a href="mailto:dsabato@stcc.edu">dsabato@stcc.edu</a></td>
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<td><a href="mailto:GOImsted@stcc.edu">GOImsted@stcc.edu</a></td>
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### HEALTH & FITNESS

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<td>HEALTH AND WELLNESS</td>
<td><a href="mailto:CFuller@stcc.edu">CFuller@stcc.edu</a></td>
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<td>HIT-206</td>
<td>PREPARATION FOR THE CERTIFIED CODING ASSISTING EXAM</td>
<td><a href="mailto:TMcKethan@stcc.edu">TMcKethan@stcc.edu</a></td>
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<tr>
<td>HIT-255</td>
<td>LAW AND ETHICS IN HEALTHCARE</td>
<td><a href="mailto:LGCorcoran@stcc.edu">LGCorcoran@stcc.edu</a></td>
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<td>INTRO TO TO REVENUE CYCLE MANAGEMENT REIMBURSEMENT</td>
<td><a href="mailto:LPiquette@stcc.edu">LPiquette@stcc.edu</a></td>
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<td>HIT-269</td>
<td>RHIT EXAM PREP</td>
<td><a href="mailto:TMcKethan@stcc.edu">TMcKethan@stcc.edu</a></td>
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<td><a href="mailto:CRAitwater@stcc.edu">CRAitwater@stcc.edu</a></td>
</tr>
<tr>
<td>PHIL-110</td>
<td>WORLD RELIGIONS</td>
<td><a href="mailto:LMeccouri@stcc.edu">LMeccouri@stcc.edu</a></td>
</tr>
<tr>
<td>PHIL-220</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
<td><a href="mailto:JJDifey@stcc.edu">JJDifey@stcc.edu</a></td>
</tr>
<tr>
<td>PHIL-255</td>
<td>ETHICS IN SOCIAL WORK AND HUMAN SERVICES</td>
<td><a href="mailto:SAMclntyre@stcc.edu">SAMclntyre@stcc.edu</a></td>
</tr>
<tr>
<td>PHYS-221</td>
<td>PHYSICS 1</td>
<td><a href="mailto:ZHaddad@stcc.edu">ZHaddad@stcc.edu</a></td>
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### HEALTH INFORMATION TECHNOLOGY

<table>
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<tr>
<td>HIT-269</td>
<td>RHIT EXAM PREP</td>
<td><a href="mailto:TMcKethan@stcc.edu">TMcKethan@stcc.edu</a></td>
</tr>
<tr>
<td>HIT-206</td>
<td>PREPARATION FOR THE CERTIFIED CODING ASSISTING EXAM</td>
<td><a href="mailto:TMcKethan@stcc.edu">TMcKethan@stcc.edu</a></td>
</tr>
<tr>
<td>HIT-255</td>
<td>LAW AND ETHICS IN HEALTHCARE</td>
<td><a href="mailto:LGCorcoran@stcc.edu">LGCorcoran@stcc.edu</a></td>
</tr>
<tr>
<td>HIT-260</td>
<td>INTRO TO TO REVENUE CYCLE MANAGEMENT REIMBURSEMENT</td>
<td><a href="mailto:LPiquette@stcc.edu">LPiquette@stcc.edu</a></td>
</tr>
<tr>
<td>HIS-110</td>
<td>SURVEY OF U.S. HISTORY AND GOVERNMENT</td>
<td><a href="mailto:JJDifey@stcc.edu">JJDifey@stcc.edu</a></td>
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<tr>
<td>HIS-111</td>
<td>SURVEY OF MODERN U.S. HISTORY</td>
<td><a href="mailto:JAGuillory@stcc.edu">JAGuillory@stcc.edu</a></td>
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### HISTORY

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<td><a href="mailto:JJDifey@stcc.edu">JJDifey@stcc.edu</a></td>
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<tr>
<td>HIS-111</td>
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<td><a href="mailto:JAGuillory@stcc.edu">JAGuillory@stcc.edu</a></td>
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### MANAGEMENT

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<tbody>
<tr>
<td>MGT-101</td>
<td>PRINCIPLES OF MANAGEMENT</td>
<td><a href="mailto:GOImsted@stcc.edu">GOImsted@stcc.edu</a></td>
</tr>
<tr>
<td>MGT-230</td>
<td>BUSINESS ETHICS</td>
<td><a href="mailto:CRAitwater@stcc.edu">CRAitwater@stcc.edu</a></td>
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### MARKETING

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<tr>
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<tbody>
<tr>
<td>MKT-101</td>
<td>PRINCIPLES OF MARKETING</td>
<td><a href="mailto:dsabato@stcc.edu">dsabato@stcc.edu</a></td>
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<tr>
<td>MKT-230</td>
<td>RETAILING AND RETAIL MANAGEMENT</td>
<td><a href="mailto:GOImsted@stcc.edu">GOImsted@stcc.edu</a></td>
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<tr>
<td>MKT-260</td>
<td>CONSUMER BEHAVIOR</td>
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<tr>
<td>MAT-078</td>
<td>PRE-ALGEBRA</td>
<td><a href="mailto:NMBedinelli@stcc.edu">NMBedinelli@stcc.edu</a></td>
</tr>
<tr>
<td>MAT-087</td>
<td>ALGEBRA 1</td>
<td><a href="mailto:ZHaddad@stcc.edu">ZHaddad@stcc.edu</a></td>
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### MUSIC

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<tr>
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<tr>
<td>MUS-101</td>
<td>MUSIC APPRECIATION 1</td>
<td><a href="mailto:Levarts@stcc.edu">Levarts@stcc.edu</a></td>
</tr>
<tr>
<td>MUS-120</td>
<td>HISTORY OF MUSIC</td>
<td><a href="mailto:Levarts@stcc.edu">Levarts@stcc.edu</a></td>
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<tr>
<td>MUS-122</td>
<td>HISTORY OF ROCK</td>
<td><a href="mailto:Levarts@stcc.edu">Levarts@stcc.edu</a></td>
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### PHILOSOPHY

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<td><a href="mailto:LMeccouri@stcc.edu">LMeccouri@stcc.edu</a></td>
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<tr>
<td>PHIL-120</td>
<td>CRITICAL THINKING</td>
<td><a href="mailto:TVShea@stcc.edu">TVShea@stcc.edu</a></td>
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### PHYSICS

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<thead>
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<th>Title</th>
<th>Instructor</th>
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</table>
| PHY-221  | PHYSICS 1                   | ZHaddad@stcc.edu      | w/ Monday evening lab
## Online Courses

### PSYCHOLOGY

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Instructor(s)</th>
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<tbody>
<tr>
<td>PSY-101</td>
<td>GENERAL PSYCHOLOGY</td>
<td><a href="mailto:Nrice@stcc.edu">Nrice@stcc.edu</a></td>
</tr>
<tr>
<td>E81</td>
<td></td>
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<td>E82</td>
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<td>E84</td>
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<td>E85</td>
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<tr>
<td>PSY-210</td>
<td>LIFESPAN HUMAN GROWTH AND DEVELOPMENT</td>
<td><a href="mailto:LMPeters@stcc.edu">LMPeters@stcc.edu</a></td>
</tr>
<tr>
<td>E80</td>
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<tr>
<td>PSY-215</td>
<td>THEORIES OF PERSONALITY</td>
<td><a href="mailto:Nrice@stcc.edu">Nrice@stcc.edu</a></td>
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<tr>
<td>PSY-220</td>
<td>ADOLESCENT PSYCHOLOGY</td>
<td><a href="mailto:tramos@stcc.edu">tramos@stcc.edu</a></td>
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<tr>
<td>E80</td>
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<tr>
<td>PSY-225</td>
<td>COGNITIVE PSYCHOLOGY: LEARNING &amp; MEMORY</td>
<td><a href="mailto:tramos@stcc.edu">tramos@stcc.edu</a></td>
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<tr>
<td>PSY-230</td>
<td>PRINCIPLES OF NORMAL/ABNORMAL BEHAVIOR</td>
<td><a href="mailto:Nrice@stcc.edu">Nrice@stcc.edu</a></td>
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<tr>
<td>PSY-240</td>
<td>INTRO TO FORENSIC PSYCHOLOGY</td>
<td><a href="mailto:BGTirado@stcc.edu">BGTirado@stcc.edu</a></td>
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### SIGN LANGUAGE

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<tbody>
<tr>
<td>ASL-101</td>
<td>AMERICAN SIGN LANGUAGE 1</td>
<td><a href="mailto:TKing@stcc.edu">TKing@stcc.edu</a></td>
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<tr>
<td>E80</td>
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<tr>
<td>ASL-102</td>
<td>AMERICAN SIGN LANGUAGE 2</td>
<td><a href="mailto:TKing@stcc.edu">TKing@stcc.edu</a></td>
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### SOCIOLOGY

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<tr>
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<tbody>
<tr>
<td>SOC-101</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td><a href="mailto:JLCarreiro@stcc.edu">JLCarreiro@stcc.edu</a></td>
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<tr>
<td>D80</td>
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<td>E83</td>
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<tr>
<td>SOC-210</td>
<td>RACE AND SOCIETY</td>
<td><a href="mailto:JLCarreiro@stcc.edu">JLCarreiro@stcc.edu</a></td>
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### SPANISH

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<tr>
<td>SPN-210</td>
<td>PROFESSIONAL WRITING IN SPANISH</td>
<td><a href="mailto:MNorbis@stcc.edu">MNorbis@stcc.edu</a></td>
</tr>
<tr>
<td>E80</td>
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</table>
Credit Course Schedule

COURSES IN THIS BROCHURE

There are many more day courses offered at STCC than are listed in this brochure, particularly in the areas of health sciences and engineering technologies. Generally these are restricted to students who are progressing toward a degree in that department, and require previous courses as prerequisites.

For a listing of the entire Springfield Technical Community College curriculum, visit stcc.edu/explore/descriptions. For more information, please contact the Admissions Office at (413) 755-3333.

KEY TO COURSE LISTINGS

- Course number and title
- Class meeting day(s)
- Hybrid class*
- “L” indicates a Lab
- Class meeting time
- Section number
- Online class

*Hybrid means that the course is a cross between an online course and a traditional course. There are fewer face-to-face meetings and work is submitted online through Blackboard (online course delivery system). For example, a course which traditionally meets 2 or 3 times per week will meet 1 or 2 times per week and the balance of the work is submitted online. Computer requirements are listed on the Online Education page. If a student is concerned about computer access they need not worry. Computers are available on campus and assistance is available in the library. Hybrid courses have the same credit, prerequisites and course outlines as a face-to-face course. The advantage for many students is that there is more flexibility with a hybrid course.

ACCOUNTING

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule Details</th>
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<tbody>
<tr>
<td>ACC-101</td>
<td>ACCOUNTING 1</td>
<td>4</td>
<td>D02 M/W 9:05 AM-9:55 AM; D02 T/TH 9:30 AM-10:45 AM</td>
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<td></td>
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<td>D03 M/W 10:10 AM-11:00 AM; D03 T/TH 11:00 AM-12:15 PM</td>
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<tr>
<td></td>
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<td>E80 Online 7-week Session 1</td>
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<tr>
<td>ACC-102</td>
<td>ACCOUNTING 2</td>
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<td>ACC-106</td>
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<td>ACC-230</td>
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ANTHROPOLOGY

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<td>SOC-105</td>
<td>INTRODUCTION TO ANTHROPOLOGY</td>
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ARCHITECTURE & BUILDING TECHNOLOGY

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<td>ARCHITECTURAL CAD</td>
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<td>LAB: ARCHITECTURAL CAD</td>
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<tr>
<td>ABT-135</td>
<td>ARCHITECTURAL CAD 2</td>
<td>2</td>
<td>D01 M/W 9:05 AM-9:55 AM; D02 T/TH 9:00 AM-8:50 AM</td>
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<td>E61 M 5:30 PM-7:10 PM</td>
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<tr>
<td>ABT-135L</td>
<td>LAB: ARCHITECTURAL CAD 2</td>
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<td>D01 M/W 10:10 AM-11:30 AM</td>
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<td>ABT-150</td>
<td>ARCH DESIGN 1: DESIGN PROCESS 2D</td>
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Spring 2020  31
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<td>LAB: ARCHITECTURAL DESIGN 1: DESIGN PROCESS 2D</td>
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<td>M/W</td>
<td>9:00 AM-11:30 AM</td>
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<td>ABT-155</td>
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<td>E61</td>
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<td>ABT-255</td>
<td>ARCHITECTURAL DESIGN 4: PORTFOLIO/ CAPSTONE PROJECT</td>
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<td>D01</td>
<td>M/W</td>
<td>2:30 PM-3:20 PM</td>
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<td>LAB: ARCHITECTURAL DESIGN 4: PORTFOLIO/ CAPSTONE PROJECT</td>
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<td>M/W</td>
<td>3:30 PM-5:55 PM</td>
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<td>INTRO TO ART: BASIC DESIGN</td>
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<td>T/TH</td>
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<td>LAB: INTRO TO ART: BASIC DESIGN</td>
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<td>T/TH</td>
<td>9:30 AM-10:45 AM</td>
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<tr>
<td>ART-102</td>
<td>BASIC DRAWING</td>
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<td>D01</td>
<td>M/W</td>
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<td>DRAWING COMPOSITION</td>
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<td>M/W</td>
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<td>LAB: DRAWING COMPOSITION</td>
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<td>M/W</td>
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<td>ART HISTORY: RENAISSANCE TO MODERN</td>
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<td>Online</td>
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<tr>
<td>ART-123</td>
<td>ART AND CULTURE</td>
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<td>D01</td>
<td>M/W/F</td>
<td>11:15 AM-12:05 PM</td>
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<td>THE CREATIVE ART OF STRUCTURES</td>
<td>3</td>
<td>D01</td>
<td>T/TH</td>
<td>9:30 AM-10:45 AM</td>
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<td>ART-140</td>
<td>PRINTMAKING 1</td>
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<td>D01</td>
<td>M/W</td>
<td>10:10 AM-11:00 AM</td>
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<td>LAB: PRINTMAKING 1</td>
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<td>M/W</td>
<td>11:01 AM-12:16 PM</td>
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<td>ART-150</td>
<td>INTRODUCTION TO PHOTOGRAPH</td>
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<td>LAB: INTRODUCTION TO PHOTOGRAPH</td>
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### Credit Course Schedule

**BIO-231L LAB: ANATOMY & PHYSIOLOGY 1  1 CREDIT**
- **D01**: M/W 1:35 PM-4:05 PM 7-week Session 1
- **D03**: TH 8:15 AM-10:45 AM
- **D07**: T 12:30 PM-3:00 PM
- **D09**: W 8:00 AM-10:30 AM
- **D80**: T 9:30 AM-12:00 PM
- **D81**: W 9:30 AM-12:00 PM
- **E62**: TH 4:30 PM-7:30 PM
- **E81**: M 6:00 PM-9:00 PM

**BIO-232 ANATOMY & PHYSIOLOGY 2  3 CREDITS**
- **D01**: T/TH 11:00 AM-12:15 PM 7-week Session 2
- **D03**: M/W/F 10:10 AM-11:00 AM
- **D07**: T/TH 11:00 AM-12:15 PM
- **D80**: Online
- **D81**: Online
- **E61**: M 5:00 PM-8:00 PM
- **E63**: M 6:00 PM-9:00 PM
- **E64**: S 8:30 AM-11:20 AM
- **E80**: Online

**BIO-232L LAB: ANATOMY & PHYSIOLOGY 2  1 CREDIT**
- **D01**: T 8:00 AM-10:30 AM
- **D03**: M/W 1:35 PM-4:05 PM 7-week Session 2
- **D07**: W 8:00 AM-10:30 AM
- **D80**: T 9:30 AM-12:00 PM
- **D81**: T 12:30 PM-3:00 PM
- **E61**: W 5:00 PM-8:00 PM
- **E63**: W 6:00 PM-9:00 PM
- **E64**: S 11:30 AM-2:00 PM
- **E80**: T 5:30 PM-8:30 PM
- **E81**: TH 5:30 PM-8:30 PM

**BIO-235 MICROBIOLOGY  3 CREDITS**
- **D01**: T/TH 8:00 AM-9:15 AM
- **D03**: T/TH 11:00 AM-12:15 PM 7-week Session 2
- **D05**: M/W/F 10:10 AM-11:00 AM
- **E60**: W 5:00 PM-8:00 PM
- **E62**: T 6:00 PM-9:00 PM

**BIO-235L LAB: MICROBIOLOGY  1 CREDIT**
- **D01**: M 1:35 PM-4:05 PM
- **D03**: TH 12:30 PM-3:00 PM
- **D05**: M 1:35 PM-4:05 PM
- **E60**: M 5:00 PM-8:00 PM
- **E62**: TH 6:00 PM-9:00 PM

**BIO-240 SECTIONAL ANATOMY  2 CREDITS**
- **D01**: T/TH 2:00 PM-2:50 PM

**BIO-240L LAB: SECTIONAL ANATOMY  1 CREDIT**
- **D01**: T 3:05 PM-4:45 PM

**BIO-265 CELL BIOLOGY  3 CREDITS**
- **D01**: T/TH 9:30 AM-10:45 AM

**BIO-265L LAB: CELL BIOLOGY  1 CREDIT**
- **D01**: W 1:35 PM-4:55 PM

**BIOTECHNOLOGY**

**BIO-264 BIOTECHNOLOGY  3 CREDITS**
- **D01**: M/W/F 10:10 AM-11:00 AM

**BIO-264L LAB: BIOTECHNOLOGY  1 CREDIT**
- **D01**: TH 1:30 PM-4:50 PM

**BUSINESS ADMINISTRATION**

**BUS-105 INTRODUCTION TO PERSONAL FINANCE  3 CREDITS**
- **D01**: M/W/F 11:15 AM-12:05 PM
- **D81**: Online

**BUS-222 BUSINESS DECISION TOOLS  3 CREDITS**
- **D81**: Online 7-week Session 1

**ENT-250 SMALL BUSINESS SEMINAR  3 CREDITS**
- **D01**: TH 12:30 PM-3:00 PM

**CHEMISTRY**

**CHM-101 SURVEY OF CHEMISTRY 1  3 CREDITS**
- **D01**: M/W/F 9:05 AM-9:55 AM
- **D03**: T/TH 9:30 AM-10:45 AM
- **E51**: M 6:00 PM-9:00 PM
- **E80**: Online

**CHM-101L LAB: SURVEY OF CHEMISTRY 1  1 CREDIT**
- **D01**: T/TH 12:30 PM-1:45 PM
- **E81**: Online

**FIN-101 INTRODUCTION TO FINANCE  3 CREDITS**
- **D02**: T/TH 11:00 AM-12:15 PM
- **D81**: Online

**LAW-214 BUSINESS LAW ESSENTIALS  3 CREDITS**
- **D01**: T/TH 12:30 PM-1:45 PM

**CHEMISTRY**

**CHM-101 SURVEY OF CHEMISTRY 1  3 CREDITS**
- **D01**: M/W/F 9:05 AM-9:55 AM
- **D03**: T/TH 9:30 AM-10:45 AM
- **E51**: M 6:00 PM-9:00 PM
- **E80**: Online

**CHM-101L LAB: SURVEY OF CHEMISTRY 1  1 CREDIT**
- **D01**: M 1:35 PM-4:05 PM
- **D02**: T 2:00 PM-4:30 PM
- **D03**: TH 2:00 PM-4:30 PM
- **E51**: W 6:00 PM-9:00 PM
- **E80**: T 6:00 PM-9:00 PM
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### CIVIL ENGINEERING TECHNOLOGY

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### COMPUTER INFORMATION TECHNOLOGY

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**COMPUTER SCIENCE**

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**COMPUTER SYSTEMS ENGINEERING TECHNOLOGY**

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**CRIMINAL JUSTICE**

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<td>CRJ-120</td>
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<td>CRJ-210</td>
<td>CRIMINAL INVESTIGATION</td>
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<td>CRJ-220</td>
<td>LAW ENFORCEMENT MANAGEMENT AND PLANNING</td>
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**DIGITAL MEDIA TECHNOLOGY**

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Spring 2020  37
### Credit Course Schedule

**DMP-161L** LAB: AUDIO PRODUCTION 2  
D01  M/W  2:35 PM-3:50 PM

**DMP-221** DIGITAL MEDIA SENIOR PROJECT  
D01  Hybrid/T  9:30 AM-10:45 AM

**DMP-221L** LAB: DIGITAL MEDIA SENIOR PROJECT  
D01  TH  9:30 AM-10:45 AM

**DMP-250** ADVANCED DIGITAL EDITING  
D01  T/TH  11:00 AM-11:25 AM
D01  Hybrid

**DMP-250L** LAB: ADVANCED DIGITAL EDITING  
D01  T/TH  9:30 AM-10:45 AM

**DMP-253** 3D DIGITAL ANIMATION  
D01  M/W  4:10 PM-5:00 PM

**DMP-253L** LAB: 3D DIGITAL ANIMATION  
D01  M/W  5:00 PM-6:15 PM

**DMP-254** MULTIMEDIA INTERACTIVE AUTHORING  
D01  T  11:30 AM-12:20 PM
D01  Hybrid

**DMP-254L** LAB: MULTIMEDIA INTERACTIVE AUTHORING  
D01  TH  11:00 AM-12:15 PM
D01  Hybrid

**DMP-256** 2D ANIMATION  
D01  T/TH  12:30 PM-1:45 PM

**DMP-256L** LAB: 2D ANIMATION  
D01  T/TH  1:45 PM-3:00 PM

### ECONOMICS

**ECN-101** INTRO TO MACROECONOMICS  
D03  M/W/F  10:10 AM-11:00 AM
D04  M/W/F  11:15 AM-12:05 PM
D05  T/TH  8:00 AM-9:15 AM
E61  M  6:00 PM-9:00 PM
E80  Online
E81  Online
D01  T/TH  11:00 AM-12:15 PM
D02  T/TH  9:30 AM-10:45 AM
D80  Online
E61  M  6:00 PM-9:00 PM

### EDUCATION

**ECE-110** CHILD/GROWTH AND DEVELOPMENT  
E62  T  6:00 PM-9:00 PM  
7-week Session 1

**ECE-140** YOUNG CHILDREN WITH SPECIAL NEEDS  
D01  M/W/F  10:10 AM-11:00 AM

**ECE-150** CURRICULUM FOR EARLY CHILDHOOD EDUCATION 1  
D01  T/TH  11:00 AM-12:15 PM
E64  TH  6:00 PM-7:30 PM  
7-week Session 2

**ECE-150L** LAB: CURRICULUM EARLY CHILDHOOD EDUCATION 1  
D01  T/TH  12:30 PM-1:20 PM
E64  TH  7:30 PM-9:30 PM  
7-week Session 2

**ECE-160** DYNAMICS OF CHILDHOOD BEHAVIOR  
E80  Online

**ECE-170** INFANT AND TODDLER CARE  
D80  Online

**ECE-220** EARLY CHILDHOOD PRACTICUM 1  
E62  T  5:30 PM-7:00 PM

**ECE-221** EARLY CHILDHOOD PRACTICUM 2  
E62  T  5:30 PM-7:00 PM

**ECE-260** ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS  
E80  Online

**EDU-101** FOUNDATIONS OF EDUCATION: URBAN PERSPECTIVES  
D01  M/W/F  11:15 AM-12:05 PM

**EDU-102** INTRODUCTION TO SPECIAL NEEDS  
D01  M/W/F  10:10 AM-11:00 AM

### ELECTRICAL ENGINEERING TECHNOLOGY

**EET-111** BASIC ELECTRICITY 2  
D01  W/F  8:00 AM-8:50 AM
E61  W  5:30 PM-7:10 PM

**EET-111L** LAB: BASIC ELECTRICITY 2  
D01  T  2:30 PM-5:00 PM
D02  TH  2:30 PM-5:00 PM
E61  W  7:15 PM-9:45 PM

**EET-120** FLUID POWER TECHNOLOGY  
D01  F  9:05 AM-11:35 AM

**EET-130** FUNDAMENTALS OF MOTOR CONTROL  
D01  M/W  9:05 AM-9:55 AM
# Credit Course Schedule

## ELECTRONIC SYSTEMS ENGINEERING TECHNOLOGY

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<td>INTERNET OF THINGS (IOT)</td>
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<td>ELE-115</td>
<td>ELECTRONICS FOR TECHNICIANS</td>
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<td>ELE-160</td>
<td>EMBEDDED CONTROLLERS</td>
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<td>ELE-165</td>
<td>EMBEDDED CONTROLLERS LAB</td>
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<td>ELE-180</td>
<td>INSTRUMENTATION AND MEASUREMENT</td>
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<td>SENSOR SYSTEMS</td>
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## ENERGY SYSTEMS TECHNOLOGY

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<td>EST-101</td>
<td>COMBUSTION CONTROL CIRCUITS</td>
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<td>EST-102</td>
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<td>EET-135</td>
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<td>EET-140</td>
<td>FUNDAMENTALS OF ROBOTICS</td>
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<td>ROBOTICS AND AUTOMATED SYSTEMS</td>
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<td>LAB: ROBOTICS AND AUTOMATED SYSTEMS</td>
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<td>EET-250</td>
<td>CONTROL SYSTEM THEORY</td>
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<td>ADVANCED TOPICS IN ELECTRICAL ENGINEERING</td>
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<td>EET-260</td>
<td>MICROPROCESSOR APPLICATIONS</td>
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<td>EST-201</td>
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**ENGINEERING/SCIENCE TRANSFER**

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<td>PROBABILITY AND STATISTICS FOR ENGINEERS</td>
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**ENGLISH**

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<td>REVIEW FOR COLLEGE WRITING</td>
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<td>HONORS ENGLISH COMPOSITION 2</td>
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<td>ENG-104</td>
<td>TECHNICAL REPORT WRITING</td>
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Credit Course Schedule

FRENCH

FRE-101 ELEMENTARY FRENCH 1 3 CREDITS
D01 T/TH 9:30 AM-10:45 AM

FRE-102 ELEMENTARY FRENCH 2 3 CREDITS
D01 T/TH 11:00 AM-12:15 PM

GRAPHIC COMMUNICATION & PHOTOGRAPHY

GAT-122 DIGITAL WORKFLOW 2 CREDITS
D01 T/TH 2:00 PM-2:50 PM

GAT-122L LAB: DIGITAL WORKFLOW 1 CREDIT
D01 T/TH 3:00 PM-4:15 PM

GAT-125 TYPOGRAPHY AND LAYOUT DESIGN 2 CREDITS
D01 M/W 10:10 AM-11:00 AM

GAT-125L LAB: TYPOGRAPHY AND LAYOUT DESIGN 1 CREDIT
D01 M 1:35 PM-4:10 PM
D02 T 2:00 PM-4:45 PM

GAT-131 GRAPHIC COMMUNICATIONS 2 CREDITS
D01 T/TH 2:00 PM-3:15 PM

GAT-131L LAB: GRAPHIC COMMUNICATIONS 1 CREDIT
D01 W 1:35 PM-4:10 PM

GAT-150 INTRODUCTION TO PROFESSIONAL PHOTOGRAPHY 2 CREDITS
D76 W 7:30 AM-9:10 AM

GAT-150L LAB: INTRODUCTION TO PROFESSIONAL PHOTOGRAPHY 1 CREDIT
D76 W 9:15 AM-11:45 AM

GAT-151 DIGITAL PHOTOGRAPHY/STUDIO MODULE 2 CREDITS
D76 W 12:00 PM-2:00 PM
D77 W 8:00 AM-10:00 AM

GAT-152 ADVANCED PROFESSIONAL DIGITAL PHOTOGRAPHY 2 CREDITS
D01 M/W 8:00 AM-8:50 AM

GAT-152L LAB: ADVANCED PROFESSIONAL DIGITAL PHOTOGRAPHY 1 CREDIT
D01 T 8:00 AM-10:45 AM
D02 TH 8:00 AM-10:45 AM

GAT-155 MACINTOSH OPERATING SYSTEMS 2 CREDITS
D01 T/TH 9:30 AM-10:45 AM

GAT-155L LAB: MACINTOSH OPERATING SYSTEMS 1 CREDIT
D01 T/TH 11:00 AM-12:15 PM

GAT-160 INTRODUCTION TO WEB DESIGN 2 CREDITS
D01 T/TH 2:00 PM-2:50 PM

GAT-160L LAB: WEB SITE DESIGN & DEVELOPMENT 1 CREDIT
D01 T/TH 3:00 PM-4:15 PM

GAT-162 DIGITAL IMAGING—PHOTOSHOP 2 CREDITS
D01 M/W 9:05 AM-9:55 AM

GAT-162L LAB: DIGITAL IMAGING—PHOTOSHOP 1 CREDIT
D01 TH 11:00 AM-1:45 PM

GAT-174 AIRBRUSHING TECHNIQUES I 2 CREDITS
E61 M/T/H 4:00 PM-4:50 PM

GAT-174L LAB: AIRBRUSHING TECHNIQUES I 1 CREDIT
E61 M/T/H 5:00 PM-6:15 PM

GAT-175 AIRBRUSHING TECHNIQUES II 2 CREDITS
D01 M/W 9:05 AM-9:55 AM

GAT-175L LAB: AIRBRUSHING TECHNIQUES II 1 CREDIT
D01 M 1:35 PM-4:10 PM

GAT-222 COLOR MANAGEMENT 2 CREDITS
D01 M/W 10:10 AM-11:00 AM

GAT-222L LAB: COLOR MANAGEMENT 1 CREDIT
D01 M 1:35 PM-4:10 PM
D02 W 1:35 PM-4:10 PM

GAT-225 ADVANCED TYPOGRAPHY AND LAYOUT DESIGN 2 CREDITS
D01 M/W 11:15 AM-12:05 PM

GAT-225L LAB: ADVANCED TYPOGRAPHY & LAYOUT DESIGN 1 CREDIT
D01 W 1:35 PM-4:10 PM

GAT-231 SCREEN PRINTING & VINYL PRINTING 2 CREDITS
D01 M/W 11:15 AM-12:05 PM

GAT-231L LAB: SCREEN PRINTING & VINYL PRINTING 1 CREDIT
D01 ?

