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BRISTOL COMMUNITY COLLEGE

All future students are encouraged to visit Bristol Community College.

Bristol Community College
777 Elsbree Street
Fall River, MA 02720
Toll-free (MA/RI only) 800.462.0035
BCC main number 508.678.2811

Contact the Office of Admissions

To take a campus tour or attend an information session, contact Admissions or call 508.678.2811, ext. 2947, or visit us at BristolCC.edu/admissions

Campus Tours

Visit BCC to learn more about us. We offer scheduled campus tours and Information Sessions throughout the year. Check out our new state-of-the-art classrooms, visit our computer labs, beautiful arts center, engineering labs, fitness center, and scenic half-mile walking path around our on-campus pond. Come learn about the opportunities we offer students. Campus tours provide a thorough guided tour of our classrooms and facilities as well as an opportunity to learn more about the admissions process.

Information sessions are hosted by our Admissions staff and provide an overview of the College and our many degree and certificate programs. We encourage you to bring your questions. To take a campus tour or attend an information session, contact Admissions or call 508.678.2811, ext. 2947.

Website

Visit Bristol Community College at our website BristolCC.edu.

Office of Disability Services

If you need accommodations to access college events, please contact Sue.Boissoneault@bristolcc.edu BCC Office of Disability Services at 508.678.2811, ext. 2955. Room B104.

If you need an ASL interpreter, CART or ALD, please contact julie.jodoin@bristolcc.edu at ext. 2568 or VP 508.689.7616.

Produced by Bristol Community College Office of College Communications.

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This catalog is produced by the Office of College Communications at Bristol Community College and is current as of the print date around June 2012. Course changes, updates, and availability can be found on the course search on the College's website at BristolCC.edu.

Policy changes

All regulations, fees, and information in this document are subject to change at the discretion of the Massachusetts Board of Higher Education and Bristol Community College.

This catalog for our dynamically-evolving college is subject to significant changes throughout its lifespan. Policy and curriculum under review may be revised during its lifespan. Please consult the College's web page or professional staff for the most up-to-date information and any corrections that may result from publication errors.

Equal Opportunity

Bristol Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated there under, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to the Vice President of Human Resources and Affirmative Action Officer, Tafa Awolaju, at 508-678-2811, ext. 2194; and/or the College's Coordinator of Title IX and Section 504, Michael Bensink, Director of Counseling at 508-678-2811, ext. 2379.

Photography by Deborah Hynes, New Bedford, MA

Invest in You, Improved.

Concerned about your future in our dramatically changing world?

The best way to weather the uncertainty ahead is to make a great investment in yourself.

As you think about your future, consider what a college education can do. You can gain the tools you need to withstand an uncertain economy and chart a bright, successful road ahead.

Yes, **college can be expensive. It costs money and time and energy.**

Is it worth it?

Absolutely . Statistically, those with a two-year degree earn an average of $400,000* more in a lifetime than those with only a high school diploma.

An education makes you more marketable, more employable, more flexible, more able to weather economic cycles, and helps you keep learning and growing.

A good college education makes you think and challenge the status quo.

With a good college education, you can change the world.

How's that for return on investment?

It's your education. Do it on your own terms.

You want the education but you don't want to be saddled with student loans. No problem.

That's where Bristol Community College comes in. At Bristol Community College, you can earn an education in a way that works for you. You don't have to mortgage your future to get it.

Take time to consider why so many students just like you come to Bristol Community College. That place nearby, the one you've heard about, can lead to…You, Improved!

What Can You Find at Bristol Community College?

Opportunity

Find the tools you need to make a great future. Compare our resources, our faculty, and our services to those of other colleges – there's no better choice for getting started and getting ahead. Students of all abilities can find their way at BCC.

Affordable costs

We've all heard the stories on the news about the high cost of education. Well, not at Bristol Community College! This year, a full-time (30 credits) course load at BCC costs about $4,600. Compare that to other public or private colleges. You'd save a lot of money by spending your first two years of a four-year degree at BCC. Major magazines, including U.S. News and World Report and Fortune, say that community colleges are the best way to get the most for your college tuition.

The path to transfer

Earn the first two years of a four-year degree at Bristol Community College, and you are likely to find yourself actively recruited by great colleges and universities. Students who earned an associate degree at Bristol have transferred to such institutions as Brown University, Northeastern University, University of Massachusetts, Bridgewater State College, Bryant University, Wellesley College, Roger Williams University, Boston University, New York University, Providence College, and many

others. Many colleges offer special scholarships and financial aid for community college graduates.

You…Make it happen at Bristol Community College.

More and more high-achieving students find Bristol Community College a great choice. For these competitive students we have an active Commonwealth Honors Program, where students build one-on-one mentoring relationships with faculty, and the Presidential Scholars program that helps connect transfer students to selective colleges.

If you have dreamed about college but think it can't be done, take a look at BCC. It will be hard work – possibly the greatest challenge you've ever faced.

Our students demonstrate that it's all worthwhile.

Facilities for Learning

BCC offers students access to some of the most modern equipment and resources available.

The Fall River Campus includes these nine buildings:

The Margaret L. Jackson Arts Center

With the professionally-equipped, 700-seat theater, complete with dressing rooms, a scene shop, and costume and makeup rooms, the Jackson Arts center also features art studios, a graphic design computer lab, and exhibit space. The Grimshaw-Gudewicz Art Gallery is also located here, offering public art exhibits of many types. In the College's television studio and post-production facility, students in the College's Communication program use the professional three-camera studio, digital portable cameras, and digital editing workstations. The facility is also headquarters for Greater Fall River Public Access Television, where students learn production. Free wireless Internet is available.

The Commonwealth College Center

The Lash Enrollment Center is located here, housing Admissions, Advisement, Counseling, Financial Aid, Health Services, Placement Testing, Registration, Records, and Student Accounts. Student offices, the BCC Bookstore, Fitness Center, Student Engagement office, cafeteria and lounge are also here. Free wireless access is also available.

The Siegel Health Technologies Building

Health Sciences programs are based here, with the BCC Child Care Center, Nursing lab, Occupational Therapy Assisting lab, Dental Hygiene clinic, a massage clinic, and College snack bar.

The Robert F. Stoico/FIRSTFED Business Technologies Building

Free wireless access is here for your use. Find a 60-station open computer lab for student use and a computer help desk for any computer-related problem. Six networked computer labs for business, office administration, and computer information systems, including a full multimedia learning lab, are here.

The Eileen T. Farley Learning Resources Center

The Eileen T. Farley Learning Resources Center houses the Fall River Campus Library, the Lash Center for Teaching and Learning, Information Technology Services, eLearning and the Center for Instruction Technology Expertise. The Rodgers Cyber Café is a warm, comfortable lounge with free wireless access and refreshments available for purchase.

The Engineering Building

Access computer integrated manufacturing, soil, hydraulics, and pneumatics labs, computer-aided design (CAD) stations, and a robotics lab are all based here. Academic support programs in the Center for Developmental Education are also located here, including the Tutoring and Academic Support Center (TASC) and Office of Disability Services (ODS), and the Writing Center.

The Hudnall Administration Building

Administrative offices, including the BCC Foundation and Campus Security, are found here.

The Science Building

Physics, chemistry, and biology labs, the Koppelman Greenhouse, the planetarium, and aquaculture lab are available to students here.

The Mathematics and Science Building

This building houses dedicated science labs, a multidisciplinary computer lab, environmental technology learning center, community services, and an interactive lecture hall.

The New Bedford Campus

This Campus offers a comprehensive collection of day, evening, and weekend classes and services to support student success.

The space in the former Star Store offers classrooms, two multidisciplinary computer labs, a science lab, and a library learning commons on a Campus center conveniently located near public transportation and public parking in downtown New Bedford. In addition, state-of-the art learning spaces are available at the eHealthCareers space. Free tutoring and academic, career, and transfer counseling are available to students.

BCC at Attleboro

This Center offers day and evening classes. Located in downtown Attleboro, the newly renovated site is handicap accessible, with ample and convenient parking space. All classrooms are SMART classrooms, with biology, chemistry, and health labs. Other campus facilities include a library, auditorium, cafeteria, bookstore, and conference room. The Center also includes faculty offices and a combined tutoring center and writing lab. Students receive full academic support services, including academic, career, and personal counseling with small classes and personal attention.

Satellites

Evening classes are held in centers at The Friedman Middle School in Taunton and Greater New Bedford Regional Vocational Technical High School.

The Faculty

Fellow learners committed to teaching

Learning is at the heart of all we do. That love of learning is led by a faculty with advanced degrees and professional experience that translate into real-life preparation for your future. And while their credentials alone make them impressive, it is their commitment to teaching and to the community college student that really sets them apart.

BCC faculty includes published playwrights, business consultants, working artists, active healthcare providers, and many others – professionals who are admired for their expertise. They teach at Bristol Community College because they want to share with you all that they have learned to prepare you for a satisfying future.

Keeping pace with technology

The College's high-tech labs and courses stay up-to-date with the rapidly changing environment. Ample on-campus computer facilities, updated science labs, wireless access, SMART classrooms, and the latest in teaching technology are just some ways that BCC helps you to take maximum advantage of technology's power. Technology also enables you to take courses from wherever you are. We have eLearning courses where you can learn via the Web and experience individualized, student-centered instruction. See eLearning elsewhere in this catalog.

The Eileen T. Farley Learning Resources Center

Library Services

Comprehensive library services are available at three campus locations including Fall River, New Bedford, and Attleboro. Located in the center of the Fall River Campus, the Farley Learning Resources Center houses the library on the first floor and is the central repository of the College's print and media collections. The New Bedford Campus Library Learning Commons is located in Room 168 and the Attleboro Center Library is located in Room 107. BCC Libraries provide access to an extensive collection of print and electronic resources which can be accessed from the Library home page.

Resources

- The Fall River Library has over 60,000 print titles and over 400 journals and newspapers. Resources from the Fall River Library are sent to the Attleboro and New Bedford Campuses via campus mail.

- Access to over 22,000 electronic books.

- Access to over 15,000 videotapes, CDs, and DVDs.

- Extensive collections of print and electronic reference resources are available at all three campus libraries.

- More than three million titles are available through the SAILS online library network and can be requested from all three campus libraries.

- Access to 75 databases covering a wide range of disciplines.

- The College Archive houses works by faculty and staff, College publications, and the Lizzie Borden Collection.

- Public workstations and wireless Internet access are available at the three library locations.

- Media equipment including voice recorders, laptops, graphic calculators, and headphones are available for student use.

- The Fall River Library houses the Rodgers Cyber Café which provides refreshments and lounge space for studying, relaxing, or meeting with work groups.

Services

- Individual assistance with research and academic assignments from professional librarians is available at all three campus libraries.

- Circulation services and course reserves are available at all three campus libraries.

- Information Literacy Instruction sessions are available on request.

- Reference services are available by phone, chat, and email.

- Inter-library loan services provide students and faculty access to resources from other state and national libraries.

- Remote access to electronic resources is available for databases and eBooks.

The Tutoring and Academic Support Center

Extra support when you need it

Located in the Engineering building at the Fall River Campus, the TASC provides tutoring for almost every College course and training in general study skills. Tutoring and learning resources are also offered at the New Bedford Campus and the Attleboro Center. Academic computing labs can be found for every major discipline and give students access to the technology they need to master their material. Technology stays up-to-date, and generous lab hours offer students ample access. Every student receives a free email address for personal and academic use.

Learning made real

Classroom learning is infused with practical experience that prepares you for your next step after BCC. Programs incorporate real-time learning experiences, whether you're working with a local business to develop a Web site, preparing a marketing proposal, practicing clinical skills, or whatever you can imagine. In most programs you can take advantage of internships, field placements, and optional Cooperative Education positions where you earn wages and credit toward your degree and experience toward your résumé. The College's Service-Learning program also gives you opportunity to earn class credit for meaningful community experiences that help you and others.

After BCC

As much as you'll enjoy your time with us, we know you're preparing to move on. From the moment you step on campus, we'll work with you to plan your next step. With a broad range of student services in financial aid, academic advisement, career planning, transfer counseling, and job placement, we can help you plan your career at BCC to best support your goals–or to help you figure out what those goals should be.

Making a smart choice

Still have questions or concerns?

Come talk to us.

Make the choice that leads to You, Improved.

PROGRAMS OF STUDY

Alphabetical by degree, certificate

Programs are offered in Fall River unless otherwise noted, as well as at sites indicated.

(A) - Also offered at Attleboro Center

(NB) - Also offered at New Bedford Campus

(eH) - Also offered in eHealth, New Bedford

Division I - Humanities and Education

Art Transfer

ANIMATION AND MOTION GRAPHICS TRANSFER PROGRAM

Career Program

Degree offered
Associate in Arts in Art Transfer
(Animation and Motion Graphics Concentration)

Credits required 65

Dean Joanne Preston

Program Contact Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design,

and Professor of Graphic Design, ext. 2691

Program Goals Statement

In this program, students gain a foundation in design and drawing and develop skills in visual communication and interactive design with a focus on the creative process. In their second year, they choose electives to emphasize either an animation or motion graphics concentration.

Students create a portfolio of work showcasing their abilities with narrative in time-based media and either transfer to a four-year program in digital media or directly into careers supporting time-based design.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students develop their creative and technical potential while building a strong portfolio for use in transferring or towards the job market. Graphic design classes use industry-standard software and hardware in a dedicated design computer lab.

Additional Information Sequencing

Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

Students can transfer to four-year B.F.A. programs in animation, new media, interactive design, motion graphics, broadcast design, or electronic imaging. The program is also designed for immediate entry into the job market if desired.If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Oral Communication

DEGREE REQUIREMENTS

General Courses

ART 106	History of Art: Renaissance to Modern	3
ART 205	Survey of Modern Art	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

	Lab Science Elective	4
	Mathematics Elective	3

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3

Studio Foundation - Choose one of the following

ART 122	Two-Dimensional Design II	3
ART 132	Three-Dimensional Design II	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 276	Multimedia Design	3
ART 280	Electronic Imaging	3
ART 281	Web Animation	3

Advanced Studio - Choose one of the following

ART 282	Character Animation	3
ART 285	Motion Graphics	3

Program Electives – Choose 3 from:

ART 216	Introduction to Illustration	3
ART 211	Drawing III	3

ART 282	Character Animation	3
ART 292	Design Studio	3
ART 285	Motion Graphics	3
CED 210	Cooperative Work Experience I	3
COM 159	Video Field Production and Editing	3
MUS 117	Sound Design for Multimedia Or an ART course approved by the program coordinator	3

With your program advisor, choose electives based on your choice of concentration and your goals.

Recommended Course Sequence - Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 106	History of Art: Renaissance to Modern	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ART 112	Drawing II	3
ART 151	Digital Photography	1
ART 281	Web Animation	3
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature And	3
ART 122	Two-Dimensional Design II Or	3
ART 132	Three-Dimensional Design II	3

Recommended Course Sequence - Summer

Consider taking Gen Ed or studio courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

ART 201	Careers in the Visual Arts	2
ART 205	Survey of Modern Art	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 276	Multimedia Design	3

Recommended Course Sequence - Spring Semester 4 - Choose two

ART 282	Character Animation	3
ART 285	Motion Graphics	3
	Lab Science Elective	4
	Mathematics Elective	3

ART/FINE ARTS TRANSFER PROGRAM

Degree offered
Associate in Arts in Art Transfer

(Art/Fine Arts)

Credits required 65

Dean Joanne Preston

Program contact Erik Durant, Coordinator of and Assistant Professor in Art, ext. 2893Program Goals Statement

This program provides a strong foundation in art to prepare students for transfer into senior institutions and a career in the visual arts. Students work within a structured curriculum that emphasizes visual perception, technical skills, and an artistic philosophy geared toward individual success. Following a common one-year foundation program, students choose advanced courses to focus on their individual goals and build a strong portfolio.

Student Learning Outcomes

See Learning Outcomes (p. 240)

The Art program has approximately 180 students and 20 dedicated faculty of working artists and designers. The program offers a strong individual support system for students.

Some studio art courses are offered only one semester per year. It is recommended that students take developmental courses, science, and math in the summer.

Additional Information

Sequencing Complete all Studio Foundation program courses before taking any Advanced Studio courses.

Scheduling restrictions

Take ART 101 (p. 268) in the fall semester of your first year, as well as ART 201 (p. 269) and ART 211 (p. 269) in the fall semester of your last year.

After BCC

Graduates transfer to four-year institutions and major in subjects such as painting, sculpture, printmaking, art history, art education, and other related fields.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Multicultural Perspective, Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

| ART 105 | History of Art: Ancient, Medieval and World Art | 3 |

ART 106	History of Art: Renaissance to Modern	3
ART 205	Survey of Modern Art	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Choose one of the following

PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

	Lab Science Elective	4

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 131	Three-Dimensional Design	3
ART 132	Three-Dimensional Design II	3
ART 151	Digital Photography	1

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3

In addition to ART 201 and ART 211, choose five advanced studio electives from the following

ART 216	Introduction to Illustration	3
ART 221	Painting I	3
ART 222	Painting II	3
ART 226	Printmaking: Relief	3
ART 227	Printmaking: Intaglio	3
ART 231	Sculpture	3
ART 251	Photography II: Digital	3
ART 256	Photography I	3
ART 260	Computer Graphics	3
CED 210	Cooperative Work Experience I	3

Students may also choose advanced studio electives from the Graphic Design advanced program courses

Recommended Course Sequence – Fall Semester I

ART 101	Visual Art Colloquium	1
ART 105	History of Art: Ancient, Medieval and World Art	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 131	Three-Dimensional Design	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence – Spring Semester 2

ART 106	History of Art: Renaissance to Modern	3
ART 112	Drawing II	3
ART 122	Two-Dimensional Design II	3
ART 132	Three-Dimensional Design II	3
ART 151	Digital Photography	1
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence – Fall Semester 3

	ADV. ART ELECTIVE	3
	ADV. ART ELECTIVE	3
ART 201	Careers in the Visual Arts	2
ART 205	Survey of Modern Art	3
ART 211	Drawing III And	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics	3

Recommended Course Sequence – Spring Semester 4

	ADV. ART ELECTIVE	3
	ADV. ART ELECTIVE	3
	ADV. ART ELECTIVE	3
	Lab Science Elective And	4
	PHILOSOPHY ELECTIVE Or	3
	SOCIOLOGY ELECTIVE	3

GRAPHIC DESIGN TRANSFER PROGRAM

Degree offered
Associate in Arts in Art Transfer
(Graphic Design Concentration)

Credits required 65

Dean Joanne Preston

Program Contact Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design,

and Professor of Graphic Design, ext. 2691

Program Goals Statement

This program provides a strong foundation in drawing and design, preparing students for transfer into a senior institution and a career in graphic design, Web and multimedia design, advertising design, and electronic imaging. Students utilize traditional media and computer graphics within a structured curriculum. Studio courses emphasize visual perception, creative thinking, aesthetics, technical skills, and exploration of the design process, and applications to professional practice.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Ethical Dimensions, Historical Awareness, Multicultural Perspective, Oral Communication

Program Information

Students develop their creative and technical potential while building a strong portfolio for use in transferring or towards the job market. Graphic design classes use industry-standard software and hardware in a dedicated design computer lab.

Additional information

Sequencing: Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

Recent graduates have transferred to Rhode Island School of Design, Massachusetts College of Art and Design, Minneapolis College of Art and Design, UMass Dartmouth, and others. Graduates transfer to four-year BFA programs in graphic design, digital media, Web design, media arts, animation and illustration, as well as art education.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

	Lab Science Elective	4
	Mathematics Elective	3

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 131	Three-Dimensional Design	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3
ART 251	Photography II: Digital	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 266	Typography Design	3
ART 267	Publication Design	3
ART 280	Electronic Imaging	3

Choose one elective from

ART 271	Web Design I	3
ART 292	Design Studio	3
CED 210	Cooperative Work Experience I	3
	Or	
	an ART course approved by the program coordinator	

Recommended Course Sequence – Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 105	History of Art: Ancient, Medieval and World Art	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence – Spring Semester 2

ART 106	History of Art: Renaissance to Modern	3
ART 112	Drawing II	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence – SUMMER

Consider taking Gen Ed or studio courses to reduce semester load.

Recommended Course Sequence – Fall Semester 3

ART 131	Three-Dimensional Design	3
ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
	Mathematics Elective	3

Recommended Course Sequence – Spring Semester 4

ART 251	Photography II: Digital	3
ART 262	Graphic Design II	3
ART 267	Publication Design	3
	Lab Science Elective	4

WEB DESIGN AND MEDIA ARTS CAREER PROGRAM

Degree offered

Associate in Arts in Art Transfer
(Web Design & Media Arts)

Credits required 65

Dean Joanne Preston

Program Contact Marisa Millard, Coordinator of
Animation, Graphic Design, and Web Design, and
Professor of Graphic Design, ext. 2691

Program Goals Statement

This program provides students with the necessary
foundation to enter the job market for careers in Web
design, Web animation, multimedia design, and media arts,
or to transfer to a four-year BFA program in these fields.
Course work emphasizes the creative process. Students
develop a professional-level graphic design portfolio
showcasing their visual communication skills as well as
their grasp of industry-standard design technology.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Students develop their creative and technical potential
while building a strong portfolio for use in transferring or
towards the job market.

Graphic design classes use industry-standard software and
hardware in a dedicated design computer lab.

Additional information

Sequencing: Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

BCC participates in the statewide MassTransfer program
and has developed many program-to-program transfer
articulation agreements which guarantee admission and
credit transfer. For a complete listing of eligible
MassTransfer programs and current BCC articulation
agreements, visit the Transfer Affairs website at
BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Historical Awareness, Multicultural
Perspective, Oral Communication

DEGREE REQUIREMENTS

General Courses

ART 106	History of Art: Renaissance to Modern	3
ART 205	Survey of Modern Art	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

	Lab Science Elective	4
	Mathematics Elective	3

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3
ART 271	Web Design I	3
ART 280	Electronic Imaging	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 272	Web Design II	3
ART 273	Advanced Web Design Studio	3

Program Electives - Choose three electives based on your choice of concentration and your goals

ART 251	Photography II: Digital	3
ART 276	Multimedia Design	3
ART 281	Web Animation	3
ART 292	Design Studio	3
ART 282	Character Animation	3
ART 285	Motion Graphics	3
CED 210	Cooperative Work Experience I	3

or an ART course approved by the program coordinator

Recommended Course Sequence - Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ART 106	History of Art: Renaissance to Modern	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 271	Web Design I	3
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - SUMMER

Consider taking Gen Ed or studio courses to reduce
semester load.

Recommended Course Sequence - Fall Semester 3

	Program Elective	3

ART 201	Careers in the Visual Arts	2
ART 205	Survey of Modern Art	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 272	Web Design II	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
	Program elective	3
ART 273	Advanced Web Design Studio	3
	Lab Science Elective	4
	Mathematics Elective	3

Communication (A/NB)

COMMUNICATION TRANSFER PROGRAM

Degree offered

Associate in Arts in Communication

Credits required 62-63

Dean Joanne Preston

Program contact Joyce Fernandes, Coordinator and Professor of Communication, ext. 3054

Program Goals Statement

Students explore the fundamentals of human communication in theory and practice, analyze the historic and contemporary role of mass media and emerging new media in an increasingly diverse society, develop communication skills, and prepare to transfer to a four-year college or university communication program.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

Program Information

Based on advising and assessment of individual needs and direction, students may select a cluster of communication-related courses and gain practical experience through field-based learning in an area related to mass communication, organizational communication, or public communication.