GAT-238 INTEGRATED ADVERTISING CAMPAIGN DEVELOPMENT 2 CREDITS
D01 T/TH 8:00 AM-9:15 AM

GAT-238L LAB: INTEGRATED ADVERTISING CAMPAIGN DEVELOPMENT 1 CREDIT
D01 F 8:00 AM-10:30 AM

GAT-251 ADVERTISING PHOTOGRAPHY 2 CREDITS
D01 M/W 9:05 AM-9:55 AM

GAT-251L LAB: ADVERTISING PHOTOGRAPHY 1 CREDIT
D01 T/TH 8:00 AM-10:30 AM

GAT-260 DIGITAL PRESS PRODUCTION 2 CREDITS
D01 M/W 9:05 AM-9:55 AM

GAT-260L LAB: DIGITAL PRESS PRODUCTION 1 CREDIT
D01 T 11:00 AM-1:45 PM

GAT-261 DIGITAL PUBLISHING 2 CREDITS
D01 M/W 8:00 AM-8:50 AM
## Credit Course Schedule

### HEALTH SCIENCE

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<td>COMMUNICATION AND PROFESSIONALISM IN HEALTHCARE</td>
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### HEALTH INFORMATION TECHNOLOGY

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<td>INTRODUCTION TO PROCEDURAL CODING</td>
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<td>HIT-124</td>
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<td>STRATEGIC HEALTH INFORMATION TECHNOLOGY</td>
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<td>LAW AND ETHICS IN HEALTHCARE</td>
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### HEALTH & FITNESS

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<td>MLT-118</td>
<td>PHLEBOTOMY AND SPECIMEN HANDLING</td>
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<td>D01 M/W 8:00 AM-9:15 AM 7-week Session 1</td>
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### HISTORY

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<td>CULTURAL GEOGRAPHY</td>
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Credit Course Schedule

HIS-110 SURVEY OF U.S. HISTORY AND GOVERNMENT 3 CREDITS
D08 T/TH 9:30 AM-10:45 AM
D09 T/TH 11:00 AM-12:15 PM
E80 Online 7-week Session 1
E80 7-week Session 1

HIS-111 SURVEY OF MODERN U.S. 3 CREDITS
D06 T/TH 9:30 AM-10:45 AM
E62 T 6:00 PM-9:00 PM
E80 Online 7-week Session 2

HIS-114 THE HISTORY OF SPRINGFIELD, MA 3 CREDITS
D01 T/TH 11:00 AM-12:15 PM

HIS-121 HISTORY OF WITCHCRAFT AND SUPERSTITION 3 CREDITS
E64 TH 6:00 PM-9:00 PM

LAN-115 PRESENTATION TECHNIQUES 3 CREDITS
D01 M/W/F 9:05 AM-11:00 AM
LAN-120 TURF MANAGEMENT 2 CREDITS
D01 T/TH 11:00 AM-12:15 PM
LAN-120L LAB: TURF MANAGEMENT 1 CREDIT
D01 T 12:30 PM-1:15 PM
LAN-230 PLANT PROPAGATION 2 CREDITS
D01 M/W 1:35 PM-2:25 PM
LAN-230L LAB: PLANT PROPAGATION 1 CREDIT
D01 M 9:05 AM-12:05 PM
LAN-235 DIGITAL DESIGN GRAPHICS 2 CREDITS
D01 M/W 2:40 PM-3:30 PM
LAN-235L LAB: DIGITAL DESIGN GRAPHICS 1 CREDIT
D01 M/W 3:35 PM-4:50 PM
LAN-240 LANDSCAPE DESIGN 2 1 CREDIT
D01 T 9:30 AM-10:20 AM
LAN-240L LAB: LANDSCAPE DESIGN 2 2 CREDITS
D01 T 10:30 AM-12:15 PM
D01 TH 9:30 AM-12:15 PM
LAN-250 SUSTAINABLE PEST MANAGEMENT 2 CREDITS
D01 M/W 8:00 AM-8:50 AM

LAN-250L LAB: SUSTAINABLE PEST MANAGEMENT 1 CREDIT
D01 W 9:05 AM-12:05 PM
LAN-260 EARTH FORMS AND STRUCTURES 3 CREDITS
D01 T 2:00 PM-4:45 PM
LAN-260L LAB: EARTH FORMS AND STRUCTURES 1 CREDIT
D01 TH 2:00 PM-4:45 PM

MGT-101 PRINCIPLES OF MANAGEMENT 3 CREDITS
D01 M/W 10:10 AM-11:00 AM
D02 M/W/F 11:15 AM-12:05 PM
D03 T/TH 11:00 AM-12:15 PM
D84 Online
E62 M 6:15 PM-9:15 PM
E80 Online 7-week Session 1
E81 Online 7-week Session 2

MGT-230 BUSINESS ETHICS 3 CREDITS
D80 Online 7-week Session 1

MGT-240 LEADERSHIP 3 CREDITS
D01 T/TH 9:30 AM-10:45 AM

MKT-101 PRINCIPLES OF MARKETING 3 CREDITS
D01 M/W/F 10:10 AM-11:00 AM
D02 T/TH 9:30 AM-10:45 AM
D80 Online
E61 W 6:15 PM-9:15 PM
E80 Online 7-week Session 1
E81 Online 7-week Session 2

MKT-230 RETAILING AND RETAIL MANAGEMENT 3 CREDITS
D80 Online

MKT-260 CONSUMER BEHAVIOR 3 CREDITS
E81 Online 7-week Session 2

MAT-078 PRE-ALGEBRA 3 CREDITS
D02 M/W/F 9:05 AM-9:55 AM
D03 M/W/F 10:10 AM-11:00 AM
D04 M/W/F 10:10 AM-11:00 AM
D05 M/W/F 11:15 AM-12:05 PM
D07 T/TH 9:30 AM-10:45 AM
D08 T/TH 11:00 AM-12:15 PM
E61 T 6:00 PM-9:00 PM
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<td>MATHEMATICAL REASONING</td>
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<td>CALCULUS FOR BUS, LIFE AND SOCIAL SCIENCES</td>
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<td>PRECALCULUS MATHEMATICS</td>
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<td>MAT-233</td>
<td>CALCULUS III</td>
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**MECHANICAL ENGINEERING TECH**

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<td>MET-100</td>
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<td>3</td>
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<td>MET-120</td>
<td>METROLOGY &amp; GEOMETRICS</td>
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**POLARIS ENGINEERING TECH**

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<td>MET-130</td>
<td>CAM I</td>
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<td>MET-149</td>
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**METALLURGICAL ENGINEERING TECH**

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<td>MET-150</td>
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<td>MET-150L</td>
<td>LAB: FUNDAMENTALS OF CNC</td>
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<td>D01 TH 8:00 AM-10:30 AM, E61 T 7:45 PM-9:45 PM</td>
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<td>MET-151</td>
<td>CNC APPLICATIONS</td>
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<td>D01 M/W 8:00 AM-9:45 AM, E61 W 5:00 PM-6:40 PM</td>
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**MECHANICAL DESIGN TECH**

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<td>MET-160</td>
<td>ENGINEERING GRAPHICS WITH SOLID WORKS</td>
<td>2</td>
<td>D01 M 9:30 AM-11:00 AM, E61 TH 5:30 PM-7:40 PM</td>
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<td>MET-160L</td>
<td>LAB: ENGINEERING GRAPHICS WITH SOLID WORKS</td>
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<td>D01 W 9:30 AM-12:00 PM, E61 TH 7:45 PM-9:45 PM</td>
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<td>MET-161</td>
<td>SOLID MODELING FOR MECHANICAL DESIGN 1</td>
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<td>D01 M 9:30 AM-12:00 PM, D02 T 10:00 AM-12:30 PM</td>
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<td>MET-161L</td>
<td>LAB: SOLID MODELING FOR MECHANICAL DESIGN 1</td>
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<td>D01 W 9:30 AM-12:00 PM, D02 TH 10:00 AM-12:30 PM</td>
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<td>MET-224</td>
<td>STATICS AND STRENGTH OF MATERIALS</td>
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<td>D01 T/TH 8:00 AM-9:45 AM, E61 T 6:00 PM-9:45 PM</td>
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### Credit Course Schedule

#### MET-227 QUALITY CONCEPTS 2 CREDITS
- **D01** T 9:55 AM-12:00 PM
- **D02** T 1:30 PM-3:35 PM

#### MET-227L LAB: QUALITY CONCEPT 1 CREDIT
- **D01** TH 9:55 AM-12:00 PM
- **D02** TH 1:30 PM-4:00 PM

#### MET-232 CAM APPLICATIONS 2 3 CREDITS
- **E61** M 5:30 PM-7:40 PM

#### MET-232L LAB: CAM APPLICATIONS 2 1 CREDIT
- **E61** M 7:50 PM-9:45 PM

#### MET-240 MANUFACTURING: PLANNING AND CONTROL 3 CREDITS
- **E61** W 6:00 PM-9:00 PM

#### MET-261 SOLID MODELING FOR MECHANICAL DESIGN 3 CREDITS
- **E61** W 5:30 PM-7:40 PM

#### MET-261L LAB: SOLID MODELING FOR MECHANICAL DESIGN II 1 CREDIT
- **E61** W 7:45 PM-9:45 PM

#### MET-267 ADVANCED ENGINEERING APPLICATIONS 2 CREDITS
- **D01** M 1:30 PM-3:10 PM
- **E61** M 5:30 PM-7:40 PM

#### MET-267L LAB: ADVANCED ENGINEERING APPLICATIONS 1 CREDIT
- **D01** W 1:30 PM-4:00 PM
- **E61** M 7:45 PM-9:45 PM

#### MET-269 MECHANICAL ENGINEERING SENIOR PROJECT 3 CREDITS
- **D01** M 8:00 AM-10:30 AM

#### MET-269L LAB: MECHANICAL ENGINEERING SENIOR PROJECT 1 CREDIT
- **D01** W 8:00 AM-10:30 AM

#### MUS-101 MUSIC APPRECIATION 1 3 CREDITS
- **D01** M/W/F 9:05 AM-9:55 AM
- **E80** Online

#### MUS-120 HISTORY OF MUSIC 3 CREDITS
- **E80** Online

#### MUS-122 HISTORY OF ROCK 3 CREDITS
- **E80** Online

#### MUS-130 INTRODUCTION TO PIANO 3 CREDITS
- **D01** M/W/F 10:10 AM-11:00 AM
- **D04** M/W/F 1:35 PM-2:25 PM

#### MUS-140 VOICE 3 CREDITS
- **D01** M/W/F 11:15 AM-12:05 PM

#### OFFICE INFORMATION TECHNOLOGY

#### OIT-100 BASIC KEYBOARDING SKILLS 1 CREDIT
- **D11** M/W 11:15 AM-12:05 PM 7-week Session 1
- **D20** 7-week Session 2
- **D51** M/W/F 11:15 AM-12:05 PM
- **E80** Online

#### OIT-110 COMMUNICATIONS/EDITING 3 CREDITS
- **D01** M/W/F 10:10 AM-11:00 AM

#### OIT-140 CAREER PREPARATION/SOFT SKILLS 1 CREDIT
- **D10** T/TH 11:00 AM-12:15 PM 7-week Session 1
- **D61** T/TH 11:00 AM-12:15 PM

#### OIT-200 KEYBOARD SKILLBUILDING 1 CREDIT
- **D20** T/TH 11:00 AM-12:15 PM 7-week Session 2
- **D71** T/TH 11:00 AM-12:15 PM

#### OPTICS & PHOTONICS

#### LEO-100 LAB AND LASER SAFETY 1 CREDIT
- **D01** M 8:00 AM-8:50 AM

#### LEO-135 GEOMETRIC OPTICS 2 CREDITS
- **D01** TH 8:00 AM-9:40 AM

#### LEO-135L LAB: GEOMETRICAL OPTICS 1 CREDIT
- **D01** TH 9:45 AM-12:15 PM

#### LEO-140 FIBER OPTIC TECHNOLOGY AND APPLICATIONS 2 CREDITS
- **D01** W 10:35 AM-12:15 PM

#### LEO-140L LAB: FIBER OPTIC TECHNOLOGY AND APPLICATIONS 1 CREDIT
- **D01** W 1:30 PM-4:00 PM

#### MEDICAL ASSISTING

#### MED-100 MEDICAL TERMINOLOGY 1 3 CREDITS
- **D01** T/TH 11:00 AM-12:15 PM
- **D02** M/W/F 9:05 AM-9:55 AM
- **D03** M/W/F 10:10 AM-11:00 AM
- **D04** M/W/F 11:15 AM-12:05 PM
- **D05** T/TH 9:30 AM-10:45 AM
- **D06** M/W/F 8:00 AM-8:50 AM
- **E80** Online

#### MED-102 HUMAN BODY IN HEALTH AND DISEASE 3 CREDITS
- **D01** M/W/F 9:05 AM-9:55 AM

#### MED-109 ADMINISTRATIVE SKILLS FOR THE MEDICAL ASSISTANT 3 CREDITS
- **D01** T/TH 9:30 AM-10:45 AM

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**Spring 2020  47**
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<td>FUNDAMENTALS OF LASERS</td>
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<td>LEO-240</td>
<td>ADVANCED TOPICS IN LASERS</td>
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<td>LEO-240L</td>
<td>LAB: ADVANCED TOPICS IN LASERS</td>
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<td>LEO-265</td>
<td>SENIOR PROJECTS IN L.E.O.T.</td>
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<td>LEO-265L</td>
<td>LAB: SENIOR PROJECTS IN L.E.O.T.</td>
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<td>PHL-101</td>
<td>INTRODUCTION TO PHILOSOPHY</td>
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<td>PHL-110</td>
<td>WORLD RELIGIONS</td>
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<td>PHL-120</td>
<td>CRITICAL THINKING</td>
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<td>AMERICAN GOVERNMENT &amp; POLITICS I</td>
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<td>PHYSICS OF GREEN ENERGY</td>
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<td>LAB: INTRODUCTION TO LIGHT &amp; LASERS</td>
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<td>LAB: CLASSICAL PHYSICS 1</td>
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**PHILOSOPHY**

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**POLITICAL SCIENCE**

**PSYCHOLOGY**
# Credit Course Schedule

## SIGN LANGUAGE

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<td>American Sign Language 1</td>
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<td>ASL-102</td>
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<td>Introduction to Sociology</td>
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<td>SOC-102</td>
<td>Intro to Social Work</td>
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<td>SOC-110</td>
<td>Sexuality &amp; Society: The Social Organization/Sexuality</td>
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<td>SOC-200</td>
<td>Social Problems</td>
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<td>SOC-210</td>
<td>Race and Society</td>
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<td>SOC-220</td>
<td>Urban Sociology</td>
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## PSYCHOLOGY

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<td>Honors General Psychology</td>
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<td>PSY-200</td>
<td>Child Psychology</td>
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<td>PSY-210</td>
<td>Lifespan Human Growth and Development</td>
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<td>PSY-215</td>
<td>Theories of Personality</td>
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<td>PSY-220</td>
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<td>PSY-230</td>
<td>Principles of Normal/Abnormal Behavior</td>
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<td>PSY-240</td>
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<td>PSY-260</td>
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*Spring 2020*
### SPANISH

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ACC-102 or ACC-106 (minimum grade C-)

Managerial problems using spreadsheet applications. PREREQUISITE: DRG-092 and MAT-073 or higher level.

ACC-102 ACCOUNTING 2 4 CREDITS

This course is designed to complete the study of financial accounting. The course will cover a limited discussion of partnerships, and a thorough coverage of corporations including formation, issuance of stock, dividend and related topics. Corporate bonds issues, investments, the statement of cash flow, liabilities, and statement analysis are other topics discussed in the course. Budgeting will be examined. PREREQUISITE: ACC-101 (minimum grade C-) or placement test.

ACC-106 FINANCIAL ACCOUNTING 4 CREDITS

An introductory course designed to present to the student the concepts and principles of financial accounting. The fundamental techniques of the basic accounting system and the accounting cycle for service and merchandise concerns are examined. Additionally, topics such as cash controls, Sarbanes-Oxley Act, accounts and notes receivable, inventory, property, plant and equipment are discussed. PREREQUISITE: Student must place into DRG-092 and MAT-073 or higher level.

ACC-230 COMPUTERIZED ACCOUNTING 3 CREDITS

This course is designed to enhance the student’s knowledge and capability in the accounting field by providing the student with the opportunity to complete all the steps in the accounting cycle using actual accounting software packages. Electronic spreadsheets will be used for analysis and record keeping. System design, theory and controls will also be examined. PREREQUISITE: ACC-102 and CMP-106

ACC-260 MANAGERIAL ACCOUNTING 3 CREDITS

This course provides an introduction to the internal uses of accounting for management planning and control. The point of view will be on the use rather than the construction of accounting data. Areas of study include cost concepts and techniques, cost volume-profit analysis, master budgeting, relevant cost analysis, and capital budgeting. In addition, one hour a week will be spent completing managerial problems using spreadsheet applications. PREREQUISITE: ACC-102 or ACC-106 (minimum grade C-) or placement at higher level on the reading placement test.

SOC-105 INTRODUCTION TO ANTHROPOLOGY 3 CREDITS

A general introduction to social and cultural anthropology which will explore among the diverse cultures of the world some of the possible variations in technology, economics, social and political organization, art, religion, and ideology. Each year the world grows smaller in each area of communication, transportation, and general economic interdependence. However, an understanding of cultural differences among the people of the world is often lacking. Cultural anthropology provides a systematic description and comparison of the ways of life of groups of people throughout the world. An appreciation of the solutions to human problems developed by other cultures allows not only greater perception of our own way of life, but also of the values and goals of others. The fundamental objective of this course is to provide insight into various ways that people respond to basic needs. PREREQUISITE: DRG-091 (minimum grade C-) or placement at higher level on the reading placement test.

ABT-125 ARCHITECTURAL CAD 2 CREDITS (+1 LAB CREDIT)

This course is an introduction to the dynamic world of Computer Aided Design (CAD) using AutoCAD. Students will learn the terminology, capabilities, and operation of this powerful design tool. Students will develop a portfolio of architectural drawings, including floor plans, elevations, sections and details for a light commercial building. Drafting fundamentals and the use of orthographic projection will be reviewed. Students will also be introduced to PowerPoint and learn to use this software to create professional quality presentations. COREQUISITE: ABT-125L

ABT-135 ARCHITECTURAL CAD 2 2 CREDITS (+1 LAB CREDIT)

ABT-135 is a continuation of ABT-125 and expands the student’s knowledge of the Architectural Design field by using software programs such as Revit(C) Architecture. The student will learn to create virtual 3D models of houses and light commercial buildings. Students will transfer information from the virtual model which they have created to a working set of drawings with site plan, elevations, floor plans and building sections along with window and door schedules. Students will work with BIM (Building Information Modeling) software and use this program to create a BIM compliant project. PREREQUISITE: ABT-125; COREQUISITE: ABT-135L

ABT-150 ARCH DESIGN 1: DESIGN PROCESS 2D 2 CREDITS (+2 LAB CREDITS)

An introduction to architectural design and technical Drawing techniques used to develop working drawings for Architectural projects. This course is the cornerstone course for all future architectural course work. Emphasis is on Residential design/construction and will use orthographic Projection (multi-view drawings) for floor plans, elevations, Sections, kitchen plans and interior elevations, furniture Plans and lighting/electrical plans. Students will have the Opportunity to design their own
“vacation” homes, learn the Fundamentals of blueprint reading and use the blueprint Process to generate their own plans. The Massachusetts state Building code will be introduced. Students will develop a Portfolio of drawings that will be used as part of the Portfolio requirement for future architectural course work and professional placement. Instructional time: 2 lecture and 6 lab hours. COREQUISITE: ABT-150L

ART-155 ARCHITECTURAL DESIGN 2: DESIGN PROCESS 3D  2 CREDITS (+1 LAB CREDIT)

This course will be an introduction to three-dimensional (3D) design principally in the field of architecture. It will also serve as a survey to 3D design in a range of fields from product design to interior design. Projects will be represented graphically using isometric and perspective drawing techniques. This course is intended to provide the aesthetic and technical foundations needed to produce works in three dimensions. Models and other 3D projects will be constructed. Emphasis will be placed on problem solving, planning, and constructing 3D forms in various materials, while exploring traditional and non-traditional possibilities of visual expression through 3D projects. Instructional time: 2 lecture and 3 lab hours. COREQUISITE: ABT-155L

ART-255 ARCHITECTURAL DESIGN 4: PORTFOLIO CAPSTONE PROJECT  2 CREDITS (+1 LAB CREDIT)

This course will serve as a capstone experience for the Architecture and Building Technology program. In this course the student will be encouraged to use artistic expression, creative thinking and problem solving skills to design an original architectural project. The student will develop presentation skills using presentation elevations and plans as well as isometric, one-point and two-point perspective drawings. Students will be required to assemble a portfolio of their projects from this class as well as projects from previous design related studies. A final project presentation will be given to the class and invited architectural professionals. Two lecture and 6 laboratory hours. PREREQISITE: ABT-250; COREQUISITE: ABT-255L

ART-103 BASIC DESIGN 2  2 CREDITS (+1 STUDIO CREDIT)

This intermediate studio course focuses on color theory in art and design. Students will become critically aware of the way artists use the viewer with color through a series of projects focusing on various materials, mediums, technical processes, and aesthetic principles common in art. Five in-class hours weekly. PREREQISITE: ART-101; COREQUISITE: Take ART-103L

ART-104 DRAWING COMPOSITION  2 CREDITS (+1 STUDIO CREDIT)

This intermediate studio course is a continuation of Drawing 1. Emphasis will be placed on developing dynamic compositions, perceptual awareness, and critical self-evaluation, as means towards growth in one's abilities in visual self-expression. Five in-class hours weekly. PREREQISITE: ART-102; COREQUISITE: Take ART-104L

ART-121 ART HISTORY: RENAISSANCE TO MODERN  3 CREDITS

Art History: Renaissance to Modern, is a survey of the major visual arts of the world, from the Renaissance to the Modern era. Emphasis is placed upon understanding the impulse behind the artist's creative expression and the link between the paintings, sculpture, and architecture of each area and the culture in which they were produced.

ART-123 ART AND CULTURE  3 CREDITS

This lecture course uses art as a lens through which to interpret a number of different cultures throughout the world. Throughout the semester we will explore customs, spiritual practices, social structures, and political influences as they are reflected through art.

ART-124 THE CREATIVE ART OF STRUCTURES  3 CREDITS

Learn how to interpret and understand the built environment through technical, visual, and social analysis and critique of bridges, tall buildings, and structural designers. The Creative Art of Structures is a modern history of structural engineering through the lens of excellence in design. In a survey of some of the world's most iconic structures-towers, tall buildings, bridges, and thin concrete shells-structural engineering will be presented as an art form rather than just a technical endeavor. Innovative structures will be studied from engineering, architectural, cultural, and social perspectives. Structural engineers including bridge engineers Eiffel, Roebling, Robert Maillart, Christian Menn, and Othmar Ammann will be featured, as will tall building engineer Fazlur Kahn and thin shell designers Dieste, Candela, and Isler. PREREQISITE: DWT-099 (minimum grade of C-) or placement at college-level english and MAT-097 (minimum grade of C-) or placement at college-level Math.

ART-140 PRINTMAKING 1  2 CREDITS (+1 STUDIO CREDIT)

This studio course is an introduction to the materials, processes, and aesthetic considerations in relief printing. Students will create a series of woodblock prints that emphasize individual expression, technical development, principles of pictorial composition and visual representation. No previous art background is required. Five in-class hours weekly. COREQUISITE: Take ART-140L
Credit Course Descriptions

ART-150 INTRODUCTION TO PHOTOGRAPHY 2 CREDITS (+1 STUDIO CREDIT)
This studio course is an introduction to the materials, processes, and aesthetic considerations involved in the creative process of image production. Students use related computer software to transform digitized images, culminating in a portfolio of computer-generated images that emphasize individual expression, technical development, and principles of pictorial composition. No previous art background is necessary. Five in-class hours weekly. COREQUISITE: Take ART-150L

ART-160 EXPERIMENTAL COMPUTER IMAGING 1 3 CREDITS (+1 STUDIO CREDIT)
This studio course is an introduction to the materials, processes, and aesthetic considerations involved in the integration of the computer into the creative process of image production. Students use related computer software to transform digitized images, culminating in a portfolio of computer-generated images that emphasize individual expression, technical development, and principles of pictorial composition and visual representation. Five in-class hours weekly. COREQUISITE: ART-160L

ART-205 3D DESIGN 2 CREDITS (+1 STUDIO CREDIT)
This intermediate studio course covers the materials, processes, and aesthetic considerations involved in three-dimensional design and sculpture. Students will create a series of sculptures that will emphasize individual expression within the framework of technical development, problem solving, and construction of three-dimensional art in various materials. No prerequisite. Five in-class hours weekly. COREQUISITE: Take ART-205L

ART-206 FIGURE DRAWING 2 CREDITS (+1 STUDIO CREDIT)
This studio course is an introduction to the materials, processes, and aesthetic considerations involved in observational drawings of the human figure. Students will create a series of figure drawings that emphasize technical development, principles of pictorial composition and visual representation of the human form. Basic drawing is helpful, but not a prerequisite. Five in-class hours weekly. COREQUISITE: Take ART-206L

ART-240 PRINTMAKING 2 2 CREDITS (+1 STUDIO CREDIT)
Printmaking 2 is a continuation of Printmaking 1, with an emphasis on expanding the student’s visual vocabulary and engaging in sophisticated strategies for generating and developing concepts and imagery with a variety of woodblock printmaking techniques. Five in-class hours weekly. PREREQISITE: ART-140; COREQUISITE: ART-240L

BIO-101 PRINCIPLES OF BIOLOGY 1 3 CREDITS (+1 LAB CREDIT)
Principles of Biology is an introductory course designed to meet the needs of the student who has no background in chemistry or biology. This is a first part of a two-semester presentation of the basic concepts of life science for the transfer student who does not wish to major in science, and for the health career program candidate for whom biology is a prerequisite. The first semester provides an introduction to fundamental biological concepts including: the modern concept of life the structure and function of cells, biochemistry, cell reproduction, patterns of inheritance, and modern cell theory. PREREQISITE: MAT-073 or MAT-078 (minimum grade C-) or placement at MAT-081 or higher. DRG-091 (minimum grade C-) or placement at DRG-092 or higher; COREQUISITE: BIO-101L

BIO-103 NATURAL SCIENCE FOR EARLY CHILDHOOD EDUCATION 4 CREDITS
This course is designed to provide a basic background in zoology, botany, ecology, and environmental science. The course is designed to provide potential pre-school teachers the science foundation necessary to develop programs for their students. The class meets for four hours of lecture per week.

BIO-104 HUMAN BIOLOGY 1 3 CREDITS (+1 LAB CREDIT)
This biology course, which is required by some health related programs but is open to other students, provides a basic knowledge of the structure and function of the human body. It integrates the study of anatomy and physiology with basic chemistry and microbiology and diseases relating to malfunctioning of these systems. Units studied include: chemistry, cells, tissues, microbiology, and skeletal, muscle, and nervous systems. All units are accompanied by appropriate laboratory studies and procedures. COREQUISITE: BIO-104L

BIO-105 HUMAN BIOLOGY 2 3 CREDITS (+1 LAB CREDIT)
As a continuation of Human Biology 1, this course includes the study of special sense organs, and endocrine, circulatory, digestive, respiratory, urinary and reproductive systems. Laboratory procedures are stressed in hematology, the cardiovascular system, and the urinary system, accompanied by dissection of appropriate animal specimens and microscopic studies. PREREQISITE: BIO-104; COREQUISITE: BIO-105L

BIO-106 PRINCIPLES OF INFECTIOUS DISEASE 3 CREDITS
Principles of Infectious Disease will provide a broad understanding of the biology of pathogenic (disease causing) organisms and their impact on human health. Designed for the non-biologist, the course will begin with some basic aspects of cell biology before moving on to the major groups of pathogens and their characteristics. Through looking at examples from each group, students will be engaged in the exploration of how pathogenic organisms infect individuals and their effects at the level of the cell, organ, organ system and whole organisms. Molecular mechanisms of infection and effects of disease causing organisms will be discussed. Additional attention will be paid to prevention of disease for the individual as well as strategies and responses that public health agencies use to manage and prevent disease. Several examples of common human pathogens and their biology will be explored in detail while historical examples of disease outbreaks and their epidemiology will be discussed. Written and oral presentation of student work will be an integral part of the course. PREREQISITE: MAT-073 or MAT-078 (minimum grade C-) or placement at MAT-081 or higher. DRG-091 (minimum grade C-) or placement at DRG-092 or higher.
**BIO-107  WORLD FOOD HABITS AND SUSTAINABILITY  3 CREDITS (+1 LAB CREDIT)**
This course reviews the evolution of world food habits from their earliest beginnings to the present. It will present the biological and environmental perspectives to global food systems. World dietary patterns will be examined with respect to human evolution and the influence of socialization and acculturation. The course will discuss the world revolutions that shaped current landscapes in food production and food science. Understanding the environmental sustainability of agricultural production and processing will be a vital component of this course. Special emphasis will be made on current trends in food biotechnology, fermented foods, functional foods and the effect of climate change on food production and world food habits. By the end of the course students should also have a better understanding of their own food choices. COREQUISITE: BIO-107L

**BIO-109  FORENSIC BIOLOGY  3 CREDITS (+1 LAB CREDIT)**
This course will introduce students to the principles and techniques of Forensic Biology with a strong emphasis on the basic underlying biology. Material will include crime scene investigation and the recognition, collection, preservation and analysis of biological evidence. Given their importance in contemporary forensic biology, particular emphasis will be placed on the principles of DNA analysis and immunology. The goal of this course will be to introduce students to important biological concepts such as cell biology, molecular biology and immunology while also using these concepts to explore the science of Forensic Biology. COREQUISITE: BIO-109L

**BIO-112  THE BIOLOGY OF HYDROPONICS  3 CREDITS**
As an introduction to the biological basis of hydroponics, the Biology of Hydroponics will use the science of hydroponics as a vehicle for exploring how plants grow and develop. Students will learn basic plant biology, cell physiology, plant structure and function, nutrient requirements and environmental requirements and will apply this knowledge to understanding the design of agricultural hydroponic systems and how they provide what plants need to grow and thrive with some widely grown hydroponic species (e.g. tomatoes, and greens) used to provide examples of specific hydroponic systems. Written and oral presentation of student work will be an integral part of this course. PREREQISITE: MAT-073 or MAT-078 (minimum grade C-) or placement at MAT-081 or higher. DRG-091 (minimum grade C-) or placement at DRG-092 or higher.

**BIO-113  GENERAL BOTANY  3 CREDITS (+1 LAB CREDIT)**
Examines basic botanical concepts with the emphasis on vascular plant anatomy, physiology, reproduction and ecology. Fungi, non-vascular and seedless vascular plants will also be examined. Three lecture and three lab hours. Required for the Landscape Design and Management Technology program, but open to all students. COREQUISITE: BIO-113L

**BIO-114  BIOCHEMISTRY  3 CREDITS**
An introduction to biochemical principles. Emphasis is on the major metabolic pathways, the mechanisms of enzyme action, bioenergetics and the role of hormones and other regulatory substances.

**BIO-115  NUTRITION  3 CREDITS**
Application of nutrition principles in the planning, selection and preparation of foods to meet one's physical, social and economic needs. Discussion of current issues such as vegetarianism, health foods, fad diets, weight control, food additives/preservatives, nutrition labeling, stretching the food dollar, and safe food handling will be presented.

**BIO-120  BASICS OF ANATOMY AND PHYSIOLOGY  3 CREDITS (+1 LAB CREDIT)**
This one-semester course combines a series of lectures and laboratory work designed to provide a student with a basic understanding of the structure and function of the human body. It is designed to meet the needs of students with no background in chemistry or biology but who wish to gain a general knowledge in this area. Basic chemistry, cell and tissue structure, and all body systems will be studied with appropriate laboratory work. COREQUISITE: BIO-120L

**BIO-141  FUNDAMENTALS OF ENVIRONMENTAL BIOLOGY  3 CREDITS (+1 LAB CREDIT)**
This lab course is designed to meet the needs of the non-science major. The first half of the course introduces basic ecologic principles such as energy flow through ecosystems, food webs, nutrient cycling, population growth and natural selection. The second half of the course addresses many of the environmental problems currently facing humans. Topics discussed include human population dynamics, natural resource consumption, loss of biological diversity, deforestation, habitat loss, endangered species and environmental laws. COREQUISITE: BIO-141L

**BIO-142  CONSERVATION BIOLOGY  3 CREDITS (+1 LAB CREDIT)**
Conservation Biology is a 3-credit laboratory course designed for students requiring a laboratory science course (the BIO-142L lab is a required co-requisite). Conservation biology is the science of protecting species from declines and extinction by emphasizing habitat and ecosystem preservation. Topics discussed in lecture and laboratory include biological diversity and its distribution; threats to biological diversity; habitat degradation, fragmentation and loss; impacts of invasive species; overexploitation of species; environmental laws and policy; conservation priorities and reserve design; and the importance of a biologically diverse planet to humanity. The course meets for three hours of lecture and three hours of laboratory per week. COREQUISITE: BIO-142L

**BIO-201  BIOLOGY 1  3 CREDITS (+1 LAB CREDIT)**
Geared to the prospective science major, the first semester of this course provides an introduction to the methods of science followed by a discussion of the molecular basis of biology and the architecture of cells and tissues. Consideration is then given to the central energy pathways-cellular respiration and photosynthesis. An in-depth coverage of cellular reproduction, classical and molecular genetics follows. PREREQISITE: DWT-099 (minimum grade of C-) or placement at college-level English; COREQUISITE: BIO-201L
administrative controls will be emphasized. The course will be outlined and taught on a case study basis to apply the principles and techniques to the corresponding cases study basic to apply the principles and techniques to the corresponding cases in the text. PREREQUISITE: ACC-101, ENT-101, FIN-101

**FIN-101 INTRODUCTION TO FINANCE 3 CREDITS**

This course is designed to acquaint the student with the manner in which the financial system functions and with the techniques used to reach financial decisions. Major topics to be studied include the nature of money and financial institutions, central banking, securities markets, managing and financing of organizational assets. Special emphasis is given to financial decision-making. PREREQUISITE: ACC-101 or ACC-106

**LAW-214 BUSINESS LAW ESSENTIALS 3 CREDITS**

The primary purpose of this course is to help the student develop an understanding of the legal environment as it affects businesses and business transactions and to help provide the student with the critical thinking skills needed to make sound business decisions. The course will deal with such areas as our legal system, contracts and sales, business forms and formation, torts, property rights and the employment relationship. PREREQUISITE: ENG-101

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**CHEMISTRY**

**CHM-101 SURVEY OF CHEMISTRY 1 3 CREDITS (+1 LAB CREDIT)**

This course can satisfy the science requirement for non-science majors. A survey of topics in inorganic chemistry including: problem solving strategies with emphasis in the use of dimensional analysis (conversion factors); atomic and molecular structure; periodic properties; stoichiometry; gas laws; acid-base behavior; solutions; nomenclature; chemical bonding; Lewis structures. Three one-hour lectures and one three-hour lab per week. PREREQUISITE: MAT-089, MAT-083 or MAT-087 (minimum grade of C-), or placement at MAT-097 or higher; COREQUISITE: CHM-101L

**CHM-111 GENERAL CHEMISTRY 1 3 CREDITS (+1 LAB CREDIT)**

This course is for science majors, engineers, and students transferring to pre-med, pre-vet, pre-dental or pharmacy programs. Critical thinking is stimulated through the solution of multi-step problems. Topics include: dimensional analysis; atomic, molecular and electronic structure; stoichiometry solubility; precipitation and redox reactions; gases; periodic table and periodic trends; thermochemistry. Three one-hour lectures and one three-hour lab per week. PREREQUISITE: 1 year of HS chemistry or physics, and MAT-097 or placement at college-level math; COREQUISITE: CHM-111L

**CHM-112 GENERAL CHEMISTRY 2 3 CREDITS (+1 LAB CREDIT)**

A continuation of CHM-111. Critical thinking is stimulated through the solution of multi-step problems. Topics include: chemical bonding; molecular geometry and hybridization; intermolecular forces; solutions; kinetics; chemical equilibrium; acids and bases; thermodynamic functions; electrochemistry. Three one-hour lectures and one three-hour lab per week. PREREQUISITE: CHM-111; COREQUISITE: CHM-112L

**CHM-202 ORGANIC CHEMISTRY 2 3 CREDITS (+1 LAB CREDIT)**

A continuation of CHM-201. Emphasis is on basic reactions and their mechanisms, nomenclature and spectral identification through NMR and IR spectroscopy. Laboratory work involves organic synthesis by microscale and macroscale techniques. Three one-hour lectures and one three-hour lab per week. PREREQUISITE: CHM-201; COREQUISITE: CHM-202L

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**CIVIL ENGINEERING TECHNOLOGY**

**CET-120 CONSTRUCTION ESTIMATING 2 CREDITS (+1 LAB CREDIT)**

This course is an introduction to the detailed and challenging profession of construction estimating. Students will learn how the wide range of construction materials, construction methods and business practices impact the overall cost of a construction project. Students will use plans and specifications from a recently built construction project to produce a detailed construction estimate for that project and better understand the wide range of direct, indirect and general overhead expenses that impact the cost of a project. Students will be introduced to a variety of cost data resources used in professional practice and will work on an independent bid proposal for a commercial construction project culminating in a bid opening. Students will build on the technical drawing skills mastered in ABT-150. COREQUISITE: CET-120L

**CET-135 HYDRAULICS AND HYDROLOGY 3 CREDITS**

Concepts of continuity, energy, and hydrostatic pressure are included. Water supply and collections systems are analyzed and designed. General pipeline construction methods are presented. Basic hydrological principles of rainfall, runoff, and infiltration are discussed as part of sizing storm drainage system components. A computerized runoff model is introduced. Three lecture hours. PREREQUISITE: MAT-124

**CET-150 ADVANCED CAD FOR CONSTRUCTION 2 CREDITS (+1 LAB CREDIT)**

This course is the foundation for developing three dimensional CAD skills. The course builds upon the basic CAD skills developed in CET-125 with the purpose of expanding students capability to develop three dimensional models of buildings and sites using Civil 3D by Autodesk. Site plans and construction details are studied building on the skills learned in CET-101. Students will investigate data collection and data transfer into CAD software including automated line and point generation. In addition, students will investigate more advanced tools in CAD for layout, drainage analysis, and estimating. Two lecture and four lab hours. PREREQUISITE: ABT-125; COREQUISITE: CET-150L
CET-220  CONSTRUCTION MANAGEMENT  3 CREDITS
A study of specialized business and management topics which are of particular interest to the construction industry. Topics include basic operational patterns, types of business ownership and company organization, the competitive bid process including specifications and bid openings, subcontracting procedures, contact bonds, construction insurance, accounting processes including depreciation, job scheduling with introduction to critical path method, labor law, and job-site safety and OSHA.

CET-230  TRANSPORTATION ENGINEERING  2 CREDITS (+1 LAB CREDIT)
A study of the practical application of transportation engineering on road and highways. Topics include: highway design, earthwork, geometry, standards, construction, subdrainage systems, curve layout, residential subdivision, and parking lot layout. Specialized investigations for transportation planning, design and layout are included. Weekly laboratories are devoted to design, layout, and computations. PREREQUISITE: CET-210; COREQUISITE: Take CET-230L

CET-240  REINFORCED CONCRETE ANALYSIS  2 CREDITS (+1 LAB CREDIT)
Topics include batching, transporting, placing and curing concrete. Standard ASTM quality control tests are conducted, and Class A Concrete Field Certification is completed. Reinforced beams, slabs, and footings are analyzed and designed. Wall stability analysis is conducted. Weekly laboratories are devoted to design and concrete testing. Two lecture hours and three laboratory hours. PREREQUISITE: CET-245; COREQUISITE: CET-240L

CET-246  STRUCTURES  2 CREDITS (+1 LAB CREDIT)
A continuation of the stress and force theories from CET-245 Statics is presented as they apply to structural design. The design of structural steel floor, beam, girder, and column systems begins with the development of shear and bending moment diagrams. The design process is studied in depth, utilizing AISC codes, with particular emphasis placed on shearing, bending, and deflection induced on steel load-carrying members. The lab periods are devoted to practical design procedures and analysis of various structural members, especially beams, girders, columns, connections and laboratory experiments to reinforce classroom theory. Students will also have the opportunity to review and discuss the design and construction of major bridge and high-rise buildings and the well documented causes of some major structural failures. PREREQUISITE: CET-245; COREQUISITE: CET-246L

CET-250  GEOGRAPHIC INFORMATION SYSTEMS  2 CREDITS (+1 LAB CREDIT)
Geographic Information Systems (GIS) are software tools used by industry and government for processing, viewing, and analyzing spatial data. The course will cover application of ArcView software by ESRI to establish a dataset and develop the data into useful information. Example datasets from the field(s) of public health, planning, civil engineering, public works, and the environmental monitoring/remediation field will be used. COREQUISITE: CET-250L

CET-260  PROJECT SCHEDULING  2 CREDITS (+1 LAB CREDIT)
An introduction to construction project planning and scheduling, using project scheduling software. A principal focus of this course is on planning projects and controlling costs. Lectures expand pertinent aspects of job-site safety and address construction project legal issues such as sexual harassment, workplace discrimination and substance abuse, which are tied to worker and employer responsibilities. The three hour computer lab will be devoted to project scheduling software applications. PREREQUISITE: CET-120; COREQUISITE: CET-260L

FYE-101  FIRST YEAR EXPERIENCE  1 CREDIT
This course will address the many transitional needs of the new student at Springfield Technical Community College. By engaging with subject matter that prepares them to achieve in a collegial setting, they will be equipped with tools to assist in their educational success. The course will cover topics such as study skills, academic planning, communication skills, and conflict resolution. Students will actively engage in areas like conflict resolution, locating campus resources, and how to advocate for oneself during advising or financial aid conversations. Assessments may include writing assignments, campus resource visits, oral presentations, etc.

CIT-101  CIT FOUNDATIONS  3 CREDITS
This course provides a foundation for all Information Technologies majors in developing an awareness of the vital need businesses and institutions have for instituting and managing efficient and effective systems to handle today’s information requirements. A major component of the course is to increase critical thinking skills by identifying and solving typical information problems. PREREQUISITE: DRG-092, DWT-099 (or placement at higher level) and OIT-100 or passing of keyboard test; COREQUISITE: Take MAT-087, MAT-083 and OIT-100

CIT-115  PYTHON PROGRAMMING  3 CREDITS (+1 LAB CREDIT)
This is an introductory course to the Python programming language focusing on object-oriented concepts of defining classes, instantiating objects, using objects, and using application programmer’s interfaces. Students will design, code, debug and test programs coding basic programming concepts such as variables, data types, GUI concepts, and all decision/conditional, iteration structures and arrays and lists will be introduced and used throughout the course. PREREQUISITE: DWT-099 and DRG-092 (minimum grade C-) or placement at higher level, MAT-087 (minimum grade C-) or placement at higher level, OIT-100; COREQUISITE: CIT-115L

CIT-120  WINDOWS 1  3 CREDITS
This course will examine the Microsoft Windows desktop operating system from the perspective of an IT professional. It will focus on the highly technical topics of the operating system’s software design, hardware architecture, performance optimization, file systems, user
permissions, and security. Students will spend considerable class time in labs installing, configuring, optimizing, and troubleshooting the operating system. PREREQUISITE: CIT-101

CIT-130 UNIX 1 3 CREDITS
This is an introductory course to Linux/UNIX Operating System. Students will install the operating system and interact with Linux/UNIX using both the command line interface as well as the Graphical User Interface. Navigation of the file system, file creation and management, text editors, administration privileges, file permissions, installation or additional software packages, system monitoring and basic script writing will be covered. PREREQUISITE: CIT-101

CIT-141 WEB AUTHORING 2 3 CREDITS (+1 LAB CREDIT)
This course will provide students with experience in writing scripting language, enabling them to add interactivity to web pages and do specify communication between the server and a web page. Basic programming concepts are covered, including data representation, functions, control structures, and arrays. This is followed by detailed discussions of object-oriented programming, design issues, and Document Object Model (DOM). Students will learn the mechanics involved in building dynamic and interactive web pages. PREREQUISITE: CIT-110, CIT-140; COREQUISITE: CIT-141L.

CIT-160 NETWORKS 1 3 CREDITS
This course will teach network administration and various topics related to both Local Area Networks (LAN) and Wide Area Networks (WAN). Some of the topics covered will include LAN/WAN topology, protocols, network architecture, cabling and the OSI model. This course will be taught from a network administrator's perspective and provide the student with the skills necessary to understand and administer a computer network. PREREQUISITE: CIT-101

CIT-162 NETWORKS 3 3 CREDITS
This course will examine the Cisco IOS operating system. Students will learn how to configure routers and switches. Topics will include: routing protocols (RIP, OSPF, and EIGRP), configuring virtual LANs (802.1q), access-lists, link aggregation, and configuring fault tolerant routing. There will be both simulated and hands on labs. PREREQUISITE: CIT-160

CIT-201 DATABASE SYSTEMS AND SECURITY 3 CREDITS
The goal of this course is for students to become knowledgeable in the design, development, management, and security of a relational database system. The course introduces database syntax using Structured Query Language (SQL) within the ORACLE database environment. The students will have experience in writing queries to retrieve as well as DML, DDL, DCL and transactions processing. Database security topics such as security threats, SQL injection and access privileges will be covered to promote secure and reliable database environments. PREREQUISITE: CIT-101; COREQUISITE: CIT-201L

CIT-215 JAVA PROGRAMMING 3 CREDITS (+1 LAB CREDIT)
This course emphasizes object-oriented programming using Java. Programming concepts such as variables, data types, GUI concepts, and all decision/conditional, iteration structures and arrays and lists will be covered. Students will use Java objects and learn how to create their own objects using the Object-Oriented Programming (OOP) concepts of instantiation, encapsulation, inheritance, and polymorphism. PREREQUISITE: CIT-110; COREQUISITE: Take CIT-215L

CIT-251 INTERNET/NETWORK SECURITY 2 3 CREDITS
This course is an extension of Internet Security 1 and will teach protection strategies in depth. Protection will include building firewalls and intrusion detection systems, understanding packet analysis, and network security assessment. PREREQUISITE: CIT-250

CIT-252 ADVANCED SECURITY TOPICS 3 CREDITS
This course currently has two components: backbone design and a capstone project. The course will teach proper network design, showing students how to layout a network for both protection and efficiency. Students will critique existing designs and design networks. The outcome should be students who can analyze a network design for flaws regarding security and usability. The second component will require students to do a full security analysis on a company which includes evaluating and documenting existing designs, suggesting a new design, documenting and implementing the new design, and testing their design for security flaws. PREREQUISITE: CIT-250

CMP-106 COMPUTER BASICS: CONCEPTS & APPLICATIONS 3 CREDITS
This course covers the most important computer literacy topics including a fundamental understanding of computer hardware (input, output, processing, and storage), and software (systems, applications, and productivity); using operating systems and common program functions; a practical study of the Internet (e-mail, Internet search techniques; resource evaluation and citations); a practical study of common productivity software (word processing, spreadsheet, database, and presentation); and an understanding of the implications and effects of computers in our social order. PREREQUISITE: Take OIT-100

CMP-125 DESKTOP PUBLISHING 3 CREDITS
A comprehensive introduction to a powerful desktop publishing software program such as Microsoft Office Publisher or Microsoft Word. The student will have use of a microcomputer system and receive hands-on experience. The course will be heavily project-oriented. The student will be guided into producing increasingly complex publications, thus experiencing a variety of techniques and achieving self-sufficiency. Hardware and software concepts as well as terminology associated with desktop publishing will also be included in this course. PREREQUISITE: CMP-121 or CMP-106

OIT-101 KEYBOARDING 3 CREDITS
This course is designed for any individual wishing to develop touch keyboarding skills when entering alphabetic and numeric data on the personal computer. The student will be provided with projects designed to build speed and accuracy on both straight copy and
business forms. A minimum touch keyboarding rate of 25 words per minute is required for course completion. Available to the entire STCC community.

OIT-102 DOCUMENT FORMATTING 3 CREDITS
This course provides technical skills necessary in formatting basic business documents using word processing commands. These documents include business letters in a variety of styles such as envelopes, memorandums, tables, and traditional academic reports - academic reports using APA or MLA Styles and report citations (bibliographies, references, etc.). PREREQISITE: OIT-101

CSC-101 COMPUTER SCIENCE 1 3 CREDITS (+1 LAB CREDIT)
This course assumes no prior knowledge of computer programming. The course starts with the basic structure of problem solving and algorithm development using the standard control structures of sequencing, selection, iteration, and function abstraction. A brief introduction to object-oriented design perspective is fully introduced and integrated into the student's problem-solving methodology. The C++ programming language will be used in this course. A summary of the topics contained in the course include: an overview of computer science, problem solving, input and output techniques, functions, selection statement, repetitive statements, strings, structured data will classes, files, and arrays. PREREQISITE: Take MAT-124 and MAT-130; COREQUISITE: Take CSC-101L

CSC-111 INTRO TO THE JAVA PROGRAMMING LANGUAGE 3 CREDITS (+1 LAB CREDIT)
This course provides first-time programmers a fundamentals-first approach to learning the Java programming language. The course introduces basic programming concepts and techniques including selection, looping, method definitions, step-wise refinement, and arrays. In addition to these fundamental concepts the beginnings of object oriented programming and class creation are introduced. Students will primarily be developing command line Java applications and by the end of class should be able to create simple programs using Java technology and read and edit Java technology source code using an industry standard integrated development environment (IDE). PREREQISITE: MAT-097 or placement at college-level math; COREQUISITE: Take CSC-111L

CSC-112 INTERMEDIATE TOPICS IN JAVA PROGRAMMING 3 CREDITS (+1 LAB CREDIT)
A second course in Java Programming that exposes students to the concepts involved in using higher-level, object-oriented programming technique. This course, a continuation of CSC 111, covers more advanced Java topics and gives students experience in writing graphical (GUI) applications. Topics also include handling, file input/output (I/O), multithreading, networking, and simple JDBC database access. PREREQISITE: CSC-111 and MAT-124; COREQUISITE: Take CSC-112L

CSE-110 INTRO TO COMPUTER SYSTEMS (COMPTIA A+) 2 CREDITS (+1 LAB CREDIT)
This course provides technical skills necessary in formatting basic business documents using word processing commands. These documents include business letters in a variety of styles such as envelopes, memorandums, tables, and traditional academic reports - academic reports using APA or MLA Styles and report citations (bibliographies, references, etc.). PREREQISITE: OIT-101

CSE-150 LINUX COMMAND AND SHELL PROGRAMMING 3 CREDITS
This course covers Linux Command line and Shell scripting using BASH. The topics covered are primarily targeted at automating system administration tasks, workflow automation, and security. Students will explore managing user accounts, remote access using secure shell (SSH), process control, file system types and characteristics, encryption & decryption, file and directory manipulation, remote & local storage, system monitoring & logging, hardware status & configuration, and the contents of key configuration files that configure security, networking the boot process, scheduling, & applications. Students will write and test programs to monitor users, system status, and detect security violations & events.

CSE-160 INTRODUCTION TO PROGRAMMING USING PYTHON 3 CREDITS
Python is a popular open source programming language used for general programming, programming system & network administration tasks, processing data sets in data science, and it is used to program many Internet of Things (IoT) devices. The course begins with a Python and Linux concepts overview (no prior experience expected) and takes the student from building simple programs to maintaining larger programs. Software development tools such as differences, make, and Git version control are integrated throughout the course. Programming assignments often use real-life data sets and others may be run on an IoT system such as the Raspberry Pi, to demonstrate collecting and processing sensor data from the Internet of Things.

CSE-220 COMPUTER AND NETWORK SECURITY 3 CREDITS
Topics include security management practices, access control systems, telecommunications and network security, public and private key cryptography, security concerns for application and software development, business continuity planning and disaster recovery planning. Students will be able to select and use cryptographic
tools to secure data, examine firewall settings, use & verify common cryptographic hash signatures, and create signed files. Target skills are the creating and maintenance of a security plan, the system administrator’s responsibilities to implement the plan, techniques and tools to audit and monitor security, threat analysis, and increasing security awareness. An overview of the current security certifications and their requirements will be given at the end of the class. Students are expected to have some computer and network experience. Some homework requires Internet access to the department’s servers. Students may take the course at the instructor’s discretion.