After BCC

Qualified Communication students transfer to four-year schools and may choose from among a variety of careers to pursue that are related to the communication field. BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3

Choose one of the following

| MTH 119 | Fundamental Statistics | 3 |
| MTH 125 | Modern College Mathematics | 3 |

Elective Courses – Choose one Behavioral/Social Science from

ANT 101	Social and Cultural Anthropology	3
ECN 111	Principles of Economics - Macro	3
ECN 112	Principles of Economics - Micro	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	Urban Government and Politics	3
HST 115	Twentieth Centurey Social History - 1919 to the Present	3
HST 116	American Foreign Policy - 1898 to the Present	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SOC 256	Race Relations	3
SOC 258	Topics in Sociology	3
	ELECTIVE Free	3-4

and one free elective

Choose 4 courses from Transfer Electives and Elective Recommendations

	Behavioral/Social Science Elective	3
	Behavioral/Social Science Elective	3
	Lab Science Elective	4
	Lab Science Elective	4

Program Courses

COM 105	Introduction to Communication	3
COM 111	Mass Communication	3
COM 112	News Writing and Reporting	3
COM 241	Public Relations	3

COM 105: Take first, before other COM courses

Program Electives – Choose one from the following

COM 157	Television Production	3
COM 159	Video Field Production and Editing	3
CIS 110	Basic Computing Skills	3

CIS 111	Introduction to Business Information Systems	3
CIS 122	Internet Developer	3

Program Electives - Choose 3, according to transfer requirement or career goal, from among

COM 102	Advanced Public Speaking	3
COM 113	Interpersonal Speech	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
COM 120	Argumentation and Debate	3
COM 157	Television Production	3
COM 159	Video Field Production and Editing	3
COM 160	Intercultural Communication	3
COM 241	Public Relations	3
ART 240	Introduction to Visual Communication	3
ECN 111	Principles of Economics - Macro	3
ECN 112	Principles of Economics - Micro	3
ENG 230	Film	3
THE 121	Voice Production	3
	And	
CED 210	Cooperative Work Experience I	3
	Or	
COM 251	Field Experience	3
	And	
MAR 101	Principles of Marketing	3
	Or	
MAR 255	Advertising Principles	3

COM 260 is an optional program elective

Recommended Course Sequence - Fall Semester 1

	Behavioral/Social Science Elective	3
COM 105	Introduction to Communication	3
ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Spring Semester 2

	Lab Science Elective	4
COM 101	Fundamentals of Public Speaking	3
COM 111	Mass Communication	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Lab Science Elective	4
	Program Elective	3
COM 112	News Writing and Reporting	3
COM 241	Public Relations	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Communications Elective	3
	Free Elective	3
	Program Elective	3
	Program elective	3
	Program Elective	3

Deaf Studies

C-PRINT TM CAREER PROGRAM

Degree offered

Associate in Arts in Deaf Studies

(C-PrintTM Concentration)

Credits required 65/66

Dean Joanne Preston

Program contact Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a foundation in Deaf Studies as well as specialized workforce skills. C-Print™ is a computerized notetaking system invented at the National Technical Institute for the Deaf. Students in this option are preparing themselves to primarily work with Deaf/HH persons in educational settings. Students in this option are prepared to work upon graduation as an entry-level freelance C-Print™ captionists or to transfer to the BA/BS program of their choice.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Oral Communication

Program Information

BCC offers several Deaf Studies options to meet your career and academic goals.

This is not real time captioning (CART) as seen on TV.

Students can choose to take additional courses in Office Administration and earn their Foundations of C-Print or C-Print Captioning certificate.

In classroom settings, captionists may serve with other "auxiliary aides" such as interpreters. Understanding the role of interpreters, including their professional code of conduct, will be a benefit. As such, students may choose to take DST 121 Introduction to the ASL/English Interpreting Profession as an extra elective.

Special Requirements

Students need to demonstrate keyboarding speed of 40 wpm in a three minute timing before starting C-Print courses.

Students must possess an aptitude for phonetics and keyboarding.

Students should be familiar with word processing and how to use a lap top.

After BCC

Students can work as entry level captionists, or captionist/aides in a K-12 Deaf ed setting, or can transfer to the BA/BS program of their choice.

Students who plan to transfer into interpreter training on a part-time basis may find it quite beneficial to work as captionists utilizing and maintaining their signing ability and Deaf cultural norms

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose from MassTransfer electives, unless otherwise specified

	Behavioral/Social Science Elective	3
	Historical Awareness Elective	3

Elective Courses

	Lab Science Elective	4
	Quantitative/Symbolic Reasoning Elective	3-4

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
COM 113	Interpersonal Speech	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3

OFC 135	C-Print Basics	3
OFC 240	C-Print Captioning Skill Development	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
OFC 135	C-Print Basics	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
COM 113	Interpersonal Speech	3
DST 151	Deaf History	3
OFC 240	C-Print Captioning Skill Development	3
	PSY/SOC Elective	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semester 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DST 210	The Deaf Community in Society	3
ENG 102	Composition II: Writing about Literature	3
	B/SS Elective	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3
	Lab Science Elective	4

EDUCATION CAREER PROGRAM

Degree offered

Associate in Arts in Deaf Studies (Education Concentration)

Credits required 62-65

Dean Joanne Preston

Program contact Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a Deaf Studies and liberal arts foundation that includes specialized courses needed for transfer into a BS/BA program in the educational area of choice. Students in this option are seeking a future working with deaf or hard-of-hearing children in early intervention or an educational setting.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Oral Communication

Program Information

BCC offers several Deaf Studies programs to meet your career and academic goals.

Students may opt to take more ECE courses while at Bristol.

Students seeking certification from the Massachusetts Department of Early Education and Care should also complete an ECE certificate, or, see www.mass.gov for Level I certification Infant-Toddler or Pre-School Teacher requirements.

Students are advised that they need to pass the Communication and Literacy Skills Test (CLST) of the Massachusetts Teacher Education Licensure (MTEL) conducted by the Dept of Education prior to acceptance into most teacher education licensure programs.

EDU 220 (p. 311) requires a CORI (Criminal Offender Record Information), 27 completed credits and an overall GPA of 2.5 or better.

Students wishing to complete their ASL 285 (p. 274) Community Based Learning in Deaf Studies experience in a program for the Deaf or early intervention setting will have to complete a C.O.R.I. (Criminal Offender Record Information) and S.O.R.I (Sexual Offender Registry Information) at their chosen site prior to being placed. Individual settings may have additional requirements related to vaccinations, minimum GPA and/or ASL fluency.

After BCC

Students in this option have successfully transferred to Bridgewater State University, Northeastern University and Rhode Island College to degree programs in education.

Students seeking licensure as a teacher deaf/hard-of-hearing can seek a BS program in Deaf Education out of state or seek any education degree and attend grad school at Boston University to achieve an EdM in Deaf education.

Deaf Studies supports and prepares students for the Bi-lingual/Bi-cultural philosophy.

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3

Concentration Courses - Early Childhood Education

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3

Program Electives– Choose from

ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 222	Special Needs in Early Childhood	3
ECE 223	Infant-Toddler Development	3
ECE 260	Play, Thinking, and Development in the Young Child	3
ECE 251	Teaching Practicum I and Seminar I	4

ECE 113: to meet DEEC requirements, students should take ECE 113 and ECE 222, 234, and 251 in the ECE certificate program

ECE 260 is best choice for transfer

Program Elective – Choose two

GVT 111	U.S. Government	3
MTH 128	Mathematics for Elementary School Teachers II	3
	And	
SCI 113	Physical Science	4
	Or	
SSC 101	Introduction to Geography	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 151	Deaf History	3
ENG 102	Composition II: Writing about Literature	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
BIO 111	General Biology I	4
DST 210	The Deaf Community in Society	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
EDU 220	Foundations of Education with Teaching Pre-Practicum	3
PSY 252	Child Development	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3
HST 113	United States History to 1877	3

HUMAN SERVICES CAREER PROGRAM

Degree offered

Associate in Arts in Deaf Studies (Human Services Concentration)

Credits required 62/63

Dean Joanne Preston

Program contact Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a Deaf Studies and liberal arts foundation that includes specialized courses needed for transfer into a BS/BA program in the human services area of choice. Students in this option are seeking entry-level or assistant positions in Deaf human service settings or they plan to transfer and specialize in social work, vocational rehabilitation, counseling or other related fields.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Oral Communication

Program Information

We offer several Deaf Studies options to meet your career or academic goals.

Students who also wish to complete the MassTransfer block should take an additional 3-4 credit science elective.

Adhere to semester sequencing to ensure completion of necessary pre-requisites.

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
SOC 101	Principles of Sociology	3

Elective Courses

	Historical Awareness Elective	3
	Lab Science Elective	4
	Quantitative/Symbolic Reasoning Elective	3-4

Choose from MassTransfer electives, unless otherwise specified

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3
PSY 101	General Psychology	3
SER 101	Introduction to Social Welfare	3

Program Electives - (Choose two)

COM 113	Interpersonal Speech	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
SER 251	Principles and Methods of Interviewing	3
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
SER 101	Introduction to Social Welfare	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 151	Deaf History	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semesters 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DST 210	The Deaf Community in Society	3
SOC 101	Principles of Sociology	3
	ELECTIVE	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1

ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3
	ELECTIVE	3
	Lab Science Elective	4

Early Childhood Education (A/NB)

EARLY CHILDHOOD EDUCATION CAREER PROGRAM

Degree offered

Associate in Science in Early Childhood Education

Credits required 63

Dean Joanne Preston

Program contact Ravitha Amarasingham, Department Chair and Professor of Early Childhood Education, ext. 2593

Program Goals Statement

Early Childhood Education Career program prepares students to become eligible for Massachusetts Department of Early Education and Childcare lead teacher certification. Students select one of three concentration areas that include Infant-Toddler, Preschool, or School Age Child Care.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

Program Information

Students intending to enroll in a teaching practicum and seminar must meet with the Department Chair the semester before enrollment to ensure that the students meet all prerequisites and requirements.

After BCC

Students would qualify for director certification in Early Childhood Education from Massachusetts Department of Early Education and Childcare with 18 months of added experience.

Special Requirements for the Program

Health Requirements

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood to prove immunity). TB test required each year. Health Insurance is required.

- Criminal Record Check

- Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

Academic Expectations

All Early Childhood students must achieve grades of "C-" or better in all subject courses with an ECE designation.

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

	Humanities Elective	3
	Lab Science Elective	4
	Mathematics Elective	3

(Choose a course that meets the Humanities competency)

Core Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 221	Guiding Young Children	3
ECE 222	Special Needs in Early Childhood	3
ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4

Concentration Options - Infant-Toddler Track

ECE 223	Infant-Toddler Development	3
ECE 236	Infant-Toddler Curriculum Planning	3
ECE 253	Teaching Practicum II and Seminar II - Infant-Toddler Setting	4

Choose one track

Concentration Options – Preschool Track

ECE 232	Language Arts Across Preschool	3
ECE 252	Teaching Practicum II and Seminar II - Preschool Setting	4
	ELECTIVE	3

Elective: Choose 3 credits from ECE 244, ECE 291, or ECE 292

Choose one track

Concentration Options – School-Age Child Track

ECE 125	Social Emotional Development of School-Age Child	3
ECE 238	School Age Child Care Curriculum Planning	3
ECE 255	Teaching Practicum II and Seminar II: School-Age Child Care Setting	4

Choose one track

Recommended Course Sequence - Fall Semester 1

ECE 111	Introduction to Early Childhood Education	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
	Lab Science Elective	4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 222	Special Needs in Early Childhood	3
	Humanities Elective	3
ENG 102	Composition II: Writing about Literature	3
PSY 252	Child Development	3

Recommended Course Sequence - Fall Semester 3

ECE 221	Guiding Young Children	3
ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4
	Mathematics Elective	3
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 4

ECE 125	Social Emotional Development of School-Age Child	3
ECE 223	Infant-Toddler Development	3
ECE 236	Infant-Toddler Curriculum Planning	3
ECE 253	Teaching Practicum II and Seminar II - Infant-Toddler Setting	4
ECE 232	Language Arts Across Preschool	3
ECE 252	Teaching Practicum II and Seminar II - Preschool Setting	4
	ECE Elective	3
ECE 238	School Age Child Care Curriculum Planning	3

ECE 255	Teaching Practicum II and Seminar II: School-Age Child Care Setting	4
SOC 101	Principles of Sociology	3
HST 114	United States History from 1877	3

Fieldwork

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge.

Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

DIRECT TRANSFER PROGRAM

Degree offered

Associate in Science in Early Childhood Education

Credits required 60

Dean Joanne Preston

Program contact Ravitha Amarasingham, Department Chair and Professor of Early Childhood Education, ext. 2593

Program Goals Statement

The Early Childhood Education Transfer program enrolls individuals aspiring to become educators of preschool, kindergarten, grade 1 and grade 2 children. Successful candidates transfer as juniors into Massachusetts Educator Licensure program at a 4-year state or private institution with which the College has an articulation agreement.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

Program Information

Students intending to enroll in ECE 261 (p. 310) must meet with the Program Chair the semester before enrollment to ensure that the student meets all prerequisites and requirements.

Students taking ECE 260 (p. 310) must have 26 general education credits with an overall GPA of 2.75 or better and a grade of "C" or better in ECE 111 (p. 308) and ECE 112 (p. 308). All Early Childhood students must achieve grades of "C" or better in all subject courses with a ECE designation.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

Special Requirements for the Program

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood tests to prove immunity). TB test required each year. Health insurance is required.

Criminal Record Check

Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3
PSY 252	Child Development	3
SCI 113	Physical Science	4
SSC 101	Introduction to Geography	3

Elective Courses

	Humanities Elective	3
	Humanities Elective	3
	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3

First Elective: (Recommend ECN 111, ECN 112, GVT 111, MTH 122)

Second Elective; (Recommend ART; MUS; ENG 251-256; PHL 101, PHL 152; COM 101)

Choose electives with a faculty advisor to prepare to enter an academic major at the selected transfer institution

Program Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 260	Play, Thinking, and Development in the Young Child	3
ECE 261	Teaching Pre-Practicum	4

Recommended Course Sequence - Fall Semester 1

	Humanities Elective	3
ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

	Humanities Elective	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 102	Composition II: Writing about Literature	3
PSY 252	Child Development	3
SCI 113	Physical Science	4

Recommended Course Sequence - Fall Semester 3

	ELECTIVE	3
	ELECTIVE	3
BIO 111	General Biology I	4
ECE 260	Play, Thinking, and Development in the Young Child	3
MTH 127	Mathematics for Elementary School Teachers I	3

Recommended Course Sequence - Spring Semester 4

	ELECTIVE	3
ECE 261	Teaching Pre-Practicum	4
HST 113	United States History to 1877	3
SSC 101	Introduction to Geography	3

The Early Childhood Education Transfer program enrolls individuals aspiring to become educators of preschool, kindergarten, grade 1 and grade 2 children. Successful candidates transfer as juniors into Massachusetts Educator Licensure program at a 4-year state or private institution with which the College has an articulation agreement.

See Learning Outcomes

Ethical Dimensions, Oral Communication, Technical Literacy

Students intending to enroll in ECE 261 must meet with the Program Chair the semester before enrollment to ensure that the student meets all prerequisites and requirements.

Students taking ECE 260 must have 26 general education credits with an overall GPA of 2.75 or better and a grade of "C" or better in ECE 111 and ECE 112. All Early Childhood students must achieve grades of "C" or better in all subject courses with a ECE designation.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood tests to prove immunity). TB test required each year. Health insurance is required.

Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge.

Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

Students who opt for this track need to pass the Communications and Literacy Skills Test (CLST) of the Massachusetts Teacher Education Licensure (MTEL) conducted by the Department of Education prior to acceptance into a teacher education licensure program. In addition, state colleges may set other requirements such as minimum acceptable grade(s) and/or courses accepted for transfer. It is the student's responsibility to identify these requirements.

Elementary Education (A/NB)

ELEMENTARY EDUCATION TRANSFER PROGRAM

Degree offered
Associate in Arts in Elementary Education

Credits required 62

Dean Joanne Preston

Program contact Catherine Adamowicz, Coordinator of Elementary Education and Professor of English, ext. 2124

Program Goals Statement

This program helps students develop specific skill sets, readying them for the state Communication and Literacy Skills Test (CLST) required for transfer to an education program at a four-year institution, leading to teacher certification for grades 1-6. The Teaching Pre-Practicum course gives students relevant theoretical background and practical observation.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Technical Literacy

Program Information

EDU 220 (p. 311) requires 27 credits on the transcript and an overall GPA of 2.5 or better.

Pre-practicum placements for EDU 220 (p. 311) require CORI (Criminal Offender Record Information) checks by all school systems.

Foreign Language

Successful completion of a foreign language at the 02 level at BCC or three years of foreign language at the high school level with a "C" average or better required. Students who have satisfied the language requirement in high school must complete six credits of free electives in addition to the electives listed. Discuss foreign language requirements for transfer with program director.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
COM 101	Fundamentals of Public Speaking	3
EDU 220	Foundations of Education with Teaching Pre-Practicum	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
MTH 128	Mathematics for Elementary School Teachers II	3
PSY 101	General Psychology	3
PSY 252	Child Development	3
SCI 113	Physical Science	4
SSC 101	Introduction to Geography	3

Elective Courses – Choose one Multicultural Perspective course

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3

Program Electives

	Foreign Language Elective	6
	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3

Completion of a foreign language at the 02 level at BCC or 3 years of foreign language at the high school level w/ a "C" average or better. Students who have satisfied the language requirement in high school must complete an additional 6 credits of program electives.

Choose electives with faculty advisor to tailor your program for transfer

Recommended Course Sequence - Fall Semester 1

COM 101	Fundamentals of Public Speaking	3
	Foreign Language Elective	6
ENG 101	Composition I: College Writing	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

EDU 220	Foundations of Education with Teaching Pre-Practicum	3
ENG 102	Composition II: Writing about Literature	3
MTH 128	Mathematics for Elementary School Teachers II	3
PSY 252	Child Development	3
	Foreign Language Elective And	6
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3

Recommended Course Sequence - Fall Semester 3

	ELECTIVE	3
	Multicultural Perspective Elective	3

GVT 111	U.S. Government	3
	And	
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3
	And	
BIO 111	General Biology I	4
	Or	
SCI 113	Physical Science	4

Recommended Course Sequence - Spring Semester 4

	ELECTIVE	3
	ELECTIVE	3
SSC 101	Introduction to Geography	3
	And	
BIO 111	General Biology I	4
	Or	
SCI 113	Physical Science	4

General Studies Transfer or Career

GENERAL STUDIES CAREER OR TRANSFER PROGRAM (A/NB)

Degree offered

Associate in Arts or Associate in Science in General Studies

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The General Studies program is ideal for students who want to explore various fields of study and/or career options or have goals that cannot be met in any other program of the College.

Student Learning Outcomes

Program Information

Students interested in Health Sciences should choose the General Studies / Health Sciences option.

After BCC

General Studies graduates have entered a broad range of careers including medical records supervisor, executive secretary, cook, police officer, corrections officer, program coordinator, secretary, and receptionist.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective from

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Elective Courses - Choose one Quantitative/Symbolic Reasoning elective from

CAD 101	Computer Aided Drafting	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
EGR 103	Computer Skills for Engineers and Technicians	3

Elective Courses - Choose one 3- credit Technical Literacy Elective

	Technical Literacy Elective	3

waived for students who have successfully completed two (2) online courses

Elective Courses

	Elective - Science	3-4

Choose one course from Transfer Electives and Elective Recommendations

Program Electives

Consult with your advisor to select college-level courses to achieve a total of at least 60 credits.

Ordinarily, students should complete the required 24 credits as early as possible.

Recommended Course Sequence - Fall Semester 1

	ELECTIVE	3

HST 111	The West and the World I	3
HST 112	The West and the World II	3
	Technical Elective	3
	Quan/Sym Reasoning Elective	3
ENG 101	Composition I: College Writing	3
	And	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 2

	Free Elective	3
	Elective - Science	3 - 4
SOC 101	Principles of Sociology	3
	Multicultural Perspective Elective	3
ENG 102	Composition II: Writing about Literature	3
	And	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Fall Semester 3

| | Electives | |
| COM 101 | Fundamentals of Public Speaking | 3 |

Recommended Course Sequence - Spring Semester 4

| | Electives | |

HEALTH SCIENCES CAREER PROGRAM (A/NB/EH)

Degree offered

Associate in Science in General Studies (Health Sciences Option)

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

This program is designed to help prepare students for application to the College's Health Sciences programs.

It does not guarantee admission to any program but does guide students in choosing courses that provide sound preparation for admission to those programs.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students may select any course for which prerequisites are met.

Students interested in transferring to a four-year college or university should consider the MassTransfer program.

Students planning to major in Medical Transcription or Medical Administrative Assistant should take MAA 101 (p. 339).

For programs in which HCI 106 (p. 330), HLT 101 (p. 331), or HLT 102 (p. 331) are required, MAA 101 (p. 339) does not substitute for them.

After BCC

Many successful Health Science graduates began their college careers in the General Studies or Liberal Arts programs. Admission to Health Sciences is competitive, but this program provides students a structured way to complete the necessary courses to make themselves more competitive candidates. Refer to the program description elsewhere in the catalog for Admissions standards for the program of interest.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3

Medical Language - Choose one

HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1
HLT 106	Medical Language	3
MAA 101	Medical Terminology	3

For programs in which HCI 106, HLT 101, or HLT 102 are required, MAA 101 does not substitute for them.

Choose one of the following

HST 111	The West and the World I	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Choose one of the following

| MTH 119 | Fundamental Statistics | 3 |
| MTH 125 | Modern College Mathematics | 3 |

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses

| | Biology Elective | 8-19 |

	Chemistry Elective	3
	Behavioral/Social Science Elective	3

Students must choose the appropriate biology/chemistry courses based on the Recommended Course sequences.

See Transfer Electives and Elective Recommendations for choices

Choose one Multicultural Perspective elective from the following

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Choose one Technical Literacy elective from the following

CAD 101	Computer Aided Drafting	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
EGR 103	Computer Skills for Engineers and Technicians	3

Waived for students who have successfully completed two (2) online courses

Elective Courses

Choose electives as needed from any of the lists of approved courses in the Transfer Electives and Elective Recommendations.

Choose electives as needed to achieve a total of 60 credits

Fall Semester 1 - Clinical Lab Science

BIO 154	Human Physiology	4
ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Program Elective	3
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Spring Semester 2 - Clinical Lab Science

BIO 239	Elements of Microbiology	4
ENG 102	Composition II: Writing about Literature	3

PSY 101	General Psychology	3
	Humanities Elective	3
	Program Elective	3

Fall Semester 3 - Clinical Lab Science

COM 101	Fundamentals of Public Speaking	3
CHM 115	Health Science Chemistry I	4
	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
	And	
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Spring Semester 4 - Clinical Lab Science

CHM 116	Health Science Chemistry II	4
MTH 119	Fundamental Statistics	3
	Medical Language Elective	3
	Technical Literacy Elective	3
	Program Elective	3

Fall Semester 1 - Dental Hygiene

ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Multicultural Perspective Elective	3
	Or	
	And	
BIO 121	Fundamentals of Biological Science I	4
	Or	
BIO 111	General Biology I	4
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Spring Semester 2 - Dental Hygiene

BIO 233	Human Anatomy and Physiology I	4
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
	And	
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Fall Semester 3 - Dental Hygiene

BIO 234	Human Anatomy and Physiology II	4
COM 101	Fundamentals of Public Speaking	3
CHM 115	Health Science Chemistry I	4
	Behavioral/Social Science Elective	3

Spring Semester 4 - Dental Hygiene

BIO 239	Elements of Microbiology	4
BIO 220	Introduction to Nutrition	3
CHM 116	Health Science Chemistry II	4
	Medical Language Elective	3
	Technical Literacy Elective	3

Fall Semester 1 - Nursing

ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Humanities Elective	3
	Program Elective	3
	And	
BIO 121	Fundamentals of Biological Science I	4
	Or	
BIO 111	General Biology I	4

Spring Semester 2 - Nursing

BIO 233	Human Anatomy and Physiology I	4
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
	Multicultural Perspective Elective	3
	Program Elective	3

Fall Semester 3 - Nursing

BIO 234	Human Anatomy and Physiology II	4
PSY 252	Child Development	3
COM 101	Fundamentals of Public Speaking	3
	Program Elective	3
	And	
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3

Spring Semester 4 - Nursing

BIO 239	Elements of Microbiology	4
	Medical Language Elective	3
	Technical Literacy Elective	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Fall Semester 1 - Occupational Therapy

ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
CSS 101	College Success Seminar	1
	Program Elective	3
	And	
BIO 121	Fundamentals of Biological Science I	4
	Or	
BIO 111	General Biology I	4
	And	
HLT 101	Medical Language Module I	1
	Or	
HLT 102	Medical Language Module II	1

Spring Semester 2 - Occupational Therapy

BIO 233	Human Anatomy and Physiology I	4
ENG 102	Composition II: Writing about Literature	3
SOC 101	Principles of Sociology	3
	Program Elective	3
	And	
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3

Fall Semester 3 - Occupational Therapy

BIO 234	Human Anatomy and Physiology II	4
COM 101	Fundamentals of Public Speaking	3
	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
	Program Elective	3

Spring Semester 4 - Occupational Therapy

	Technical Literacy Elective	3
	Program Elective	3
	Program elective	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Students who intend to transfer to another college or university should select the General Studies (MassTransfer) program.

Completion of this program option does not imply or guarantee acceptance into any of Bristol Community College's health career programs.

MASSTRANSFER TRANSFER PROGRAM (A)

Degree offered

Associate in Arts in General Studies (MassTransfer Option)

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

This program is designed to meet the requirements of MassTransfer.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

See Transfer Electives and Elective Recommendations (p. 402)

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3

Elective Courses – Choose one Global Awareness elective from

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Mathematics elective

Except MTH 011, MTH 021, MTH 031, MTH 111, MTH 151

Choose one Multicultural Perspective elective from

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3

HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Choose two Behavioral/Social Science, one Lab Science, and one Science elective

Choose from Transfer Electives and Elective Recommendations (p. 402)

Choose one of the following

CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

Program Electives

All electives, as required, should be chosen from the approved list of electives in Transfer Electives and Elective Recommendations (p. 402)

Recommended Course Sequence - Fall Semester 1

HST 111	The West and the World I	3
	Technical Elective	3
	Global Awareness Elective	3
	Mathematics Elective	3
ENG 101	Composition I: College Writing	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
ENG 102	Composition II: Writing about Literature	3
COM 101	Fundamentals of Public Speaking	3
	And	
	Elective - Science	3 - 4
	Or	
	Lab Science Elective	4

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	And	
	Elective - Science	3 - 4
	Or	
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

	Electives	

TECHNICAL STUDIES TRANSFER PROGRAM

Degree offered

Associate in Arts or Associate in Science in General Studies (Technical Studies)

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The Technical Studies program provides students with the skills and workplace requirements of a broad selection of technical areas and facilitates internal transfer to a BCC technical program. The program provides a broad technology-based degree for students who wish to diversify their technical background.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

All electives should be approved by the student's advisor. Students may choose Cooperative Education (CED) as an elective.

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective from

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3

HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Elective Courses – Choose one Quantitative/Symbolic Reasoning elective

Elective Courses – Choose one Science elective from

CAD 101	Computer Aided Drafting	3
CIS 120	Programming: Logic, Design and Implementation	3
EGR 103	Computer Skills for Engineers and Technicians	3

Choose one Technical Literacy elective

waived for students who have successfully completed two (2) online courses

Program Electives - Choose from any of the following courses, provided the prerequisite has been as required met

Recommended Course Sequence - Fall Semester 1

	ELECTIVE	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
	Technical Elective	3
	Quan/Sym Reasoning Elective	3
ENG 101	Composition I: College Writing And	3
HST 113	United States History to 1877 Or	3
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 2

	ELECTIVE	3
ENG 102	Composition II: Writing about Literature	3
SOC 101	Principles of Sociology	3
	Multicultural Perspective Elective	3
	Elective - Science	3 - 4
	And	
SOC 212	The Sociology of Social Problems Or	3
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Fall Semester 3

COM 101	Fundamentals of Public Speaking Electives	3

Recommended Course Sequence - Spring Semester 4

	Electives	

VOCATIONAL TECHNICAL EDUCATION TRANSFER PROGRAM

Degree offered

Associate in Arts in General Studies (Vocational Technical Education)

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The Vocational Technical Education option provides students with a combination of academic, vocational technical teaching, and elective courses. The program also offers the combination of academic and vocational courses to move from preliminary vocational technical teacher licensure to Professional status. It is offered in cooperation with the Center for Occupation Education at the University of Massachusetts-Boston. Students seeking Massachusetts Department of Education approval as a vocational instructor complete a 39-credit sequence of courses. Bristol Community College will accept the 21-credit sequence of undergraduate competency-based courses as transfer credits towards this degree option.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Electives should be chosen to meet the 18 credits of academic studies as required by the Massachusetts Department of Education for Vocational Instructor Licensure.

Six (6) college degree credits in higher level college mathematics and/or higher level science such as Algebra II, Biology II, Calculus. Higher level mathematics and science courses that are based on the MA Mathematics Curriculum Framework and the MA Science & Technology/Engineering Curriculum Framework may be counted. Computer Science courses may be counted toward three of the six college degree credits in science and/or mathematics when a direct correlation exists between the course and the area of vocational licensure, and this correlation is clearly evident through the course description.

After BCC

Under current Massachusetts Department of Education regulations, people who complete this program and meet other state requirements are eligible to teach in vocational and comprehensive Massachusetts high schools.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

	Behavioral/Social Science Elective	3
	Behavioral/Social Science Elective	3
	Behavioral Social/Science Elective	3
	Lab Science Elective	4
	Quantitative/Symbolic Reasoning Elective	3-4
	Higher-Level Science Elective	3-4
	Technical Literacy Elective	3

Quantititativ/Symbolic Reasoning: except MTH 011, MTH 021, MTH 031, MTH 151

Technical Literacy: Waived for students who have successfully completed two (2) online courses

Elective Courses – Choose one History elective

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3

Choose one Multicultural Perspective elective

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Choose one Global Awareness Elective

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Program Electives

Of the 21 credits of electives, 18 credits should be chosen to include as required academic studies as required by the

Massachusetts Department of Education for Vocational Instructor Licensure.

Recommended Course Sequence - Fall Semester 1

	Behavioral/Social Science Elective	3
	Quan/Sym Reasoning Elective	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

COM 101	Fundamentals of Public Speaking	3
	History Elective	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Global Awareness Elective	3
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3 - 4
	Technical Literacy Elective	3

General Studies Prep - Career Preparatory Program

GENERAL STUDIES PREP - CAREER PREPARATORY PROGRAM

Certificate Program

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Sarah Morrell, Dean of Developmental Education

Program Goals Statement

The General Studies Prep program offers pre-career preparation options to help students build a solid foundation to prepare to enter selected career programs. The course recommendations help students build academic skills and develop career competencies. Students may choose such career options as art /Web design, business management, criminal justice, engineering and health sciences. General Studies Prep Pre Career students get a head start by taking career courses early in their academic programs.

Recommended Course Sequence

Contact your program director, Sarah Morrell, or your advisor for course sequencing recommendations.

Program Information

Students in the Career-Prep programs should take their required developmental courses in the first semester and take career courses as indicated. Students must complete 6 - 8 credits of career electives in the Career-Prep option selected.

Options

Each option lists recommended courses for that particular career track. Choose courses in the desired track as electives. Choose courses with the help of your advisor.

Completion of the Career-Prep option does not guarantee admission to selective programs such as Nursing Career. Students must apply for internal transfer to these programs and meet entrance requirements for admission.

DEGREE REQUIREMENTS

Pre-Business

BUS 111	Business and Financial Mathematics	3

Choose one of the following

BUS 113	Introduction to Business Functions and Practices	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Pre-Art/Web Design

ART 111	Drawing I	3
ART 260	Computer Graphics	3

Pre-Computer Information Systems

CIS 111	Introduction to Business Information Systems	3
CIS 105	Hardware Fundamentals	1

Choose one of the following

CIS 121	Operating Systems	3
CIS 154	Introduction to Programming (COBOL)	3
CIT 131	Business Creativity	3

Pre-Criminal Justice

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Report Writing and Information Systems	3

Pre-Engineering

CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

Pre-Health Sciences – Choose one of the following

BIO 115	Survey of Human Anatomy and Physiology	4
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4

Pre-Health Sciences

HLT 101	Medical Language Module I	1

	Or	
HLT 106	Medical Language	3
	And	
HLT 102	Medical Language Module II	1
	Or	
MAA 101	Medical Terminology	3

ENGLISH AS A SECOND LANGUAGE PREPARATORY PROGRAM

Certificate Program

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Regina Pirtle, Coordinator of ESL and ESL Skills Specialist

Program Goals Statement

Students who need intensive instruction in English as a Second Language (ESL) are admitted to the General Studies Prep program's ESL concentration. Reading, writing, grammar, and conversation are offered at the intermediate and advanced levels. The ESL skills specialist determines placement based on placement test results.

After the Program

Students who complete this program have a solid foundation in the academic uses of the English language. After successful completion of ESL program courses and proficiency tests, students may transfer to a degree or certificate program and may take any required developmental courses and/or general education courses needed.

Students who have completed required ESL courses have entered nearly every degree or certificate program at BCC, and transferred to UMass Dartmouth and other four-year institutions.

Program Information

ESL courses prepare students to do college work in English. They are open only to students whose first language is not English. Students registered in ESL courses must have the written approval of the Dean for developmental education or their designee before registering in other BCC courses. Students are placed into the intermediate or advanced level after placement testing. The ESL skills specialist determines placement based on placement test scores.

Students who meet eligibility requirements receive priority acceptance into the QUEST for Success support program. Bristol Community College welcomes international students each semester. Students who have completed their secondary school education may attend Bristol Community College on an F-1 student visa. International students may be admitted to General Studies Prep–ESL or the program of their choice if they have demonstrated English proficiency. All BCC students are tested by the College's director of testing and may be referred to the ESL program coordinator for additional testing.

Students attending BCC on an F-1 student visa must be enrolled in a degree program as a full-time student (12 credits or more per semester).

DEGREE REQUIREMENTS

Program Courses

CSS 101	College Success Seminar	1

ESL Courses

ESL 012	Intermediate English Grammar	3
ESL 013	Intermediate English Vocabulary and Reading Skills	3
ESL 014	Intermediate English Writing Skills	3
ESL 015	Intermediate English Conversation Skills	3
ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3
ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3

Recommended Course Sequence - Fall Semester 1

ESL 012	Intermediate English Grammar	3
ESL 013	Intermediate English Vocabulary and Reading Skills	3
ESL 014	Intermediate English Writing Skills	3
ESL 015	Intermediate English Conversation Skills	3

Recommended Course Sequence - Spring Semester 2

CSS 101	College Success Seminar	1
ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3
ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3

GENERAL STUDIES PREP CERTIFICATE PROGRAM (NB)

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Sarah Morrell, Dean of Developmental Education

Program Goals Statement

This program provides students the opportunity to develop college-level skills in math, reading, and writing. Students whose native language is not English should choose the English as a Second Language concentration.

After the Program

After successful completion of the program, including developmental courses, students transfer to a degree or certificate program. In some cases this may be as easy as completing a change of program form; in other cases, students must complete an internal transfer application. See individual degree programs or your advisor for details on how to apply.

Students who have successfully completed this program have been accepted into nearly every BCC degree or certificate program and transferred to UMass Dartmouth and other four-year institutions.

Recommended Course Sequence

Contact your program director or your advisor for course sequencing recommendations.

Program Information

General Studies Prep students receive individualized interpretation of their placement test score and academic advisement at the time of testing. This program helps students build a solid foundation for success at BCC.

Students interested in pre-career options should refer to General Studies Prep-Career Prep.

Students in this program receive priority acceptance into the QUEST for Success program.

Entering the Program

Students may apply directly to this program or may be admitted to this program following a review of their educational background. Some students in this program have been out of school for several years; some did not complete high school; others did not take college preparatory courses in high school.

DEGREE REQUIREMENTS

Program Courses

CSS 101	College Success Seminar	1

Developmental Courses

ENG 090	Basic Writing Skills	3
MTH 011	Foundations of Mathematics	3
MTH 021	Foundations of Algebra I	3
MTH 031	Foundations of Intermediate Algebra	3
MTH 151	College Algebra	3
RDG 080	Fundamentals of Reading Development	3
RDG 090	College Reading and Learning Strategies	3

General Education and Career Elective Courses

	Behavioral/Social Science Elective	3
ENG 101	Composition I: College Writing	3

Some of these degree credit courses have prerequisites. Ask an advisor for recommendations based on BCC degree program desired. Pre-career option students need 6-8 career credits. Choose required MTH course in desired program.

Career Prep Option Elective or Introductory Course for Desired Program

	Elective(s)	3-4
	Elective(s)	3-4

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 113	Interpersonal Speech	3

Academic Support Courses

CSS 103	Career Exploration and Development Seminar	1
CSS 105	Technology Tools for College Success	3
RDG 070	Study Skills: Learning How to Learn	1

Liberal Arts and Sciences

BIOTECHNOLOGY/BIOMEDICAL TECHNOLOGY TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Biotechnology/Biomedical Technology)

Credits required 62/66

Dean Peter Schuyler

Program contact Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program is designed to provide the student with the biological and chemical background to seek employment as a lab technician in some biotechnology/biomedical sectors.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students needing additional courses to fill out a light schedule might want to consider the following courses that

do not apply to the degree but will enhance their knowledge because of their relevancy to the Biomedical/Biotechnology field BIO 241 (p. 277), MED 205 (p. 344), MTH 251 (p. 347), or MTH 252 (p. 348)

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3
MTH 119	Fundamental Statistics	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective

HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Elective Courses – Choose one Technical elective

Program Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
BIO 239	Elements of Microbiology	4
BIO 240	Cell Biology	4
CED 210	Cooperative Work Experience I	3
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4
CHM 116	Health Science Chemistry II	4
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
CHM 113	Fundamentals of Chemistry I	4
ENG 101	Composition I: College Writing	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Spring Semester 2

BIO 239	Elements of Microbiology	4
CHM 114	Fundamentals of Chemistry II	4
ENG 102	Composition II: Writing about Literature	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Fall Semester 3

	Multicultural Perspective Elective	3
BIO 240	Cell Biology	4
CHM 116	Health Science Chemistry II	4
ENG 215	Technical Writing	3

Recommended Course Sequence - Spring Semester 4

CED 210	Cooperative Work Experience I	3
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4
	Technical Elective	3
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

ENVIRONMENTAL SCIENCE TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Environmental Science Transfer Concentration)

Credits required 61/67

Dean Peter Schuyler

Program contact Mary True, Coordinator of Environmental Science and Associate Professor of Biology, ext. 3150

Program Goals Statement

This program meets the requirements of the MassTransfer policy. Community college students who graduate from the Environmental Science program receive the benefit of full transfer and applicability of credit, guaranteed admission, and a tuition discount at any Massachusetts state college or university. Each benefit is based on the student's final grade point average.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Get started on math courses immediately, particularly if you need developmental work. Choose electives with the help of the program director.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
SCI 112	Principles of Ecology	4

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3

Choose two of the following

MTH 119	Fundamental Statistics	3
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective from the following

HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Choose one Technical Literacy elective from the following

CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
EGR 103	Computer Skills for Engineers and Technicians	3

-Waived for students who have successfully completed two (2) online courses

Choose two Behavioral/Social Science electives from the following

SSC 217	Technology and Society	3
SSC 101	Introduction to Geography	3
GVT 111	U.S. Government	3
ECN 111	Principles of Economics - Macro	3
ECN 112	Principles of Economics - Micro	3

Program Electives - Choose three of the following

BIO 129	Field Biology	4
BIO 130	The Biology and Behavior of Birds	4
BIO 232	Marine Biology	4
BIO 239	Elements of Microbiology	4
CHM 120	Environmental Chemistry	4
EGR 141	Introduction to Environment	3
EGR 245	Hazardous Waste/Waste Management	4
GLG 101	Introduction to Physical Geology	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
SCI 119	Coastal Science	4
SCI 132	Aquaculture: Introduction to Principles and Practices	4
SCI 240	Introduction to Oceanography	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
CHM 113	Fundamentals of Chemistry I	4
ENG 101	Composition I: College Writing	3
SCI 112	Principles of Ecology	4

Recommended Course Sequence - Spring Semester 2

	Technical Elective	3
BIO 122	Fundamentals of Biological Science II	4
CHM 114	Fundamentals of Chemistry II	4
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
COM 101	Fundamentals of Public Speaking And	3

SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Program Elective	3
	Program elective	3
	Program Elective	3

HUMANITIES TRANSFER PROGRAM (A)

Degree offered

Associate in Arts in Liberal Arts & Sciences (Humanities Option)

Credits required 60

Dean Joanne Preston

Program contact Deborah Lawton, Coordinator of Liberal Arts and Sciences and Professor of English, ext. 2508

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for transfer to a Bachelor of Arts or Science degree in the liberal arts disciplines or to professional studies in education, law or medicine. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Academic and transfer advisors assist students in selecting courses to fulfill program requirements and general education requirements at senior institutions to ensure a smooth transfer. Select electives from Transfer Electives and Elective Recommendations (p. 402).

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one two-course sequence

HST 111	The West and the World I	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses - Choose one Multicultural Perspective elective

may be met by Behavioral/Social Science or Humanities elective

Elective Courses - Choose one Quantitative/Symbolic Reasoning Elective

Choose from MTH 119 or higher, excluding MTH 151

Elective Courses – Choose one Technical Literacy elective

ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
	And	
CAD 101	Computer Aided Drafting	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3

- waived for students who have successfully completed at least two (2) online courses

Elective Courses – Choose one level elective

| ENG 250 | Puerto Rican Literature | |

Choose two Behavioral/Social Science, one Humanities, and two Lab Science electives

	Behavioral/Social Science Elective	3
	Behavioral/Social Science Elective	3
	Humanities Elective	3
	Lab Science Elective	4
	Lab Science Elective	4

Select courses from Transfer Electives and Elective Recommendations

Program Electives – Choose electives as needed, including 0-12 credits of foreign language courses if needed

Select from Transfer Electives and Elective Recommendations

Requirement completion of a foreign language at the 12 level at BCC or 4 years of a foreign language at the high school level with a "B" average or better)

Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

	Foreign Language Elective	6
	Behavioral/Social Science Elective	3
ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking And	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

	Quan/Sym Reasoning Elective	3
	Foreign Language Elective	6
	Behavioral/Social Science Elective	3
ENG 102	Composition II: Writing about Literature And	3
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3

Recommended Course Sequence - Summer

any liberal arts program course for which prerequisites have been met.

Recommended Course Sequence - Fall Semester 3

	Global Awareness Elective	3
	Technical Elective	3
	Foreign Language Elective	6
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

	Electives as needed to complete 60 credits	
	Foreign Language Elective	6
	Humanities Elective	3
	Lab Science Elective	4

MATH AND SCIENCE OPTION TRANSFER PROGRAM

Degree offered
Associate in Arts in Liberal Arts & Sciences (Math and Science Option)

Credits required 60

Dean Peter Schuyler

Program contact Peter Schuyler, ext. 2480

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for transfer to a Bachelor of Arts or Science degree in the liberal arts disciplines or to professional studies in education, law or medicine. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Academic and transfer advisors assist students in selecting courses to fulfill program requirements and general education requirements at senior institutions to ensure a smooth transfer.

Recommendations

Take RDG 080 (p. 364) or RDG 090 (p. 365) in the first semester if required and meet prerequisites for English and math courses as soon as possible. See course descriptions for details.

Lab science courses may also require a year of high school lab science or CHM 090 (p. 282) as a prerequisite.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose two of the following

MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

| MTH 214 | Calculus I | 4 |
| MTH 215 | Calculus II | 4 |

Elective Courses – Choose one Global Awareness elective

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses – Choose one Multicultural Perspective elective

May be met by Behavioral/Social Science

Elective Courses – Choose one Technical Literacy elective

ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems And	3
CAD 101	Computer Aided Drafting Or	3
EGR 103	Computer Skills for Engineers and Technicians	3

waived for students who have successfully completed at least two (2) onlinecourses

Elective Courses – Choose two Behavioral/Social Science and two Lab Science electives

	Behavioral/Social Science Elective	3
	Behavioral/Social Science Elective	3
	Lab Science Elective	4
	Lab Science Elective	4

Choose courses from Transfer Electives and Elective Recommendations (p. 402)

Elective Courses – Choose two 4-credit math and science electives

Work closely with an advisor to determine which courses are most useful to your career/transfer goals

Program Electives

Choose electives as needed from any of the lists of approved courses in the Transfer Electives and Elective Recommendations. Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

	Mathematics Elective	3
	Behavioral/Social Science Elective	3
ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking And	3
HST 111	The West and the World I Or	3

| HST 113 | United States History to 1877 | 3 |

Recommended Course Sequence - Spring Semester 2

	Mathematics Elective	3
	Behavioral/Social Science Elective	3
	Lab Science Elective	4
ENG 102	Composition II: Writing about Literature And	3
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3

Recommended Course Sequence - summer

Any Liberal Arts program courses for which prerequisites have been met. Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

	Global Awareness Elective	3
	Technical Literacy Elective	3
	Elective - Science	3 - 4
	Lab Science Elective	4
	Multicultural Perspective Elective	3

Recommended Course Sequence - Spring Semester 4

| | Electives as needed to complete 60 credits | |
| | Elective - Science | 3 - 4 |

PROFESSIONAL OPTION TRANSFER PROGRAM (A/NB)

Degree offered

Associate in Arts in Liberal Arts & Sciences (Professional Option)

Credits required 60

Dean Joanne Preston

Program contact Deborah Lawton, Coordinator of Liberal Arts and Sciences and Professor of English, ext. 2508

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for students who plan to transfer to complete a Bachelor of Arts or Science degree in the liberal arts disciplines or to pursue professional studies. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Choosing Electives

Select electives from Transfer Electives and Elective Recommendations (p. 402)

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Elective Courses – Global Awareness – Choose one from the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses – Multicultural Perspective – Choose one

May also be met by Behavioral/Social Science or Humanities elective

Elective Courses - Quantitative/Symbolic Reasoning – Choose from the following

MTH 119 or higher, excluding MTH 151

Elective Courses -Technical Literacy – Choose from the following

ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

- waived for students who have successfully completed at least two (2) online courses

Elective Courses - Choose two Behavioral/Social Science, one Humanities, and two Lab Science electives

Behavioral/Social Science Elective	3
Behavioral/Social Science Elective	3
Humanities Elective	3
Lab Science Elective	4
Lab Science Elective	4

Choose courses from Transfer Electives Elective Recommendations

Elective Courses - Choose 0-6 credits of foreign language courses if needed

Select courses from Transfer Electives and Elective Recommendations

Requirement completion of a foreign language at the 02 level at BCC or 3 years of a foreign language at the high school level with a "C" average or better)

Program Electives

Select courses from Transfer Electives and Elective Recommendations

Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

	Foreign Language Elective	6
	Behavioral/Social Science Elective	3
ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking And	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

	Quan/Sym Reasoning Elective	3
	Foreign Language Elective	6
	Behavioral/Social Science Elective	3
ENG 102	Composition II: Writing about Literature And	3
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3

Recommended Course Sequence - SUMMER

Recommended Course Sequence - Fall Semester 3

Global Awareness Elective	3
Multicultural Perspective Elective	3
Technical Literacy Elective	3
Humanities Elective	3
Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

Lab Science Elective	4

Electives as needed to complete 60 credits

Electives as needed to complete 60 credits;

THEATRE TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Theatre Concentration)

Credits required 61

Dean Joanne Preston

Program contact Rylan Brenner, Theatre Director and Professor of Theatre/English, ext. 2440

Program Goals Statement

The focus of this program is to teach theatre as a language. Students develop skills in many areas of theatre as a foundation for further study or work. This program is designed to provide fundamental hands-on training in a wide range of the areas of theatre so that each student can transfer to a four-year institution. Students have opportunities to experience all aspects of theatre from creation to performance. Many ways of creating theatre are taught so that our students can acquire experience in all phases of theatrical production.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Multicultural Perspective

Oral Communication

Program Information

Experience hands-on training in an intimate studio theatre and state of the art Mainstage theatre. Program has a strong national reputation which opens new opportunities for transfer to a four-year institution.

BCC THEATRE REP, the college's resident acting company, offers ample opportunities for developing acting and stagecraft.

Program director has been recognized nationally by NISOD, for excellence in teaching and by the Kennedy Center American College Theatre Festival for his directing.

Recommendations

Plan to give time to learn your craft. Developing theatre skills is demanding. You will be an active part of your education. Plan your studies to include extracurricular involvement in theatre work.

After BCC

BCC participates in the statewide Mass Transfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible Mass Transfer programs and current BCC articulation agreements, visit Transfer Affairs website at BristolCC.edu/transfer

Many students have continued studies in theatre at Tisch School of the Arts at New York University, Hofstra University, Marymount Manhattan College, Emerson College, Brown University, Rhode Island College, University of Rhode Island, Bridgewater State College, North Carolina School of Arts, and others.

Alumni have worked in all aspects of theatre performance and administration locally and nationally.