**CSE-240 WINDOWS SERVER ADMINISTRATION** 3 CREDITS (+1 LAB CREDIT)

This course will show the student how to plan the network infrastructure around features supported by Windows Server 2008. Issues such as network protocols and services are compared based on the requirements of the company or organization. In addition, the importance of the Transmission Control Protocol/Internet Protocol (TCP/IP) for enterprise networks is emphasized. This includes using Domain Name System (DNS), Network Address Translation (NAT), Network Access Protection (NAP), Certificate Services, Dynamic Host Configuration Protocol (DHCP) and Active Directory. The student will also learn how to configure, manage, secure, and troubleshoot features and services for operating systems, including routing and remote access, file services, print services, updating and storing. A three-hour lab component is included to give hands-on experience with these topics. Three hours lecture. PREREQUISITE: CSE-140; COREQUISITE: Take CSE-240L

**CSE-252 VIRTUALIZATION USING VMWARE ESXI SERVER** 3 CREDITS (+1 LAB CREDIT)

Topics in Virtualization using VMWare ESXi Server explore the use of server virtualization in the modern data center and are centered around the VMWare Certified Professional certification exam. This course explores installation, configuration, and management of VMWare vSphere, which consists of ESXi and vCenter Server starting with basic concepts, the business case for virtualization, through installation and configuration, and management of virtual servers. This course is composed of a three hour lecture with a three hour lab. PREREQUISITE: CSE-110 and CSO-105 or permission of instructor; COREQUISITE: CSE-252L

**CSE-254 CLOUD COMPUTING INFRASTRUCTURE & SERVICES** 3 CREDITS (+1 LAB CREDIT)

This class provides the student with the wide spectrum of topics starting from Classic Data Center to IT as-a-Service. Topics include cloud deployment and service models, cloud infrastructure, private clouds, public clouds, security and the key considerations in migrating to cloud computing. The core of the course concentrates on the EMC Cloud Infrastructure and Services (EMCIS) certification exam objectives. The U.S. National Institute of Standards and Technology definitions of cloud computing are used as a guide. We will examine some simple commercial cloud services and then more complex examples in the commercial systems such as Amazon Web Services (AWS) and the IBM BlueMix cloud platform. PREREQUISITE: CSE-110 and CSO-105 or permission of instructor; COREQUISITE: CSE-254L

**CSE-260 APPLICATION SERVERS** 3 CREDITS (+1 LAB CREDIT)

This course covers common server applications frequently found on Linux, BSD, and Unix servers. Application server technologies typically form the foundation for more complex information technology systems that require server databases, web servers, virtualization, and security monitoring software. Best security practices will be introduced throughout the course with the goal of building a system ready for deployment on the public internet. Topics of study include firewalls (iptables), database servers (MySQL, SqLite), web servers (Apache, Nginx), content management systems (Joomla, Wordpress), file sharing services (Samba, NFS), installing Docker virtualization containers, Common Unix Printing (CUPS), and server-side web technology (PHP). Students will install and configure the core Linux Server operating system, add the middleware necessary to support the applications, create a backup and recovery process, then install and configure the server applications. Students will be expected to install, configure, and secure their servers in lab. We stress the best practices for system administration, system security, backing up critical data, and system monitoring. No prior experience with databases, web servers or html is necessary. Linux command line and general Linux experience are expected. PREREQUISITE: CSE-150. Students are expected to be advanced users who have BASH and Windows command line experience, system administration skills, and tcp/ip networking knowledge; COREQUISITE: CSE-260L

**CSO-105 CISCO INTRODUCTION TO NETWORKS** 3 CREDITS (+1 LAB CREDIT)

This course is the first course in the Cisco Academy CCNA Routing and Switching curriculum. CSO-105 introduces the architecture, structure, functions, components, and models of the internet and computer networks. The principles of IP addressing and fundamentals of Ethernet concepts, media, IPv4 and IPv6, configuring Cisco networking equipment using IOS, and network troubleshooting. By the end of the course, students will be able to build simple LANs, perform basic configurations for Cisco routers and switches, and implement IP addressing schemes. COREQUISITE: Take CSO-105L

**CSO-155 CISCO ROUTING AND SWITCHING ESSENTIALS** 3 CREDITS (+1 LAB CREDIT)

Describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and IPv4 and IPv6 networks. Students will program Cisco routers and switches, use the Cisco IOS to configure the devices, and evaluate the security and performance of the network. PREREQUISITE: CSO-105; COREQUISITE: Take CSO-155L

**CSO-255 CONNECTING NETWORKS** 3 CREDITS (+1 LAB CREDIT)

This course is the fourth in the Cisco Academy version 5 CCNA Routing and Switching curriculum. Discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols.
Credit Course Descriptions

Students also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network. PREREQISITE: CSO-205; COREQUISITE: CSO-255L

CRIMINAL JUSTICE

CRJ-101 INTRODUCTION TO CRIMINAL JUSTICE 3 CREDITS
An introduction and basic survey of criminal justice and the court systems, both state and federal. The course explores the concept of bail, the functions and roles of the judge, prosecutor, grand jury, defense attorney and public defenders, and sentencing in the courts. Also examined are the functions and objectives of the probation officer and parole officer, especially as related to rehabilitation of the offender. The role of the policeman in modern society is discussed and explored in detail.

CRJ-110 POLICING 3 CREDITS
This course is an introduction and basic survey of policing at the federal, state, and local level. This course examines what it means to be a “modern” police officer, including the development of law enforcement through various points in history. Students are introduced to the organization, function and objectives of modern policing; as well the process by which one becomes a police officer and makes their way through a career in the field. The concepts of crime control, peacekeeping, and order Maintenance are explored along with ethical and legal decision making. Also discussed are police-community relations, major issues facing the modern police officer, and innovations in police strategy; including Community Policing, Problem Oriented Policing, and Zero-Tolerance Policing. PREREQISITE: CRJ-101

CRJ-120 CRIMINOLOGY 3 CREDITS
This course explores the study of crime. This includes the concepts of crime, law and criminology. Major emphasis is given to the theorists and their theories or crime causation. The history of criminology is explored in detail. Crime Typologies are covered. The agencies of the criminal justice system and their effect on the study of criminology are also explored.

CRJ-130 CRIMINAL EVIDENCE 3 CREDITS
An analytical study of the rules of evidence, including such general areas as relevancy and materiality, hearsay evidence, introduction of writings, competency and privilege, and parole evidence rule. Probative matter legally presented at the trial of a criminal case is given special attention. Also examined are rules concerning the admission of evidence in such specific areas as search and seizure, pre-trial identification admission of confessions, electronic surveillance, presumptions and privileges. PREREQISITE: CRJ-101

CRJ-140 INTERPERSONAL COMMUNICATIONS IN CRIMINAL JUSTICE 3 CREDITS
This course examines the dynamics of professional and interpersonal communications within the field of criminal justice.

CRJ-150 PROCEDURAL LAW 3 CREDITS
This course is an introduction to the constitutional requirements and safeguards attendant throughout the criminal process, from investigation to arrest, interrogation through conviction, sentencing and beyond. Included is an in-depth review of the bill of rights and its influence in modern society. Emphasis is placed on actual Supreme Court decisions, especially as related to practical situations and problems confronting law enforcement personnel. Selected readings focus on practical application of constitutional principles. PREREQISITE: CRJ-101 and DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

CRJ-201 CRIMINAL LAW 2 3 CREDITS
Continuation of Criminal Law 1, CRJ-200. PREREQISITE: CRJ-200

CRJ-210 CRIMINAL INVESTIGATION 3 CREDITS
An introduction to field investigation, including conduct at the scene of the crime, interviewing and interrogation of witnesses and suspects, the use of informants, and techniques of surveillance. Emphasis is placed on special investigative techniques and on court procedures of the police case.

CRJ-215 INTRODUCTION TO CORRECTIONS 3 CREDITS
An introduction and basic survey of the corrections system at the federal, state, county, and local level. This course explores the concept of punishment, with a directed focus on its motivations and application at various points in history. Also discussed is the relationships between the inmate and administration, corrections officers, fellow inmates, friends and family, and society at large. This course presents students with the function and objectives of the corrections system from pre-trial diversion to imprisonment and through parole and re-integration into society.

CRJ-220 LAW ENFORCEMENT MANAGEMENT AND PLANNING 3 CREDITS
Consideration of police problems at the administrative level, including coordination of all branches of a police department. An evaluation of line, staff, and auxiliary functions and the interrelationship of each. The purpose, need and scope of planning in the police operation, including staffing, correction of data and use of data processing.

DIGITAL MEDIA TECHNOLOGY

DMP-102 INTERNET MULTIMEDIA 2 CREDITS (+1 LAB CREDIT)
Software tools and technical strategies for making web pages fully functional in terms of image quality, response to users, flexibility of revision and hypertext linking to other related sites. Issues of file compatibility, compression, graphics processing and speed optimization are covered with emphasis on software tools such as Dreamweaver and Flash. COREQUISITE: Take DMP-102L
Credit Course Descriptions

**DMP-110 WRITING FOR ELECTRONIC MEDIA 3 CREDITS**

Students develop a working foundation in writing for all aspects of electronic media, including television, radio, and computer-based multimedia formats. Students are taught writing skills as they relate to news, drama, advertising, and public relations, as well as narrative styles for documentary production. This class will explore how writing for broadcast and multimedia applications differs from compositional writing. Also, the class will cover the ethics and responsibilities involved in writing for a wide, potentially global audience. This course is offered only in the spring semester. COREQUISITE: Take ENG-101

**DMP-121 ADVANCED VIDEO PRODUCTION 2 CREDITS (+1 LAB CREDIT)**

This course is designed to help students become proficient in the craft of digital videography. Students will learn how to use a professional EFP camera and work on advanced shot composition. Students will also explore a range of lighting techniques for both field and indoor studio based shooting. Topics will include depth of field, shot composition; iris settings; white and black balance; using filters; warm/cold-sharp/soft saturation/de-saturation set up; skin control detail; and lighting tools and styles. Students will take part in shooting a video production and finishing it in postproduction on Apple digital editing stations. Honors technical seminar available. This course is offered only in the spring semester. PREREQISITE: DMP-120/120L; COREQUISITE: DMP-121L

**DMP-130 SPEAKING ON TV 2 CREDITS (+1 LAB CREDIT)**

This class is similar to a speech class, but emphasizes the techniques needed to speak effectively and communicate to an audience through the camera. Proper professional on-camera behavior will also be covered. The student is introduced to various speaking styles and techniques and then practices those techniques in taped studio settings. This course is concurrent with DMP-210, Advanced TV Writing. The students will perform the written material completed in DMP-210 in this course. Formats such as individual editorial, commercial, corporate and host/interview will be covered. The students will also act as a production crew for each other, so stated prerequisites must be completed. This course is offered only in the spring semester. PREREQISITE: DMP-120; COREQUISITE: Take DMP-130L

**DMP-140 INTRO TO MASS COMMUNICATION 3 CREDITS**

This course familiarizes the student with the definitions of communication, the important role of the mass media in shaping our culture as well as the sophisticated mass media communications vehicles. The wide spectrum of communications from the evolution of various media, to the impact on today’s society, is explored. This includes programming philosophies/practices, image shaping, the First Amendment, information gathering, the world view of citizens and what influence the media has on politics or politics on the media.

**DMP-150 INTRODUCTION TO DIGITAL EDITING 2 CREDITS (+1 LAB CREDIT)**

This introduction to video editing course utilizes Apple Final Cut Pro edit systems to explore video editing on a digital platform. Lectures will cover basic video editing techniques that students master during lab in the Digital Video Editing Facilities. Topics include application set up, interface layout, log and capture, types of edits-both audio and video, graphic elements, edit tools, transitions, basic compositing, filters, sound mixing, motion effects, and finishing and outputting an edit sequence. COREQUISITE: Take DMP-150L

**DMP-161 AUDIO PRODUCTION 2 2 CREDITS (+1 LAB CREDIT)**

This advanced course will further explore the fundamentals of digital audio production techniques for broadcasting. Topics will include Audio for Film/Video, Internet/Multimedia, Radio Broadcasting along with other current distribution methods and platforms. Students will master their skills by completing projects in the Audio Production Lab utilizing professional software running on Apple computers. This course is offered only in the spring semester. PREREQISITE: DMP-160; COREQUISITE: Take DMP-161L

**DMP-221 DIGITAL MEDIA SENIOR PROJECT 2 CREDITS (+1 LAB CREDIT)**

This course will showcase students’ abilities to independently conceptualize and realize their own high-end digital video production utilizing the three production stages: preproduction, production and postproduction. Productions could include a film short, documentary, informational video, commercial, music video with original music, or other approved television production. The highest quality video production takes a great amount of preplanning and finishing work. This course is designed to give the student time to work independently with an idea from beginning to end, but in a classroom setting with faculty and student support and feedback. This course is offered only in the spring semester. PREREQISITE: First 3 semesters of TPRD coursework; GPA in major of 3.0 or higher; faculty permission. COREQUISITE: Take DMP-221L

**DMP-250 ADVANCED DIGITAL EDITING 2 CREDITS (+1 LAB CREDIT)**

This advanced video editing course uses Apple Final Cut Pro digital editing systems to cover the principles on continuity editing and special effects through compositing and animation. In learning these concepts the following tools will be utilized: slide, roll, slip, razor, trim window, log and batch capture utility, along with the composite window and key frames. The software Boris FX and Live Type will also be covered. This course is offered only in the spring semester. PREREQISITE: DMP-150 or DMP-121; COREQUISITE: DMP-250L

**DMP-253 3D DIGITAL ANIMATION 2 CREDITS (+1 LAB CREDIT)**

This course is intended to familiarize students with the various aspects of a 3D animation production pipeline. Students will learn modeling, texturing, and timeline-based character animation using up to date industry standard software. COREQUISITE: DMP-253L

**DMP-254 MULTIMEDIA INTERACTIVE AUTHORING 2 CREDITS (+1 LAB CREDIT)**

Students will receive a hands-on introduction to the various metaphors of interactive multimedia authoring applications, as well as content management that demonstrates workflow and techniques, including installation and set-up and creating themes, customize CSS, and adding widgets. Topics include: Installing MAMP
Credit Course Descriptions

**ECONOMICS**

**ECN-101 INTRO TO MACROECONOMICS 3 CREDITS**
This course is primarily concerned with macro-economics and aims at developing an understanding of American economic institutions and the economic problems of inflation, unemployment and economic growth. Emphasis is given to the principle tool of economists, the market model of demand and supply. The effects of both fiscal and monetary policies on the major problems of the economy are thoroughly explored.

**ECN-102 INTRO TO MICROECONOMICS 3 CREDITS**
This course is sequential to Economics 1 ECN-101 and is primarily concerned with Microeconomics. Microeconomics deals with the subsystems of the economy such as the economics of the firm and the industry. The major emphasis is on a thorough analysis of supply and demand and of the four market structures. The theories and concepts are then applied to American major industries.

**EDUCATION**

**ECE-101 INTRODUCTION TO EARLY CHILDHOOD 3 CREDITS**
This course will provide students with the opportunity to develop a realistic view of the teaching profession. It will foster an understanding of the major issues in early education. History and philosophy of contrasting early childhood education models; components of quality early learning; design of environments; child observation techniques; basic teaching skills; licensing regulations; and home/school/community relationships will be explored. Developmentally appropriate practice and the appreciation of diversity will be emphasized. 10 hours of observation in the field will be required. PREREQISITE: DRG-091 or placement at a higher level on the reading placement test.

**ECE-110 CHILD/GROWTH AND DEVELOPMENT 3 CREDITS**
Examines the growth and development of young children from conception through early elementary school years in view of the contemporary theories and findings of Erikson, Piaget, and others. Contributions from pediatric, nutritional, social services, and other disciplines are included. A major focus will be intellectual worlds. Alternative styles of child rearing in different cultures are integrated into the course. This course meets Office for Children requirements for training under Category A.

**ECE-140 YOUNG CHILDREN WITH SPECIAL NEEDS 3 CREDITS**
Educating exceptional children in an inclusive setting will be the emphasis of Young Children with Special Needs. Developmentally delays, sensory impairments, physical disabilities, and learning and behavioral disorders will be examined. The planning and implementation of inclusive early childhood programs will be explored as well. The importance of early intervention will be stressed.

**ECE-150 CURRICULUM FOR EARLY CHILDHOOD EDUC 1 3 CREDITS (+1 LAB CREDIT)**
Curriculum for Early Childhood will provide students with integrated experiences in applied learning through lecture, discussion, and workshops. Creative expression, dramatics, mathematics, science, sensory motor play, and music and movement will all be explored. The teacher’s role in encouraging children to express their ideas through many media will be emphasized. 20 hours of fieldwork/observation will be required. PREREQISITE: ENG-101, ECE-101 ECE-110; COREQUISITE: ECE-150L

**ECE-160 DYNAMICS OF CHILDHOOD BEHAVIOR 3 CREDITS**
The students will examine the process of guiding young children. They will design and evaluate strategies for guidance. Focus will be on the effective interaction with children that results from informed behavioral decisions, an understanding of how children develop, and realistic expectations for self and children. Students will increase their objectivity and demonstrate proficiency in observing and interpreting children's behavior through their fieldwork in coordination with coursework. PREREQISITE: ECE-110

**ECE-170 INFANT AND TODDLER CARE 3 CREDITS**
This course provides students with an overview of group care for infants and toddlers. Emphasis will be placed on care and protection while examining safety, health, nutrition, and child abuse issues. The environment, daily routines, parental involvement, and staff selection and training will also be discussed.

**ECE-220 EARLY CHILDHOOD PRACTICUM 1 4 CREDITS**
Practicum One is an internship consisting of a minimum of 150 hours of work in the field. This student teaching experience will be conducted at an approved site, with the option of an infant/toddler or a preschool/kindergarten placement. The intent of this course is to give students the opportunity apply theory to practice and become skilled practitioners. Working under the direction of an experienced teacher, the students will gradually assume increased responsibility for classroom management, as well as the organization and design of curriculum. An additional requirement of this course will be a weekly
CREDIT COURSE DESCRIPTIONS

ELECTRICAL ENGINEERING TECHNOLOGY

EET-111 BASIC ELECTRICITY 2 2 CREDITS (+1 LAB CREDIT)

The continual expansion of knowledge opens new doors to employment opportunities. There is rapid change in the field of electricity. Behind all this change lies the basic core of electrical knowledge that a student must master. Basic Electricity 2 provides this basic framework with an introduction to alternating current and its comparison with direct current. The current covers AC circuit analysis, practical application and troubleshooting. The lab associated with the course is intended to reinforce classroom theory. This course is offered only in the spring semester. PREREQISITE: EET-110 and MAT-124; COREQUISITE: Take EET-111L

EET-120 FLUID POWER TECHNOLOGY 3 CREDITS

This course provides a fundamental understanding of the physical principles of hydraulics and pneumatics in a logical building-block manner, along with a practical working knowledge of the components normally utilized in designing, installing, operating, and maintaining hydraulic pneumatic systems. PREREQISITE: MAT-097 or EET-097 (minimum grade C-) or placement of MAT-091 or higher.

EET-130 FUNDAMENTALS OF ROBOTICS 2 CREDITS (+1 LAB CREDIT)

The purpose of this course is to provide an overview of Robotics technology. It explores the basic principles of manipulator and actuator systems. One aspect of the course that makes it unique, is the attention given to hardware, which makes this course practical for training technicians. The course requires an understanding of simple mathematics and the basic use of computers. The laboratory will be used to perform real-time exercises in programming applications and techniques through the use of various training robots and systems. Attention will be given to type and style of robot, application, operational characteristics and control systems. COREQUISITE: Take EET-135L

EDU-101 FOUNDATIONS OF EDUC: URBAN PERSPECTIVES 3 CREDITS

The objective of this class is to provide students with an introduction to the social, political, and economic conditions of contemporary urban schools such as inclusion, ability grouping bilingual education, tracking, teaching education, and multi-cultural education. The future of urban education and alternative approaches will also be explored. Class assignments and participation in group discussions will facilitate critical thinking and develop an understanding of the American urban educational experience. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

EDU-102 INTRODUCTION TO SPECIAL NEEDS 3 CREDITS

Participants gain an understanding of a variety of handicapping conditions. Students also study the laws that ensure educational equity for students with special needs, and instructional and curricular modifications that teachers may be expected to make for students with special needs. Ten hours of documented fieldwork are required. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

EDU-103 ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS 3 CREDITS

This course is intended to help students acquire the interpersonal and organizational skills required for leadership in the early childhood field. It includes program issues of health and safety, nutrition, social services, parent involvement, personnel policies, educational programming, assessment and evaluation, budgeting, professional development, and community resources, and focuses on a study of the practical aspects of program operation. An emphasis will be placed on culturally responsive curriculum planning and inclusion. In addition, strategies for communication among adults: Staff members, parents, and personnel from other agencies will be included.

EDU-104 INTRODUCTION TO SPECIAL EDUCATION 3 CREDITS

Participants gain an understanding of a variety of handicapping conditions. Students also study the laws that ensure educational equity for students with special needs, and instructional and curricular modifications that teachers may be expected to make for students with special needs. Ten hours of documented fieldwork are required. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

EDU-105 ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS 3 CREDITS

This course is intended to help students acquire the interpersonal and organizational skills required for leadership in the early childhood field. It includes program issues of health and safety, nutrition, social services, parent involvement, personnel policies, educational programming, assessment and evaluation, budgeting, professional development, and community resources, and focuses on a study of the practical aspects of program operation. An emphasis will be placed on culturally responsive curriculum planning and inclusion. In addition, strategies for communication among adults: Staff members, parents, and personnel from other agencies will be included.

EDU-106 FUNDAMENTALS OF ROBOTICS 2 CREDITS (+1 LAB CREDIT)

The purpose of this course is to provide an overview of Robotics technology. It explores the basic principles of manipulator and actuator systems. One aspect of the course that makes it unique, is the attention given to hardware, which makes this course practical for training technicians. The course requires an understanding of simple mathematics and the basic use of computers. The laboratory will be used to perform real-time exercises in programming applications and techniques through the use of various training robots and systems. Attention will be given to type and style of robot, application, operational characteristics and control systems. COREQUISITE: Take EET-140L
Credit Course Descriptions

EET-240  ROBOTICS AND AUTOMATED SYSTEMS  
2 CREDITS (+1 LAB CREDIT)

This course is a continuation of the second semester Fundamentals of Robotics. It proceeds into robot applications, work cells, interfacing and programming techniques. Real applications will be studied through student projects, which will be constructed and tested in the lab. Emphasis is given to the students’ creativity and ingenuity. Areas of special interest are: safety, part manipulation, programming, vision, AI and environmental/part sensing systems. Visits to area manufacturers and places of interest may also be a part of this course. PREREQISITE: EET-140; MAT-124 COREQUISITE: Take EET-240L

EET-250  CONTROL SYSTEM THEORY  
2 CREDITS (+1 LAB CREDIT)

The goal of this course is to provide a state-of-the-art resource on control system technology. This includes the terminology, concepts, principles, procedures, and computations used by technicians to select, analyze, specify, design, troubleshoot, and maintain all established methodology with the aid of examples, calculator and control system components, Laplace transforms, instrument characteristics, signal conditions, and sensors. A laboratory period is included to help amplify the concepts learned in the classroom. Some of the topics covered will include manipulation, control, analysis, and design. PREREQISITE: EET-210, EET-200, EET-240, ENG-101 and MAT-125; COREQUISITE: Take EET-250L

EET-255  ADVANCED TOPICS IN ELECTRICAL ENGINEERING  
3 CREDITS

This course will present the Electrical Engineering Technology student advanced topics relevant to their major. Topics will include Quality Initiatives, Lean, SS, Six Sigma, Grantt Charts, project scheduling using MS Project, technical applications of Excel, dealing with EMI, battery & charging technology for portable devices, Microsoft Visio for technical drawings, Industrial networking protocols, cabling, data acquisition, SCADA and manipulating csv files. The course will also include topics which are news worthy and relevant to the major. This course will be delivered in a hybrid format which will require class room participation and internet research. PREREQISITE: EET-200, EET-210, EET-235, EET-240 COREQUISITE: Take EET-265

EET-260  MICROPROCESSOR APPLICATIONS  
2 CREDITS (+1 LAB CREDIT)

This course is directed to the application and use of microprocessors in industry, with emphasis on understanding basic operation, interfacing, and programming. Study includes basic architecture, developmental languages, bus structures, interfacing with peripheral devices, memory, input/output devices, and diagnostics. PREREQISITE: MAT-125 and EET-200; COREQUISITE: Take EET-260L

EET-265  ADVANCED AUTOMATION  
1 CREDIT (+2 LAB CREDITS)

This project oriented course provides expanded expertise and knowledge about the growing field of automation. It is a continuation of the EET-240 Robotics & Automation Course and provides the student with the opportunity to work in teams to devise and create various automation solutions to manufacturing problems and applications. Robots of all types and their related peripherals are studied and worked on in the lab. Closed-loop manufacturing systems, Hierarchical Control, PLC controls, hydraulics, pneumatics and vacuum (plasmas), and vision systems are utilized. Team work, creativity, research and presentation skills are emphasized in this capstone course. PREREQISITE: ENG-101, EET-200, EET-210 and MAT-125; COREQUISITE: Take EET-265L

ELE-111  INTERNET OF THINGS (IOT)  
3 CREDITS (+1 LAB CREDIT)

This course is an introduction to the Internet of Things (IOT) which is often called the Internet of Everything (IOE). The Internet of Things concentrates on the connection of various IOT “smart” devices to the traditional data networks. This is a “hands-on” introduction to the Internet of Things, sensors, and common IOT hardware. The course is a blend of electronic principles, the basics of using Raspberry Pi and Arduino microcontroller boards, some basic programming concepts, connecting sensors, and sending data across wired and wireless data networks. We will save the data to servers on the Internet, Google spreadsheets, and cloud servers so we can access our data from anywhere in the world. Basic computer skills are required to take this course. No prior programming, electronic, or networking experience is assumed. COREQUISITE: Take ELE-111L

ELE-115  ELECTRONICS FOR TECHNICIANS 2  
2 CREDITS (+1 LAB CREDIT)

This course introduces the principles of embedded controllers, smart sensors and process control systems. Such components are the heart of modern day electronic and electro-mechanical systems and can be found extensively in fields such as automotive, HVAC, medical instrumentation equipment, remote monitoring (such as weather station and utility infrastructure), consumer/commercial/industrial electronics, high tech manufacturing processes, and anywhere sensors and data acquisition are required. Students will study complete systems including sensors, PIC controllers, motors, relays, actuators, indicators and display devices. Students will also develop an understanding of bus systems, control system feedback, electro-mechanical systems and simple programming concepts. Programming will be kept to a minimum as the emphasis will be on how the different components of the system connect and communicate. In the lab portion of the course students will build, test and trouble-shoot various PIC based sensor and actuator systems. Special emphasis will be place on systems that are directory applicable to consumer, industrial and commercial systems. PREREQISITE: ELE-110; COREQUISITE: Take ELE-115L

ELE-160  EMBEDDED CONTROLLERS  
3 CREDITS

This course will begin with a brief introduction to number systems and simple Boolean logic operations and devices. The course will then introduce and concentrate on the use of PICs peripheral interface controllers) in modern day systems. A PIC is a self-contained computer system on an integrated circuit chip, consisting of input & output ports, RAM & ROM, and a CPU core that is usually RISC based. Students will first learn how the PIC’s can replace simple combination logic circuits and then build upon this knowledge to have them perform more complex tasks. The student will program the PIC using a high-level language (BASIC), communicate between the PIC & the PC via
serial ports (RS-232 & USB) and evaluate, debug and modify their programs. Students will use the PIC’s to implement combinational and sequential logic designs, simple data acquisition operations, investigate output types and simple open and closed-loop feedback control systems. PREREQISITE: MAT-087; COREQUISITE: Take ELE-165

ELE-165  EMBEDDED CONTROLLERS LAB  1 CREDIT
This course will begin with a brief introduction to number systems and simple Boolean logic operations and devices. The course will then introduce and concentrate on the use of PICs peripheral interface controllers) in modern day systems. A PIC is a self-contained computer system on an integrated circuit chip, consisting of input & output ports, RAM & ROM, and a CPU core that is usually RISC based. Students will first learn how the PIC’s can replace simple combination logic circuits and then build upon this knowledge to have them perform more complex tasks. The student will program the PIC using a high-level language (BASIC), communicate between the PIC & the PC via serial ports (RS-232 & USB) and evaluate, debug and modify their programs. Students will use the PIC’s to implement combinational and sequential logic designs, simple data acquisition operations, investigate output types and simple open and closed-loop feedback control systems. PREREQISITE: MAT-087; COREQUISITE: Take ELE-160

ELE-180  INSTRUMENTATION AND MEASUREMENT  3 CREDITS (+1 LAB CREDIT)
This course will present the student with the theory and practical skills necessary to understand the principles of electronic instrumentation and measurement. The course will begin with an overview of measurement principles, significant figures, units of measure, metric prefixes, typical electronic measuring instruments and their proper use. The comparison between theoretical expectations and practical measurements will be emphasized and students will develop the tools to understand potential sources of error. Course material will include a discussion on the operation of thermistors, light sensors, opto-electronic devices, hall effect devices, strain gauges, accelerometers, contact and non-contact measurement, humidity sensors, sonic & ultra sonic devices, DAC’s and ADC’s and sampling theory. A three hour lab will be required as part of this course. In the lab proper and safe lab and measurement techniques will be presented. Students will be required to understand how the instrumentation can affect the measuring process, and where possible, account for that error. PREREQISITE: ELE-110 ELE-110L; COREQUISITE: Take ELE-180L

ELE-260  SENSOR SYSTEMS  3 CREDITS (+1 LAB CREDIT)
This course introduces the student to the technology sub-systems used to create complex networked sensor systems. First, sensor technology that includes embedded intelligence will be discussed with practical and operational aspects of these systems discussed. The student will then be presented an overview of the various IP-based networking technologies (i.e. LANs, MANs, WANS, etc) and the various different transmission media that are used to interconnect typical standard information technology systems. Next, proprietary networking schemes used by the different major industries (i.e. automotive, process control, health, HVAC, etc) are introduced. Some of the topics covered will include CAN, Fieldbus, Profibus, and HART network technologies. Emerging Zigbee (IEEE 802.15.4) technology and other wireless mesh technologies will be introduced. The student will be tasked with the construct a practical working sensor system project during the laboratory portion of the course. PREREQISITE: ELE-240; COREQUISITE: Take ELE-260L

ELE-265  SENIOR PROJECTS IN E.S.E.T.  1 CREDIT (+2 LAB CREDITS)
This capstone course is designed to combine the concepts, theories and practices developed throughout the course of study in the ESET program and apply them to the development of a group project. Students will be required to keep a notebook and make weekly written project progress reports and monthly oral presentations of their work. A final written report and oral presentation will be required. The lecture will deal with topics relevant to project research and presentation. The five lab hours will provide student time to develop their project. PREREQISITE: Student must be a candidate for graduation in May or permission of instructor, Devices, Circuits and Systems and Data Acquisition and Control. PREREQISITE: ELE-220; COREQUISITE: Take ELE-265L

EST-100  THEORY OF CONTROLS  3 CREDITS
A course designed to deal with basic theories and concepts required by both air conditioning and heating servicemen. Topics include: Basic electricity, meters, principles of motor operation transformers and relays, along with an introduction to control circuits. These studies are essential in order that the individual comprehends the control circuits to which he or she will be exposed in future courses. This course is offered only in the fall semester. COREQUISITE: EST-102/102L and MAT-078 or MAT-073 (minimum grade C-) or placement at Algebra I or higher on the math placement test.

EST-101  COMBUSTION CONTROL CIRCUITS  3 CREDITS
Domestic and light commercial heating control system for steam, forced warm air and forced hot water, and the components which makes up each control system are covered in detail. Residential and commercial oil burners and their components, thermostats, and basic trouble-shooting are also covered during this semester. This course is offered only in the spring semester. PREREQISITE: EST-100;

EST-102  ENERGY SYSTEMS LAB 1  1 CREDIT (+1 LAB CREDIT)
This course deals with the development of the manual and technical skills required in the heat/power/air conditioning industry. Attention is given to current principles and practices that apply to the care and use of hand tools and measuring devices, basic machines, tubing and piping, soldering, equipment services and installation, fundamental electric circuit wiring and field service training. This course is offered only in the spring semester. PREREQISITE: Take EST-102L

EST-103  ENERGY SYSTEMS LAB 2  1 CREDIT (+1 LAB CREDIT)
An advanced course that is predominantly toward the student achieving competency in specialized skill areas, including electrical control wiring, oil burner installation and servicing, and heating system-related components installation. Specific lab assignments directed toward installation and setup of residential and commercial control systems. This course is offered only in the spring semester. PREREQISITE: EST-102; COREQUISITE: Take EST-103L
Credit Course Descriptions

EST-201  FUND OF AIR CONDITIONING  2 CREDITS (+1 LAB CREDIT)
With the knowledge gained in Principles of Refrigeration (HP 240), a more advanced study is emphasized through extensive lab assignments dealing with the larger systems. Motor and motor safety controls, as well as other related electrical components, including relays, contractors, and transformers. Schematics and testing instruments, are used in performing service and diagnostic functions. The lecture series is an in-depth study concerned with the application of the engineering principles used in the design of conditioning systems. These include psychometrics, building surveys and load estimating procedures, ductwork and air distribution systems. This course is offered only in the spring semester. PREREQISITE: EST-200; COREQUISITE: Take EST-201L

EST-203  HVAC ELECTRICAL APPLICATIONS  3 CREDITS
The course will offer the student the ability to utilize the theory from previous courses in real world electrical HVAC applications. Course content will include further and continued study of electrical systems and circuitry including: controls, schematics, troubleshooting and computer based system analysis. PREREQISITE: EST-100 and EST-200;

EST-205  Advanced Heating System Design  4 CREDITS
This course is designed to acquaint the student with proper principles and procedures in designing steam and hot water heating systems. Topics include specifications and data for piping and heating system components such as boilers, heat distributing units, pumps, valves, and fittings. Instruction is given in the layout of one-pipe steam systems, series loop and one- pipe venturi forced hot water systems, and radiant heating systems. In addition, the sizing and piping of indirect domestic hot water heaters is covered. PREREQISITE: EST-204 and MAT-078 or MAT-073 (minimum grade C-) or placement at Algebra I or higher on the math placement test.

EST-207  BUILDING MANAGEMENT SYSTEMS  3 CREDITS (+1 LAB CREDIT)
This course is an in-depth study of computer- controlled building management systems monitoring all energy-related functions including the heating, air conditioning, lighting, and other environmental systems. The course will include system automation, sensors for monitoring various points in the facility, energy management system software, and remote access to the system. In the laboratory portion of this course, the student will interface the computer operations with the heating/air conditioning systems to provide a totally automated building environment. This course is offered only in the spring semester. PREREQISITE: EST-206; COREQUISITE: Take EST-207L

EGR-103  COMPUTER APPLICATIONS IN ENGINEERING  3 CREDITS (+1 LAB CREDIT)
An introductory course in engineering that utilizes various computer applications to assist in the analysis and communication of the design of an engineering assembly. One third of the course will be devoted to Computer Aided Drafting. Three-dimensional wireframe and solid models will be created. Orthographic projections, auxiliary views, isometric views, dimensioning, and assembly drawings will be discussed. The second third of the course will introduce the spreadsheet as an engineering problem solving tool that facilitates complex calculations, rapid graphical analysis, and numerical modeling. The remaining third of the course will be used to introduce design criteria for assembly, and oral and written presentations. The oral presentation will be facilitated using Power Point software. COREQUISITE: Take EGR-103L

EGR-122  MECHANICS II  3 CREDITS
Vector calculus is developed and applied to the solution of kinematic problems involving particles and rigid bodies. Different coordinate systems are utilized and kinetics analysis is applied using force balances, the impulse momentum principle, and the work energy theorem. PREREQISITE: EGR-121;

EGR-219  MECHANICS OF MATERIALS  3 CREDITS (+1 LAB CREDIT)
Engineering applications of the principles of solid mechanics. Uniaxial and torsional problems are discussed followed by team deflections. Plane stress and strain are then presented, followed by stability problems in column design. PREREQISITE: EGR-121 and MAT-132; COREQUISITE: Take EGR-219L

EGR-222  CIRCUIT ANALYSIS II  3 CREDITS
A continuation of EGR-221, this course develops mathematical tools for the analysis of circuits consisting of resistors, inductors and capacitors driven by voltage and current sources which are periodic functions of time. Topics covered include complex power, poles and zeros in the complex frequency domain, two-port transfer functions, and circuit analysis techniques presented in EGR-221. Circuits consisting of resistors, inductors and capacitors connected to signal generators will be investigated by measuring voltages, currents and impedances. Measurements will be made with AC meters and with oscilloscopes in the time domain and in the frequency domain. Students will investigate frequency response, resonance and amplification. Experiments will also investigate the characteristics of diodes, transistors and operational amplifiers driven by time-varying signals. A formal written report on each experiment is required. COREQUISITE: Take EGR-226

EGR-226  LAB: CIRCUIT ANALYSIS II  1 CREDIT
This course offers laboratory experiments that test the theoretical analysis techniques presented in EGR-222. Circuits consisting of resistors, inductors and capacitors connected to signal generators will be investigated by measuring voltages, currents and impedances. Measurements will be made with AC meters and with oscilloscopes in the time domain and in the frequency domain. Students will investigate frequency response, resonance and amplification. Experiments will also investigate the characteristics of diodes, transistors and operational amplifiers driven by time-varying signals. The P-Spice computer program will be used as a tool of analysis. A formal written report on each experiment is required. COREQUISITE: Take EGR-222
**ENGLISH**

**DRG-091 READING LEVEL 1** 3 CREDITS

Reading 1 offers practice in active reading skills for improved comprehension and efficiency, as well as vocabulary development using a variety of materials from textbooks, literature, and periodicals. Students will be introduced to the STCC Library in this course. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**DRG-092 READING LEVEL 2** 3 CREDITS

Reading 2 emphasizes critical reading, addressing general and specific comprehension skills for library research, reading textbooks, technical material and literature. Vocabulary development focuses on context and structural analysis. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUSITE: DRG-091 (minimum grade C-) or placement at DRG-092.

**DWT-099 REVIEW FOR COLLEGE WRITING** 3 CREDITS

This course provides a review of basic English skills in grammar, sentence structure, paragraphing, and essay development to prepare students for college-level writing. The course, intended for students who have had difficulty with written English, provides preparation for ENG-101. A grade of “C-” or better in DWT-099 is required for admission to ENG-101. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**ENG-100 ENGLISH COMPOSITION 1** 3 CREDITS

The objective of this course is to improve the student’s ability to communicate effectively in writing. Areas covered will include introduction of basic writing patterns, effective construction of paragraphs and essays, and preparation of the documented research paper. PREREQUSITE: DWT-099 and DRG-091 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

**ENG-101 ENGLISH COMPOSITION 1** 3 CREDITS

This honors-level Composition I course contains the standard elements of ENG-101. The objective of this course is to improve the student’s ability to communicate effectively in writing. Areas covered will include introduction of basic writing patterns, effective construction of paragraphs and essays, and preparation of the documented research paper. See list of objectives and competencies (available from instructor). In addition, students will be required to submit work that is representative of honors-level course work; to that end, more time will be dedicated to developing argumentation and research skills. Among the assignments required will be two documented research papers. All work for the course will be kept in a portfolio and at the end of the semester, students will be required to submit a portfolio review essay critiquing their progress. PREREQUSITE: DWT-099 (minimum grade A-) or placement at ENG-101H

**ENG-101H HONORS ENGLISH COMPOSITION 1** 3 CREDITS

This honors-level course will continue to build upon the critical thinking and writing skills developed in English Composition 1. English Composition 2 is designed to help students deepen their understanding of written texts while improving their writing and research skills. The objective of this course is to strengthen the academic writing skills necessary for the integration and appropriate documentation of readings from literature and/or other academic disciplines. Close reading, class discussions, written assignments (in a variety of rhetorical modes), and the demonstration of research skills (using primary and secondary sources) are required for the successful completion of this course. PREREQUSITE: ENG-101 or ENG-101H (minimum grade C-)

**ENG-102 ENGLISH COMPOSITION 2** 3 CREDITS

In this course, students will continue to build upon the critical thinking and writing skills developed in English Composition 1. English Composition 2 is designed to help students deepen their understanding of written texts while improving their writing and research skills. The objective of this course is to strengthen the academic writing skills necessary for the integration and appropriate documentation of readings from literature and/or other academic disciplines. Close reading, class discussions, written assignments (in a variety of rhetorical modes), and the demonstration of research skills (using primary and secondary sources) are required for the successful completion of this course. PREREQUSITE: ENG-101 or ENG-101H (minimum grade C-)

**ENG-102H HONORS ENGLISH COMPOSITION 2** 3 CREDITS

This honors-level course builds upon the standard description of English Composition 2: students will engage in close reading and class discussion of texts and write essays defending textual interpretations. Interdisciplinary reading and writing assignments will be appropriate to the honors level. A research paper and presentation to the class will be required. PREREQUSITE: ENG-101 (minimum grade A-) or ENG-101H (minimum grade B)

**ENG-104 TECHNICAL REPORT WRITING** 3 CREDITS

Instruction has been organized to emphasize methods involved in the writing process. Special emphasis has been placed on the factors which report writers must consider & the processes they must follow in writing a report. Students will become acquainted with the techniques of analyzing a writing situation, methods of investigating the problem, organizing the report, and preparing the final copy. PREREQUSITE: ENG-101 or ENG-101H (minimum grade C-)

**ENG-107 INTRODUCTION TO CREATIVE WRITING** 3 CREDITS

The emphasis of this course will be on the creation of artistic works, which may include fiction, non-fiction, memoir, and poetry. Students will learn various aspects of characterization, plot development, dialogue, point of view, use of literary devices, and other basic elements that comprise written creative expression. Preparation of a portfolio is required of each student. Final projects will include a class reading of finished pieces and potential publication in the STCC literary magazine. PREREQUSITE: ENG-101 minimum grade of C-

**ENG-110 ENGLISH COMPOSITION 2: JOURNALISM** 3 CREDITS

This is an introductory, 3 credit course designed to continue to build on the critical thinking and writing skills developed in English Composition 1, in the context of writing various kinds of articles for a newspaper. The objective of this course is to strengthen the academic writing skills necessary for the integration and appropriate documentation of materials from various academic disciplines. These skills will be practiced focusing on news reporting and feature writing. Demonstration of research skills (using primary and secondary sources) are required for the successful completion of this course. PREREQUSITE: ENG-101 or ENG-101H (minimum grade C-)
### Credit Course Descriptions

**ENG-120 INTERPERSONAL COMMUNICATION 3 CREDITS**

In the course, students will examine basic concepts, theories, and the role interpersonal communication plays in initiating, developing, and maintaining (or terminating) relationships. Furthermore, the course will also allow students the opportunity to critically evaluate interpersonal relationships, the communication issues related to human interactions in various circumstances, and the impact of communication on behavior. **PREREQISITE: ENG-101 or ENG-101H (minimum grade C-)**

**ENG-200 LIT/WESTERN WORLD: BC TO 17TH CENTURY 3 CREDITS**

This course examines literary classics of Western culture to develop both an appreciation of their intrinsic worth and an awareness of their significance in the history of ideas & literature. Readings are from the Biblical, Classical, Medieval, and Renaissance periods and might include portions of the Old Testament; selections from epic narratives such as Homer’s Odyssey, Virgil’s Aeneid, and Milton’s Paradise Lost; selected poetry of Sappho, Catullus, Petrarch; selections from frame narratives such as Dante's Inferno and Chaucer’s Canterbury Tales. **PREREQISITE: ENG-102 or ENG-102H (minimum grade C-)**

**ENG-211 AMERICAN LITERATURE: 1860 - PRESENT 3 CREDITS**

Readings of American fiction, poetry, and drama from the Civil War to the present, ranging from Whitman, Dickinson, Twain, James, Frost, Hemingway, Faulkner and several contemporary writers. This course continues the survey of American literature from the same critical perspective as ENG-210. **PREREQISITE: ENG-102 or ENG-102H (minimum grade C-)**

**ENG-222 IRISH LITERATURE 3 CREDITS**

This course introduces students to Irish Literature through close reading and discussion of texts covering a variety of Irish forms and themes. By examining works in their contemporary social and historical contexts, students will gain a deeper appreciation of the unique culture, heritage, and history of Ireland and its people. Crossing the Atlantic, students will search for those same themes in Irish-American literature to create a broader understanding of the Irish identity. **PREREQISITE: ENG-102 (Minimum grade C-)**

**ENG-223 LATINO LITERATURE 3 CREDITS**

This course will introduce students to contemporary writings by Latino writers who are living or have lived in the U.S. Students will develop a greater understanding of one of America's largest, most diverse minority populations and social, cultural, and economic issues with which it contends. Close reading of works in various literary genres (including social and cultural criticism) will be used to expand on such issues and themes as assimilation, cultural and gender identity, ethnic identification, cultural conflicts, cultural isolation, political and economic struggles, and perceptions of mainstream America. **PREREQISITE: ENG-102 or ENG-102H (minimum grade C-)**

**ENG-225 CHILDREN’S LITERATURE 3 CREDITS**

Children's Literature is an elective one-semester survey course. Students read and analyze picture storybooks, folklore, children's poetry, and young adult novels. Selections are multicultural. **PREREQISITE: ENG-102 or ENG-102H (minimum grade C-)**

**ENG-228 THE CITY IN LITERATURE 3 CREDITS**

The urban experience and its social, and educational realities are discussed through a variety of texts that exemplify life in the city. From urban fiction to formal sociological studies, the subtleties of the shadows that make up the urban landscape in what Sir Patrick Geddes recognized as “more than a place in space, it is a drama in time” are examined. **PREREQISITE: Take ENG-101; Minimum grade C-,PR,CH,CL,T,TS;**

**ENG-240 SEX & SEXUALITY IN WESTERN LITERATURE 3 CREDITS**

This course will focus on the diverse ways issues of sex and sexuality have been played out on the textual stage of Western literature. Armed with critical frameworks (including Foucault’s History of Sexuality), students will grapple with the continuum of sexualities depicted in literary works as well as the medicalization of sexuality originating in the 19th century and continuing into the present day. The primarily 19th and early 20th century readings will be weighted towards those sexualities that have been historically marginalized including what we now term gay/lesbian/bisexual. These texts will span the genres of poetry, drama, fiction and non-fiction, and include works by Chaucer, Shakespeare, William Bradford, Christina Rossetti, Tennyson, Melville, Oscar Wilde, EM. Forster, D.H. Lawrence, Virginia Woolf Radclyffe Hall, and Tennessee Williams. Historical contextualization will be offered by the writings of Krafft-Ebing, Havelock Ellis, and Freud. **PREREQISITE: ENG-102 or ENG-102H (minimum grade C-)**

**ENG-251 SATIRE IN FILM AND LITERATURE 3 CREDITS**

This course examines the role of satire in popular culture, focusing on its use in literature, television, and film. Setting the satirical work in its cultural and historical context, students will explore social commentary present in texts like A Modest Proposal, Catch-22, and The Onion and television shows like South Park, The Simpsons, Futurama, and The Colbert Report. Developing an awareness of satire as a mode of expression, students will gain a deeper understanding of popular culture and its subversive authors. **PREREQISITE: ENG-102 (minimum grade C-)**

### FIRE PROTECTION & SAFETY TECHNOLOGY

**FST-120 PRINCIPLES OF FIRE ADMINISTRATION OF FIRE DEPARTMENTS 3 CREDITS**

An exploration of organizational principles with emphasis on fire department organization; a study of the history, types, methods, and principles of fire department organization, both formal and informal, line and staff. Emphasis is placed on supervisory responsibilities and functions. This course is offered only in the spring semester.
Credit Course Descriptions

FST-130  FIRE PROTECTION SYSTEMS  3 CREDITS
The detection and extinguishing systems of both automatic and manual types are studied, including sprinkler and standpipe systems, inert gases, foam and dry chemicals, temperature and smoke responsive devices, and alarm, and signaling systems. Demonstration will illustrate and supplement the class work. Required for graduation. This course is offered only in the spring semester. PREREQUISITE: FST-101;

FST-140  FIRE OFFICERSHIP  3 CREDITS
Fire department company officers play an important role in the coordination of the fire department's goals and objectives. In most instances, they are the people who ensure that action is taken to accomplish day-to-day tasks. This course focuses on the basic principles of fire department organization, leadership principles, working relationships, and personnel management. For the firefighter aspiring to become a company officer, or for a company officer wishing to improve management skills, this course will help develop and improve the necessary skills to effectively manage the Fire Company. This course is offered only in the spring semester. PREREQUISITE: FST-101

FST-210  FIRE PROTECTION HYDRAULICS & WATER SUPPLY  3 CREDITS
This course covers incompressible fluids, including fluid properties, principles of fluid status, fluid flow system principles, pipe friction and heat loss, flow measurements, pumps, and other hydraulic devices and machinery. Applications are related to fire protection systems such as sprinklers, standpipes, hoses, nozzles, pumpers, and water supply systems. Demonstrations will illustrate and supplement the principles developed in class. Required for graduation. This course is offered only in the spring semester. PREREQUISITE: MAT-100

FST-221  ADVANCED FIRE INVESTIGATION  3 CREDITS
This course is a continuation of the Introduction to Fire Investigation. The Advanced Fire Investigation deals with the history, development, and philosophy of fire investigation and detection. Topics will include inspection techniques, evidence gathering and development of technical reports, fundamentals of arson investigation, processing criminal evidence, and criminal procedures related to various state and local statutes.

FRENCH

FRE-101  ELEMENTARY FRENCH 1  3 CREDITS
This is an introductory course for students with little or no previous background in French. Students are introduced to the French alphabet, diacritical marks, and phonics system. Basic grammar, vocabulary building, reading comprehension, and writing are also introduced. Basic listening comprehension skills and conversational skills are developed. The class is conducted in French as much as possible. PREREQUISITE: Placement at ENG-101 or its equivalent or permission of instructor.

FRE-102  ELEMENTARY FRENCH 2  3 CREDITS
This course is a continuation of FRE-101. Students build on grammar skills i.e. present, past, and future tenses of verbs, expand vocabulary, reading comprehension and writing paragraphs and short compositions. Short stories and poetry are covered in class. Students expand their listening and speaking skills. The class is conducted mostly in French. PREREQUISITE: FRE-101

GRAPHIC COMMUNICATION & PHOTOGRAPHY

GAT-122  DIGITAL WORKFLOW  2 CREDITS (+1 LAB CREDIT)
This lecture and lab course presents the various techniques, both traditional and electronic, of prepress preparation for printing. The lecture portion of the course will cover the specific requirements of image reproduction, including an overview of equipment materials, software, and technique. The process of laying out a print job in the most efficient and economical configuration will be emphasized. In the lab portion, students will be introduced to traditional pre-press techniques, including contacting, camera work, and film image assembly. Precision, calibration, and quality evaluation will be stressed. COREQUISITE: Take GAT-122L

GAT-125  TYPOGRAPHY AND LAYOUT DESIGN  2 CREDITS (+1 LAB CREDIT)
Typography & Layout Design is a course designed to introduce students to the basic elements of type, design, and page layout. The lectures will cover the history, specification, and aesthetics of type, both as text and design elements. The fundamentals of page layout will be covered with a focus on the effective visual presentation of type and images. In the labs, students will begin with the basics of designing & producing traditional art work and proceed to digital design and layout using current software. An emphasis on clean, functional design will be stressed. COREQUISITE: Take GAT-125L

GAT-131  GRAPHIC COMMUNICATIONS  2 CREDITS (+1 LAB CREDIT)
Graphic Communications is comprehensive overview of the printing industry. This course will introduce the students to the world of contemporary printing through a series of lectures. A study of printing history, an examination of how various technologies evolved; and a look at present-day printing processes will provide the student with a foundation for all other courses offered in Graphic Communications Department. Lab portion of graphic communications course will cover the standard graphic software and print media equipment. Students will do variety projects dealing with print media. COREQUISITE: GAT-131L

GAT-150  INTRODUCTION TO PROFESSIONAL PHOTOGRAPHY  2 CREDITS (+1 LAB CREDIT)
An introduction to photography using computer-based technologies, as well as learning about the history and aesthetics of photography. The student will learn how to use professional photographic and studio lighting equipment. In addition, the student will use professional software for image processing and output (both black and white and color). There will be many demonstrations covering a wide variety of photographic techniques. Students are given picture-
Credit Course Descriptions

taking assignments to develop their composition and perspective skills, and to promote creativity. Critiques, both private and public, are held to provide students feedback regarding their work. COREQUISITE: Take GAT-150L and GAT-151

GAT-151  DIGITAL PHOTOGRAPHY/STUDIO MODULE  2 CREDITS

Digital Photography Studio Module is an introductory digital photography course instructing students on the safe and proper operation of the department’s digital cameras, studio lighting equipment, and printers. There will be many hands-on, on-site demonstrations that will give students experience that will prepare them for higher level digital photography courses. COREQUISITE: Take GAT-150

GAT-152  ADVANCED PROF. DIGITAL PHOTOGRAPHY  2 CREDITS (+1 LAB CREDIT)

This is an advanced photography course using computer-based technologies. The student will use professional photographic and studio lighting equipment in the production of high quality photographic images. In addition, the student will learn advanced software techniques for image processing and the manipulation of digital images. There will be many demonstrations covering a wide variety of professional photographic techniques, including portrait, product, and macro photography. The students will also learn the basics of professional wedding photography. Students are given picture-taking assignments to hone their composition and perspective skills. Critiques are held to provide the student feedback regarding his/her work. Professional mounting and presentation techniques shall also be demonstrated. This course is offered only in the spring semester. PREREQUISITE: GAT-150; COREQUISITE: Take GAT-152L

GAT-155  MACINTOSH OPERATING SYSTEMS  2 CREDITS (+1 LAB CREDIT)

Since the Apple Macintosh computer has become a staple “tool” for electronic prepress, learning proper operating procedures and maintenance are essential for all Graphic Arts Technology students. This hands-on lecture course explores system software basics, including all five Macintosh microprocessor generations, disk management, files & folders, menus & hierarchies, System & Finder, loading & updating software, Mac OS X applications & utilities, font usage, file formats, file sharing & networking, troubleshooting, connecting peripherals & printing, and third party utilities used in today’s digital industry. Students final project will be a multimedia presentation using Apple software. Note this course & lab are web-assisted. COREQUISITE: Take GAT-155L

GAT-160  INTRODUCTION TO WEB DESIGN  2 CREDITS (+1 LAB CREDIT)

This lecture and laboratory course is designed to introduce the concepts of the world wide website design and development. Students will learn the basics of HTML programming to create a home page that incorporates graphic, textual, and aesthetic perspectives. Each student will design a home page as part of the course. The present and future status of the world wide web will be discussed. Basic computer skills are required. COREQUISITE: Take GAT-160L

GAT-162  DIGITAL IMAGING-PHOTOSHOP  2 CREDITS (+1 LAB CREDIT)

Using Macintosh computers, students will learn to use current versions of the industry-standard digital image manipulation programs, Adobe Photoshop and Adobe Lightroom. Students will learn how to properly prepare digital images for a wide variety of output considerations and to improve the aesthetic quality of digital images. In addition, students will learn how to realistically create and modify digital images using sound graphic design principles for both print and screen applications. Students will develop professional digital retouching and restoration, compositing, and a wide variety of advanced digital imaging techniques. Students will also learn the basic principles of image capture and color management. COREQUISITE: Take GAT-162L

GAT-174  AIRBRUSHING TECHNIQUES I  2 CREDITS (+1 LAB CREDIT)

This studio course is an introduction to the materials, processes, and aesthetic considerations in airbrushing. Students will create a series of airbrushed paintings on a variety of substrates that emphasize individual expression, technical development, principles of pictorial composition and visual representation. No previous art background is required. This course is offered only in the fall semester. COREQUISITE: GAT-174L