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 258	Shakespeare: His Plays	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
PSY 101	General Psychology	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses – Choose one Lab Science elective

Program Courses

THE 101	Introduction to the Theatre	3
THE 112	Actors' Workshop	3
THE 113	Scene Study	3
THE 114	Playwriting	3
THE 115	Director's Workshop	3
THE 117	Theatre History -The Early Years	3
THE 118	Theatre History -The Modern Years	3
THE 122	Theatre Rehearsal and Performance (Fall)	4
THE 123	Theatre Rehearsal and Performance (Spring)	4
THE 135	Stagecraft (Fall)	2
THE 136	Stagecraft (Spring)	2

Choose one of the following

THE 121	Voice Production	3
THE 134	Puppet/Mask Workshop	3

Recommended Electives

	Lab Science Elective	4

Program Elective (Choose one)

THE 121	Voice Production	3
THE 134	Puppet/Mask Workshop	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
PSY 101	General Psychology	3
THE 101	Introduction to the Theatre	3
THE 112	Actors' Workshop	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
THE 113	Scene Study	3
THE 114	Playwriting	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Fall Semester 3

THE 117	Theatre History -The Early Years	3
THE 122	Theatre Rehearsal and Performance (Fall)	4
THE 135	Stagecraft (Fall)	2
	Lab Science Elective	4
	And	
THE 121	Voice Production	3
	Or	
THE 134	Puppet/Mask Workshop	3

Recommended Course Sequence - Spring Semester 4

ENG 258	Shakespeare: His Plays	3
THE 115	Director's Workshop	3
THE 118	Theatre History -The Modern Years	3
THE 123	Theatre Rehearsal and Performance (Spring)	4
THE 136	Stagecraft (Spring)	2

Division II - Behavioral and Social Sciences

Criminal Justice

1. Explain the principles, theories, and practices of the Criminal Justice System.

2. Explain the importance of ethics and ethical behavior as they pertain to the administration of justice.

3. Apply important state, federal, and United States Supreme Court decisions to the administration of justice.

4. Practice effective oral and written communication as they pertain to the administration of justice.

5. Locate and critically analyze information from both academic and professional sources.

Criminal Justice Transfer

1. Explain the principles, theories, and practices of the Criminal Justice system.

2. Explain the importance of ethics and ethical behavior as they pertain to the administration of justice.

3. Apply important state, federal, and United States Supreme Court decisions to the administration of justice.

4. Practice effective oral and written communication as it pertain to the administration of justice.

5. Locate and critically analyze information from both academic and professional sources.

Culinary Arts, Baking and Pastry

1. Research and develop a complete bakery products menu to accompany a multi-course meal, both individually and cooperatively.

2. Pass the ServSafe national certification exam and maintain current certification thru graduation.

3. Create a Personal Portfolio that documents recipes, menus, and photos of their work.

4. Prepare, to acceptable industry standards, a variety bread, pastry and decorative items, in a safe and sanitary manner, in a variety of bakeshop settings.

Culinary Arts

1. Research and develop a complete menu for a multi-course meal, both individually and cooperatively.

2. Pass the TIPS and the ServSafe national certification exams and maintain current certification thru graduation.

3. Create a Personal Portfolio that documents recipes, menus, and photos of their work.

4. Prepare foods in a safe and sanitary manner, to acceptable industry standards, in a variety of kitchen settings.

5. Demonstrate, to acceptable industry standards, the ability to work in a variety of positions in the "front of the house."

6. Apply principles of nutrition in achieving food service and dietary goals.

Human Services

1. Describe the current state of the American social welfare system and its significant historical antecedents.

2. Critically examine and explain their personal values and perceptions of various disadvantaged and/or underserved populations.

3. Practice and critique effective helping skills that form the foundation of a successful helping relationship.

4. Integrate classroom-based academic knowledge with practical, real-world applications in a supervised agency internship.

5. Continually build and improve students' oral and written communication skills as they relate to developing successful helping relationships.

Office Administration, Legal Administrative Assistant

1. Keyboard at an average minimum rate of 40 words per minute based on the average of five 5-minute timings with no more than five errors while using correct keyboarding technique.

2. Demonstrate proofreading and text editing skills to include formatting, spelling, confusing words, punctuation, grammar, numbers, capitalization, possessives, and clear/concise writing.

3. Explain the use of the Microsoft Office suite of programs and other legal specialty software in law office management and in the production of legal materials.

4. Prepare a variety of court and non-court legal documents from hard copy or voice recording using the most appropriate software.

5. Explain the role and importance of ethical standards for attorneys and legal office professionals and sanctions for violations.

6. Demonstrate the ability to perform the basic duties of a legal administrative assistant/legal secretary.

Art Transfer

ANIMATION AND MOTION GRAPHICS TRANSFER PROGRAM

Career Program

Degree offered
Associate in Arts in Art Transfer
(Animation and Motion Graphics Concentration)

Credits required 65

Dean Joanne Preston

Program Contact Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design,

and Professor of Graphic Design, ext. 2691

Program Goals Statement

In this program, students gain a foundation in design and drawing and develop skills in visual communication and interactive design with a focus on the creative process. In their second year, they choose electives to emphasize either an animation or motion graphics concentration.

Students create a portfolio of work showcasing their abilities with narrative in time-based media and either transfer to a four-year program in digital media or directly into careers supporting time-based design.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students develop their creative and technical potential while building a strong portfolio for use in transferring or towards the job market. Graphic design classes use industry-standard software and hardware in a dedicated design computer lab.

Additional Information Sequencing

Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

Students can transfer to four-year B.F.A. programs in animation, new media, interactive design, motion graphics, broadcast design, or electronic imaging. The program is also designed for immediate entry into the job market if desired.If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Oral Communication

DEGREE REQUIREMENTS

General Courses

ART 106	History of Art: Renaissance to Modern	3
ART 205	Survey of Modern Art	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

	Lab Science Elective	4
	Mathematics Elective	3

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3

Studio Foundation - Choose one of the following

ART 122	Two-Dimensional Design II	3

ART 132	Three-Dimensional Design II	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 276	Multimedia Design	3
ART 280	Electronic Imaging	3
ART 281	Web Animation	3

Advanced Studio - Choose one of the following

ART 282	Character Animation	3
ART 285	Motion Graphics	3

Program Electives – Choose 3 from:

ART 216	Introduction to Illustration	3
ART 211	Drawing III	3
ART 282	Character Animation	3
ART 292	Design Studio	3
ART 285	Motion Graphics	3
CED 210	Cooperative Work Experience I	3
COM 159	Video Field Production and Editing	3
MUS 117	Sound Design for Multimedia Or an ART course approved by the program coordinator	3

With your program advisor, choose electives based on your choice of concentration and your goals.

Recommended Course Sequence - Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 106	History of Art: Renaissance to Modern	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ART 112	Drawing II	3
ART 151	Digital Photography	1
ART 281	Web Animation	3
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature And	3
ART 122	Two-Dimensional Design II Or	3
ART 132	Three-Dimensional Design II	3

Recommended Course Sequence - Summer

Consider taking Gen Ed or studio courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

ART 201	Careers in the Visual Arts	2
ART 205	Survey of Modern Art	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 276	Multimedia Design	3

Recommended Course Sequence - Spring Semester 4 - Choose two

ART 282	Character Animation	3
ART 285	Motion Graphics	3
	Lab Science Elective	4
	Mathematics Elective	3

ART/FINE ARTS TRANSFER PROGRAM

Degree offered

Associate in Arts in Art Transfer
(Art/Fine Arts)

Credits required 65

Dean Joanne Preston

Program contact Erik Durant, Coordinator of and Assistant Professor in Art, ext. 2893Program Goals Statement

This program provides a strong foundation in art to prepare students for transfer into senior institutions and a career in the visual arts. Students work within a structured curriculum that emphasizes visual perception, technical skills, and an artistic philosophy geared toward individual success. Following a common one-year foundation program, students choose advanced courses to focus on their individual goals and build a strong portfolio.

Student Learning Outcomes

See Learning Outcomes (p. 240)

The Art program has approximately 180 students and 20 dedicated faculty of working artists and designers. The program offers a strong individual support system for students.

Some studio art courses are offered only one semester per year. It is recommended that students take developmental courses, science, and math in the summer.

Additional Information

Sequencing Complete all Studio Foundation program courses before taking any Advanced Studio courses.

Scheduling restrictions

Take ART 101 (p. 268) in the fall semester of your first year, as well as ART 201 (p. 269) and ART 211 (p. 269) in the fall semester of your last year.

After BCC

Graduates transfer to four-year institutions and major in subjects such as painting, sculpture, printmaking, art history, art education, and other related fields.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Multicultural Perspective, Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
ART 205	Survey of Modern Art	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Choose one of the following

PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

	Lab Science Elective	4

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 131	Three-Dimensional Design	3
ART 132	Three-Dimensional Design II	3
ART 151	Digital Photography	1

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3

In addition to ART 201 and ART 211, choose five advanced studio electives from the following

ART 216	Introduction to Illustration	3
ART 221	Painting I	3
ART 222	Painting II	3
ART 226	Printmaking: Relief	3
ART 227	Printmaking: Intaglio	3
ART 231	Sculpture	3
ART 251	Photography II: Digital	3
ART 256	Photography I	3
ART 260	Computer Graphics	3
CED 210	Cooperative Work Experience I	3

Students may also choose advanced studio electives from the Graphic Design advanced program courses

Recommended Course Sequence – Fall Semester I

ART 101	Visual Art Colloquium	1
ART 105	History of Art: Ancient, Medieval and World Art	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 131	Three-Dimensional Design	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence – Spring Semester 2

ART 106	History of Art: Renaissance to Modern	3
ART 112	Drawing II	3
ART 122	Two-Dimensional Design II	3
ART 132	Three-Dimensional Design II	3
ART 151	Digital Photography	1
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence – Fall Semester 3

	ADV. ART ELECTIVE	3
	ADV. ART ELECTIVE	3
ART 201	Careers in the Visual Arts	2
ART 205	Survey of Modern Art	3
ART 211	Drawing III	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence – Spring Semester 4

	ADV. ART ELECTIVE	3
	ADV. ART ELECTIVE	3
	ADV. ART ELECTIVE	3
	Lab Science Elective	4
	And	
	PHILOSOPHY ELECTIVE	3
	Or	
	SOCIOLOGY ELECTIVE	3

GRAPHIC DESIGN TRANSFER PROGRAM

Degree offered

Associate in Arts in Art Transfer
(Graphic Design Concentration)

Credits required 65

Dean Joanne Preston

Program Contact Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design,

and Professor of Graphic Design, ext. 2691

Program Goals Statement

This program provides a strong foundation in drawing and design, preparing students for transfer into a senior institution and a career in graphic design, Web and multimedia design, advertising design, and electronic imaging. Students utilize traditional media and computer graphics within a structured curriculum. Studio courses emphasize visual perception, creative thinking, aesthetics, technical skills, and exploration of the design process, and applications to professional practice.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Ethical Dimensions, Historical Awareness, Multicultural Perspective, Oral Communication

Program Information

Students develop their creative and technical potential while building a strong portfolio for use in transferring or towards the job market. Graphic design classes use industry-standard software and hardware in a dedicated design computer lab.

Additional information

Sequencing: Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

Recent graduates have transferred to Rhode Island School of Design, Massachusetts College of Art and Design, Minneapolis College of Art and Design, UMass Dartmouth, and others. Graduates transfer to four-year BFA programs in graphic design, digital media, Web design, media arts, animation and illustration, as well as art education.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

	Lab Science Elective	4
	Mathematics Elective	3

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 131	Three-Dimensional Design	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3
ART 251	Photography II: Digital	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 266	Typography Design	3
ART 267	Publication Design	3
ART 280	Electronic Imaging	3

Choose one elective from

ART 271	Web Design I	3
ART 292	Design Studio	3
CED 210	Cooperative Work Experience I Or an ART course approved by the program coordinator	3

Recommended Course Sequence – Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 105	History of Art: Ancient, Medieval and World Art	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence – Spring Semester 2

ART 106	History of Art: Renaissance to Modern	3
ART 112	Drawing II	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence – SUMMER

Consider taking Gen Ed or studio courses to reduce semester load.

Recommended Course Sequence – Fall Semester 3

ART 131	Three-Dimensional Design	3

ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
	Mathematics Elective	3

Recommended Course Sequence – Spring Semester 4

ART 251	Photography II: Digital	3
ART 262	Graphic Design II	3
ART 267	Publication Design	3
	Lab Science Elective	4

WEB DESIGN AND MEDIA ARTS CAREER PROGRAM

Degree offered

Associate in Arts in Art Transfer
(Web Design & Media Arts)

Credits required 65

Dean Joanne Preston

Program Contact Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design, ext. 2691

Program Goals Statement

This program provides students with the necessary foundation to enter the job market for careers in Web design, Web animation, multimedia design, and media arts, or to transfer to a four-year BFA program in these fields. Course work emphasizes the creative process. Students develop a professional-level graphic design portfolio showcasing their visual communication skills as well as their grasp of industry-standard design technology.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Students develop their creative and technical potential while building a strong portfolio for use in transferring or towards the job market.

Graphic design classes use industry-standard software and hardware in a dedicated design computer lab.

Additional information

Sequencing: Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Historical Awareness, Multicultural Perspective, Oral Communication

DEGREE REQUIREMENTS

General Courses

ART 106	History of Art: Renaissance to Modern	3
ART 205	Survey of Modern Art	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

| | Lab Science Elective | 4 |
| | Mathematics Elective | 3 |

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3
ART 271	Web Design I	3
ART 280	Electronic Imaging	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 272	Web Design II	3
ART 273	Advanced Web Design Studio	3

Program Electives - Choose three electives based on your choice of concentration and your goals

ART 251	Photography II: Digital	3
ART 276	Multimedia Design	3
ART 281	Web Animation	3
ART 292	Design Studio	3
ART 282	Character Animation	3
ART 285	Motion Graphics	3
CED 210	Cooperative Work Experience I	3

or an ART course approved by the program coordinator

Recommended Course Sequence - Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ART 106	History of Art: Renaissance to Modern	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 271	Web Design I	3
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - SUMMER

Consider taking Gen Ed or studio courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

	Program Elective	3
ART 201	Careers in the Visual Arts	2
ART 205	Survey of Modern Art	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 272	Web Design II	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
	Program elective	3
ART 273	Advanced Web Design Studio	3
	Lab Science Elective	4
	Mathematics Elective	3

Business Administration Career

ACCOUNTING CAREER PROGRAM

Degree offered
Associate in Science in Business Administration (Accounting Concentration)

Credits required 63-65

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program provides training in the various organizational functions, critical thinking, problem-solving, and communication skills students need to compete in today's global business environment. In this option, students can focus on accounting and qualify for entry-level accounting positions. All the Business programs share common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 240).

After BCC

Graduates seek employment as junior staff accountants, bookkeepers, loan service representatives, tax preparation assistants, credit and collection associates, and junior financial analysts. The program is designed for students who plan to enter the workforce immediately after graduation.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Program Information

The faculty have years of practical experience that makes your education relevant to the workplace.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

ACC 114: (requirement can be satisfied by completing ACC 150)1 credit

Concentration Courses

ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
ACC 255	Federal Taxation I	3

Choose three courses from the list below for a total of 9 credits

ACC 150	Small Business Financial Software	3
ACC 253	Cost Accounting	3

ACC 256	Federal Taxation II	3
ACC 257	Managerial Accounting	3
ACC 258	Auditing	3
ACC 259	Analysis of Financial Statements	3

Select one elective : (Choose from ACC, BNK, BUS, CED, MAN, MAR, RES, or RMN)

Program Electives – choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 102	Principles of Accounting II	4
ECN 111	Principles of Economics - Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Fall Semester 3

	Accounting Elective	3
ACC 114	Introduction to QuickBooks Pro	1
ACC 201	Intermediate Accounting I	3
ACC 255	Federal Taxation I	3
CIS 111	Introduction to Business Information Systems	3
	Elective - Science	3 - 4

Recommended Course Sequence - Spring Semester 4

	Accounting Elective	3
	Business Elective	3
	Program elective	3
ACC 202	Intermediate Accounting II	3
BUS 251	Business Law	3
RMN 118	Workshop in Team Development and Managerial Communications	1

CASINO OPERATIONS AND GAMING SERVICES CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Casino Operations and Gaming Services Concentration)

Credits required 62/64

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Casino Operations and Gaming Services degree is designed for students interested in casino operations as a career path. In addition to acquiring basic skills in casino management, students explore social problems caused by gambling and the issues with loss control.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

The program prepares students to seek employment in United States casino operations. All courses are taught by experienced tourism or casino industry professionals.

After BCC

This program prepares students to seek entry-level positions in a broad range of tourism and hospitality positions.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3

COM 241	Public Relations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Concentration Courses

BUS 123	Meeting Planning and Convention Sales and Service	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
BUS 126	Hotel and Motel Management and Operations	3
BUS 140	Introduction to Casino Operations	3
BUS 141	Casino Loss Prevention	3
BUS 142	Gaming and Social Policy	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Program Electives   Choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Program Electives – Choose one of the following

CED 210	Cooperative Work Experience I	3
	ELECTIVE	3-4

Elective: Choose from ACC, MAN, MAR

Recommended Course Sequence - Fall Semester 1

BUS 111	Business and Financial Mathematics	3
BUS 140	Introduction to Casino Operations	3
BUS 141	Casino Loss Prevention	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
BUS 123	Meeting Planning and Convention Sales and Service	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 3

BUS 142	Gaming and Social Policy	3
BUS 126	Hotel and Motel Management and Operations	3

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
COM 241	Public Relations	3
	Elective - Science And	3 - 4
CED 210	Cooperative Work Experience I Or	3
	Business Elective	3

ENTREPRENEURSHIP CAREER PROGRAM

Degree offered

Credits required 64/65

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The program focuses on developing skills in finance, human resource management, management principles, marketing, purchasing, and sales needed for establishing and operating a new business.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

BCC is the home of the Academic Center for Entrepreneurship. It works to encourage local high school and middle school students to consider entrepreneurship.

After BCC

Students are ready to open their own businesses and other enterprises. Some senior institutions offer four-year degrees in Entrepreneurship.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

ACC 114	Introduction to QuickBooks Pro	1
BUS 114	Small Business Planning	1
BUS 253	Corporation Finance	3
MAN 152	Purchasing	3
MAN 154	Small Business Management	3
MAN 251	Human Resources Management	3
MAN 290	Managing an Enterprise	3
MAR 114	Sales Principles	3
MAR 255	Advertising Principles	3

Program Electives – Choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAR 253	Sales Management	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 2

ACC 114	Introduction to QuickBooks Pro	1
BUS 253	Corporation Finance	3
CIS 111	Introduction to Business Information Systems	3
ENG 102	Composition II: Writing about Literature	3
MAN 251	Human Resources Management	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

BUS 114	Small Business Planning	1
BUS 251	Business Law	3
ECN 111	Principles of Economics - Macro	3
HST 112	The West and the World II	3
MAN 154	Small Business Management	3
MAR 114	Sales Principles	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
	Elective - Science	3 - 4
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3
RMN 118	Workshop in Team Development and Managerial Communications	1

FINANCIAL SERVICES – BANKING CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Financial Services Banking)

Credits required 63-64

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program emphasizes various organizational functions, critical thinking, problem-solving, and communication skills that students need to compete in today's global business environment. This concentration assists students to prepare for a career in Banking. All business programs share many common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

The faculty have years of practical experience that makes your education relevant to the workplace.

Recommendations

Students should take any required developmental courses in their first semester.

After BCC

Graduates work as tellers, loan service representatives, and customer service representatives.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS

General Courses

ECN 111	Principles of Economics - Macro	3
ECN 251	Money and Banking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

BNK 101	Principles of Banking	3
BNK 112	Real Estate Lending	3
BNK 114	Introduction to Commercial Banking	3
BUS 112	Personal Financial Planning	3
BUS 253	Corporation Finance	3

Program Electives   Choose one of the following

ACC 150	Small Business Financial Software	3
ACC 259	Analysis of Financial Statements	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 260	International Business	3
MTH 119	Fundamental Statistics	3
MAN 290	Managing an Enterprise	3
MAR 253	Sales Management	3
	Or	
CED 210	Cooperative Work Experience I	3

Program Electives – Choose one of the following

CIS 111	Introduction to Business Information Systems	3
BUS 155	Business Ethics	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Spring Semester 2

Recommended Course Sequence - Fall Semester 3

BNK 101	Principles of Banking	3
BUS 251	Business Law	3
ECN 251	Money and Banking	3
	Elective - Science	3 - 4
	And	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Business-related Elective	3
BNK 112	Real Estate Lending	3
BNK 114	Introduction to Commercial Banking	3
BUS 112	Personal Financial Planning	3
BUS 253	Corporation Finance	3

FINANCIAL SERVICES - FINANCIAL MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Financial Services Financial Management)

Credits required 63/64

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program emphasizes various organizational functions, critical thinking, problem-solving, and communication skills that students need to compete in today's global business environment. This concentration assists students to prepare for a career in Financial Management. All business programs share many common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

The faculty have years of practical experience that makes your education relevant to the workplace.

Recommendations

Students should take any required developmental courses in their first semester. Next, they should take ACC 101 (p. 265), BUS 111 (p. 277), and ENG 101 (p. 318) to position themselves for proper course sequence in following semesters. BUS 253 should be taken in spring, second year.

After BCC

Graduates work as mutual fund customer service representatives and broker assistants, loan service representatives, insurance representatives, credit and collection associates, and junior financial analysts.

The career program is designed for students who plan to enter the workforce immediately after graduation.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Electives Courses

	ELECTIVE	3-4

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

ACC 255	Federal Taxation I	3
ACC 256	Federal Taxation II	3
ACC 259	Analysis of Financial Statements	3
BUS 112	Personal Financial Planning	3
BUS 253	Corporation Finance	3

Program Electives – choose one of the following

ACC 150	Small Business Financial Software	3
BNK 101	Principles of Banking	3
BNK 114	Introduction to Commercial Banking	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 260	International Business	3
MAN 290	Managing an Enterprise	3
MAR 114	Sales Principles	3
MAR 253	Sales Management	3
CED 210	Cooperative Work Experience I Or	3
ECN 251	Money and Banking	3

Program Electives - Choose one of the following

MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

	Program Elective	3
ACC 102	Principles of Accounting II	4

ECN 111	Principles of Economics - Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

ACC 255	Federal Taxation I	3
ACC 259	Analysis of Financial Statements	3
BUS 112	Personal Financial Planning	3
BUS 251	Business Law	3
CIS 111	Introduction to Business Information Systems	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
ACC 256	Federal Taxation II	3
BUS 253	Corporation Finance	3
	Elective - Science	3 - 4
	And	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

FINANCIAL SERVICES - REAL ESTATE AND INSURANCE CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Financial Services Real Estate and Insurance)

Credits required 63/64

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program emphasizes various organizational functions, critical thinking, problem-solving, and communication skills that students need to compete in today's global business environment. This concentration assists students to prepare for a career in Real Estate and Insurance. All business programs share many common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

The faculty have years of practical experience that makes your education relevant in the workplace.

Recommendations

Students should take any required developmental courses in their first semester.

After BCC

Graduates may work as mutual fund customer service representatives and broker assistants, loan service representatives, insurance representatives, credit and collection associates, and junior financial analysts.

The career program is designed for students who expect to work in the profession immediately after graduation.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

BUS 171	Principles of Insurance I	3
BUS 172	Principles of Insurance II	3
BUS 175	Introduction to Real Estate	3
BUS 176	Real Estate Practice	3
MAR 114	Sales Principles	3
MAR 253	Sales Management	3

Program Electives – choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

	Program Elective	3
ACC 102	Principles of Accounting II	4
ECN 111	Principles of Economics - Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 3

BUS 171	Principles of Insurance I	3
CIS 111	Introduction to Business Information Systems	3
MAR 114	Sales Principles	3
BUS 175	Introduction to Real Estate	3
	And	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

BUS 172	Principles of Insurance II	3
BUS 176	Real Estate Practice	3
BUS 251	Business Law	3
	Elective - Science	3 - 4
MAR 253	Sales Management	3

GENERAL MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (General Management Concentration)

Credits required 63/64

Dean William Berardi

Program Contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

Students enrolled in the Business Administration career program receive training in various organizational functions, critical thinking and problem-solving skills they need to compete in today's global business environment. All the Business programs share common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

The faculty have years of practical experience in national and global business that makes your education relevant to the workplace. This concentration assists students to prepare for a variety of careers.

Recommendations

Students should take BUS 111 (p. 277), ENG 101 (p. 318), RMN 118 (p. 366), and ACC 101 (p. 265) first to position themselves for the proper course sequence in their second year. Students should take any required developmental courses in their first semester, followed by BUS 111 (p. 277) and ENG 101 (p. 318).

Choose electives to pursue specific interests, such as purchasing or human resources.

After BCC

Graduates work as quality control specialists, shift supervisors, and assistant managers of retail stores.

The career program is designed for students who expect to work in the profession immediately after graduation.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3

ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
PSY 101	General Psychology	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

BUS 113	Introduction to Business Functions and Practices	3
MAN 290	Managing an Enterprise	3

Program Electives

	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3

Choose from ACC, BNK, BUS, CED, MAN, MAR, RES, RMN

Choose one elective from the following

BUS 112	Personal Financial Planning	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management And	3
MAN 152	Purchasing Or	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 113	Introduction to Business Functions and Practices	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 102	Principles of Accounting II	4
	Elective - Science	3 - 4

ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 3

	Program Elective	3
BUS 251	Business Law	3
CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
	Program elective	3
	Program Elective	3
MAN 290	Managing an Enterprise	3
PSY 101	General Psychology	3

LEISURE SERVICES MANAGEMENT - GEOTOURISM DESTINATION MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Leisure Services Management - Geotourism

Destination Management Concentration)

Credits required 62/63

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The program provides skills needed for professional tourism planning that guides a community's growth and protects its resources. Students earn an associate degree from BCC and are eligible

for a certificate from George Washington University. It focuses on development of sustainable tourism operations that honors a community's values and goals.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

The Tourism Destination Management and Marketing Certificate program is delivered under a contract with

George Washington University International Institute of Tourism Studies in Destination Management. All tourism courses are taught by practicing tourism professionals trained or endorsed by George Washington University.

Recommendations

A four-credit science course aids transfer.

After BCC

The program is designed for tourism destination managers, marketers, developers, tour operators, business owners, planners, and others who want to accelerate their careers in tourism development.

Graduates may work in local, regional, or national planning organizations.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
COM 241	Public Relations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1
BUS 130	Introduction to Geotourism	3
BUS 131	Principles of Community-based Tourism	3
BUS 132	Geotourism Management	3
BUS 133	Strategic Geotourism Marketing	3
BUS 134	Geotourism Assessment	3
BUS 135	Seminar in Geotourism	3
CED 210	Cooperative Work Experience I	3

Program Electives – choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

BUS 111	Business and Financial Mathematics	3
BUS 130	Introduction to Geotourism	3
BUS 131	Principles of Community-based Tourism	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
BUS 132	Geotourism Management	3
CIS 111	Introduction to Business Information Systems	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

BUS 133	Strategic Geotourism Marketing	3
BUS 134	Geotourism Assessment	3
ECN 111	Principles of Economics - Macro	3
HST 112	The West and the World II And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
BUS 135	Seminar in Geotourism	3
CED 210	Cooperative Work Experience I	3
COM 241	Public Relations	3
	Elective - Science	3 - 4
RMN 118	Workshop in Team Development and Managerial Communications	1

LEISURE SERVICES MANAGEMENT SPORT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Leisure Services Management - Sport Concentration)

Credits required 61-62

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The program prepares students for entry-level positions in sport management. It offers students the opportunity to develop strong communication, organizational, and critical-thinking skills as well as practical preparation for entry into this growing career field.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Students can prepare for positions in private club sport, amateur sport, or service agencies such as camps, YMCAs, Boys and Girls clubs, and other recreational organizations.

After BCC

Students can expect to be qualified for positions in the growing leisure services field.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

DEGREE REQUIREMENTS

Ethical Dimensions, Multicultural Perspective

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
COM 241	Public Relations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Concentration Courses

CED 210	Cooperative Work Experience I	3

LSM 101	Introduction to Sport Management	3
LSM 123	Sport as Popular Culture	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales	3
LSM 241	Legal and Ethical Aspects of Sport	3
LSM 243	Budgeting and Financing Sport	3

Program Electives – Choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
LSM 101	Introduction to Sport Management	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

CIS 111	Introduction to Business Information Systems	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
LSM 123	Sport as Popular Culture	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

CED 210	Cooperative Work Experience I	3
ECN 111	Principles of Economics - Macro	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
COM 241	Public Relations	3
	Elective - Science	3 - 4
LSM 241	Legal and Ethical Aspects of Sport	3
LSM 243	Budgeting and Financing Sport	3

LEISURE SERVICES MANAGEMENT – TOURISM CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Leisure Services Management –Tourism Concentration)

Credits required 62/63

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

Tourism is one of the world's largest career fields.

This program offers students the opportunity to develop strong communications, organizational, and critical-thinking skills as well as practical preparation for entry into this growing career field.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

The tourism and hospitality concentration introduces students to the principles of travel, geography, and culture.

After BCC

This program prepares students for entry-level positions in a broad range of tourism and hospitality positions.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
COM 241	Public Relations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

BUS 120	Group Tour Planning	3
BUS 121	Introduction to Travel, Tourism and Hospitality	3
BUS 122	Tour Destination Planning	3
BUS 123	Meeting Planning and Convention Sales and Service	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
BUS 126	Hotel and Motel Management and Operations	3
CED 210	Cooperative Work Experience I	3

Program Electives – choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

BUS 111	Business and Financial Mathematics	3
BUS 120	Group Tour Planning	3
BUS 121	Introduction to Travel, Tourism and Hospitality	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
BUS 123	Meeting Planning and Convention Sales and Service	3
CIS 111	Introduction to Business Information Systems	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 3

BUS 122	Tour Destination Planning	3
BUS 126	Hotel and Motel Management and Operations	3
ECN 111	Principles of Economics - Macro	3
HST 112	The West and the World II	3
	And	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
CED 210	Cooperative Work Experience I	3
COM 241	Public Relations	3
	Elective - Science	3 - 4

MARKETING MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Marketing Management Concentration)

Credits required 63/64

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program provides training in the various organizational functions, critical thinking, and problem-solving skills students need to compete in today's global business environment and to understand marketing. All the Business programs share common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

The faculty have years of practical experience that makes your education relevant to the workplace. This concentration assists students to prepare for a career in marketing and sales.

After BCC

Graduates work as marketing agents, customer service representatives, loan service representatives, sales associates, marketing assistants, and sales people.

The program is designed for students who plan to enter the workforce immediately after graduation.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

MAR 114	Sales Principles	3
MAR 253	Sales Management	3
MAR 255	Advertising Principles	3

Choose one of the following

BUS 253	Corporation Finance	3
MAN 152	Purchasing	3
	ELECTIVE	3

Choose two from the following

ACC, BNK, BUS, CED, MAN, MAR, RES, RMN

Program Electives – Choose one of the following

BUS 112	Personal Financial Planning	3

BUS 113	Introduction to Business Functions and Practices	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Spring Semester 2

	Program Elective	3
ACC 102	Principles of Accounting II	4
ECN 111	Principles of Economics - Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

	Program Elective	3
CIS 111	Introduction to Business Information Systems	3
	Elective - Science	3 - 4
MAR 114	Sales Principles	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
BUS 251	Business Law	3
MAR 253	Sales Management	3
	And	
BUS 253	Corporation Finance	3
	Or	
MAN 152	Purchasing	3

RETAIL MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Retail Management Concentration)

Credits required 63/64

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program provides training in various organizational functions, critical thinking and the problem-solving skills students need to compete in today's global business environment. In this option, students can focus on retail management and prepare for entry-level retail management positions. All the Business programs share common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

The faculty have years of practical experience in national and global business to make your education relevant to the workplace.

After BCC

Graduates work as entry-level retail sales people and assistant managers at retail operations.

The career program is designed for students who expect to work in the profession immediately after graduation.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Management

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
PSY 101	General Psychology	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Elective - Science	3-4

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3

MAR 101	Principles of Marketing	3

Concentration Courses

MAR 255	Advertising Principles	3
RMN 111	Retail Management - Principles of Buying	3
RMN 112	Retail Management - Merchandising Strategies	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3
RMN 116	Retail and Fashion Merchandising Field Study	3
RMN 117	Fundamentals of On-Line Retailing	1
RMN 118	Workshop in Team Development and Managerial Communications	1

Program Electives – Choose one from

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
	And	
MAN 152	Purchasing	3
	Or	
MAN 290	Managing an Enterprise	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
RMN 111	Retail Management - Principles of Buying	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
MAR 101	Principles of Marketing	3
RMN 112	Retail Management - Merchandising Strategies	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 117	Fundamentals of On-Line Retailing	1

Recommended Course Sequence - Fall Semester 3

CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics - Macro	3
MAR 255	Advertising Principles	3
RMN 116	Retail and Fashion Merchandising Field Study	3
	And	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
BUS 251	Business Law	3
	Elective - Science	3 - 4
PSY 101	General Psychology	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Business Administration Transfer (A/NB)

BUSINESS ADMINISTRATION TRANSFER PROGRAM

Degree offered

Associate in Arts in Business Administration Transfer

Credits required 64

Dean William Berardi

Program contact Cecil Leonard, Department

Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

Students in this program complete the first two years of a baccalaureate program with a solid background in accounting, management, and marketing. Graduates transfer to senior colleges and universities and can take advantage of articulation agreements negotiated with four-year colleges and universities.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

The transfer program is designed for students who plan to transfer to a four-year institution to complete their baccalaureate program.

Recommendations

Take MTH 131 (p. 346), ENG 101 (p. 318), and ACC 101 (p. 265) first to position yourself for the next course sequences. Students should take any required developmental courses in their first semester, followed by MTH 131 (p. 346) and ENG 101 (p. 318) during the second semester.

After BCC

Recent graduates have transferred to Bridgewater State College, Bryant University, Rhode Island College, Roger Williams University, Simmons College, Stonehill College, and the University of Massachusetts.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS

General Courses

ECN 111	Principles of Economics - Macro	3
ECN 112	Principles of Economics - Micro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
MTH 131	Elements of College Mathematics	3
MTH 251	Fundamental Business Statistics	3
MTH 252	Statistics for Decision Making	3
PSY 101	General Psychology	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Lab Science Elective	4
	Lab Science Elective	4

Choose courses from Transfer Electives Elective Recommendations

Program Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Program Electives

	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3

For Business electives, check transfer requirements and choose from BUS 251, BUS 253, BUS 155, CIS 111, CED, or up to 6 credits of any Humanities or Behavioral and Social Science elective from the list of Business Administration transfer electives.

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
ECN 111	Principles of Economics - Macro	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

ACC 102	Principles of Accounting II	4
ECN 112	Principles of Economics - Micro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3
PSY 101	General Psychology	3

Recommended Course Sequence - Fall Semester 3

	Lab Science Elective	4
	Program Elective	3
HST 111	The West and the World I	3
MTH 251	Fundamental Business Statistics And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Lab Science Elective	4
	Program Elective	3
	Program elective	3
HST 112	The West and the World II	3
MTH 252	Statistics for Decision Making	3

Clinical Laboratory Science

CLINICAL LABORATORY CAREER PROGRAM

Degree offered

Associate in Science in Clinical Laboratory Science

Credits required 70

Dean Patricia Dent

Program contact Debra St. George, Department Chair and Associate Professor of Clinical Laboratory Science, ext. 2148

Program Goals Statement

Students completing the Clinical Laboratory Science program curriculum are prepared to work in a modern clinical laboratory performing a wide range of laboratory

procedures used in the detection, diagnosis, and treatment of disease and health maintenance. They develop academic and technical competence in the major areas of clinical laboratory practice—hematology, clinical chemistry, clinical microbiology, and immunohematology.

Student Learning Outcomes

See Learning Outcomes.

Apply by February 1 for priority consideration.

Program Information

- Students develop academic knowledge, clinical skills, and professional behavior through classroom, lab, and clinical experiences.

- Most Clinical Laboratory Science courses (MED) are offered only during the day.

- Phlebotomy is a required component of the Clinical Laboratory Science program.

- Students may substitute BIO 233 (p. 276) and BIO 234 (p. 277) for BIO 154 (p. 276).

Program Accreditation

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, IL 60018. Telephone 773-714-8800.

Graduates are eligible to take the national certification examinations offered by the American Society of Clinical Pathology Board of Certification (ASCP-BOC).

Prior To Admission

To be most successful, applicants must have completed math through high school algebra II, and high school level biology, and chemistry. (These courses may be taken at BCC before admission to the program.) Technological literacy is also important.

Students are advised to complete two to four of the general education courses, such as ENG 101 (p. 318), ENG 102 (p. 318), HST, PSY 101 (p. 362), MTH 119 (p. 345), and Humanities prior to program admission.

After BCC

Many clinical laboratory technicians work in hospital laboratories; however, career opportunities are available in physician's offices, HMOs, biotechnology, veterinary clinics and reference, and industrial, environmental, and military laboratories. The CLS degree provides a foundation that allows graduates to pursue medical education, sales, and computer careers. Many graduates pursue advanced degrees in Medical Laboratory Science and other medical fields.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

BIO 154	Human Physiology	4
BIO 239	Elements of Microbiology	4
CHM 115	Health Science Chemistry I	4
CHM 116	Health Science Chemistry II	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3
PSY 101	General Psychology	3

Elective Courses

	Historical Awareness Elective	3
	Humanities Elective	3

Program Courses

MED 101	Introduction to Clinical Laboratory Science	3
MED 102	Urinalysis	3
MED 200	Hematology	5
MED 205	Immunology-Serology	4
MED 206	Medical Microbiology I	6
MED 215	Immunohematology	5
MED 216	Medical Microbiology II	4
MED 217	Clinical Biochemistry	6

Recommended Course Sequence - Fall Semester 1

BIO 154	Human Physiology	4
CHM 115	Health Science Chemistry I	4
	Historical Awareness Elective	3
ENG 101	Composition I: College Writing	3
MED 101	Introduction to Clinical Laboratory Science	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Spring Semester 2

BIO 239	Elements of Microbiology	4
CHM 116	Health Science Chemistry II	4
	Humanities Elective	3
ENG 102	Composition II: Writing about Literature	3
MED 102	Urinalysis	3
PSY 101	General Psychology	3

Recommended Course Sequence - Fall Semester 3

MED 200	Hematology	5
MED 205	Immunology-Serology	4
MED 206	Medical Microbiology I	6

Recommended Course Sequence - Spring Semester 4

MED 215	Immunohematology	5
MED 216	Medical Microbiology II	4
MED 217	Clinical Biochemistry	6

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer.

For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at

CLINICAL LABORATORY SCIENCE - HEALTH SCIENCES

Special Requirements for the Program - Admission

The Clinical Laboratory Science Program is a competitive program with selective admission requirements. A limited number of students are admitted. Meeting minimal Requirements does not guarantee admission. Successful candidates have excelled in high school and/or college science and math courses.

Students applying to the program with a high school diploma must demonstrate a minimum grade point average of 2.0. Prerequisite courses include high school algebra I and II, chemistry, and biology with a minimum grade of "C."

Students applying to the program with a GED must demonstrate an overall score of 2500, with a minimum score of 500 in math and a minimum score of 500 in science. GED students must take the required prerequisite courses prior to being considered for admission to the program.

Requirements Upon Admission

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titres results (blood test to prove immune status). A TB test is required each year. Students must carry personal health insurance, professional liability insurance, and have current CPR certification (by the American Heart Association, Basic Life Support for healthcare providers).

Additional laboratory tests, including drug screening, are required by clinical agencies.

Upon admission to the CLS Program, students will be required to submit to a C.O.R.I. (Criminal Offender Record Information) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent students from working in contracted health facilities, which will prevent students from completing the program objectives.

Additional Costs

Students accepted into the program are responsible for associated costs such as uniforms, name tags, safety supplies, transportation to and from clinical assignments, and certification exam application fees.

Grade Requirements

A minimum of "C-" is required for BIO 154 (p. 276), BIO 239 (p. 277), CHM 115 (p. 283), CHM 116 (p. 283), and MTH 119 (p. 345) to provide the necessary foundation for MED courses. Students must pass all components of the MED courses (lecture and laboratory on campus and clinical practicum at the affiliate agency) with a minimum grade of "C-." Students who do not achieve the minimum grade of "C-" in the on campus lecture and laboratory components will not be allowed to progress to the clinical practicum.
Students who fail to attain a grade of "C-" in each of the MED course components (lecture and laboratory on campus and clinical practicum at the affiliate agency) will receive a course grade no higher than a "D."

A student who fails to attain a minimum grade of "C-" in the clinical practicum will receive a course grade no higher than a "D." Failure to achieve the required grade in MED courses may result in dismissal from the program.

Clinical Affiliations

Placement in a clinical practicum is a full-time commitment and students should limit outside work obligations.

Transportation to clinical practicum sites is the responsibility of the students. Students should be prepared to travel an hour or more from campus. The availability of clinical practicums depends on the area healthcare providers' ability to accept students.

At Bristol Community College, placement decisions will be based on grade point average with emphasis on the MED and science and mathematics courses. In some cases, practicums may be completed beyond the semester schedule. All related practicums must be completed within six months of completing the lecture/laboratory component of MED course. Students who exceed this time limit must demonstrate that they have maintained competency prior to placement.

Essential Functions

The Clinical Laboratory Science program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional Clinical Laboratory Technician.

In order to meet the course requirements, students must possess the following basic abilities:

- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.

- Physical ability, sufficient mobility, and motor coordination to safely collect and process patient specimens and perform laboratory testing procedures using a microscope, computer and various types of diagnostic instruments.

- Visual acuity sufficient to read and interpret test procedures, physician orders and test results, monitor instrument function, focus a microscope and differentiate colors.

- Hearing ability sufficient to respond to messages and requests from patients, physicians, and staff and to respond to equipment signals.

Communication skills sufficient to allow for communication with instructors, staff, patients and physicians.

Emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians; respect patient confidentiality; use reasonable judgment; and accept responsibility for their actions.

Communication (A/NB)

COMMUNICATION TRANSFER PROGRAM

Degree offered

Associate in Arts in Communication

Credits required 62-63

Dean Joanne Preston

Program contact Joyce Fernandes, Coordinator and Professor of Communication, ext. 3054

Program Goals Statement

Students explore the fundamentals of human communication in theory and practice, analyze the historic and contemporary role of mass media and emerging new media in an increasingly diverse society, develop communication skills, and prepare to transfer to a four-year college or university communication program.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

Program Information

Based on advising and assessment of individual needs and direction, students may select a cluster of communication-related courses and gain practical experience through field-based learning in an area related to mass communication, organizational communication, or public communication.

After BCC

Qualified Communication students transfer to four-year schools and may choose from among a variety of careers to pursue that are related to the communication field. BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses – Choose one Behavioral/Social Science from

ANT 101	Social and Cultural Anthropology	3
ECN 111	Principles of Economics - Macro	3
ECN 112	Principles of Economics - Micro	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	Urban Government and Politics	3
HST 115	Twentieth Century Social History - 1919 to the Present	3
HST 116	American Foreign Policy - 1898 to the Present	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SOC 256	Race Relations	3
SOC 258	Topics in Sociology	3
	ELECTIVE Free	3-4

and one free elective

Choose 4 courses from Transfer Electives and Elective Recommendations

	Behavioral/Social Science Elective	3
	Behavioral/Social Science Elective	3
	Lab Science Elective	4
	Lab Science Elective	4

Program Courses

COM 105	Introduction to Communication	3
COM 111	Mass Communication	3
COM 112	News Writing and Reporting	3
COM 241	Public Relations	3

COM 105: Take first, before other COM courses

Program Electives – Choose one from the following

COM 157	Television Production	3
COM 159	Video Field Production and Editing	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CIS 122	Internet Developer	3

Program Electives - Choose 3, according to transfer requirement or career goal, from among

COM 102	Advanced Public Speaking	3
COM 113	Interpersonal Speech	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
COM 120	Argumentation and Debate	3
COM 157	Television Production	3
COM 159	Video Field Production and Editing	3
COM 160	Intercultural Communication	3
COM 241	Public Relations	3
ART 240	Introduction to Visual Communication	3
ECN 111	Principles of Economics - Macro	3
ECN 112	Principles of Economics - Micro	3
ENG 230	Film	3
THE 121	Voice Production And	3
CED 210	Cooperative Work Experience I Or	3
COM 251	Field Experience And	3
MAR 101	Principles of Marketing Or	3
MAR 255	Advertising Principles	3

COM 260 is an optional program elective

Recommended Course Sequence - Fall Semester 1

	Behavioral/Social Science Elective	3
COM 105	Introduction to Communication	3
ENG 101	Composition I: College Writing	3
HST 111	The West and the World I And	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Spring Semester 2

	Lab Science Elective	4
COM 101	Fundamentals of Public Speaking	3
COM 111	Mass Communication	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Lab Science Elective	4
	Program Elective	3
COM 112	News Writing and Reporting	3
COM 241	Public Relations	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Communications Elective	3
	Free Elective	3
	Program Elective	3
	Program elective	3
	Program Elective	3

Complementary Healthcare (NB only/eH)

COMPLEMENTARY HEALTHCARE CAREER PROGRAM

Degree offered

Associate in Science in Complementary Healthcare

Credits required 67

Dean Patricia Dent

Program contact Sharon Tilton, Department Chair and Assistant Professor of Complementary Healthcare and Therapeutic Massage, ext. 2262

This program is offered exclusively at the New Bedford Campus as well as in eHealth.

Program Goals Statement

Students who successfully complete the Therapeutic Massage Certificate or Licensed Massage Therapist are eligible to apply to the Complementary Healthcare degree program, which advances skills in assessment, technique, and holistic theory.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Graduates who pass the National Certification Examination for Therapeutic Massage and Bodywork may apply for licensure to the Board

of Registration of Massage Therapy.

This program also enhances the skills of healthcare professionals in nursing, occupational therapy, and home healthcare.

Additional Costs

Students are responsible for the cost of uniforms, professional liability insurance, certain standardized

achievement test registrations, and the National Certification Examination of Therapeutic Massage and Bodywork.

Students must carry health insurance throughout their enrollment in the program.

After BCC

Graduates work in hospitals, nursing homes, chiropractic offices, physician's offices, health spas, cruise ships, rehabilitation programs, fitness centers, and private offices.

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

eHealthCareer Option

The eHealthCareers option in Therapeutic Massage is a flexible, innovative program that prepares students to pursue a career as a licensed Massage Therapist. The hybrid model allows students to complete some of the content online. For those who are already practicing healthcare professionals, this program enhances the skills used in nursing, occupational therapy, and home healthcare.

The program runs a student massage clinic, visit (http://therapeutic-massageclinic.com)

DEGREE REQUIREMENTS

General Courses

BIO 117	Physiology of Wellness	3
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

	Humanities Elective	3
	Multicultural Perspective Elective	3

Program Courses

CIT 121	Information Technology Fluency I	3
HCI 237	Human Disease Processes and Procedures	3
HLT 101	Medical Language Module I	1
HLT 131	Muscle Structure and Function	3
MAT 110	Introduction to Therapeutic Massage	1
MAT 111	Therapeutic Massage I	4
MAT 112	Musculoskeletal Anatomy for the Massage Professional	3
MAT 113	Survey of Complementary Care	2
MAT 120	Therapeutic Massage II	4
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Practicum	3
MAT 233	Oriental Bodywork	3
MAT 244	Therapeutic Massage III	3
MAT 246	Special Topics in Therapeutic Massage	3

Recommended Course Sequence - Fall Semester 1

BIO 233	Human Anatomy and Physiology I	4
ENG 101	Composition I: College Writing	3
MAT 110	Introduction to Therapeutic Massage	1
MAT 111	Therapeutic Massage I	4
MAT 112	Musculoskeletal Anatomy for the Massage Professional	3
MAT 113	Survey of Complementary Care	2

Recommended Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
HCI 237	Human Disease Processes and Procedures	3
MAT 120	Therapeutic Massage II	4
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Practicum	3

Recommended Course Sequence - Summer

MAT 126	Therapeutic Massage Clinical Practicum	3

MAT 126 (optional)

Recommended Course Sequence - Fall Semester 3

CIT 121	Information Technology Fluency I	3
ENG 102	Composition II: Writing about Literature	3
HLT 101	Medical Language Module I	1
HLT 131	Muscle Structure and Function	3
HST 111	The West and the World I	3
MAT 233	Oriental Bodywork	3

Recommended Course Sequence - Spring Semester 4

BIO 117	Physiology of Wellness	3
MAT 244	Therapeutic Massage III	3
MAT 246	Special Topics in Therapeutic Massage	3
	Humanities Elective	3
	Multicultural Perspective Elective And	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics	3

COMPLEMENTARY HEALTHCARE - HEALTH SCIENCES

Special Requirements for the Program - Admission Requirements

Applicants must have a high school diploma or G.E.D. certificate. They must also have completed high school biology or chemistry and algebra 1 with a minimum grade of "C-." Applicants must include a letter outlining their interest in, knowledge of, and exposure to therapeutic massage and complementary healthcare. Recommended deadline for filing is February 1 for all fall admissions.