GAT-175  AIRBRUSHING TECHNIQUES II  2 CREDITS (+1 LAB CREDIT)

Advanced airbrushing. Include operation, T-shirt design, stencil making, illustration work, tools, airbrush materials techniques, and professional environment. This course is offered only in the spring semester. PREREQUISITE: Take GAT-174

GAT-222  COLOR MANAGEMENT  2 CREDITS (+1 LAB CREDIT)

In GAT-222 Color Management the student will learn the basic techniques for setting up and evaluating the quality of a prepress system. The calibration of a closed feedback loop will be the heart of the course with special emphasis on color management techniques. The course will use CIE based color models as the foundation for color specification and tolerancing. Students will learn techniques for ensuring that the final printed output of printed materials is predictable and match the requirements of the job. Also covered will be such topics as dot shape, screen frequency, screen angles, moire’ output resolution, and stochastic imaging. This course is offered only in the spring semester. PREREQUISITE: Take GAT-220 or permission of instructor; COREQUISITE: GAT-222L

GAT-225  ADVANCED TYPOGRAPHY AND LAYOUT DESIGN  2 CREDITS (+1 LAB CREDIT)

Advanced Typography & Layout Design is the continuation of Typography & Layout Design, emphasizing clean, functional design while working with more difficult professional elements of type, design, and page layout. The lectures will cover professional works from various sources, as students will learn to critique their own use of text and design elements. Projects will continue to stress primary design elements (learned in the previous course) as students follow directions from design concept to print. In labs, students will
learn more effective visual presentation principles, work with 3-D design problems, and further learn professional uses of type and images. Students will continue to work with current layout software applications that are predominant in today's print and digital media industry. This course is offered only in the spring semester. COREQUISITE: Take GAT-225L

GAT-231 SCREEN PRINTING & VINYL PRINTING 2 CREDITS (+1 LAB CREDIT)

This course is an introduction to the various applications of screen printing and vinyl printing. Student designed activities are supported by exercises that provide quality and control for printing process. Emphasis of the course is centered on establishing repeatability of the printing process by controlling variables: photographic stencil systems; single and multiple color image design, conversion assembly and transfer; sheet-fed manual and flat substrate printing applications of simple and complex close register line images. Vinyl printing students will design on different applications and apply it to substrates. Vinyl printing students will use various software. PREREQISITE: GAT-131 or by permission of instructor; COREQUISITE: Take GAT-231L;

GAT-238 INTEGRATED ADVERTISING CAMPAIGN DEVELOPMENT 2 CREDITS (+1 LAB CREDIT)

In this course, students will learn the origins of contemporary advertising and the relationship between marketing strategies and tactics. Students will become familiarized with the various stages involved in the execution of an integrated advertising campaign as well as key marketing principles (such as segmentation, targeting, and positioning) that determine the creative direction and elements used in the design and production of advertisements. Laboratory assignments will encompass all aspects for planning, developing, and executing all advertisement elements required to produce an integrated promotional campaign. The student will be required to create and produce advertisements for use across multiple-media platforms using graphic arts software such as Adobe Illustrator, Adobe Photoshop, and Adobe Dreamweaver. This course is offered only in the fall semester. PREREQISITE: GAT-125 GAT-135 GAT-263 GAT-162 DMP-102; COREQUISITE: Take GAT-238L

GAT-251 ADVERTISING PHOTOGRAPHY 2 CREDITS (+1 LAB CREDIT)

An advanced photography course requiring students to produce images that command the viewer's attention. The student will develop strong artistic and technical visual problem-solving abilities, primarily in a studio environment, but several carefully-controlled on-location projects are assigned. Product photography, fashion photography, food photography, and editorial photography will be emphasized. In addition, photography students work closely with STCC's Cosmetology program, photographing professionally-styled models. Additional course emphasis will be on client communication, professional business practices, and publication design. The student will produce an advertising piece using his/her own photographic and graphic design skills. Critiques are held to provide the student feedback regarding his/her work. This course is offered only in the spring semester. PREREQISITE: Take GAT-152; COREQUISITE: Take GAT-251L

GAT-260 DIGITAL PRESS PRODUCTION 2 CREDITS (+1 LAB CREDIT)

This course will familiarize the student with the theory and operation of the Canon Digital press. The technical components of these presses will be detailed emphasizing the advantages and limitations of the process, enabling the student to maximize his/her design capabilities. Printing substrates will be presented in detail along with color matching systems. Laboratory exercises will familiarize the student with operation of a digital press. PREREQISITE: GAT-131; COREQUISITE: Take GAT-260L

GAT-261 DIGITAL PUBLISHING 2 CREDITS (+1 LAB CREDIT)

This lecture and laboratory course covers the computer preparation of graphic elements for publication. In the lecture part of the course the topics of publication planning and organization, imaging requirements, color, and applications software will be discussed. An emphasis will be placed on how the finished job will look. The laboratory part of the course will be made up of a series of progressively more complex exercises designed to develop the student's skills on page layout software. Each student will design and produce a series of projects for this course. This course is offered only in the spring semester. PREREQISITE: GAT-125; COREQUISITE: Take GAT-261L

GAT-262 ADVANCED DIGITAL IMAGING TECHNIQUES 2 CREDITS (+1 LAB CREDIT)

An advanced digital imaging course focusing on digital imaging theory, the relationship of conventional film-based photographic techniques applied to the digital world, and digital image manipulation using Adobe Photoshop and Lightroom programs. This course will teach students how to professionally modify their digital images to address specific imaging problems, including distortion and perspective correction and control, Raw image processing, advanced defringing and retouching techniques, and advanced image compositing and stitching techniques. In addition, advanced image capture techniques shall be addressed through the theory and the digital application of Ansel Adams' Zone System. Students will be Liven a series of projects that will allow them to incorporate the learned techniques into their work. This course is offered only in the spring semester. PREREQISITE: GAT-162 or permission of instructor; COREQUISITE: Take GAT-262L

HEALTH & FITNESS

IND-115 HEALTH AND WELLNESS 3 CREDITS

An introductory health and wellness course that explores the basic components of a healthy lifestyle including healthy behavior, nutrition, exercise, relationships, and environmental awareness. PREREQISITE: DWT-099 & DRG-091 (minimum grade of C-) or placement at higher-level

MLT-118 PHLEBOTOMY AND SPECIMEN HANDLING 1 CREDIT

An overview and introduction of basic skills as used in specimen handling and phlebotomy. This course is designed to prepare an individual to perform venipuncture and capillary puncture in order...
to obtain blood specimens for diagnostic procedures. The course will include anatomy and physiology of the circulatory system, safety considerations, confidentiality, communication, quality control, collection, transport and processing of all specimens types received in the clinical laboratory. Two lecture hours for 7 weeks, 1 credit. PREREQUISITE: Take MLT-112; COREQUISITE: Take MLT-118L.

**HEALTH INFORMATION TECHNOLOGY**

**HIT-110 HEALTH OFFICE BASICS 3 CREDITS**

This course will provide the student with an introduction and overview of types of medical providers, day to day operations, customer service and privacy regulations that they will encounter in a health care setting. The student will have a general understanding of ethical issues and the law as they apply to operations and patient care in a health setting. Interpersonal skills in a health care setting will also be explored.

**HIT-120 INTRODUCTION TO DIAGNOSTIC CODING 1 4 CREDITS**

This course is a comprehensive study of ICD-10-CM. It will involve an in-depth study of diagnostic coding of diseases for all the major body systems. Specifically, coding guidelines and techniques will be applied to coding scenarios. PREREQUISITE: MED-100

**HIT-122 INTRODUCTION TO PROCEDURAL CODING 3 CREDITS**

This course is a comprehensive study of CPT-4 procedural coding. Outpatient and professional coding for evaluation and management, anesthesia, surgery, pathology, laboratory, radiology and medicine will be emphasized. This course will also explore coding for emergency rooms, physicians’ offices, professional services at inpatient facilities and outpatient facilities. PREREQUISITE: MED-100

**HIT-124 INTRO TO PCS CODING 2 CREDITS**

This course is a comprehensive study of ICD-10-PCS. This course will involve an in-depth, systematic study of hospital inpatient therapeutic and diagnostic procedure coding with an emphasis on specificity and current coding guideline procedures and techniques. This course will include coding practice for ICD-10-PCS procedure coding. PREREQUISITE: MED-100

**HIT-126 STRATEGIC HEALTH INFORMATION TECHNOLOGY 3 CREDITS**

This course will build on the introductory HIM course and cover the strategic elements of the health information management field and career. Topics will include healthcare data, healthcare delivery systems, health data concepts, electronic health record systems, information systems and project management, healthcare data management and statistics, performance management, and HIM Human Resource and Operational management. PREREQUISITE: HIT-125, minimum grade of C.

**HIT-130 ELECTRONIC HEALTH RECORDS 2 CREDITS**

This course will provide the student with an understanding of the impact an Electronic Health Records system has on patient care and workflow processes in a health care setting. The course will focus on providing the student with the foundational knowledge of EHR systems, a practical perspective on how an EHR system affects the health care setting and hands-on experience using an EHR product.

**HIT-145 HEALTHCARE INFORMATICS 3 CREDITS**

This course will apply information system policies and procedures required by national health initiatives, and current laws and licensure related to health information initiatives. The application of policies and procedures of network usage, electronic health records (EHR), personal health records (PHR), public health and other administrative components are addressed. The relationship of HIPAA to IT will also be covered in this course. This course provides knowledge of how the evolution of computers has impacted the health care field with a focus on electronic processing methods in the Health Information Management department. PREREQUISITE: CIT-101

**HIT-206 PREPARATION FOR THE CERTIFIED CODING ASSISTING EXAM 1 CREDIT**

This course will prepare the Health Information Technology student to take the Certified Coding Assistant (CCA) examination administered by the AHIMA. This examination is required by many employers for entry-level coding positions. A review of all prerequisite material will prepare the student to successfully pass the CCA exam. The student will be introduced to the test-taking experience, the construction of the text, the content of the test, and the test in a timed environment. PREREQUISITE: HIT-125 and HIT-130, HIT-260, HIT-265

**HIT-255 LAW AND ETHICS IN HEALTHCARE 3 CREDITS**

This course analyzes the legal and ethical concepts in health information management. This course focuses on the study of legal and ethical principles applicable to health information, patient care and health records. Topics include: the study of law in general and the working of the American legal system, courts and legal procedures, principles of liability, ethical standards and decision making and challenges from an ethical perspective, patient record requirements, access to health information, confidentiality and informed consent, the judicial process of health information, specialized patient records, risk management and quality assurance, HIV information, and the electronic health record. Restricted to HIIM.AS students. Minimum grade of C is required to pass course.

**HIT-260 INTRO TO TO REVENUE CYCLE MANAGEMENT REIMBURSEMENT 3 CREDITS**

This course focuses on advanced topics in healthcare reimbursement. The course includes an introduction to third party payers, revenue cycle management and chargemaster development and administration. It also focuses on principles of healthcare reimbursement including health insurance plans, government-sponsored healthcare programs, managed care plans, fee schedules and prospective payment systems for various healthcare settings. Compliance with HIPAA and other regulatory agencies will be included. PREREQUISITE: HIT-120 and HIT-122.
## Credit Course Descriptions

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIT-266</td>
<td>FIELD STUDY INTERNSHIP MCBS</td>
<td>3</td>
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<tr>
<td>HIT-267</td>
<td>PROFESSIONAL PRACTICE EXPERIENCE</td>
<td>3</td>
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<td>HIT-269</td>
<td>RHIT EXAM PREP</td>
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<tr>
<td>SMC-125</td>
<td>EMT BASIC</td>
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<td>SMC-161</td>
<td>STERILE PROCESSING TECHNICIAN</td>
<td>6</td>
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<tr>
<td>SMC-180</td>
<td>PHLEBOTOMY TECHNICIAN</td>
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<tr>
<td>SMC-185</td>
<td>PHLEBOTOMY TECHNICIAN CLINICAL</td>
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### HEALTH SCIENCE

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>HSC-110</td>
<td>COMM AND PROFESSIONALISM IN HEALTHCARE</td>
<td>3</td>
</tr>
<tr>
<td>HSC-150</td>
<td>PATIENT CARE AND SAFETY</td>
<td>2 (+1 LAB)</td>
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This co-op will give the student work experience in the Health Information Technologies program. The student may gain experience as a medical coder, medical biller or a patient account representative. PREREQUISITE: HIT-265

This course will allow students to perform beginner and advanced functions of a health information management (HIM) department. Students will work in an actual work environment in a traditional setting. Activities will include application of all HIT coursework. The student will also learn professional skills to prepare them for employment in the HIM career field. The Professional Practice Experience is a competency based learning experience in acute, ambulatory or long-term care facilities. Students demonstrate knowledge and skills in record content, abstracting, electronic medical record, filing, analyzing, legal aspects of records, coding and other functions. 150 onsite hours are required. PREREQUISITE: HIT-120, HIT-122, HIT-125, HIT-145

This course will prepare the student to write to AHIMA national RHIT examination by strengthening key competencies learned in HIT courses. The course will cover many sample exam questions as well as practice exams. PREREQUISITE: Completion of all HIT courses with a "C" or better; PREREQUISITE: HIT-145, HIT-126, HIT-255, HIT-130 and HIT-260

Communication is key to successful patient relationships and health outcomes, and it is essential for navigating the business of healthcare. Emphasis in this course is placed on learning to communicate effectively in the healthcare environment, compliance with regulations and developing a professional presentation. Additionally, students will explore requirements of various health fields and the professional skills required to be an effective healthcare provider. Topics will include instruction in effective study practices, critical thinking processes and exposure to healthcare technologies.

This course will introduce the core components to patient care and the importance of safety in the workplace. It is essential that all health care professionals understand the importance of safety in the workplace for maintaining the health and safety of patients, health care professionals and others. This course will explore safety in the workplace, infection control, body mechanics for self and when treating patients along with CPR and First Aid. The course will also cover patient care including communication, vital signs, and patient assessment and critical thinking through case based learning in a virtual hospital setting and through patient simulation. COREQUISITE: Take HSC-150L

The EMT course covers all emergency medical concepts and techniques currently considered to be within the responsibilities of the EMT-Basic (EMT-B) providing emergency care in a pre-hospital setting as set forth by the Office of Emergency Medical Services for the Commonwealth of Massachusetts. This course meets or exceeds course requirements established by the U.S. Department of Transportation and the Massachusetts Office of Emergency Medical Services. The course will also cover topics related to future trends and care methodologies in emergency medicine. COREQUISITE: SMC-125L

This course provides the fundamentals of central service supply, processing, and distribution (CSD). Instruction and practice is given in aseptic technique. Patient centered practices and theories, customer service, and overall policies and practices of the central service supply departments. Students who successfully complete this course are eligible to take the International Association of Healthcare Central Service Material Management (IAHCSMM) and/or Certification Board for Sterile Processing and Distribution (CPSPD) certifying exam(s). Three lecture and 6 laboratory hours. COREQUISITE: Take SMC-161L

An overview and introduction of basic skills as used in specimen handling and phlebotomy. This course is designed to prepare an individual to perform venipuncture and capillary puncture in order to obtain blood specimens for diagnostic procedures. The course will include anatomy and physiology of the circulatory system, safety considerations, confidentiality, communication, quality control, collection, transport and processing of all specimens types received in the clinical laboratory. COREQUISITE: SMC-180L; SMC-185

This course requires the student in the controlled environment of a clinical internship setting to demonstrate the clinical competencies learned in the Phlebotomy Technician lecture and lab courses. This phlebotomy clinical practicum course is designed for students to experience the hands-on application of clinical and professional procedures required as part of the competency and outcomes established for the Phlebotomy Technician certification. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course provides students with readiness by providing 90 hours of approved phlebotomy experience in the practicum that must be earned in an approved health care facility that engages in the collection, examination or transportation of materials derived from the human body. Students completing and passing all Phlebotomy courses will be able to sit for the Registered Phlebotomy Technician national exam. COREQUISITE: SMC-180; SMC-180L
HISTORY

HIS-100  SURVEY OF EARLY WESTERN CIVILIZATION  3 CREDITS
Origin and development of western civilization from the Stone Age through the classical civilization of the ancient world. The contributions of each major historical group through the emergence of modern Europe will be explored with emphasis on the social, economic and political trends of each period. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

HIS-105  CULTURAL GEOGRAPHY  3 CREDITS
This course studies contemporary world cultures and their interrelationships with geographic structure and regions, to gain a global perspective on current world events. Content includes human origins and distribution; population, migration, health, climate, culture, language, settlement, industry, and agriculture. The course will seek to introduce students to the diversity of human life, cultures, and ways of life across the globe. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

HIS-110  SURVEY OF U.S. HISTORY AND GOVERNMENT  3 CREDITS
History of the United States from the Colonial period to the end of the Civil War and Reconstruction. A topical approach is followed within a chronological framework centering on the colonial origins of American society, its separation from England, the subsequent process of nation building, framing of the Constitution, formation and structure of the United States government, and the development of the Civil War during the Ante-Bellum period. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

HIS-111  SURVEY OF MODERN U.S. HISTORY  3 CREDITS
History of the United States from the end of the Reconstruction period to the present. Consideration will be given to the impact of the Industrial Revolution on Late Nineteenth Century America and the influence of war and reform on the nation during the Twentieth Century. A social cultural and new political approach will be utilized. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

HIS-114  THE HISTORY OF SPRINGFIELD, MA  3 CREDITS
This course will explore the history of Springfield, MA from the colonial era to the present. Focus will be paid to the settlement of the city in the colonial era, the city’s role in major historic events such as the American Revolution, Shays’ Rebellion as well as cover the city’s role in industrial development. Other topics will include an examination of the city has and continues to grow. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

HIS-121  HISTORY OF WITCHCRAFT AND SUPERSTITION  3 CREDITS
This course covers the history and variety of human beliefs that stem from: witchcraft (ancient, modern and non-western), werewolves, vampires, golems, Dr. Frankenstein, ghosts, demons, UFOs the Loch Ness Monster, Big Foot zombies. Other related topics of interest to the class will also be studied. The meaning and history of supernatural and superstition will be investigated. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

HONORS COURSES

HNR-206  INVENTION TO MARKET: CONCEPT TO COMMERCIALIZATION  3 CREDITS
This honors course provides direct theoretical and practical expertise in invention, innovation and entrepreneurship. It will utilize the E -Team concept to promote, enhance and support innovation through the use of guest speakers, workshops, lectures, field trips, laboratory experiments, professional advice and group dynamics. E -Teams will be comprised of students from a variety of disciplines that include business and technology. Student projects, centered on real-life designs and ideas will be discussed and evaluated by the E-teams. Emphasis is given to the students’ creativity and ingenuity culminating in a marketable innovation. Areas of special interest are: safety, adaptive (universal) design, comprehensive application, flexibility and environmental impact. Visits to various area businesses may also be a part of this course.

HNR-215  THE PSYCHOLOGY OF LOVE  3 CREDITS
The Psychology of Love will explore, in detail, the phenomenon labeled “Love.” The student will develop an understanding of how Love motivates actions in sexuality, work, relationships, human development, and spiritually. This course will take a scholarly, yet humanistic, approach to studying how love shapes elements of psychology, sociology, and anthropology. Various theories from both historic and current leaders in the field will be examined. Learning through self-discovery and personal insight is emphasized.

LANDSCAPE DESIGN & MANAGEMENT

LAN-115  PRESENTATION TECHNIQUES  3 CREDITS
A course in mechanical drafting, stressing the media and techniques commonly used in the preparation of landscape plans. The use of instruments, lettering and line techniques is covered first, followed by the development of isometric and perspective drawings. Working in three-dimensions is stressed, so that the student may best visualize spatial relationships in future landscape design courses.

LAN-120  TURF MANAGEMENT  2 CREDITS (+1 LAB CREDIT)
The study and identification of turf grasses as used in the New England area. Much emphasis is placed upon the best use of types involved. Topics in the lectures include soil and fertilization requirements, drainage and irrigation, best turf types, grass and seed identification, maintenance and renovation, and disease and insect
control. The laboratories are involved in soil testing, turf growing, maintenance techniques and field trips. Two hour lecture, one three-hour lab. COREQUISITE: Take LAN-120L

LAN-230  PLANT PROPAGATION  2 CREDITS (+1 LAB CREDIT)

A course dealing with the procedures used in propagating and growing plant materials. Lectures deal with the theoretical aspects of growing and the laboratories are devoted to greenhouse and field work. Several field trips are taken to commercial nursery operations in the area. Two-hour lecture, one three-hour lab. COREQUISITE: Take LAN-230L

LAN-235  DIGITAL DESIGN GRAPHICS  2 CREDITS (+1 LAB CREDIT)

An introductory course using Computer Aided Drawing and Design (CADD) techniques to digitally represent landscape design concepts and landscape construction drawing details. Students will learn to digitally represent landscape designs and construction details with technologies used by many of today's professional landscape design and construction businesses. AutoCAD, Sketchup, and Illustrator design programs will form the basis for the course. CADD software is a critical tool used for creating 3-D digital models, plans, and construction drawings. Like many other forms of digitalized media; CADD tools provide an avenue for sharing information using the Internet, e-mail attachments, and specialized CADD reader software. Students will also be introduced to the hybrid graphic techniques of enhancing digitally prepared drawings with hand rendered effects. For those wishing to gain, or improve upon their CADD skills and proficiency in digital design graphics, this course will help you reach your goals. COREQUISITE: LAN-115, or equivalent skills; COREQUISITE: LAN-235L

LAN-240  LANDSCAPE DESIGN 2  1 CREDIT (+2 LAB CREDITS)

A continuation of Landscape Design 1 stressing presentation and analysis. The areas dealt with are urban shopping and business spaces, small office buildings, schools and playgrounds, and parking areas. One one-hour lecture, two two-hour labs. PREREQISITE: LAN-220; COREQUISITE: Take LAN-240L

LAN-250  SUSTAINABLE PEST MANAGEMENT  2 CREDITS (+1 LAB CREDIT)

This course serves as an introduction to the study of insects, diseases, and weeds that affect the growth of ornamental plants in the New England area. Both the identification and control of the most common plant pests will be discussed. Control by cultural and biological methods, rather than the use of chemicals will be stressed, but the realistic need for chemical control and the safe use of chemicals will also be part of the course. Preparation for taking the state pesticide licensing examination will be a part of the course. Two one-hour lectures, and one three-hour lab. COREQUISITE: Take LAN-250L

LAN-260  EARTH FORMS AND STRUCTURES  3 CREDITS (+1 LAB CREDIT)

A study of the equipment, materials, and methods used in constructing earth forms and landscape features such as walls, walks, drives, fences and terraces. Considerable field work is involved, in which the students lay out and construct features as mentioned above. Three one-hour lectures, one three-hour laboratory. COREQUISITE: Take LAN-260L

MGT-101  PRINCIPLES OF MANAGEMENT  3 CREDITS

This course provides the student with an introduction to the art and science of management. A detailed analysis is made of the planning, organizing, leading, and controlling functions. Particular emphasis is placed upon the decision-making process. PREREQISITE: DRG-092 or DWT-099 (minimum grade C-) and MAT-073 (or placement at higher levels)

MGT-230  BUSINESS ETHICS  3 CREDITS

This course introduces students to the relationship between business and society. Topics include corporate citizenship, identification and analysis of stakeholder issues, business ethics fundamentals, business influence on government and the public sector, ethical issues in the global arena, workplace issues, and employment discrimination and affirmative action. Upon completion, students should be able to apply ethical principles and guidelines to business decision making. PREREQISITE: MGT-101

MGT-240  LEADERSHIP  3 CREDITS

This course examines the actions leaders take to help individuals, teams, and organizations grow/develop and reach their goals. Major leadership theories and concepts covered include: creating a mission/vision/values, leadership styles, management styles, communication and influencing skills, power, managing conflict, introducing and managing change, and leading teams. PREREQISITE: MGT-101;

MGT-260  ORGANIZATIONAL BEHAVIOR  3 CREDITS

This course examines the key factors that influence and impact human behavior in organizations. The principles of behavioral science are used to interpret, analyze, and predict individual, group, and organizational behavior. In addition, an emphasis is placed on the actions managers can take to improve individual and organizational performance. PREREQISITE: MGT-101; and take SOC-101 OR PSY-101

MKT-101  PRINCIPLES OF MARKETING  3 CREDITS

This course emphasizes a well-rounded basic approach that provides maximum exposure to the role of marketing in today's economy which is a marketing economy—not just for marketers of conventional products and services, but also for government, social institutions and social causes and the professions. To achieve this exposure, an overview is presented of the marketing process including marketing research, consumer behavior, market segmentation, target consumers, product strategy, packaging, branding, pricing and the promotional mix. The course will service two types of students—those who want a knowledge of marketing fundamentals, principles and
activities to meet specific personal or professional needs, and those who plan a career in marketing. PREREQ: DRG-092 or DWT-099 (minimum grade C-) and MAT-073 or MAT-074 or placement at higher levels.

MKT-230  RETAILING AND RETAIL MANAGEMENT  3 CREDITS
The major goals of the course are to enable the student to become a good retail planner and decision maker and to help focus on change and adaptation to change. The student will be introduced to the technical knowledge necessary for retail management. An overview of retailing is presented, including such vital areas as organizational structure, physical security, consumer behavior, personnel management, marketing research, merchandising, planning promotional activities, store planning and inventory control. PREREQ: MKT-101

MKT-260  CONSUMER BEHAVIOR  3 CREDITS
The aim of this course is to understand why people buy as the foundation for developing concepts for meeting consumer needs through selling, advertising, distribution and related activities. Behavioral considerations affecting consumer purchase decisions are analyzed. These include the personality, motivational, cognitive and attitudinal aspects, along with the social influences which affect consumer interaction with business firms. PREREQ: MKT-101;

MATHEMATICS

MAT-078  PRE-ALGEBRA  3 CREDITS
Topics include whole numbers and the place value system, operations of whole numbers and order of operations, fractions and mixed numerals, operations with these numbers, and applications. Additional topics include decimal notation, percent notation, and conversions between decimal, fractional, and percent notation, ratio and proportion, applications, and problem solving, basic statistical measures, units of linear measurement, American and metric systems, and geometric formulas and applications. Also included is an introduction to Algebra, including the real number system and operations of integers. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

MAT-079  PRE-ALGEBRA FOR MATH SUCCESS  4 CREDITS
This is a lecture and project based course that will meet for a total of six hours per week. The teaching methodology employed in this course utilizes a series of projects and interactive computer assignments to promote learning. Topics include whole numbers and the place value system, operations of whole numbers and order of operations, fractions and mixed numerals, operations with these numbers, and applications. Additional topics include decimal notation, percent notation, and conversions between decimal, fractional, and percent notation, ratio and proportion, applications, and problem solving, basic statistical measures, units of linear measurement, American and metric systems, and geometric formulas and applications. Also included is an introduction to algebra, including the real number system and operations of integers. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. Students must achieve a C- or better to pass the course. PREREQ: MAT-078 or MAT-079 or MAT-073 (minimum grade C-) or placement at Algebra I on the math placement test.

MAT-087  ALGEBRA 1  3 CREDITS
Topics include the real number system, operations of real numbers, simplification of algebraic expressions, solving equations and inequalities. Topics also include graphing of linear equations, slopes, equations of lines, and graphing inequalities in two variables, systems of linear equations, applications and problem solving. Additional topics are exponents, scientific notation, and operations with polynomials. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQ: MAT-078 or MAT-073 (minimum grade C-) or placement at Algebra I on the math placement test.