Requirements Upon Admission

Accepted applicants must have a *physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immun i zations or titres results (blood test to prove immune status).* A TB test is required each year. Health insurance is required. Additional laboratory tests, including drug screening, are required by clinical agencies.

Upon admission to the program, students will be required to submit to a C.O.R.I. (Criminal Offender Record Information) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent students from working as a student in contracted health facilities, which will prevent students from completing the program objectives.

Additional Costs

Students are responsible for the costs of lab coats, uniforms, professional liability insurance, standardized testing, name tag, lab supplies, national certification exam, and transportation to clinical placement sites. Students should be prepared to travel up to one hour from campus to clinical assignments. Students are also required to attend a variety of community activities.

Graduates must apply to the Board of Registration of Massage Therapy for licensure to practice as a massage therapist.

Grade Requirements

Students must receive a minimum grade of "C-" in all required courses. Failure to earn a "C-"or better in a clinical course will result in dismissal from the program. Clinical Practicum hours must be completed within 18 months of the academic coursework.

Essential Functions

Students need to possess certain cognitive, physical, and physiological abilities in order to successfully complete the requirements of the program and ultimately practice in the profession. Please discuss particulars with the program director.

Computer Information Systems

BUSINESS INFORMATION SYSTEMS CAREER PROGRAM (NB)

Degree offered

Associate in Science in Computer Information Systems (Business Information Systems Concentration)

Credits required 60/66

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information

Systems, ext. 2403

Program Goals Statement

Students will be prepared to work in the Information Technology field in a wide variety of support roles.

Students develop basic skills in a wide range of areas including application development and use, web development, databases, operating systems and analysis and design. This broad range of topics prepares them for jobs in small business and for support careers.

Student Learning Outcomes

After BCC

Recent graduates are in high demand and have moved into various types of employment, including positions such as help desk technician, office specialist, computer sales, or consultant. Some have started their own businesses. Frequently, they serve as the computer person in a small company.

Infused General Education Competencies

Technical Literacy

Program Information

With one additional Engineering course, students in this program are prepared to take the A+ Certification examinations, the recognized industry standards for computer service technicians.

The optional Cooperative Education program places students in computer-related positions, where they can earn course credit, wages, and experience.

Elective Recommendations

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

ACC 101	Principles of Accounting I	4
ACC 150	Small Business Financial Software	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Elective Courses - Choose courses from Transfer Electives and Elective Recommendations

	Ethical Dimensions Elective	3
	Global Awareness Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3-4
	Social Phenomenon Elective	3

Choose one of the following

CED 210	Cooperative Work Experience I	3
EGR 133	Computer Configuration and Repair	4
	ELECTIVE	3

Choose 3-4 credits from ACC, MAN, MAR

For one elective, please choose 3--4 credits from ACC, MAN, MAR

Choose one elective from

CIS 111	Introduction to Business Information Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	3
CIS 161	Database Design	3
CIS 162	Applications for Web Development	3
CIT 164	Open Source Operating System	3

Program Courses

CIS 112	Advanced Business Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIS 160	The Microcomputer Environment	3
CIS 270	Systems Analysis and Design Seminar	3
CIT 102	Security Awareness	1
CIT 131	Business Creativity	3

Take CIS 111 if skills are needed prior to CIS 112.

Choose one elective from the following

CIS 111	Introduction to Business Information Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 161	Database Design	3
CIS 162	Applications for Web Development	3
CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	3
CIT 164	Open Source Operating System	3

Choose one of the following

CIS 105	Hardware Fundamentals	1
EGR 133	Computer Configuration and Repair	4

Choose one of the following

CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	3

Choose one of the following

CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 156	Visual Basic	3
CIS 162	Applications for Web Development	3

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

Recommended Course Sequence - Fall Semester 1

CIS 112	Advanced Business Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
ENG 101	Composition I: College Writing And	3
MTH 119	Fundamental Statistics	3

	Or	
MTH 125	Modern College Mathematics	3
	Or	
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

BUS 115	Fundamentals of an Enterprise	1
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
ENG 102	Composition II: Writing about Literature	3
	And	
ACC 101	Principles of Accounting I	4
	Or	
ACC 150	Small Business Financial Software	3

Recommended Course Sequence - Fall Semester 3

	CIS/CIT Elective	3
CIS 160	The Microcomputer Environment	3
CIT 102	Security Awareness	1
	Elective - Science	3 - 4
	And	
CIS 150	Oracle and SQL	3
	Or	
CIS 152	Database Programming and Management with Access	3
	Or	
CIS 159	MySQL and PHP	3
	And	
COM 118	Communication Skills	3
	Or	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Global Awareness Elective	3
	Social Phenomenon Elective	3
CIS 270	Systems Analysis and Design Seminar	3
	And	
	Business Elective	3
	Or	
	CIS/CIT Elective	3
	Or	
CED 210	Cooperative Work Experience I	3
	And	
CIS 105	Hardware Fundamentals	1
	Or	
EGR 133	Computer Configuration and Repair	4
	And	
CIS 162	Applications for Web Development	3
	Or	

CIS 156	Visual Basic	3
	Or	
CIS 132	Introduction to UNIX/Linux and Shell Programming	3

COMPUTER FORENSICS CAREER PROGRAM (A)

Degree offered

Associate in Science in Computer Information Systems (Computer Forensics)

Credits required 62/64

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information

Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level computer forensics technician positions in the private commercial sector and in the criminal justice system. They will know the law regarding the digital investigative process and will be able to conduct analysis of computer and/or network equipment and related data files.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Students gain technical skills to find evidence and the knowledge of the legal issues related to these skills for this rapidly growing field.

Elective Recommendations

See Transfer Electives & Elective Recommendations (p. 402)

After BCC

Students in the program are prepared to work in law enforcement agencies, the private commercial sector, and law firms as computer forensics technicians.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 118	Communication Skills	3
COM 114	Professional Speaking	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

	Multicultural Perspective Elective	3
	Elective - Science	3-4

Choose courses from Transfer Electives and Transfer Recommendations

Program Courses

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 134	Networking Technologies	4
CIT 150	Network Security	3
CIT 155	Introduction of Computer Forensics	3
CIT 255	Advanced Computer Forensics	4
CIT 256	File System Forensic Analysis	3
CIT 275	Computer Forensics Seminar	4
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 256	Criminal Investigation	3
CRJ 258	Criminal Procedure	3

Recommended Course Sequence - Fall Semester 1

	Mathematics Elective	3
CIS 121	Operating Systems	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 134	Networking Technologies	4
CIT 155	Introduction of Computer Forensics	3
CRJ 256	Criminal Investigation	3

ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Fall Semester 3

CIT 150	Network Security	3
CIT 255	Advanced Computer Forensics	4
CRJ 258	Criminal Procedure	3
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Spring Semester 4

COM 118	Communication Skills	3
BUS 115	Fundamentals of an Enterprise	1
CIT 256	File System Forensic Analysis	3
CIT 275	Computer Forensics Seminar	4
	Elective - Science	3 - 4
	And	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

COMPUTER NETWORKING CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems (Computer Networking Concentration)

Credits required 62/63

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level computer network technician positions in the IT field. They will know how to install, configure, secure, troubleshoot and administer network systems comprised of users, shared resources, and network elements in local and Internet-based environments.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

BCC's program is one of a few college degree programs to offer preparation for network certification combined with course work to develop high proficiency.

Programs are based in the Robert F. Stoico/FIRSTFED Business Technologies building, where nine computer labs provide computer access for students.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 402)

After BCC

Recent graduates hold positions as a network and telecommunications architecture manager, associate systems engineer, network administrator, help desk technician, support services representative, computer systems engineer, senior information technologist, technical director and consultant.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 131	Elements of College Mathematics	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Elective Courses

	Ethical Dimensions Elective	3
	Global Awareness Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3-4
	Social Phenomenon Elective	3

Choose electives from Transfer Electives and Elective Recommendations

Program Courses

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3

CIS 134	Networking Technologies	4
CIS 231	Windows Server Administration II	3
CIS 232	Unix/Linux System Administration II	3
CIS 233	Routing and Router Configuration	3
CIS 271	Network Installation and Configuration Seminar	4
CIT 150	Network Security	3
EGR 133	Computer Configuration and Repair	4

Recommended Course Sequence - Fall Semester 1

CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
ENG 101	Composition I: College Writing	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

CIS 106	Operating System Scripting	1
CIS 134	Networking Technologies	4
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Fall Semester 3

BUS 115	Fundamentals of an Enterprise	1
CIT 150	Network Security	3
CIS 231	Windows Server Administration II	3
EGR 133	Computer Configuration and Repair	4
	Elective - Science	3 - 4

Recommended Course Sequence - Spring Semester 4

COM 118	Communication Skills	3
CIS 232	Unix/Linux System Administration II	3
CIS 233	Routing and Router Configuration	3
CIS 271	Network Installation and Configuration Seminar	4
	Global Awareness Elective	3
	Social Phenomenon Elective And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

COMPUTER PROGRAMMING CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems (Computer Programming Concentration)

Credits required 60/69

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level programming positions in business and industry by knowing and being able to demonstrate the skills to analyze problems and develop computerized solutions using multiple programming languages.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Students have access to outstanding state-of-the-art technology and learn from faculty in touch with the needs of industry, both locally and nationally. Courses are constantly evolving to reflect current trends.

This concentration can be taken online.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 402)

After BCC

Recent graduates have successfully started their own businesses or gone to work as programmers, programmer analysts, systems administrators, systems analysts, software developers, help desk technicians, and consultants.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

ACC 101	Principles of Accounting I	4
ACC 150	Small Business Financial Software	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Centurey Social History - 1919 to the Present	3
HST 116	American Foreign Policy - 1898 to the Present	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

MTH 131	Elements of College Mathematics	3
MTH 171	Precalculus - Functions	3

Elective Courses

	ELECTIVE	3-4
	Ethical Dimensions Elective	3
	Global Awareness Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3-4
	Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations

First elective: Choose 3-4 credits from ACC 102, ACC, MAN, MAR, or a CIS elective

Program Courses

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 150	Oracle and SQL	3
CIS 272	Program Development Seminar	3
CIT 102	Security Awareness	1

Choose two of the following

CIS 154	Introduction to Programming (COBOL)	3
CIS 250	Interactive Web Sites	3
CIS 159	MySQL and PHP	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 157	Object-Oriented JAVA Programming I	4

Choose two of the following

CIS 254	Advanced COBOL Programming	3
CIS 256	Advanced Visual Basic	3
CIS 258	Advanced Interactive Programming	3
CIS 255	C++ Object Oriented Programming	3
CIS 257	Object-Oriented JAVA Programming II	4

Program Electives - Choose one of the following

CIS 112	Advanced Business Information Systems	3
CIS 160	The Microcomputer Environment	3
CIS 161	Database Design	3
CIS 122	Internet Developer	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 250	Interactive Web Sites	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 152	Database Programming and Management with Access	3
CIS 155	Introduction to C++ Programming	3
CIS 152	Database Programming and Management with Access	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 166	Oracle with Forms and Reports	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 257	Object-Oriented JAVA Programming II	4
CIS 182	Advanced Topics in CIS	3
CIS 159	MySQL and PHP	3
CIS 258	Advanced Interactive Programming	3
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3

Choose one elective from the following

CIS 122	Internet Developer	3
CIS 250	Interactive Web Sites	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 159	MySQL and PHP	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 258	Advanced Interactive Programming	3
CIS 157	Object-Oriented JAVA Programming I	4
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

Recommended Course Sequence - Fall Semester 1

	AMC/HST Elective	3
CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
ENG 101	Composition I: College Writing And	3
MTH 171	Precalculus - Functions Or	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

BUS 115	Fundamentals of an Enterprise	1
	Elective - Science	3 - 4
ENG 101	Composition I: College Writing And	3
CIS 154	Introduction to Programming (COBOL) Or	3
CIS 250	Interactive Web Sites Or	3
CIS 156	Visual Basic Or	3
CIS 155	Introduction to C++ Programming Or	3
CIS 157	Object-Oriented JAVA Programming I Or	4
CIS 158	Introduction to Procedural Programming And	4
COM 118	Communication Skills Or	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

CIS 159 (2)

Recommended Course Sequence - Fall Semester 3

CIS 150	Oracle and SQL	3
CIT 102	Security Awareness	1
	Global Awareness Elective	3
	Social Phenomenon Elective And	3
ACC 101	Principles of Accounting I Or	4
ACC 150	Small Business Financial Software And	3
CIS 254	Advanced COBOL Programming Or	3
CIS 255	C++ Object Oriented Programming Or	3
CIS 256	Advanced Visual Basic Or	3
CIS 257	Object-Oriented JAVA Programming II	4

	Or	
CIS 258	Advanced Interactive Programming	3

CIS 258 (2)

Recommended Course Sequence - Spring Semester 4

	CIS/CIT Elective	3
	CIS/CIT Elective	3
	ELECTIVE	3
CIS 272	Program Development Seminar	3

Students may not take CIS 157 for credit, and may not get credit for both CIT 143 and CIS 155 or for both CIT 242 and CIS 255 or for both CIS 250 and CIS 159

COMPUTER SECURITY CAREER PROGRAM

Degree offered

Associate in Science in Computer Information

Systems (Security Concentration)

Credits required 62/63

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level computer network technician positions in the IT field. They will know how to install, configure, secure, troubleshoot and administer network systems comprised of users, shared resources, and network elements in local and Internet-based environments.

Student Learning Outcomes

See Learning Outcomes (p. 240)

After BCC

This program prepares students for high-demand roles to protect critical functions in all types of enterprises.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 402)

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 131	Elements of College Mathematics	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Elective Courses

	Ethical Dimensions Elective	3
	Global Awareness Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3-4
	Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations

Program Courses

CIS 105	Hardware Fundamentals	1
CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
CIS 231	Windows Server Administration II	3
CIT 150	Network Security	3
CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
CIT 252	Information Security and Disaster Recovery	3
CIT 274	Security Seminar	4

Recommended Course Sequence - Fall Semester 1

CIS 105	Hardware Fundamentals	1
CIS 121	Operating Systems	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 131	Windows Server Administration I	3
CIT 150	Network Security	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 3

CIS 231	Windows Server Administration II	3
CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 4

BUS 115	Fundamentals of an Enterprise	1
CIT 252	Information Security and Disaster Recovery	3
CIT 274	Security Seminar	4
	Global Awareness Elective	3
	Elective - Science	3 - 4
	Social Phenomenon Elective And	3
COM 118	Communication Skills Or	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

GAME DEVELOPMENT - GAME CREATION CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems (Game Development - Game Creation Concentration)

Credits required 63/64

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information

Systems, ext. 2403

Program Goals Statement

The program prepares students for entry into the video game industry. It offers those who want to combine a love of games, fun, and competition with the development of serious computer skills and prepare for a rapidly expanding career field. In the last two semesters of the program, coursework mimics industry development as students work in teams to propose and develop a game for distribution. This program is for the students interested in the overall creation and packaging of games.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students have access to a broad range of technology, including a dedicated multimedia lab.

Elective Recommendations

HST 114 (p. 333) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions.

After BCC

BCC has established partnerships with several computer game developers. Students have been given the opportunity to do internships and paid work.

Infused Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 141	Technical Mathematics I	4

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Century Social History - 1919 to the Present	3
HST 116	American Foreign Policy - 1898 to the Present	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

	Multicultural Perspective Elective	3
	Elective - Science	3-4

Choose course from Transfer Electives and Elective Recommendations

Core Courses

CIS 120	Programming: Logic, Design and Implementation	3
CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 143	Programming for Game Developers I	3

CIT 247	Pre-Production Game Development	3
CIT 276	Game Production	4

Concentration Courses

CIT 240	Modding I	3
CIT 241	Electronic Game Development II	3
CIT 243	Game and Sound Production	3
CIT 245	eXtensible Markup Language (XML)	3
CIT 246	Modding II	3
CIT 262	Advanced Game Analysis	3

Recommended Course Sequence - Fall Semester 1

CIS 120	Programming: Logic, Design and Implementation	3
CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 245	eXtensible Markup Language (XML)	3
ENG 101	Composition I: College Writing And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 2

BUS 115	Fundamentals of an Enterprise	1
CIT 143	Programming for Game Developers I	3
CIT 240	Modding I	3
CIT 241	Electronic Game Development II	3
ENG 102	Composition II: Writing about Literature	3
MTH 141	Technical Mathematics I	4

Recommended Course Sequence - Fall Semester 3

COM 118	Communication Skills	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
CIT 246	Modding II	3
CIT 247	Pre-Production Game Development	3

Recommended Course Sequence - Spring Semester 4

	AMC/HST Elective	3
CIT 243	Game and Sound Production	3
CIT 262	Advanced Game Analysis	3
CIT 276	Game Production	4
	Elective - Science	3 - 4

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

GAME DEVELOPMENT - GAME PROGRAMMING CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems (Game Development - Game Programming Concentration)

Credits required 63/65

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information

Systems, ext. 2403

Program Goals Statement

The video gaming industry is the fastest-growing segment of the entertainment business.

This program develops a strong programming background for entry-level positions to bring games action to the screen. In the last two semesters of the program, coursework mimics industry development as students work in teams to propose and develop a game for distribution.

Student Learning Outcomes

See Learning Outcomes (p. 240)

After BCC

The nearby Boston area offers access to a thriving computer game industry. The College has close relationships with a number of these firms. Students are encouraged to build on the programming skills developed in this program to enhance their knowledge and marketability.

Program Information

Students have access to a broad range of technology, including a dedicated multimedia lab. Classes are offered days, evenings, and weekends.

Elective Recommendations

HST 114 (p. 333) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions.

Infused Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 141	Technical Mathematics I	4

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Centurey Social History - 1919 to the Present	3
HST 116	American Foreign Policy - 1898 to the Present	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Choose courses from Transfer Electives and Elective Recommendations

Elective Courses

	Multicultural Perspective Elective	3
	Elective - Science	3-4

Choose courses from Transfer Electives and Elective Recommendations

Core Courses

CIS 120	Programming: Logic, Design and Implementation	3
CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 143	Programming for Game Developers I	3
CIT 247	Pre-Production Game Development	3
CIT 276	Game Production	4

Concentration Courses

CIS 159	MySQL and PHP	3
CIT 242	Programming for Game Developers II	3
CIT 248	Data Structures in the Game Environment	3
CIT 260	Topics in Game Programming	3
CIT 261	Fundamentals of Game Engine Design	3

Choose one elective from

CIS 122	Internet Developer	3
	And	
CIS 156	Visual Basic	3
	Or	
CIS 157	Object-Oriented JAVA Programming I	4

Recommended Course Sequence - Fall Semester 1

CIS 120	Programming: Logic, Design and Implementation	3
CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

	CIS Elective	3
BUS 115	Fundamentals of an Enterprise	1
CIS 159	MySQL and PHP	3
CIT 143	Programming for Game Developers I	3
ENG 102	Composition II: Writing about Literature	3
MTH 141	Technical Mathematics I	4

Recommended Course Sequence - Fall Semester 3

CIT 242	Programming for Game Developers II	3
CIT 247	Pre-Production Game Development	3
CIT 260	Topics in Game Programming And	3
COM 118	Communication Skills Or	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking And	3
SOC 101	Principles of Sociology Or	3
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Spring Semester 4

	AMC/HST Elective	3
CIT 248	Data Structures in the Game Environment	3
CIT 261	Fundamentals of Game Engine Design	3
CIT 276	Game Production	4
	Elective - Science	3 - 4

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

MULTIMEDIA AND INTERNET CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems (Multimedia and Internet Concentration)

Credits required 60/61

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information

Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level positions in a variety of professional settings that require an understanding of multimedia and internet technologies. They will develop the knowledge and skills necessary for the creative development and maintenance of websites, basic databases and computer programs, as well as emerging technologies.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

A sophisticated multimedia lab is dedicated for the use of students in this program.

The optional Cooperative Education program places students in computer-related positions, where they can earn course credit, wages, and experience.

Recommendations

Sign up for a free e-mail account to communicate with the CIS faculty outside of normal hours.

Plan to spend large blocks of time developing proficiency.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 402)

After BCC

The growth of the Internet and the demand for people who can effectively use multimedia applications make the skills developed in this program highly marketable.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Studies

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Centurey Social History - 1919 to the Present	3
HST 116	American Foreign Policy - 1898 to the Present	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

MAN 154	Small Business Management	3
MAR 255	Advertising Principles	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Elective Courses

	Ethical Dimensions Elective	3
	Global Awareness Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3-4
	Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations

Core Courses

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3
CIT 106	Operating System Scripting	1
CIT 131	Business Creativity	3
CIT 231	Introduction to Multimedia Development	3
CIT 270	Seminar in Desktop Publishing, Imaging and Multimedia Design	3

Choose one of the following

ART 271	Web Design I	3
CIS 162	Applications for Web Development	3
CIT 133	Electronic Publishing	3

Concentration Option 1 - Multimedia Production

ENG 215	Technical Writing	3
CIS 128	Introduction to Digital Audio Recording	3

Choose one elective from the following

BUS 152	Honors E-Commerce	3
MAN 154	Small Business Management	3
MAR 255	Advertising Principles	3
CED 210	Cooperative Work Experience I or any CIS or ART course	3

including a series of three one-credit CIS courses and the one-credit ACC 114

Choose one of the following

ART 260	Computer Graphics	3
CIT 132	Desktop Publishing	3

Choose one of the following

COM 159	Video Field Production and Editing	3
CIS 159	MySQL and PHP	3
CIT 235	Advanced FlashMX	3

Concentration Option 2 - Multimedia Programming Development

CIS 250	Interactive Web Sites	3
CIS 159	MySQL and PHP	3
CIT 235	Advanced FlashMX	3

Choose two of the following

CIS 150	Oracle and SQL	3
CIS 121	Operating Systems	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 128	Introduction to Digital Audio Recording	3
CIS 258	Advanced Interactive Programming	3
COM 159	Video Field Production and Editing	3

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

Recommended Course Sequence - Fall Semester 1

CIS 122	Internet Developer	3
CIT 106	Operating System Scripting	1
CIT 131	Business Creativity	3
CIT 133	Electronic Publishing	3
ENG 101	Composition I: College Writing And	3
ART 271	Web Design I Or	3
CIS 162	Applications for Web Development And Or	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics Or	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
ENG 214	Critical Writing and Academic Research	3
CIS 105	Hardware Fundamentals	1

CIS 120	Programming: Logic, Design and Implementation	3
CIT 231	Introduction to Multimedia Development	3
CIT 235	Advanced FlashMX And	3
ART 260	Computer Graphics Or	3
CIT 132	Desktop Publishing	3

ENG 215, ART 260, CIT 132: Production

CIT 235, CIS 159; CIS 105; CIS 120; CIT 231; ENG 102: Programming

Recommended Course Sequence - Fall Semester 3

	AMC/HST Elective	3
CIS 128	Introduction to Digital Audio Recording	3
CIS 250	Interactive Web Sites	3
CIT 235	Advanced FlashMX	3
	ELECTIVE	3
BUS 115	Fundamentals of an Enterprise And	1
COM 118	Communication Skills Or	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking And	3
MAN 154	Small Business Management Or	3
MAR 255	Advertising Principles And	3
CIS 159	MySQL and PHP Or	3
COM 159	Video Field Production and Editing	3

Production : CIT 235, CIS 159, or COM 159

Programming : CIS 250; Elective; BUS 115

Recommended Course Sequence - Spring Semester 4

WEBMASTER CAREER PROGRAM

Degree offered

Associate in Science in Computer Information

Systems (Webmaster Concentration)

Credits required 61-62

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level positions in Web development. They will develop the knowledge and skills in creative development, programming, database, and website technology to design, develop, implement and maintain a professional website.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Courses are offered in fully networked labs. Many courses are also offered online.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 402)

After BCC

Most companies and organizations are looking to the Web to market their products, serve their clientele, and meet their competition. The demand for people capable of handling the Web needs of companies is rapidly expanding.

Infused Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MAR 255	Advertising Principles	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Century Social History - 1919 to the Present	3
HST 116	American Foreign Policy - 1898 to the Present	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Elective Courses

	Ethical Dimensions Elective	3
	Global Awareness Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3-4
	Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations

Program Courses

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 150	Oracle and SQL	3
CIS 159	MySQL and PHP	3
CIS 162	Applications for Web Development	3
CIS 250	Interactive Web Sites	3
CIS 258	Advanced Interactive Programming	3
CIS 273	Internet Seminar	3
CIT 102	Security Awareness	1
CIT 106	Operating System Scripting	1

Program Electives - Choose one of the following

CIS 128	Introduction to Digital Audio Recording	3
CIS 182	Advanced Topics in CIS	3
CIS 234	Internet Server Administration	3
CIS 245	eXtensible Markup Language (XML)	3
CIT 235	Advanced FlashMX	3

Recommended Course Sequence - Fall Semester 1

	AMC/HST Elective	3
CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing And	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics Or	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

CIS 121	Operating Systems	3
CIS 159	MySQL and PHP	3
CIS 162	Applications for Web Development	3
CIT 106	Operating System Scripting	1
ENG 102	Composition II: Writing about Literature	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 3

BUS 115	Fundamentals of an Enterprise	1
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 150	Oracle and SQL	3
CIS 250	Interactive Web Sites	3
	Elective - Science	3 - 4
	And	
COM 118	Communication Skills	3
	Or	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
CIS 158	Introduction to Procedural Programming	4
CIS 273	Internet Seminar	3
CIT 102	Security Awareness	1
	Global Awareness Elective	3
	Social Phenomenon Elective	3

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

Computer Information Systems Transfer

COMPUTER SCIENCE TRANSFER PROGRAM

Degree offered
Associate in Science in Computer Information Systems Transfer (Computer Science Transfer Concentration)

Credits required 73

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

The Computer Science Transfer option prepares students to finish their education in Computer Science at a four-year institution. The CIS faculty worked closely with the Computer Science faculty at the University of Massachusetts Dartmouth, and the resulting program provides a seamless transition to Computer Science at UMass Dartmouth. The program also parallels the computer science offerings at other local colleges and universities.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Programs are based in the Robert F. Stoico/FIRSTFED Business Technologies building, where seven computer labs provide computer access for students.

Recommendations

Students should talk with the Transfer office for information about colleges.

Elective Recommendations

HST 114 (p. 333) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions. ART 106 (p. 268) or ART 105 (p. 268) or HST 257 (p. 335) will meet Humanities and Global Awareness.

After BCC

Recent graduates have transferred to Bridgewater State College, Rhode Island College, Roger Williams University, Bryant University, and University of Massachusetts Dartmouth.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

ECN 112	Principles of Economics - Micro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4
MTH 243	Discrete Structures I	3
MTH 244	Discrete Structures II	3

Choose one of the following

BIO 121	Fundamentals of Biological Science I	4
CHM 113	Fundamentals of Chemistry I	4
PHY 211	General Physics I	4

Choose one of the following

BIO 122	Fundamentals of Biological Science II	4
CHM 114	Fundamentals of Chemistry II	4
PHY 212	General Physics II	4

Choose one two-course sequence

HST 111	The West and the World I And	3

HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Elective Courses

	Ethical Dimensions Elective	3
	Global Awareness Elective	3
	Humanities Elective	3
	Multicultural Perspective Elective	3

Choose courses from Transfer Electives and Elective Recommendations

Program Courses

CIS 123	Object-Oriented Concepts	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 158	Introduction to Procedural Programming	4
CIS 257	Object-Oriented JAVA Programming II	4
CIS 260	Software Specification and Design	4
CIS 261	Introduction to Computer Systems	4
CIS 262	Computer Organization and Design	4

Recommended Course Sequence - Fall Semester 1

CIS 157	Object-Oriented JAVA Programming I	4
ENG 101	Composition I: College Writing	3
MTH 214	Calculus I	4
	And	
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

CIS 257	Object-Oriented JAVA Programming II	4
ECN 112	Principles of Economics - Micro	3
ENG 102	Composition II: Writing about Literature	3
MTH 215	Calculus II	4
	And	
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3

Recommended Course Sequence - Fall Semester 3

CIS 158	Introduction to Procedural Programming	4
CIS 261	Introduction to Computer Systems	4
ENG 215	Technical Writing	3
MTH 243	Discrete Structures I	3
	And	
BIO 121	Fundamentals of Biological Science I	4

	Or	
CHM 113	Fundamentals of Chemistry I	4
	Or	
PHY 211	General Physics I	4

Recommended Course Sequence - Spring Semester 4

CIS 260	Software Specification and Design	4
CIS 262	Computer Organization and Design	4
	Humanities Elective	3
MTH 244	Discrete Structures II	3
	And	
BIO 122	Fundamentals of Biological Science II	4
	Or	
CHM 114	Fundamentals of Chemistry II	4
	Or	
PHY 212	General Physics II	4

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

INFORMATION SYSTEMS TRANSFER PROGRAM

Degree offered

Associate in Science in Computer Information Systems Transfer (Information Systems Transfer Concentration)

Credits required 63-72

Dean William Berardi

Program contact Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level programming positions in business and industry by knowing and being able to demonstrate the skills to analyze problems and develop computerized solutions using multiple programming languages.

Student Learning Outcomes

See Learning Outcomes (p. 240).

After BCC

Recent graduates have transferred to Bridgewater State College, Rhode Island College, Roger Williams University, Bryant University, and University of Massachusetts Dartmouth.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation

agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Program Information

BCC offers many technical courses frequently not available at four-year institutions.

Recommendations

Students should take CIS 111 (p. 284) as their first course unless they have previous computer experience or took computer courses in high school. CIS 111 (p. 284) may be a good transfer course.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 402)

Infused Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ECN 112	Principles of Economics - Micro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose two of the following

HST 111	The West and the World I	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Elective Courses

	Ethical Dimensions Elective	3
	Global Awareness Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3-4
	Elective - Science	3-4

Choose courses from Transfer Electives and Elective Recommendations

Choose two Quantitative/Symbolic Reasoning courses from

MTH 131	Elements of College Mathematics	3
MTH 132	Calculus with Applications	3
	Or	
MTH 251	Fundamental Business Statistics	3

MTH 252	Statistics for Decision Making	3
	Or	
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4

MTH 131 may be substituted for MTH 251.

MTH 251 may be substituted for MTH 131.

Consult with your advisor.

Take courses that transfer to the college of your choice or which develop technical skills

	ELECTIVE Free	3-4
	ELECTIVE Free	3-4
	ELECTIVE Free	3-4

Program Courses

CIS 263	Information Systems Seminar	1

Choose one of the following

CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3

Program Electives - choose one of the following

CIS 154	Introduction to Programming (COBOL)	3
CIS 156	Visual Basic	3
	And	
CIS 155	Introduction to C++ Programming	3
	Or	
CIS 157	Object-Oriented JAVA Programming I	4

Program Electives - choose one of the following

CIS 254	Advanced COBOL Programming	3
CIS 255	C++ Object Oriented Programming	3
	And	
CIS 256	Advanced Visual Basic	3
	Or	
CIS 257	Object-Oriented JAVA Programming II	4

Program Electives – choose one of the following

Choose from any CIS or CIT course

Choose one of the following

CIS 120	Programming: Logic, Design and Implementation	3
	ELECTIVE	3

Or choose one of the following

CIS 154	Introduction to Programming (COBOL)	3
CIS 254	Advanced COBOL Programming	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 255	C++ Object Oriented Programming	3

CIS 256	Advanced Visual Basic	3
	And	
CIS 157	Object-Oriented JAVA Programming I	4
	Or	
CIS 257	Object-Oriented JAVA Programming II	4

Recommended Course Sequence - Fall Semester 1

	Quan/Sym Reasoning Elective	3
ACC 101	Principles of Accounting I	4
ENG 101	Composition I: College Writing	3
	And	
CIS 120	Programming: Logic, Design and Implementation	3
	Or	
	ELECTIVE	3

Recommended Course Sequence - Spring Semester 2

	Quan/Sym Reasoning Elective	3
ACC 102	Principles of Accounting II	4
ENG 102	Composition II: Writing about Literature	3
	And	
CIS 154	Introduction to Programming (COBOL)	3
	Or	
CIS 156	Visual Basic	3
	Or	
CIS 155	Introduction to C++ Programming	3
	Or	
CIS 157	Object-Oriented JAVA Programming I	4

Recommended Course Sequence - Fall Semester 3

	Free Elective	3
	Elective - Science	3 - 4
	And	
CIS 150	Oracle and SQL	3
	Or	
CIS 152	Database Programming and Management with Access	3
	And	
CIS 254	Advanced COBOL Programming	3
	Or	
CIS 255	C++ Object Oriented Programming	3
	Or	
CIS 256	Advanced Visual Basic	3
	Or	
CIS 257	Object-Oriented JAVA Programming II	4
	And	
COM 118	Communication Skills	3
	Or	
COM 101	Fundamentals of Public Speaking	3
	Or	

| COM 114 | Professional Speaking | 3 |

Recommended Course Sequence - Spring Semester 4

CIS 263	Information Systems Seminar	1
	CIS/CIT Elective	3
	Free Elective	3
	Free Elective	3
ECN 112	Principles of Economics - Micro	3
	Elective - Science	3 - 4

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

Criminal Justice Career (A/NB)

CRIMINAL JUSTICE CAREER PROGRAM

Degree offered

Associate in Science in Criminal Justice

Credits required 61/63

Dean TBA

Program contact Suzanne Chadwick, Coordinator and Assistant Professor of Criminal Justice, ext. 3171

Program Goals Statement

The Criminal Justice Career Program prepares students for careers in policing, corrections, sheriff's departments, court systems, and federal law enforcement. It prepares current criminal justice practitioners for career advancement.

All students receive the necessary academic foundation for transfer into an institution that grants a baccalaureate degree in criminal justice.

Student Learning Outcomes

See Learning Outcomes (p. 240)

After BCC

Graduates work as state and local police officers and detectives, correctional officers, special agents with the United States Customs Service and Federal Marshal Service, college instructors, grant coordinators for the National Institute of Justice, lawyers, probation officers, and officers and managers in private security agencies. Others are social workers and drug rehabilitation counselors. Several local chiefs are BCC grads.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Technical Literacy

Program Information

The faculty represent all of the major fields of the criminal justice system, and students benefit from their years of formal study and professional experience.

Our graduates are actively recruited by criminal justice and private security agencies as well as by four-year institutions.

The Criminal Justice program is accredited by the State and Board of Higher Education for the PCIPP (Police Career Incentive Pay Program). (Quinn Bill approved.)

Recommendations

Students are encouraged to join the Criminal Justice Society, a student-run social and service organization, and to get involved with the community and actively participate in community service projects to better understand and appreciate the world they have chosen to serve.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 251	Urban Government and Politics	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose two of the following

HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3
	And	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

	ELECTIVE Free	3-4
	Elective - Science	3-4

Program Courses

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 115	Report Writing and Information Systems	3
CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 256	Criminal Investigation	3
CRJ 258	Criminal Procedure	3
CRJ 259	Introduction to Criminalistics	3

Choose one of the following

CRJ 221	Juvenile Offenders	3
CRJ 218	Law Enforcement Management and Planning	3

Recommended Course Sequence - Fall Semester 1

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
SOC 101	Principles of Sociology	3
	And	
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

CRJ 115	Report Writing and Information Systems	3
ENG 102	Composition II: Writing about Literature	3
	And	
CRJ 218	Law Enforcement Management and Planning	3
	Or	
CRJ 221	Juvenile Offenders	3
	And	
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Fall Semester 3

CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
	Elective - Science	3 - 4
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 4

COM 101	Fundamentals of Public Speaking	3
CRJ 256	Criminal Investigation	3
CRJ 259	Introduction to Criminalistics	3
CRJ 258	Criminal Procedure	3
	Free Elective	3
GVT 251	Urban Government and Politics	3

Program Requirement

To maintain enrollment in the Criminal Justice program, students are required to achieve a grade of "C" or better in

all Criminal Justice courses and to maintain a cumulative Grade Point Average of 2.0 or better.

Criminal Justice Transfer

CRIMINAL JUSTICE TRANSFER PROGRAM

Degree offered

Associate in Science in Criminal Justice Transfer

Credits required 62/63

Dean TBA

Program contact Suzanne Chadwick, Coordinator and Assistant Professor of Criminal Justice

Program Goals Statement

This program provides students with a strong foundation in the operation of our Criminal Justice System. Students will receive a diverse interdisciplinary education that will allow them to pursue a baccalaureate degree in Criminal Justice. Articulation agreements ensure transfer to many four-year colleges and universities. Graduates may also qualify for tuition assistance at Massachusetts public colleges and universities under the MassTransfer program.

Student Learning Outcomes

See Learning Outcomes (p. 240).

After BCC

Students often continue their education and complete a baccalaureate program in Criminal Justice.

Graduates have successfully transferred to Bridgewater State College, the University of Massachusetts Dartmouth, the University of Massachusetts Lowell, Northeastern University, Johnson and Wales University, Roger Williams University, and Salve Regina University.

Alumni are employed as state and local police officers, corrections officers, attorneys, probation officers, college instructors, managers in private security agencies, social workers, and drug rehabilitation counselors.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Program Information

All courses in the Criminal Justice program may be completed at the Fall River, New Bedford, or Attleboro campuses.

Academic and transfer advisors assist students in selecting courses to fulfill both program and general education requirements to ensure a smooth transfer to four-year colleges and universities.

Infused General Education Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 251	Urban Government and Politics	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose one two-course History sequence

HST 111	The West and the World I	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

	Lab Science Elective	4
	Elective - Science	3-4

Program Courses

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 115	Report Writing and Information Systems	3
CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 256	Criminal Investigation	3
CRJ 258	Criminal Procedure	3
CRJ 259	Introduction to Criminalistics	3

Choose one of the following

CRJ 218	Law Enforcement Management and Planning	3
CRJ 221	Juvenile Offenders	3

Recommended Course Sequence - Fall Semester 1

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
SOC 101	Principles of Sociology	3
	And	

HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

CRJ 115	Report Writing and Information Systems	3
ENG 102	Composition II: Writing about Literature	3
	And	
CRJ 218	Law Enforcement Management and Planning	3
	Or	
CRJ 221	Juvenile Offenders	3
	And	
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Fall Semester 3

CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
	Lab Science Elective	4
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 4

COM 101	Fundamentals of Public Speaking	3
CRJ 256	Criminal Investigation	3
CRJ 259	Introduction to Criminalistics	3
	Elective - Science	3 - 4
GVT 251	Urban Government and Politics	3

Culinary Arts

BAKING AND PASTRY CAREER PROGRAM

Degree offered

Associate in Applied Science in Culinary Arts (Baking and Pastry)

Credits required 61/62

Dean TBA

Program contact John Caressimo, Coordinator and Professor of Culinary Arts, ext. 2111

Program Goals Statement

The Baking and Pastry Arts option in the Culinary Arts program provides the student with the opportunity to develop practical skills and theoretical knowledge to work in the foodservice/hospitality fields as pastry and bakery personnel in a variety of entry level and advanced positions.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students requiring developmental courses in math, reading, or English should complete those courses prior to enrolling in any culinary courses.

Additional Costs

Students are responsible for the costs of their uniforms, kitchen and bakeshop tools, and texts.

Special Requirements

To successfully complete the program, students should have their own transportation and should limit outside work commitments. Students must be available to work at required Culinary Arts functions.

Culinary Arts programs are exempt from meeting General Education Competencies due to the requirements of the Associate in Applied Science degree.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

CIS 113	Hospitality Management Information Systems	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
SOC 252	The Sociology of Human Relations	3

Choose one of the following

BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

| | History Elective | 3 |
| | Elective - Science | 3-4 |

Program Courses

CUL 106	Art Skills for the Baker	3
CUL 140	Sanitation for Culinarians	2
CUL 141	Nutrition for Culinarians	2

CUL 151	Essentials of Baking I	2
CUL 152	Essentials of Baking II	4
CUL 153	Baking Technology	3
CUL 154	Introduction to Showpiece and Displays	3
CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2
CUL 251	Advanced Pastry Arts I	4
CUL 252	Advanced Pastry Arts II	6
CUL 253	The Art of the Cake	3
CUL 256	The Capstone Experience for the Baker	3

Recommended Course Sequence - Fall Semester 1

CIS 113	Hospitality Management Information Systems	3
CSS 101	College Success Seminar	1
CUL 106	Art Skills for the Baker	3
CUL 140	Sanitation for Culinarians	2
CUL 141	Nutrition for Culinarians	2
CUL 151	Essentials of Baking I	2
CUL 153	Baking Technology	3

Recommended Course Sequence - Spring Semester 2

CUL 152	Essentials of Baking II	4
CUL 154	Introduction to Showpiece and Displays	3
ENG 101	Composition I: College Writing And	3
BUS 111	Business and Financial Mathematics Or	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

CUL 251	Advanced Pastry Arts I	4
CUL 253	The Art of the Cake	3
	History Elective	3
	Elective - Science	3 - 4
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Spring Semester 4

CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2
CUL 252	Advanced Pastry Arts II	6
CUL 256	The Capstone Experience for the Baker	3
ENG 102	Composition II: Writing about Literature	3

Essential Functions

- Standing for long periods of time (4 to 10 hours) during a normally protracted class and work day.

- Working in a kitchen environment where the temperature can exceed ambient temperature.

- Lifting and moving heavy weight (such as wait-trays, small equipment, and institutional size supplies - 25-50 lbs.)

- Sufficient communication skills to allow for successful interaction between the students and the public.

- Sufficient mobility and motor coordination to complete assigned tasks in the kitchen and dining room in a safe, efficient manner according to acceptable industry standards.

- Ability to learn and apply the body of knowledge necessary to meet the program curriculum and successfully enter the foodservice profession.

Students accepted into the program must possess the following basic abilities:

CULINARY ARTS CAREER PROGRAM

Degree offered

Associate in Applied Science in Culinary Arts

Credits required 67/68

Dean TBA

Program contact John Caressimo, Coordinator and Professor of Culinary Arts

Program Goals Statement

The Culinary option in the Culinary Arts program provides students with the opportunity to develop the practical skills and the theoretical knowledge to work in the foodservice/hospitality fields in a variety of entry level and advanced positions in food preparation or the front of the house.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Students requiring developmental courses in math, reading, or English should complete those courses prior to enrolling in any culinary courses.

Culinary Arts programs are exempt from meeting General Education Competencies due to the requirements of the Associate in Applied Science degree.

High School Articulation Credit

Students graduating from area high schools and vocational/technical centers who participate in the College Tech-Prep program and maintain a grade of "B" or better and have the recommendation of their Culinary Arts instructor can obtain credit for certain introductory level culinary courses depending upon the articulation agreements between their school and Bristol Community College.

Additional Costs

Students are responsible for the costs of their uniforms, kitchen and bakeshop tools, and texts.

Special Requirements

Students requiring developmental courses in math, reading, or English should complete those courses prior to enrolling in any culinary courses.

To successfully complete the program, students should have their own transportation and should limit outside work commitments. Students must be available to work at required Culinary Arts functions.

After BCC

Graduates can work in the kitchens, dining rooms, or bakeshops of a wide variety of establishments from small local restaurants to large international organizations and can also transfer for further study to four-year colleges including Johnson and Wales University.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

CIS 113	Hospitality Management Information Systems	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
SOC 252	The Sociology of Human Relations	3

Choose one of the following

BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

	History Elective	3
	Elective - Science	3-4

Program Courses

CUL 101	Art Skills for the Culinarian	3
CUL 111	Essentials of Culinary Arts I	4
CUL 112	Essentials of Culinary Arts II	4
CUL 113	Baking Skills for Cooks	2
CUL 121	Dining Room Functions I	2
CUL 122	Dining Room Functions II	2
CUL 123	Mixology and Bar Management	2
CUL 140	Sanitation for Culinarians	2
CUL 141	Nutrition for Culinarians	2
CUL 211	Advanced Culinary Techniques I	6
CUL 212	Advanced Culinary Techniques II	6
CUL 216	The Capstone Experience for Culinarians	3
CUL 221	Advanced Table Service	3
CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2

Recommended Course Sequence - Fall Semester 1

CIS 113	Hospitality Management Information Systems	3
CSS 101	College Success Seminar	1
CUL 101	Art Skills for the Culinarian	3
CUL 111	Essentials of Culinary Arts I	4
CUL 121	Dining Room Functions I	2
CUL 140	Sanitation for Culinarians	2
CUL 141	Nutrition for Culinarians	2

Recommended Course Sequence - Spring Semester 2

CUL 112	Essentials of Culinary Arts II	4
CUL 113	Baking Skills for Cooks	2
CUL 122	Dining Room Functions II	2
CUL 123	Mixology and Bar Management	2
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

CUL 211	Advanced Culinary Techniques I	6
CUL 221	Advanced Table Service	3
	Elective - Science	3-4
ENG 102	Composition II: Writing about Literature	3
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Spring Semester 4

CUL 212	Advanced Culinary Techniques II	6
CUL 216	The Capstone Experience for Culinarians	3
CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2
	History Elective And	3

BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Essential Functions

- Standing for long periods of time (4 to 10 hours) during a normally protracted class and work day.

- Working in a kitchen environment where the temperature can exceed ambient temperature.

- Lifting and moving heavy weight (such as wait-trays, small equipment, and institutional size supplies - 25-50 lbs.)

- Sufficient communication skills to allow for successful interaction between the students and the public.

- Sufficient mobility and motor coordination to complete assigned tasks in the kitchen and dining room in a safe, efficient manner according to acceptable industry standards.

- Ability to learn and apply the body of knowledge necessary to meet the program curriculum and successfully enter the foodservice profession.

Students accepted into the program must possess the following basic abilities:

Deaf Studies

C-PRINT TM CAREER PROGRAM

Degree offered

Associate in Arts in Deaf Studies

(C-PrintTM Concentration)

Credits required 65/66

Dean Joanne Preston

Program contact Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a foundation in Deaf Studies as well as specialized workforce skills. C-Print™ is a computerized notetaking system invented at the National Technical Institute for the Deaf. Students in this option are preparing themselves to primarily work with Deaf/HH persons in educational settings. Students in this option are prepared to work upon graduation as an entry-level freelance C-Print™ captionists or to transfer to the BA/BS program of their choice.

Student Learning Outcomes

Infused General Education Competencies

Oral Communication

Program Information

BCC offers several Deaf Studies options to meet your career and academic goals.

This is not real time captioning (CART) as seen on TV.

Students can choose to take additional courses in Office Administration and earn their Foundations of C-Print or C-Print Captioning certificate.

In classroom settings, captionists may serve with other "auxiliary aides" such as interpreters. Understanding the role of interpreters, including their professional code of conduct, will be a benefit. As such, students may choose to take DST 121 Introduction to the ASL/English Interpreting Profession as an extra elective.

Special Requirements

Students need to demonstrate keyboarding speed of 40 wpm in a three minute timing before starting C-Print courses.

Students must possess an aptitude for phonetics and keyboarding.

Students should be familiar with word processing and how to use a lap top.

After BCC

Students can work as entry level captionists, or captionist/aides in a K-12 Deaf ed setting, or can transfer to the BA/BS program of their choice.