MAT-089  EXTENDED ALGEBRA 1  4 CREDITS
This is a lecture course in elementary algebra with a review of Pre-Algebra that will meet for a total of six hours per week with a focus on student-centered learning techniques. Review topics include whole numbers, operations of whole numbers and order of operations, fractions and mixed numerals, decimals, and percent notation. Topics include the real number system, operations of real numbers, simplification of algebraic expressions, and solving equations and inequalities. Topics also include graphing of linear equations, slopes, equations of lines, and graphing inequalities in two variables, systems of linear equations, applications and problem solving. Additional topics are exponents, scientific notation, and operations with Polynomials. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. Students must achieve a C- or better to pass the course. PREREQ: MAT-078, MAT-079 or MAT-073 (minimum grade C-) or placement at Algebra I on the math placement test.

MAT-095  ELEMENTS OF MATHEMATICS  3 CREDITS
This is a unique course with a format that allows the student to progress at his or her own pace. New students are assigned a beginning math level and textbook based on their placement test results. Returning students pick up wherever they ended the previous semester. Students may study on their own, with instructors and tutors available to answer questions on an individual basis. Each student is assigned an instructor and a particular class time, and may use the Testing Center and Tutor Center Monday-Friday 8:00 a.m. - 3:00 p.m. Students take tests whenever they feel ready and the test center is open. Tests are computer generated, and corrected and graded immediately for the students. Students are then given a copy of the original test and a copy of the correct answers to take with them. Single credit grades are issued for completed credits only. It is possible to earn three or more credits or fewer than three credits in one semester. Students who earn more than three credits in one semester will not be charged for more than three in any given semester. These credits are below college level, do not carry graduation credit, and are non-transferable. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.
Credit Course Descriptions

MAT-097 ALGEBRA 2 3 CREDITS

Topics include factoring polynomials, solving quadratic equations, applications and problem solving, and simplifying complex rational expressions. Additional topics are radical expressions, radical equations and applications, the quadratic formula, graphs of quadratic equations, and functions. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQISITE: MAT-087 (minimum grade C-) or placement at Algebra II on the math placement test.

MAT-099 EXTENDED ALGEBRA 2 4 CREDITS

This is a lecture course in elementary algebra with a review of topics that will be used in science and engineering classes. This class will meet for a total of six hours per week with a focus on student-centered learning techniques. Review topics include fractions and mixed numerals, operations with polynomials, scientific notation, ratio and proportion, basic statistical measures, geometric formulas and unit conversions. Topics include factoring polynomials, solving quadratic equations, applications and problem solving, and simplifying complex rational expressions. Additional topics are radical expressions, radical equations and applications, the quadratic formula, graphs of quadratic equations, and functions. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. Students must achieve a C- or better to pass the course. PREREQISITE: MAT-089, MAT-083 or MAT-087 (C- or higher) or placement at Algebra II on the math placement test.

MAT-100 CONTEMPORARY MATHEMATICAL APPLICATIONS 3 CREDITS

This is designed to be an applications course for certain technologies. The emphasis is on solving real-world problems pertaining to those technologies by applying arithmetic, algebraic and geometric concepts previously learned. Utilizing the TI-30x scientific calculator to solve problems involving SI metrics, unit analyses, formulas, and mensuration will also be covered. Restricted to Landscape, Construction Management, Graphic Arts, and Energy Systems students ONLY. It is not recommended for students planning to transfer to a four-year institution. PREREQISITE: MAT-087 (minimum grade C-) or placement at a higher level on the math placement test.

MAT-101 MATH IN A MODERN SOCIETY 3 CREDITS

This course is designed primarily for General Studies and Liberal Arts Transfer students, and is intended to provide a background in the contemporary applications of mathematics to a wide variety of problems. The excitement of contemporary mathematical thinking will be shared with the non-specialist, to develop students’ capacity to engage in logical thinking and to read critically technical information, which is abundant in contemporary society. Students will use mathematical models for problem solving in three broad areas: The Digital Revolution; Management Science; and Your Money and Resources. PREREQISITE: MAT-089, MAT-087 or placement at MAT-091 or higher.

MAT-115 STATISTICS 3 CREDITS

Descriptive methods of collecting, organizing, analyzing, and presenting categorical and numerical data. Elementary probability theory, estimation, and hypothesis testing. This course is transferable to four-year colleges. PREREQISITE: MAT-089 or MAT-087 (minimum grade C-) or placement of MAT-091 or higher.

MAT-122 APPLIED MATHEMATICS 1 3 CREDITS

Topics include a review of algebra; linear equations and inequalities, matrices, systems of equations; linear programming; and probability. PREREQISITE: MAT-099, MAT-093 or MAT-097 (C- or better) or placement at college-level on math placement test.

MAT-124 TECHNICAL MATH 1 4 CREDITS

First of a two-part sequence for technology students in a math-related field. Topics include ratio, proportion, variation, fractions, fractional equations, functions and graphs, right triangle trigonometry, vectors, solution of linear equations, determinants, factoring, algebraic functions, laws of sines and cosines, graphs of trigonometric functions and complex numbers. PREREQISITE: MAT-093 or MAT-097 (C- or better) or placement at college-level on math placement test.

MAT-125 TECHNICAL MATH 2 4 CREDITS

Logarithms, systems of nonlinear equations, inequalities, variation, progressions, trigonometric identities and equations, inverse trigonometric functions analytical geometry, introduction to differential and integral calculus. PREREQISITE: MAT-124

MAT-126 MATHEMATICAL REASONING 3 CREDITS

The goal of this course is to give students the content base and problem solving skills necessary to teach elementary school mathematics as defined by the Massachusetts State Frameworks and the National Council of Teachers of Mathematics. Explorations of mathematics reasoning and problem solving. Topics will cover two of the strands from the Massachusetts State Frameworks. 1) Number Systems 2) Patterns, Functions and Algebra. PREREQISITE: MAT-083 or placement at higher level on math placement test.

MAT-127 CALCULUS FOR BUS, LIFE & SOCIAL SCIENCES 1 3 CREDITS

Introduction to calculus with applications to business, life, and social sciences. Functions and graphs, limits, the derivative, techniques of differentiation, curve sketching, maximum/minimum problems, exponential and logarithmic functions, exponential growth and decay. PREREQISITE: MAT-093 or MAT-097 (C- or better) or placement at college-level on math placement test.

MAT-130 PRECALCULUS MATHEMATICS 4 CREDITS

An intensive one-semester integrated review of the algebraic and trigonometric concepts necessary for calculus using a functional approach. Algebraic topics include linear, quadratic, polynomial, rational, and inverse functions. Transcendental topics include trigonometric, inverse trigonometric, exponential and logarithmic functions. Graphing is emphasized as an aid to visualization of the various functions. Conic sections are introduced. PREREQISITE: MAT-124
MAT-131  CALCULUS 1  4 CREDITS

Topics include straight line, conic sections, inequalities, functions and graphs, including trigonometric, exponential and logarithmic functions; limits and continuity; differentiation of algebraic and transcendental functions; maxima/minima theory; related rates; differentials. Computer based labs are an integral part of the course. PREREQISITE: MAT-125 or MAT-130 (Minimum grade C-)

MAT-132  CALCULUS 2  4 CREDITS

Topics include antiderivatives, indefinite and definite integration, the Fundamental Theorem of Calculus, integration techniques, differential equations, infinite series and Taylor Polynomials. Computer based labs are an integral part of the course. PREREQISITE: MAT-131 (minimum grade C-)

MAT-220  DISCRETE STRUCTURES  4 CREDITS

This course is a study of the discrete structures of Mathematics. They include propositional calculus, quantification, sets, functions, sequences and series, number theoretic functions, proofs-direct and indirect, induction, combinatorics, discrete probability, recurrence relations, equivalence relations, partial orderings, graphs, paths and finite state machines. PREREQISITE: MAT-132 (minimum grade C-)

MAT-233  CALCULUS III  4 CREDITS

Topics include polar coordinates, multivariable calculus: 3-dimensional coordinate systems and surfaces from \( \mathbb{R}^n \) to \( \mathbb{R}^m \); limits and continuity; partial differentiation; chain rule; the gradient: directional derivatives; maxima and minima; multiple integration and applications; vector calculus: line integrals surface integrals; Green’s Theorem; Divergence Theorem; Stroke’s Theorem. Computer labs illustrating basic concepts are an essential part of the course. PREREQISITE: MAT-132 (minimum grade C-)

MAT-240  LINEAR ALGEBRA  3 CREDITS

Geometric vectors; vector spaces, systems of linear equations; inner product spaces; linear transformation and matrices; determinants; eigenvalues and eigenvectors. PREREQISITE: MAT-132 (minimum grade C-)

MAT-255  DIFFERENTIAL EQUATIONS  4 CREDITS

Classical methods of solution of first order and linear higher order ordinary differential equation LaPlace Transform and Power Series solutions of linear ordinary differential equations. Matrix solutions to linear systems of ordinary differential equations. Numerical methods of solution of first order ordinary differential equations using the digital computer. Computer labs illustrating basic concepts are an essential part of the course. PREREQISITE: MAT-233 (minimum grade C-) or permission of instructor.

MECHANICAL ENGINEERING TECHNOLOGY

MET-100  ESSENTIALS FOR MANUFACTURING TECHNICIANS  3 CREDITS

This course will provide the student with the foundational concepts and skills required for a successful career in a manufacturing environment. The major topics to be discussed will be Blue print interpretation, shop math, measuring techniques, and computer skills. The student will also begin to create a resume and learn interviewing skills to be used in pursuit of internships and/or employment after graduation.

MET-101  INTRODUCTION TO ENGINEERING TECHNOLOGY  3 CREDITS

This course is an introduction to the concepts of Engineering and Engineering Technology. The major topics to be discussed will be the role that an engineering technologist plays in developing and manufacturing a world-class product. Some of the critical skills required of the technologist are problem solving, teamwork, business communication and effective writing. The student will be introduced to these skills and will learn to apply them to the basic concepts of product design and quality concepts associated with a manufacturing environment. Use of computer application software to solve problems in Engineering Technology will be emphasized. The focus will be on continuous improvement methods brought about by the computer. The student will become familiar with using spreadsheets, word processing, presentation software, and other software for various industrial and manufacturing problems related to industrial environments. Team projects in conjunction with lab assignments are designed to reinforce key engineering principles. PREREQISITE: MAT-079, MAT-073 or MAT-078 (C- or better) or placement at Algebra I on the math placement test.

MET-120  METROLOGY & GEOMETRICS  2 CREDITS (+1 LAB CREDIT)

This course introduces the student to three key concepts within the quality function: the metrology system, measuring and gauging, and geometric dimensioning and tolerancing (GD&T). Topics to be discussed include managing the metrology system, calibration procedures and standards, types of measuring equipment, instrument classification, analysis and presentation of measurement data, measuring and gauging geometric tolerances. Emphasis is placed on GD&T theory and discussions, based on ANSI Y 14.5M-1994, including measurement of flatness, straightness, roundness, cylindricity, parallelism, perpendicularity, concentricity, position and runout. Lab experiences demonstrate key principles discussed in lecture. PREREQISITE: MAT-078 (minimum grade of C) or placement at higher level on the math placement test. COREQUISITE: Take MET-120L

MET-121  FUNDAMENTALS OF CMM  2 CREDITS (+1 LAB CREDIT)

This course is an introduction to the fundamental concepts of the Coordinate Measuring Machine (CMM). This course discusses how CMMs integrate into precision manufacturing environments and where they fit in automated production processes. Coverage includes a CMM overview, basic terminology, machine operation using existing
programs, and fundamental programming concepts. Students will be instructed in best practices for probe calibration and part fixturing, focusing on accurate and repeatable measurement. Students will develop an understanding of blueprint tolerances and use that knowledge to identify nonconforming parts and their assignable causes. Throughout the course, students will be required to perform calculations to identify upper and lower tolerances based on provided blueprints. Students will develop a solid understanding of how the Cartesian Coordinate System and vectors are used to program CMMs. PREREQISITE: MET-120; and MAT-078 or placement at higher level on the math placement test; COREQUISITE: Take MET-121L

MET-130 CAM I 3 CREDITS (+1 LAB CREDIT)
CAM I explores machining by utilizing a graphical software package to generate part programs for a CNC mill and CNC lathe. The emphasis of the course is placed on learning to use the CAM software to select tools, manipulate part geometry, and convert screen graphics into a CNC program. Students learn the integration of Computer-Aided Design (CAD) with CAM in order to understand how to proceed from the design process through the manufacturing process. Both 2D CAD files and 3D CAD files (solid models) are imported into the CAM software for manufacturing. PREREQISITE: MET-150 or MET-152; COREQUISITE: Take MET-130L

MET-141 MATERIALS SCIENCE 3 CREDITS
The Materials Science course will provide the student with knowledge of engineering materials including Metals and Metal Alloys, Polymers, Ceramics and Composites. The course begins with a study of the categories and properties of engineering materials used in current design and manufacturing. Mechanical and physical properties are explored in detail including property enhancement techniques. Introductory concepts of metallurgy are explored so that students gain understanding of the relationship between metal microstructures and mechanical behavior. Students are taught the basics of material selection from the vast choices of available engineering materials including use of material databases. The course includes optional field trips to local materials testing laboratories. PREREQISITE: MAT-087 (minimum grade C) or placement at college-level math.

MET-150 FUNDAMENTALS OF CNC 2 CREDITS (+1 LAB CREDIT)
This course is an introduction to the fundamental concepts of Computer Numerical Control (CNC). The importance of numerical control to manufacturing and productivity is discussed with respect to different types of CNC systems. Coverage includes writing simple programs to perform contouring and hole operations for typical milling machining centers. Programs will also be written for lathe operations including turning, facing and threading. The student will be instructed in the set-up and operation of both a CNC mill and lathe. Emphasis is placed on developing an understanding of typical G and M codes used in modern CNC machinery. Throughout the course, students will be required to perform calculations for speeds and feeds for various tooling. In addition, students will calculate the necessary coordinate data as it relates to the Cartesian coordinate system. PREREQISITE: MAT-079, MAT-073 or MAT-078 (C- or better) or placement at Algebra I on the math placement test. COREQUISITE: Take MET-150L

MET-151 CNC APPLICATIONS 2 CREDITS (+2 LAB CREDITS)
This course is a continuation of the fundamental concepts of Computer Numerical Control (CNC). The course begins with a review of the programming structure for a CNC mill and lathe. Students will analyze prints and write CNC programs of increased complexity. An emphasis will be placed on part processing, writing code, and manufacturing parts. The 4th axis rotary table will be introduced with programs being written and parts being manufactured using this milling attachment. Tool holders, insert geometry and their various applications will also be reviewed for both the mill and the lathe. Work holding and work handling devise will be discussed with the goal of saving time and money by using different configurations. PREREQISITE: MET-150 or MET-152 (minimum grade of C); COREQUISITE: Take MET-151L

MET-160 ENGINEERING GRAPHICS WITH SOLID WORKS 2 CREDITS (+1 LAB CREDIT)
The purpose of this course is to instruct the student in the feature-based, parametric solid modeling system called Solid Works. The course begins with an overview of Solid Work’s sketching environment where students learn to create 2D objects such as lines and arcs. Definition is then added to the sketch including numerical dimensions and geometric relationships. Solid features are created including extrusions and features of revolution. Students are instructed in the creation of workplanes and placed features so that complicated solid models can be designed. Solids are then arranged into assemblies. Engineering drawing documentation is introduced in accordance with the ASME Y14.5 standards. The course ends with a review and discussion of the SolidWorks Certification Exam (CSWA). PREREQISITE: MAT-078, MAT-073 or MAT-079 (minimum grade C-) or placement at Algebra I on the math placement test; COREQUISITE: MET-160L

MET-161 SOLID MODELING FOR MECHANICAL DESIGN 1 3 CREDITS (+1 LAB CREDIT)
This course is a continuation of Engineering Graphics with SolidWorks. The beginning of the course includes orthographic projection, sectioning, and assembly drawings emphasizing the ASME Y14.3 standard. The course continues with learning the fundamentals of ASME Y14.5 including dimensioning, tolerancing of mating parts using standard ANSI fits, and geometric tolerances. Projects are assigned to present the concepts of mechanical design principles using the CAD system. Both inch and metric applications are used. Students are required to analyze design concepts and comment on their feasibility. PREREQISITE: MET-160 (C or better); completed within the last two years or permission of the instructor; COREQUISITE: Take MET-161L

MET-224 STATICS AND STRENGTH OF MATERIALS 4 CREDITS
This course begins by studying the fundamentals of static equilibrium. Topics included are resultants of force systems, tension and compression, moments, and shear and bending moment diagrams. The course then proceeds to the study of stress and strain as
produced by the application of forces on beams, cross-sections are emphasized. The influence of material selection on shear, bearing, bending, and torsional stresses is emphasized. Also included is the analysis of beam and torsional deflections including thermal deformation. PREREQUISITE: MAT-124 MET-141;

**MET-227 QUALITY CONCEPTS 2 CREDITS (+1 LAB CREDIT)**

This course covers the evolution, current trends, and future direction of the quality initiatives that support a world class manufacturing organization. Topics to be discussed include Quality terms, concepts, and principles; Quality benefits, philosophies, and modes; and Continuous Improvement Concepts and tools. Discussion will include Key theories of Shewhart, Deming, Juran, Crosby, Feigenbaum, and Ishikawa with respect to their philosophies and implementation strategies. Different models of implementation such as ISO 9000, QS 9000, and the Malcolm Baldrige Quality Award will be studied. Continuous Improvement techniques relating to Human Resources and Motivational Theory, Inspection and Testing, NCM cycle, Calibration, Auditing, and methods and techniques utilized in statistical process control (SPC) will be discussed. Lab exercises utilizing Microsoft Excel are designed to demonstrate key principles discussed in lecture. PREREQUISITE: MET-100 or MET-101 (minimum grade of C); COREQUISITE: Take MET-227L

**MET-232 CAM APPLICATIONS 2 3 CREDITS (+1 LAB CREDIT)**

This course does not involve operation of CNC machinery. It is intended for students that already have hands-on CNC machining experience, so CNC simulators are used. CAM II continues the technology learned in CAM I. After a review of CAM I, students learn how to create parts which require special fixtures and multiple operations. 3D Solid models are used exclusively throughout the semester to parallel state-of-the-art manufacturing environments. Standard machine holding devices such as vises and chucks are included with the fixtures as students graphically create the operation setups for a CNC mill and lathe. In addition, fourth-axis mill programming is included in the semester. PREREQUISITE: Take MET-130 or MET-132; COREQUISITE: Take MET-232L

**MET-240 MANUFACTURING: PLANNING AND CONTROL 3 CREDITS**

Manufacturing environments are controlled by a number of systems. This course is intended to describe the various systems that could be in use in modern manufacturing. We will investigate production and inventory management techniques as prescribed by APICS. The course includes a study of the elements that contribute to a successful production control program. Production forecasting product development, control of materials, master scheduling, capacity planning, routing, dispatching, and follow-up are studied in terms of their significance and their relationship to effective manufacturing control. The philosophy of MRP2 will be discussed to show the interrelationship with JIT, quality improvements activities, and SPC. PREREQUISITE: MAT-087 (minimum grade C-) or placement at Algebra II on the math placement test.

**MET-261 SOLID MODELING FOR MECHANICAL DESIGN 3 CREDITS (+1 LAB CREDIT)**

This course is a continuation of solid modeling for Mechanical Design I. Advanced features of the parametric solid modeling CAD system are covered including configurations, design tables, and exploded assemblies. Projects are assigned that emphasize mechanical design principles including design analysis, tolerancing of mating parts, and design improvement. Proper engineering documentation is emphasized including the implementation of engineering change orders. An introduction to engineering analysis is also included. PREREQUISITE: MET-161 (C or better, must have completed within last two years or permission of the instructor). COREQUISITE: Take MET-261L

**MET-267 ADVANCED ENGINEERING APPLICATIONS 2 CREDITS (+1 LAB CREDIT)**

This course is intended to help the student develop analysis and problem solving skills. Advanced problems in both CAD and CAM will be presented with the intention of student teams proposing various solutions to these problems. Students will be required to work together with limited guidance from the instructor in an effort to advance their knowledge of CAD and CAM. In order to recognize the need for and engage in lifelong learning, students are required to research a topic in CAD or CAM not previously taught in the program and present a teaching demonstration to their classmates. COREQUISITE: Take MET-267L

**MET-269 MECHANICAL ENGINEERING SENIOR PROJECT 3 CREDITS (+1 LAB CREDIT)**

The goal of this course is to tie together the different concepts of design and manufacturing that have been studied throughout the Mechanical Engineering Technology curriculum. The class will be divided into cross-functional teams. Each team will be given a problem statement and design requirements. The team will plan, design and manufacture the engineering problem. Each team will prepare a proposal, schedule of tasks, finalized design finalized manufacturing process, and final report and presentation. Team designs will be judged, and the best student design will then be manufactured. Projects vary from semester to semester. PREREQUISITE: Take MET-261 and MET-230 (Minimum grade of C); COREQUISITE: Take MET-269L

**MEDICAL ASSISTING**

**MED-100 MEDICAL TERMINOLOGY 1 3 CREDITS**

This course will provide students with a foundation to recognize medical terms using the four word part approach (prefix, word root, suffix, combining vowel). This will prepare the student to better understand and master the terminology related to health care delivery. Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. The student will experience real life applications of medical terminology through the use of pathology, and history and physical forms from actual hospital records as well as television medical dramas and movies. A working knowledge of medical terminology is desirable for anyone entering one of the health science fields.
Credit Course Descriptions

MED-102  HUMAN BODY IN HEALTH AND DISEASE  3 CREDITS
This course is designed to provide students with a fundamental understanding of basic anatomy, physiology and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures and treatment modalities will also be included.

MED-109  ADMINISTRATIVE SKILLS FOR THE MEDICAL ASSISTANT  3 CREDITS
This course is designed to prepare the Medical Assisting student with theory and skills necessary to perform administrative procedures in a medical office. Students will explore in depth types of insurance, managed care, third party reimbursement guidelines and HCFA claim form instructions. They will be introduced to ICD-9-CM, CPT and HCPCS coding systems. Students will perform procedural and diagnostic coding using the appropriate tools such as coding manuals and electronic search engines. Students will also be introduced to accounting procedures for the medical office including accounts payable and receivable, billing and collection procedures, daysheets, bank deposits, petty cash, preparing checks, posting adjustments and processing refunds.

MUSIC

MUS-101  MUSIC APPRECIATION 1  3 CREDITS
A survey course for the general student in which significant works from the several periods of music history will be heard and discussed. This course will be open to all students at the College Outside listening and reading assignments will be scheduled and attendance at live concerts will be encouraged.

MUS-120  HISTORY OF MUSIC  3 CREDITS
This course will focus on the history and influence of the Western Music tradition. Forms and styles of music from the Middle Ages to the present will be examined in relation to the timeline of historical events. Representative works by (noted) composers will be listened to and discussed.

MUS-122  HISTORY OF ROCK  3 CREDITS
The course will address both the history and aesthetics of America’s unique contribution to music - Rock. Study of both the music’s origins and its historical and stylistic phases will be complemented with careful listening and analysis. Great emphasis will be placed upon the contributions and biographies of individual artists whose musical visions helped to shape and re-define the music in successive generations. The role of improvisation in combination with other common musical practices will be considered, in exploring the contributions of great rock soloists.

MUS-130  INTRODUCTION TO PIANO  3 CREDITS
A beginning piano course for adult students without prior musical knowledge or skills. The course will combine both music theory and a laboratory skills program with major emphasis on the basic structure of keyboard music. Melody, chords, rhythm, form, dynamics and style will be studied by the student at the keyboard and discussed in lecture sessions. Students will be encouraged to proceed as their individual abilities permit, requiring considerable individualization of instruction as they gain technical mastery. Open to all students at the College.

MUS-140  VOICE  3 CREDITS
Through singing exercises, students will work to improve their breathing, pitch, posture, expression, and knowledge or musical theory. Students will practice a variety of songs, culminating in a final recital.

OFFICE INFORMATION TECHNOLOGY

OIT-100  BASIC KEYBOARDING SKILLS  1 CREDIT
This course is designed for any individual wishing to develop touch keyboarding skills applicable to today’s sophisticated computer keyboards. A minimum touch keyboarding speed of 20 wpm is required for course completion. Available to the entire STCC community.

OIT-110  COMMUNICATIONS/EDITING  3 CREDITS
This course will prepare students for the production of professional written business communications. The course will emphasize the use of technology and collaboration in the proofreading, editing, and writing processes. In addition to improving information literacy, computer literacy, and English grammar skills student will also improve abilities that are essential in the workplace. Three lecture hours. Available to the entire STCC community. PREREQUISITE: DWT-099 (Minimum grade C-) or placement at ENG-101

OIT-140  CAREER PREPARATION/SOFT SKILLS  1 CREDIT
This course is designed to prepare students with the soft skills that are essential to long-term success in the workplace. Soft skills are attitudes and behavior that relate to critical thinking, problem solving, communication, collaboration, and presentation skills. Through a combination of engaging workbook activities and video episodes, students will use technical skills for career preparation, clean up online personas, improve written communication skills in emails, and understand the importance of teams in the workplace. One lecture hour. Available to the entire STCC community.

OIT-200  KEYBOARD SKILLBUILDING  1 CREDIT
This course is designed to assist individuals in building keyboard speed. Individual speed building goals will be determined with a minimum goal of 10 wpm gain for five minutes with five or less errors. Available to the entire STCC community. Students wishing to enroll in more than one module may do so under a directed study contract with the instructor. PREREQUISITE: OIT-100 and OIT-101
**OPTICS & PHOTONICS**

LEO-100 LAB AND LASER SAFETY 1 CREDIT

In this course, students will learn the subject of electrical and laser safety in laboratory settings and industry. Students will learn to recognize, evaluate, and control for (1) electrical hazards as recommended by National Institute for Occupational Safety and Health (NIOSH) Guide to Electrical Safety and Health for the Electrical Trades and (2) laser hazards as recommended by the Laser Institute of America’s (LIA) ANSI Z136.1 Safe Use of Lasers standard. Each LEO student is required to complete this course and pass an online examination before taking any laser laboratory courses. This course is offered only in the fall semester.

LEO-135 GEOMETRIC OPTICS 2 CREDITS (+1 LAB CREDIT)

This course is the first of a two-semester sequence covering basic optical theory and components. Each course consists of three one-hour lecture sessions and a three-hour lab. Geometrical optics deals with the rectilinear propagation of light and the elementary treatment of image formation, lenses, mirrors, prisms, fiber optics, ray tracing aberrations, optical system design and optical instruments. The laboratory section parallels the lectures and familiarizes the student with optical laboratory components and procedures. LEO-110 COREQUISITE: Take LEO-135L

LEO-140 FIBER OPTIC TECHNOLOGY AND APPLICATIONS 2 CREDITS (+1 LAB CREDIT)

In this course, students will learn the principles of fiber optic technology and its applications in modern society. Students will gain theoretical and hands-on experience with fiber-optic components, test and measurement equipment, splicing and termination. Topics will include the total internal reflection, multimode and single mode fiber optic cables, fiber optic cable manufacturing, dispersion, fiber optic termination and testing, dB and dBm, loss testing, fusion splicing, OTDRs, LED and laser light sources, detectors, voice and data communications, fiber optic sensors, wavelength division multiplexers and couplers, fiber Bragg gratings, Erbium-doped fiber amplifiers, fiber lasers, and more. Classroom and laboratory activities will be supplemented with industry tours, Internet research assignments, and a hands-on design project. Two-hour lecture; three-hour lab. PREREQUISITE: LEO-110; COREQUISITE: LEO-140L

LEO-150 FUNDAMENTALS OF LASERS 2 CREDITS (+1 LAB CREDIT)

This course consists of two hours of lecture and a three-hour laboratory session. The course begins with an introduction to the atom, emission processes, and stimulated emission of radiation. Laser output characteristics and modification, materials, components and industrial laser applications is also discussed. Safety and laboratory procedures are emphasized. The lab will reinforce the theories and topics presented in the lecture. PREREQUISITE: LEO-100 LEO-110 COREQUISITE: LEO-150L

**PHILOSOPHY**

PHL-101 INTRODUCTION TO PHILOSOPHY 3 CREDITS

Philosophy is part of the study of the self; the search for reasons for our values and beliefs; and for good reasons for our reasons. The course includes a critical examination of the traditional questions in ethics, politics, religion and art. PREREQUISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

PHL-110 WORLD RELIGIONS 3 CREDITS

An introduction to the major world religions emphasizing cultural origins, spirituality, beliefs, traditions, texts, historical development, social structure and role in world politics. Religions considered include: Hinduism, Buddhism, Judaism, Christianity, Islam, Baha’i, Confucianism, Zoroastrianism, Taoism, Native American, African, and other world traditions as determined by interests of participants. Participants should be prepared to distinguish between the critical examination of religion and the personal study of one’s religion as an adherent. PREREQUISITE: DRG-092 or DWT-099 (minimum grade C-) or placement at higher level on the reading or writing placement tests.

PHL-120 CRITICAL THINKING 3 CREDITS

The primary objectives of this course are to impart a functional ability to reason well and to improve the student’s analytical skills and instincts. In addition to familiarizing students with elementary methods of building strong arguments, the course is further designed to aid them in understanding the essential principles involved in the
**Credit Course Descriptions**

**PHY-105  PHYSICAL SCIENCE 1  3 CREDITS (+1 LAB CREDIT)**

This is a course for non-science majors, particularly future K-12 teachers, drawing from a broad base of topics in physical science about the study of matter and energy. Science and technology are the driving forces of change in our world today. This course introduces basic concepts of physics, covering forces, optics, temperature, heat, simple harmonic motion, the electromagnetic spectrum, and electricity. A qualitative / descriptive approach to natural phenomena is discussed utilizing basic math skills. The intent is to provide a student with a broad basis touching on physics, chemistry, and some life science. Computer simulations and internet research are used to probe the laws of physics. This course is primarily intended to fulfill a laboratory science requirement for General Studies students, and, although not recommended, may in some cases be used as a transferable science course by Liberal Arts transfer students. Scientific Calculator required. PREREQUISITE: MAT-089, MAT-083 or MAT-087 (minimum grade C-) and placement in DRG-092 and DWT-099 or above; COREQUISITE: Take PHY-105L

**PHY-116  PHYSICS OF GREEN ENERGY  3 CREDITS (+1 LAB CREDIT)**

This is a physical science laboratory course for non-science majors in the study of alternative and renewable energy sources. Conservation of energy and energy efficiency are contemporary global topics. The student will gain broad practical knowledge of alternative energy production currently in use and alternative and renewable energy sources for use in tomorrow's zero-emissions world. Students will be able to make better professional and personal decisions regarding the issues of energy and conservation. Areas of study will emphasize an overview about the technology of alternative energy devices such as: solar, wind, fuel cells, ocean wave power, and other forms of renewable “green” and sustainable electrical energy production. Also addressed are traditional conventional electrical energy sources such as: batteries, traditional electric generators, steam and gas turbines and nuclear power stations. PREREQUISITE: MAT-089, MAT-083 or MAT-087 (C- or better) or placement at college level on math placement test and placement in DRG-092 and DWT-099; COREQUISITE: Take PHY-116L

**PHY-118  INTRODUCTION TO LIGHT AND LASERS  3 CREDITS (+1 LAB CREDIT)**

This course will introduce students to the principles and applications of light and lasers. Students will learn about the electromagnetic spectrum, how lenses and mirrors form images, how basic optical instruments such as microscopes and telescopes work, how a laser functions, and how prisms and diffraction gratings function are used in spectroscopy. Lasers and precision measurement, polarizers, LCDs, hair-thin strands of glass fiber in telecommunications systems, holograms will be discussed. Examples will be drawn from precision manufacturing, environmental science, homeland security and defense, telecommunications, and entertainment. Laboratory activities and demonstrations will be used extensively to supplement classroom discussions and bridge from theory to practical applications. All laboratory experiments will be conducted in the Laser-Electro-Optics Technology department labs. A basic scientific calculator (e.g., Casio FX-260 or TI-30XA) is required. This is a transferable science course for non-science majors. Honors component with permission of instructor. Some programs require a grade of C or better. Open to all students. PREREQUISITE: MAT-124 completion with a C- or better and placement in ENG-101; COREQUISITE: Take PHY-118L

**PHY-221  PHYSICS 1  3 CREDITS (+1 LAB CREDIT)**

A non-calculus, introductory physics course, also called “mechanics”. Topics include kinematics, Newton's Laws of Motion, work and energy, rotational motion, static equilibrium, conservation of linear and angular momentum. Newton's Law of Universal Gravitation, oscillatory and wave motion will be discussed. Includes a three-hour laboratory. Honors component with permission of instructor. The calculus based physics course equivalent in topic coverage is PHY-231. PREREQUISITE: MAT-124 with a minimum grade of C- and placement at ENG-101; COREQUISITE: Take PHY-221L
Credit Course Descriptions

PHY-231  CLASSICAL PHYSICS 1  3 CREDITS (+1 LAB CREDIT)
A calculus-based, rigorous physics course for engineering and science transfer majors, also called "Newtonian Mechanics". It is the first of a required two-semester sequence [PHY-232] for engineering transfer students. Topics include kinematics, Newton's laws of motion and conservation laws, applied to single particles, sets of particles and rigid bodies. Newton's law of universal gravitation and harmonic motion will be discussed. Includes a three-hour laboratory and a one-hour recitation each week. Honors component with permission of instructor. PREREQUISITE: MAT-131 (minimum grade of C-) and DWT-099 (or placement at college-level English; COREQUISITE: Take PHY-231L

PHY-232  CLASSICAL PHYSICS 2  3 CREDITS (+1 LAB CREDIT)
A calculus-based, rigorous physics course for engineering and science transfer majors, also called "Electricity and Magnetism". It is the second of a required two-semester sequence [PHY-132] for engineering transfer students. Topics include electrostatics, electric and magnetic fields, their interaction with charged particles, and laws of induction. Voltage, current and circuit analysis will be discussed. Includes a three-hour laboratory and a one-hour recitation each week. Honors component with permission of instructor. PREREQUISITE: PHY-231 and MAT-132 (minimum grade of C-) and DWT-099 (or placement at college-level English; COREQUISITE: Take PHY-232L

POLITICAL SCIENCE

PSC-101  AMERICAN GOVERNMENT & POLITICS 1  3 CREDITS
An analysis of the way in which politics and political institutions work in American society. The major problems of American democracy are explored with their political, social and economic implications. Also explored are constitutional rights and freedoms, the federal power structure and changing governmental institutions.

PSC-102  STATE AND MUNICIPAL GOVERNMENT  3 CREDITS
This course introduces students to the workings and influence of state and local governments. Students will examine the role of states in the U.S. political system, including their role as "laboratories of democracy." This course will examine various models for how state government operates with particular attention paid to the Commonwealth of Massachusetts. Students will learn the dynamic processes that occur at the local level and how that affects the day-to-day operations of the municipality with a focus on budgeting and zoning regulations.

PSYCHOLOGY

PSY-101  GENERAL PSYCHOLOGY  3 CREDITS
This introductory course identifies those scientific methods used to study human behavior. Discussion centers around the contribution of heredity, environment, learning, perception, motivation and emotion in shaping our individual personalities. Honors component available. PREREQUISITE: DRG-091 (minimum grade C-) or placement at higher level on the reading placement test.

PSY-101H  HONORS GENERAL PSYCHOLOGY  3 CREDITS
This introductory course identifies those scientific methods used to study human behavior. Discussion centers around the contribution of heredity, environment, learning, perception, motivation, and emotion in shaping our individual personalities. In addition, students will be required to submit work that is representative of honors-level course work; to that end, more time will be dedicated to developing argumentation and research skills. Among the assignments types that may be required are documented research papers and/or comparable research projects. Students who complete the course will also have the opportunity to present their work at the annual Honors Fair.

PSY-200  CHILD PSYCHOLOGY  3 CREDITS
This advanced course examines the major influences on a child's physical, cognitive and social development from conception through early childhood. Information is presented in chronological order to give an integrated view of the child at each major phase of development. An examination of the basic theories and contemporary research suggest some answers for more effective parenting. PREREQUISITE: PSY-101 (minimum grade C-)

PSY-210  LIFESPAN HUMAN GROWTH AND DEVELOPMENT  3 CREDITS
This course will emphasize the cognitive, biological, psychosocial, sexual, cultural and moral development of the individual from conception through old age. The theories of Freud, Erikson, Piaget, Kohlberg, Kubler-Ross and other prominent psychologists will be applied to specific problems in the developmental process. PREREQUISITE: PSY-101 (minimum grade C-)

PSY-215  THEORIES OF PERSONALITY  3 CREDITS
This course is an introduction to psychological theory and research on the concept of personality. It examines the prominent paradigms in personality theory: psychodynamic, behavioral, cognitive, humanistic and trait theory. Particular emphasis is placed on the determinants and development of personality and current thought regarding the interplay of biological and environmental influences. PREREQUISITE: PSY-101 (minimum grade C-)

PSY-220  ADOLESCENT PSYCHOLOGY  3 CREDITS
This advanced cause examines the major influences on a person's physical, cognitive and social development from childhood through adolescence. An examination of the basic theories and contemporary research is presented for each major phase in order to give an integrated view of development in humans during this time of their lives. PREREQUISITE: PSY-101 (minimum grade C-)

PSY-222  GERONTOLOGY  3 CREDITS
This advanced course examines the major influences on the maturing adult's physical, cognitive, and social development up until the termination of life. An examination of the basic theories and contemporary research for this emerging field of study will be presented and examined. Topics covered will include neuroscience and physical changes of aging as well as the new changing lifestyles and social relationships of this enlarging...
population in their “Golden Years.” Also examined will be the components of healthful living, the aging process, and death and bereavement. PREREQISITE: PSY-101

**PSY-225 COGNITIVE PSYCHOLOGY: LEARNING & MEMORY 3 CREDITS**

How do we remember our experiences, learn new information, make decisions, solve problems, and perceive the world around us? What are attention, emotion, and creativity? And what happens when these cognitive processes break down? Cognitive Psychology explores these processes of thought and mind and how we research them. Students will learn theories, methods, and concepts of cognitive psychology and apply them to everyday life including their own learning. PREREQISITE: PSY-101 (minimum grade C-)

**PSY-230 PRINCIPLES OF NORMAL/ABNORMAL BEHAVIOR 3 CREDITS**

A general introduction into the origin, development degrees of mental disorganization and the methods of coping with psychological dysfunction. Inquiry will also be made into the theoretical and applied approaches of several of the major schools of thought with regards to helping services. PREREQISITE: PSY-101 (minimum grade C-)

**PSY-240 INTRO TO FORENSIC PSYCHOLOGY 3 CREDITS**

This course will provide students with basic information about the various forensic activities utilized within the legal system and their relationship to psychology. Some of the forensic psychology tools include: competency evaluations, assessment of violent behavior and dangerousness, court testimony, police psychology, and consulting with criminal, juvenile and civil courts. The psychology of criminal behaviors will be presented. Students will obtain introductory information about the numerous roles of professionals in this field and will develop basic knowledge and skills which will prepare them to continue with specialized training in this area. PREREQISITE: DRG-091 (minimum grade C-) or placement at higher level on the reading placement test.

**PSY-245 RESEARCH METHODOLOGY 3 CREDITS**

In this course, students will be introduced to the basics of research terminology and methodology. Students will be led through the steps of conducting a scientifically based research project. Emphasis will be placed on understanding the scientific method. Topics discussed will include formulating hypotheses, testing methodology, and evaluating the data in an objective ethical manner. PREREQISITE: ENG-101, MAT-115, and PSY-101 or SOC-101

**PSY-260 FIELD PRACTICUM 3 CREDITS**

Field practicum includes both the 90 hours of Practicum and the weekly practicum seminar. The Field Practicum provides behavioral science students with an opportunity to demonstrate, practice, and learn practical skills, examine and test their understanding of ethics and values, apply and integrate classroom learning, acquire new knowledge about best practices in a variety of substantive areas and practice settings, and develop an identity as a social science professional. Students generally spend an average of seven hours per week in the field. In addition to the time spent in the field setting, practicum students also participate in a weekly integrative seminar. The seminar provides students with an opportunity to discuss and compare practicum experiences, learn from and teach each other, examine personal values and ethical issues in practice, and further integrate knowledge and experience through structured assignments and activities. PREREQISITE: PSY-101 ENG-101

**SIGN LANGUAGE**

**ASL-101 AMERICAN SIGN LANGUAGE 1 3 CREDITS**

This is an introductory course for students with little or no previous background in American Sign Language. Students are introduced to the American Sign Language alphabet and numbers. Basic vocabulary building, visual-gestural communication, and information related to deaf culture are also introduced. Students and teacher use ASL in the class to communicate in class.

**ASL-102 AMERICAN SIGN LANGUAGE 2 3 CREDITS**

This course is a continuation of ASL-101, designed to further develop students’ proficiency in frequently used signs. Students will be introduced to more complex lexical and grammatical structures, non-manual signals and advanced dialogues. The course offers students the opportunity for individual hands on experience in language learning. Students and teacher use ASL in the class to communicate. PREREQISITE: ASL-101

**SOCIETY**

**SOC-101 INTRODUCTION TO SOCIOLOGY 3 CREDITS**

An introductory course designed to acquaint the student with a working knowledge of the concepts used by sociologists and with the well-established generalizations in the field. Topics to be discussed include socialization, culture, population, group processes, social stratification ethnic/racial stratification, gender stratification and social change. PREREQISITE: DRG-091 (minimum grade C-) or placement at higher level on the reading placement test.

**SOC-101H HONORS INTRODUCTION TO SOCIOLOGY 3 CREDITS**

An introductory, honors level course designed to acquaint the student with a working knowledge of the concepts used by sociologists and with the well-established generalizations in the field. Topics to be discussed include socialization, culture, population, group processes, social stratification ethnic/racial stratification, gender stratification and social change. COREQUISITE: ENG-101

**SOC-102 INTRO TO SOCIAL WORK 3 CREDITS**

This course will familiarize students with the various roles, functions, and tasks which social workers perform in a variety of settings and acquaint them with the primary skills and practices of generalist social work. Students will be introduced to social work practice as a multi-level and multi-method approach to influencing change in program situations. Students will also be introduced to the core values and Code of Ethics of social work and be exposed to issues of diversity, oppression, and social justice.
**SPANISH**

**SPN-101 ELEMENTARY SPANISH 1 3 CREDITS**

This course introduces the student to the basic grammatical structure and pronunciation of the Spanish language. Communicative content includes: greetings, asking about courses and professions, days of the week, months of the year, and dates, numbers, telling time, discussing family, nationalities and languages, places and activities. Grammatical content includes: Nouns and subject pronouns, "hay"; articles, use of common regular verbs in the present tense, using descriptive and possessive adjectives, conjugating correctly and understanding differences in meaning of ser and estar and using each appropriately, conjugating in the simple present tense the following irregular verbs: tener, venir, ir, irregular "yo" verbs and some stem-changing verbs. Students will also be introduced to the culture, customs and diversity of Spanish-speaking countries. PREREQUISITE: Placement at ENG-101 or its equivalent or permission of the instructor.

**SPN-102 ELEMENTARY SPANISH 2 3 CREDITS**

This is a continuation of Elementary Spanish 1, with emphasis on the four basic skills necessary for the mastery of a foreign language: listening, speaking, reading and writing. More sophisticated grammatical and linguistic concepts are introduced and discussed, using the Spanish language as a tool for communication. Students gain the know-ledge of the contemporary thought of Hispanics in the United States and in the Hispanic world. Intense oral drills and practical vocabulary. PREREQUISITE: SPN-101 (grade of C or higher), one year of high school Spanish, placement at SPN-102, or permission of instructor.

**SPN-210 PROFESSIONAL WRITING IN SPANISH 3 CREDITS**

This course is offered for individuals with basic competency in Spanish, looking to improve their professional writing to better communicate with the Hispanic Community. This is an ideal course for both degree seeking students and professionals looking to advance their career. This course will begin with a review of basic grammatical structures as needed for the professional writing, as well as vocabulary common to different professions such as business, health, and engineering as requested by interested students. The course will progress into styles including formal and informal forms of communication such as letters, memos, e-mails, reports, job applications, and resumes. Assessment will be based on written pieces in Spanish including these styles. PREREQUISITE: SPN-102 (minimum grade C+) or permission of instructor.

**SPEECH**

**ENG-105 FUNDAMENTALS OF ORAL COMMUNICATION 3 CREDITS**

This course offers students opportunities to practice the fundamental principles of oral communication. These include but are not limited to preparing, organizing, and delivering various kinds of speeches; evaluating verbal and nonverbal patterns and habits; using vocabulary and tone appropriate to the audience and topic; and listening and responding to others. In addition to drawing from their own experiences, students will research and document information from diverse sources. PREREQUISITE: DWT-099 (minimum grade C-) or placement at higher level writing.
THEATER

ENG-250 THEATRE TODAY: READING & APPRECIATING 3 CREDITS

This course will involve the student in the major aspects of the theater experience. The student will learn how to read and analyze plays, and then how to write each play in a critical manner. The student will then learn about the craft of theatre: writing, directing, acting, and design. Finally, the student will learn how to experience theatre, through watching both plays on video, and live performances, and then, how to write about the production as in a critical manner. By the end of the course, the student will gain an appreciation of theatre as both an art and as a live experience.

THR-101 FUNDAMENTALS OF ACTING 3 CREDITS

This course introduces students to the art of acting with emphasis on characterization, voice, and movement. In addition, varieties of acting techniques, script analysis, improvisation, and theater exercises will be used to prepare monologues, duet scenes and one-act plays. Additional emphasis is on acting as a method of improving self-presentation and self-development.

THR-211 COLLEGE THEATRE WORKSHOP 1 3 CREDITS

This is a play production course. Each semester a play is chosen to be prepared and performed at the end of the semester. Students will be involved in various theater activities: acting, set construction, set decoration, props, lights, and costumes. When registering for this course, the student will automatically be signed up for a 3-credit course, however the student may contact the professor, by the end of the add/drop period, if they wish to take the course for 1, 2, or 4 credits and participate on a limited or standard course time basis. This course may be taken by students, faculty, and staff as a co-curricular activity with or without credit. Rehearsal and performance times taking place outside regular class times will be announced the first day of class.
**ABSENCE DUE TO RELIGIOUS BELIEFS**

If a student’s absence is due to religious beliefs, then the following legislation will apply: Any student in an educational or vocational training institution who is unable, because of religious beliefs, to attend classes, or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement that he may have missed because of such absence on any particular day, provided however, that such a makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. Section 28, Chapter 151C, Massachusetts General Laws.

**ABSENCES FOR PREGNANCY OR CHILDBIRTH**

In accordance with Title IX of the Educational Amendments of 1972, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absence to be medically necessary. When the student returns to the College she shall be reinstated to the status she held when the leave began, which includes the opportunity to make up any missed work. The College may offer the student alternatives to making up missed work, such as retaking a semester, taking part in online instruction, or allowing the student additional time in a program to continue at the same pace and finish at a later date. For more information, please contact the Title IX Coordinator at (413) 755-4426.

**ACCREDITATION**

Springfield Technical Community College is accredited by the New England Commission of Higher Education (NECHE). (Prior to August 2018, the College was accredited by the New England Association of Schools and Colleges, Commission on Institutions of Higher Education.) Accreditation of an institution of higher education by the Commission indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

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

Inquiries regarding the accreditation status by the Commission should be directed to the administrative staff of the institution. Individuals may also contact: New England Commission of Higher Education, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514, (781) 425-7785, info@neche.org

**AMERICANS WITH DISABILITIES ACT**

Springfield Technical Community College advises applicants, participants, and the public that it does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs, services and activities. Inquiries, requests and complaints should be directed to Disability Services, STCC, One Armory Square, Building 19, Room 141, Springfield, MA 01105. The telephone number is (413) 755-4785.

**CONFIDENTIALITY OF STUDENT RECORDS**

The Family Educational Rights and Privacy Acts 1974 (FERPA) as amended, provides for students to have access to their educational records, to challenge anything in the records which they consider inaccurate or misleading, and to limit the release of such information.

The complete text of this policy is available online at stcc.edu/resources/academic-support/student-records

**Student Right to Know Disclosure**

Notice is hereby given that, in accordance with the Student Right to Know Act (Title of Public Law 101-542 and 103-382), all student right-to-know information and equity in athletics information is available on the Student Consumer Information page of the College website.

**STATEMENT OF NONDISCRIMINATION**

Springfield Technical Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, religion, or disability in its educational programs or in admission to, access to, treatment in, or employment in, its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; and regulations promulgated thereunder 34 C.F.R. Part 100 (Title VI), 34 C.F.R. Part 104 (Section 504), 34 C.F.R. Part 106 (Title IX), and M.G.L. c 516. Title IX protects any person from sex-based discrimination, harassment, and violence regardless of their gender expression or gender identity. This includes female, male, transgender, and gender non-conforming students, faculty, and staff.

The following individuals handle inquiries regarding Title IX and STCC’s non-discrimination policies:

Senior Director of Human Resources/EBOC/Affirmative Action Officer
Director of Human Resources/Title IX Coordinator
Building 16, Room 243
One Armory Square, Springfield, MA
(413) 755-4426

Inquiries concerning application of the above should be directed to the Affirmative Action Officer and Title IX Coordinator, or the Section 504 Coordinator.
INTERNET POLICY

All STCC students are expected to adhere to the campus policy. STCC supplies access to the internet and its components to students and employees of the college. Inappropriate use, including any violation of conditions and rules established by STCC, may result in cancellation of this privilege, suspension from the institution, as well as possible civil and/or criminal sanctions. The full policy is available upon request in the Admissions Office.

DRUG AND ALCOHOL POLICY

Springfield Technical Community College is a drug- and alcohol-free campus. In accordance with Title XII of the Higher Education Act of 1965 (as amended by the Higher Education Opportunity Act of 2008), the STCC Drug and Alcohol Policy is available in the Student Policies section of the College website.

STCC POLICE

Located in Building 9, the STCC Police Department is a fully sworn law enforcement agency, committed to providing a safe and secure educational and working environment for students, faculty, staff, and visitors. Through progressive training and ethical conduct, we are committed to excellence and diversity. Our organizational values are reflected in our mission statement and are carried out by all members of our department. All crimes that occur on campus should be reported to STCC Police. The emergency number on campus is (413) 755-3911 or 3911 from any campus phone. Learn more at stcc.edu/campus-life/police

CAMPUS SAFETY DISCLOSURE: Notice is hereby given that, in accordance with the Student Right to Know Act (Title II of Public Law 101-542) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Annual Security Report from STCC is available from the College’s Department of Public Safety. To view the crime statistics for the three previous years as well as helpful information on crime awareness and prevention, please see the Annual Security Report (ASR) at: stcc.edu/media/departments/policex2fparking/CleryReport.pdf. An ASR may also be requested by calling (413) 755-4220.

SEX OFFENDER NOTIFICATION

In accordance with federal law, STCC is required to advise the campus community about where information concerning registered sex offenders may be obtained. Level 1 sex offender information is not available to the public. Information concerning Level 2 (if classified after July 12, 2013) and all Level 3 offenders is available through the STCC police department, the Springfield Police Department (located on Pearl Street, Springfield), or by contacting the Commonwealth of Massachusetts Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970–4547, (978) 740-6400. Level 3 offender information is also available online at: mass.gov/sorb. If you have any questions regarding access to sex offender information, please contact STCC police at (413) 755-4220 or visit stcc.edu/campus-life/police/sex-offender-registry-information/

CRIMINAL OFFENDER RECORD INFORMATION (CORI) POLICY

The Executive Office of Health/Human Services (EOHHS) requires a Criminal Offender Record Information (CORI) check on all persons hired or volunteering to provide services at all state hospitals, mental health facilities, day care centers, schools, or other sites serving “populations at risk.” (Mass General Laws, Chap. 6, Section 167-178B.) Each student accepted into any Springfield Technical Community College program or offering in the School of Health and Patient Simulation or other designated programs must undergo a CORI check once a year. This policy also applies to students participating in laboratory experiences on or off campus, including field trips and site visits. Any student who does not pass the CORI check or who refuses to consent to a CORI check, will be precluded from participating in the corresponding clinical fieldwork, practicum course, and/or laboratory experience. Students who do not complete the required clinical, laboratory, or practicum courses, on or off campus, will be unable to fulfill requirements for graduation, and may be withdrawn from the program. Alternative clinical/practicum experiences, on or off campus, are not an option.

Additional Testing

In addition to CORI checks, students may be subject to drug or other tests as required by clinical/practicum affiliates. Any student who does not pass drug or other tests, or who refuses to consent to drug or other tests as required by the clinical practicum facility or experience, will be precluded from participation in the corresponding clinical affiliation, laboratory experience, and/or practicum course. Alternative clinical/practicum experiences, on or off campus, are not an option. Students who do not complete required clinical, laboratory experience and/or practicum course, on or off campus, will be unable to fulfill program/college requirements and may be withdrawn from the program. Certification of drug or other test results is the responsibility of the student.

Verification of CORI Report

If a student contends that his/her CORI report contains erroneous information, or has any questions, the student should immediately contact: Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, MA 02150, 617-660-4600.

Refusal to Allow Required Record Check/Other Testing

Any student who refuses to allow required record checks or other testing will be removed from the involved clinical affiliation, laboratory experience, and/or practicum course, and may be withdrawn from the program. Under most circumstances, the CORI check cannot be processed without a written permission. The CORI Request Form must be returned within ten (10) days of receipt and it must be on record at Springfield Technical Community College before the student can register for classes.
Directions to Springfield Technical Community College

From Route 91 North
- Take Exit 6, Springfield Center
- Merge onto East Columbus Ave.
- Turn right onto State Street
- Turn left onto Federal Street
- Turn left into Springfield Technical Community College's main gate

From Route 91 South
- Take Exit 7, Hall of Fame Ave/Downtown Springfield
- Merge onto West Columbus Ave.
- Turn left onto State Street
- Turn left onto Federal Street
- Turn left into Springfield Technical Community College's main gate

From the Massachusetts Turnpike
- Take Exit 6, Springfield
- Turn left onto Route 291
- Take Rt. 91 South toward Hartford
- Follow directions from Rt. 91 South
Start Smart at STCC and Save!

Did you know that STCC offers a wide variety of bachelor’s degree transfer opportunities? Whether you leverage the Commonwealth Commitment to save thousands of dollars at any of Massachusetts’ fine public colleges and universities or save even more money attending STCC before transferring to a private college, STCC has amazing programs waiting for you!

We're proud to offer agreements with:

- UMass & the Massachusetts State universities
- Massachusetts College of Liberal Arts
- Massachusetts College of Art and Design
- Massachusetts Maritime Academy
- Wentworth Institute of Technology
- Northeastern University
- Cambridge College

- Southern New Hampshire University
- Western New England University
- American International College
- Bay Path University
- Springfield College
- Charter Oak College
- Elms College

Learn more at stcc.edu/transfer
Spring 2020 at STCC

Spring Registration Opens November 18
For more information, visit stcc.edu or call the Registrar’s Office at (413) 755-4321.

Spring Semester
January 21–May 15

Spring Flex Term I
January 21–March 10

Spring Flex Term II
March 11–May 15

Winter Session
December 20 to January 16
Registration opens November 18
All classes are online, and out-of-state residents pay the in-state rate! STCC offers dozens of Gen Ed and other classes, saving you as much as HALF THE COST than your full-time college or university. See page 2.

Tour the STCC Campus
We offer tours every Wednesday at 10:00 am and 3:00 pm. Tours begin at the Admissions Office in the Ira H. Rubenzahl Student Learning Commons (B19), 1 Armory Square, Springfield, MA.
Learn more at stcc.edu/apply/visit-us