Students who plan to transfer into interpreter training on a part-time basis may find it quite beneficial to work as captionists utilizing and maintaining their signing ability and Deaf cultural norms

DEGREE REQUIREMENTS

General Courses

| ENG 101 | Composition I: College Writing | 3 |
| ENG 102 | Composition II: Writing about Literature | 3 |

Choose one of the following

| PSY 101 | General Psychology | 3 |
| SOC 101 | Principles of Sociology | 3 |

Choose from MassTransfer electives, unless otherwise specified

| | Behavioral/Social Science Elective | 3 |
| | Historical Awareness Elective | 3 |

Elective Courses

| | Lab Science Elective | 4 |

	Quantitative/Symbolic Reasoning Elective	3-4

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
COM 113	Interpersonal Speech	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3
OFC 135	C-Print Basics	3
OFC 240	C-Print Captioning Skill Development	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
OFC 135	C-Print Basics	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
COM 113	Interpersonal Speech	3
DST 151	Deaf History	3
OFC 240	C-Print Captioning Skill Development	3
	PSY/SOC Elective	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semester 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DST 210	The Deaf Community in Society	3
ENG 102	Composition II: Writing about Literature	3

	B/SS Elective	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3
	Lab Science Elective	4

EDUCATION CAREER PROGRAM

Degree offered

Associate in Arts in Deaf Studies (Education Concentration)

Credits required 62-65

Dean Joanne Preston

Program contact Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a Deaf Studies and liberal arts foundation that includes specialized courses needed for transfer into a BS/BA program in the educational area of choice. Students in this option are seeking a future working with deaf or hard-of-hearing children in early intervention or an educational setting.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Oral Communication

Program Information

BCC offers several Deaf Studies programs to meet your career and academic goals.

Students may opt to take more ECE courses while at Bristol.

Students seeking certification from the Massachusetts Department of Early Education and Care should also complete an ECE certificate, or, see www.mass.gov for Level I certification Infant-Toddler or Pre-School Teacher requirements.

Students are advised that they need to pass the Communication and Literacy Skills Test (CLST) of the Massachusetts Teacher Education Licensure (MTEL) conducted by the Dept of Education prior to acceptance into most teacher education licensure programs.

EDU 220 (p. 311) requires a CORI (Criminal Offender Record Information), 27 completed credits and an overall GPA of 2.5 or better.

Students wishing to complete their ASL 285 (p. 274) Community Based Learning in Deaf Studies experience in a program for the Deaf or early intervention setting will have to complete a C.O.R.I. (Criminal Offender Record Information) and S.O.R.I (Sexual Offender Registry Information) at their chosen site prior to being placed. Individual settings may have additional requirements related to vaccinations, minimum GPA and/or ASL fluency.

After BCC

Students in this option have successfully transferred to Bridgewater State University, Northeastern University and Rhode Island College to degree programs in education.

Students seeking licensure as a teacher deaf/hard-of-hearing can seek a BS program in Deaf Education out of state or seek any education degree and attend grad school at Boston University to achieve an EdM in Deaf education. Deaf Studies supports and prepares students for the Bi-lingual/Bi-cultural philosophy.

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3

Concentration Courses - Early Childhood Education

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3

Program Electives– Choose from

ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 222	Special Needs in Early Childhood	3
ECE 223	Infant-Toddler Development	3
ECE 260	Play, Thinking, and Development in the Young Child	3
ECE 251	Teaching Practicum I and Seminar I	4

ECE 113: to meet DEEC requirements, students should take ECE 113 and ECE 222, 234, and 251 in the ECE certificate program

ECE 260 is best choice for transfer

Program Elective – Choose two

GVT 111	U.S. Government	3
MTH 128	Mathematics for Elementary School Teachers II And	3
SCI 113	Physical Science Or	4
SSC 101	Introduction to Geography	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 151	Deaf History	3
ENG 102	Composition II: Writing about Literature	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
BIO 111	General Biology I	4
DST 210	The Deaf Community in Society	3

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
EDU 220	Foundations of Education with Teaching Pre-Practicum	3
PSY 252	Child Development	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3
HST 113	United States History to 1877	3

HUMAN SERVICES CAREER PROGRAM

Degree offered

Associate in Arts in Deaf Studies (Human Services Concentration)

Credits required 62/63

Dean Joanne Preston

Program contact Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a Deaf Studies and liberal arts foundation that includes specialized courses needed for transfer into a BS/BA program in the human services area of choice. Students in this option are seeking entry-level or assistant positions in Deaf human service settings or they plan to transfer and specialize in social work, vocational rehabilitation, counseling or other related fields.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Oral Communication

Program Information

We offer several Deaf Studies options to meet your career or academic goals.

Students who also wish to complete the MassTransfer block should take an additional 3-4 credit science elective.

Adhere to semester sequencing to ensure completion of necessary pre-requisites.

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
SOC 101	Principles of Sociology	3

Elective Courses

	Historical Awareness Elective	3
	Lab Science Elective	4
	Quantitative/Symbolic Reasoning Elective	3-4

Choose from MassTransfer electives, unless otherwise specified

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3
PSY 101	General Psychology	3
SER 101	Introduction to Social Welfare	3

Program Electives - (Choose two)

COM 113	Interpersonal Speech	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
SER 251	Principles and Methods of Interviewing	3
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
SER 101	Introduction to Social Welfare	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language	3
ASL 181	Visual/Gestural Communication	2
DST 151	Deaf History	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semesters 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DST 210	The Deaf Community in Society	3
SOC 101	Principles of Sociology	3
	ELECTIVE	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3
	ELECTIVE	3
	Lab Science Elective	4

Deaf Studies Transfer

DEAF STUDIES TRANSFER PROGRAM

Degree offered

Associate in Arts in Deaf Studies Transfer

Credits required 62-64

Dean Joanne Preston

Program contact Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

Deaf Studies explores the language, culture, history and contemporary issues of Deaf people. Fundamental to our program are both competency in American Sign Language and a desire to work with the Deaf community as allies (or members) and not on their behalf. This program prepares students, both Deaf and hearing, who are interested in a professional career working with Deaf, hard-of-hearing or late-deafened persons to transfer to a four-year college or university in the field of their choice.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Recommendations

Students requiring developmental coursework should complete this in their first semester.

Students should take ASL 101 (p. 273) and DST 101 (p. 306) in their first fall.

Students who did not follow, or were not offered, a college prep track in high school, may find a part time credit load is one way to adjust to the rigors of this program of study.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Elective Courses

	Behavioral/Social Science Elective	3
	Communications Elective	3
	Lab Science Elective	4
	Quantitative/Symbolic Reasoning Elective	3-4
	Elective - Science	3-4

Choose from MassTransfer list, unless otherwise specified

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1

ASL 285	Community-based Learning in Deaf Studies	1
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 151	Deaf History	3
	Communications Elective	3
PSY 101	General Psychology	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semesters 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DST 210	The Deaf Community in Society	3
	Elective - Science	3 - 4
	B/SS Elective	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3
	Lab Science Elective	4

Program Information

- Deaf Studies provides a foundation for interpreters, but, is not an interpreter training program(ITP). Students wanting to become professional interpreters will transfer on to an ITP and must pass a theoretical and practical assessment to become "qualified interpreters".

- Students who have taken non-credit "sign language classes" in the past, or, are heritage signers (Deaf/signing family) should meet with the program director to discuss Prior Experiential Learning (PEL) opportunities.

- Although individual courses may be offered on different campuses in both day/evening,program courses are primarily offered on the Fall River campus as day enrollments. Some Deaf Studies courses may be offered completely on-line

- Standards & Expectations

- Students not earning a C or better in any ASL class, or DST 110 Deaf Culture will not be able to complete the program and should speak to the program director about options.

- Students spend an additional hour per week engaged in language lab activities with every ASL class taken. Students are expected to attend various Deaf events and get involved with their program throughout their studies to apply their language skills and develop them further in real world, practical situations.

INTERPRETER TRANSFER PROGRAM

Degree offered
Associate in Arts in Deaf Studies Transfer (Interpreter Transfer Concentration)

Credits required 69

Dean Joanne Preston

Program contact Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This transfer program provides a foundation in Deaf studies as well as specialized course work to prepare for future interpreter studies. Students in this option aspire to become professional American Sign Language/English Interpreters and thus, plan to transfer to a four-year institution that offers interpreter training.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

This is not an interpreter training program. This program prepares students to transfer as juniors into a baccalaureate Interpreter Training/Preparation program. Strong American Sign Language skills (with earned grades B- or better) required for successful transfer.

Students wanting to become professional interpreters must transfer on, graduate, and pass a practical and theoretical national examination to become certified "qualified interpreters."

After BCC

Past graduates have transferred to Northeastern University and University of Southern Maine for Interpreter Training. Most interpreter programs require relocating.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Elective Courses

	Behavioral/Social Science Elective	3
	Lab Science Elective	4
	Quantitative/Symbolic Reasoning Elective	3-4

Choose from MassTransfer electives, unless otherwise specified

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
COM 113	Interpersonal Speech	3
COM 160	Intercultural Communication	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3
ASL 285	Community-based Learning in Deaf Studies	1
DST 221	Introduction to the ASL/English Interpreting Profession	3
	ELECTIVE (select with the assistance of an advisor)	3

PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing And	3
SOC 101	Principles of Sociology Or	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
COM 113	Interpersonal Speech	3
DST 151	Deaf History	3
ENG 102	Composition II: Writing about Literature	3
	ELECTIVE	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semesters 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
COM 160	Intercultural Communication	3
DST 210	The Deaf Community in Society	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
	B/SS Elective	3
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

ASL 201	Intermediate American Sign Language I	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 221	Introduction to the ASL/English Interpreting Profession	3
DST 251	Deaf Literature and ASL Folklore	3

Dental Hygiene

DENTAL HYGIENE CAREER PROGRAM

Degree offered
Associate in Science in Dental Hygiene

Credits required 76

Dean Patricia Dent

Program contact Kristine Bishop Chapman,

Department Chair and Associate Professor of Dental Hygiene, ext. 2143

Program Goals Statement

The Dental Hygiene program prepares graduates to competently begin professional dental hygiene practice. Upon graduation, practice settings include private dental offices, school and public health departments, and research facilities. Students receive a thorough foundation in general sciences and in dental hygiene science. Students have the opportunity to develop the necessary knowledge, clinical skills, and judgment in the on-campus dental hygiene clinic.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Submit completed application by February 1 for priority consideration.

Program Information

Some courses in this program are only offered during the day. Students planning to transfer into this program should seek advice from the program director on which courses to take.

Program Accreditation

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, which is a specialized accrediting body recognized by the Council on Post Secondary Accreditation and by the U.S. Department of Education. Graduates take the National Board Dental Hygiene Examination and the North East Regional Board Examination. Once enrolled in the Dental Hygiene program, students are required to complete all courses in the four semesters of instruction in recommended sequence and without interruption in order to integrate theoretical and clinical education.

After BCC

Graduates have worked as registered dental hygienists in general and specialty facilities and as dental hygiene educators, consultants, dental sales representatives, and public and community health coordinators.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS

General Courses

BIO 220	Introduction to Nutrition	3

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
BIO 239	Elements of Microbiology	4
CHM 116	Health Science Chemistry II	4
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3
PSY 101	General Psychology	3

Elective Courses – Choose one Global Awareness course

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses

	Historical Awareness Elective	3

Program Courses

DHG 111	Dental Anatomy and Oral Histology	3
DHG 113	Orientation to Clinical Dental Hygiene	3
DHG 115	Medical-Dental Emergencies	1
DHG 119	Head and Neck Anatomy	2
DHG 120	Dental Hygiene Theory II	2
DHG 122	Clinical Dental Hygiene I	2
DHG 124	Oral Radiography	2
DHG 126	Periodontology for Dental Hygienists	3
DHG 128	Pharmacology for Dental Hygienists	1
DHG 230	Pain Management in Dental Hygiene	1
DHG 231	Dental Hygiene Theory III	1
DHG 233	Clinical Dental Hygiene III	4
DHG 235	General and Oral Pathology	2
DHG 237	Dental Materials	2
DHG 240	Dental Hygiene Theory IV	1
DHG 242	Clinical Dental Hygiene IV	4
DHG 244	Oral Health in the Community	2

Recommended Course Sequence - PreAdmission

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
ENG 101	Composition I: College Writing College Chemistry High School Algebra 2	3

Recommended Course Sequence - Fall Semester 1

DHG 111	Dental Anatomy and Oral Histology	3
DHG 113	Orientation to Clinical Dental Hygiene	3

DHG 115	Medical-Dental Emergencies	1
DHG 119	Head and Neck Anatomy	2
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

CHM 116	Health Science Chemistry II	4
DHG 120	Dental Hygiene Theory II	2
DHG 122	Clinical Dental Hygiene I	2
DHG 124	Oral Radiography	2
DHG 126	Periodontology for Dental Hygienists	3
DHG 128	Pharmacology for Dental Hygienists	1

Recommended Course Sequence - Fall Semester 3

BIO 239	Elements of Microbiology	4
DHG 230	Pain Management in Dental Hygiene	1
DHG 231	Dental Hygiene Theory III	1
DHG 235	General and Oral Pathology	2
DHG 237	Dental Materials	2
DHG 233	Clinical Dental Hygiene III	4
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Spring Semester 4

	Global Awareness Elective	3
BIO 220	Introduction to Nutrition	3
COM 101	Fundamentals of Public Speaking	3
DHG 240	Dental Hygiene Theory IV	1
DHG 242	Clinical Dental Hygiene IV	4
DHG 244	Oral Health in the Community	2
	Historical Awareness Elective	3

After BCC

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer.

For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

Special Requirements for the Program

Admission to the Dental Hygiene Program

The Dental Hygiene program is a competitive program with selective admission requirements. A limited number of students are admitted to the Dental Hygiene Program.

Students applying to BCC with a G.E.D. or successful performance on an ATB test rather than with a high school diploma will need to take the required courses at BCC before being considered for admission to the program.

Meeting these minimum criteria places the applicant in the selection pool but does not guarantee admission to the Dental Hygiene program. Final selection will be based on the applicant pool and space available. Many students find that taking general and elective courses before entering the program allows for full focus on the challenging Dental Hygiene curriculum.

Minimum Requirements for Admission to the Program are as Follows

- High school algebra 2 (or a higher level mathematics in high school or college) with a grade of B- or greater

- BIO 233 and BIO 234 (equivalent to college anatomy and physiology 1 and 2) with a grade of B- or greater in both

- General college chemistry (or a higher level college chemistry) with a grade of B- or greater

- ENG 101 (equivalent to English Composition I or a higher level college English) with a grade of B- or greater

- Earn a composite score of 60 or greater on the TEAS exam

- Overall GPA must be 3.0+ to be considered for admission to Dental Hygiene

- Attend one mandatory health science admissions information session (call Admissions Office at 508-678-2811, ext. 2947 to sign up; seating is limited)

Additional Requirements

Accepted applicants must have a *physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titres results (blood test to prove immune status).* **A TB test is required each year. Health insurance is required. Additional laboratory tests, including drug screening, are required by clinical agencies.**

Upon admission to the Dental Hygiene program, students will be required to submit to a C.O.R.I. (Criminal Offender Record Information) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent students from working as a student in contracted health facilities, which will prevent students from completing the program objectives.

All students must be CPR certified by the American Heart Association (Basic Life Support for Health Care Providers). Students must present evidence of certification before beginning DHG 122 and must maintain certification until the completion of DHG 242.

Additional Costs

Students must carry professional liability insurance and provide their own transportation to off-campus clinical assignments. They are responsible for purchasing instruments and uniforms, and paying CPR and Board application fees.

Grade Requirements

A grade of "C" or better must be attained in each clinical course, and a "C-" or better in all other DHG courses.

Essential Functions

Essential functions required of students accepted into the program include the ability to speak and write with clarity; to provide safe standard of care; to possess motor skills and coordination to meet the needs of the patient; to utilize intellectual, emotional, and cognitive factors; and to possess the visual acuity necessary to coordinate patient care and manage procedures in a dental care facility.

Early Childhood Education (A/NB)

EARLY CHILDHOOD EDUCATION CAREER PROGRAM

Degree offered

Associate in Science in Early Childhood Education

Credits required 63

Dean Joanne Preston

Program contact Ravitha Amarasingham, Department Chair and Professor of Early Childhood Education, ext. 2593

Program Goals Statement

Early Childhood Education Career program prepares students to become eligible for Massachusetts Department of Early Education and Childcare lead teacher certification. Students select one of three concentration areas that include Infant-Toddler, Preschool, or School Age Child Care.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

Program Information

Students intending to enroll in a teaching practicum and seminar must meet with the Department Chair the semester before enrollment to ensure that the students meet all prerequisites and requirements.

After BCC

Students would qualify for director certification in Early Childhood Education from Massachusetts Department of Early Education and Childcare with 18 months of added experience.

Special Requirements for the Program

Health Requirements

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood to prove immunity). TB test required each year. Health Insurance is required.

- Criminal Record Check

- Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

Academic Expectations

All Early Childhood students must achieve grades of "C-" or better in all subject courses with an ECE designation.

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

	Humanities Elective	3
	Lab Science Elective	4
	Mathematics Elective	3

(Choose a course that meets the Humanities competency)

Core Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 221	Guiding Young Children	3

ECE 222	Special Needs in Early Childhood	3
ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4

Concentration Options - Infant-Toddler Track

ECE 223	Infant-Toddler Development	3
ECE 236	Infant-Toddler Curriculum Planning	3
ECE 253	Teaching Practicum II and Seminar II - Infant-Toddler Setting	4

Choose one track

Concentration Options – Preschool Track

ECE 232	Language Arts Across Preschool	3
ECE 252	Teaching Practicum II and Seminar II - Preschool Setting	4
	ELECTIVE	3

Elective: Choose 3 credits from ECE 244, ECE 291, or ECE 292

Choose one track

Concentration Options – School-Age Child Track

ECE 125	Social Emotional Development of School-Age Child	3
ECE 238	School Age Child Care Curriculum Planning	3
ECE 255	Teaching Practicum II and Seminar II: School-Age Child Care Setting	4

Choose one track

Recommended Course Sequence - Fall Semester 1

ECE 111	Introduction to Early Childhood Education	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
	Lab Science Elective	4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 222	Special Needs in Early Childhood	3
	Humanities Elective	3
ENG 102	Composition II: Writing about Literature	3
PSY 252	Child Development	3

Recommended Course Sequence - Fall Semester 3

ECE 221	Guiding Young Children	3
ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4
	Mathematics Elective	3

| HST 113 | United States History to 1877 | 3 |

Recommended Course Sequence - Spring Semester 4

ECE 125	Social Emotional Development of School-Age Child	3
ECE 223	Infant-Toddler Development	3
ECE 236	Infant-Toddler Curriculum Planning	3
ECE 253	Teaching Practicum II and Seminar II - Infant-Toddler Setting	4
ECE 232	Language Arts Across Preschool	3
ECE 252	Teaching Practicum II and Seminar II - Preschool Setting	4
	ECE Elective	3
ECE 238	School Age Child Care Curriculum Planning	3
ECE 255	Teaching Practicum II and Seminar II: School-Age Child Care Setting	4
SOC 101	Principles of Sociology	3
HST 114	United States History from 1877	3

Fieldwork

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge.

Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

DIRECT TRANSFER PROGRAM

Degree offered

Associate in Science in Early Childhood Education

Credits required 60

Dean Joanne Preston

Program contact Ravitha Amarasingham, Department Chair and Professor of Early Childhood Education, ext. 2593

Program Goals Statement

The Early Childhood Education Transfer program enrolls individuals aspiring to become educators of preschool, kindergarten, grade 1 and grade 2 children. Successful candidates transfer as juniors into Massachusetts Educator Licensure program at a 4-year state or private institution with which the College has an articulation agreement.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

Program Information

Students intending to enroll in ECE 261 (p. 310) must meet with the Program Chair the semester before enrollment to ensure that the student meets all prerequisites and requirements.

Students taking ECE 260 (p. 310) must have 26 general education credits with an overall GPA of 2.75 or better and a grade of "C" or better in ECE 111 (p. 308) and ECE 112 (p. 308). All Early Childhood students must achieve grades of "C" or better in all subject courses with a ECE designation.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

Special Requirements for the Program

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood tests to prove immunity). TB test required each year. Health insurance is required.

Criminal Record Check

Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3
PSY 252	Child Development	3
SCI 113	Physical Science	4

SSC 101	Introduction to Geography	3

Elective Courses

	Humanities Elective	3
	Humanities Elective	3
	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3

First Elective: (Recommend ECN 111, ECN 112, GVT 111, MTH 122)

Second Elective; (Recommend ART; MUS; ENG 251-256; PHL 101, PHL 152; COM 101)

Choose electives with a faculty advisor to prepare to enter an academic major at the selected transfer institution

Program Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 260	Play, Thinking, and Development in the Young Child	3
ECE 261	Teaching Pre-Practicum	4

Recommended Course Sequence - Fall Semester 1

	Humanities Elective	3
ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

	Humanities Elective	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 102	Composition II: Writing about Literature	3
PSY 252	Child Development	3
SCI 113	Physical Science	4

Recommended Course Sequence - Fall Semester 3

	ELECTIVE	3
	ELECTIVE	3
BIO 111	General Biology I	4
ECE 260	Play, Thinking, and Development in the Young Child	3
MTH 127	Mathematics for Elementary School Teachers I	3

Recommended Course Sequence - Spring Semester 4

	ELECTIVE	3
ECE 261	Teaching Pre-Practicum	4
HST 113	United States History to 1877	3
SSC 101	Introduction to Geography	3

The Early Childhood Education Transfer program enrolls individuals aspiring to become educators of preschool, kindergarten, grade 1 and grade 2 children. Successful candidates transfer as juniors into Massachusetts Educator Licensure program at a 4-year state or private institution with which the College has an articulation agreement.

See Learning Outcomes

Ethical Dimensions, Oral Communication, Technical Literacy

Students intending to enroll in ECE 261 must meet with the Program Chair the semester before enrollment to ensure that the student meets all prerequisites and requirements.

Students taking ECE 260 must have 26 general education credits with an overall GPA of 2.75 or better and a grade of "C" or better in ECE 111 and ECE 112. All Early Childhood students must achieve grades of "C" or better in all subject courses with a ECE designation.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood tests to prove immunity). TB test required each year. Health insurance is required.

Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge.

Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

Students who opt for this track need to pass the Communications and Literacy Skills Test (CLST) of the Massachusetts Teacher Education Licensure (MTEL) conducted by the Department of Education prior to acceptance into a teacher education licensure program. In addition, state colleges may set other requirements such as minimum acceptable grade(s) and/or courses accepted for

transfer. It is the student's responsibility to identify these requirements.

Elementary Education (A/NB)

ELEMENTARY EDUCATION TRANSFER PROGRAM

Degree offered
Associate in Arts in Elementary Education

Credits required 62

Dean Joanne Preston

Program contact Catherine Adamowicz, Coordinator of Elementary Education and Professor of English, ext. 2124

Program Goals Statement

This program helps students develop specific skill sets, readying them for the state Communication and Literacy Skills Test (CLST) required for transfer to an education program at a four-year institution, leading to teacher certification for grades 1-6. The Teaching Pre-Practicum course gives students relevant theoretical background and practical observation.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Infused General Education Competencies

Technical Literacy

Program Information

EDU 220 (p. 311) requires 27 credits on the transcript and an overall GPA of 2.5 or better.

Pre-practicum placements for EDU 220 (p. 311) require CORI (Criminal Offender Record Information) checks by all school systems.

Foreign Language

Successful completion of a foreign language at the 02 level at BCC or three years of foreign language at the high school level with a "C" average or better required. Students who have satisfied the language requirement in high school must complete six credits of free electives in addition to the electives listed. Discuss foreign language requirements for transfer with program director.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
COM 101	Fundamentals of Public Speaking	3
EDU 220	Foundations of Education with Teaching Pre-Practicum	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
MTH 128	Mathematics for Elementary School Teachers II	3
PSY 101	General Psychology	3
PSY 252	Child Development	3
SCI 113	Physical Science	4
SSC 101	Introduction to Geography	3

Elective Courses – Choose one Multicultural Perspective course

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3

Program Electives

	Foreign Language Elective	6
	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3

Completion of a foreign language at the 02 level at BCC or 3 years of foreign language at the high school level w/ a "C" average or better. Students who have satisfied the language requirement in high school must complete an additional 6 credits of program electives.

Choose electives with faculty advisor to tailor your program for transfer

Recommended Course Sequence - Fall Semester 1

COM 101	Fundamentals of Public Speaking	3
	Foreign Language Elective	6
ENG 101	Composition I: College Writing	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

EDU 220	Foundations of Education with Teaching Pre-Practicum	3
ENG 102	Composition II: Writing about Literature	3
MTH 128	Mathematics for Elementary School Teachers II	3
PSY 252	Child Development	3
	Foreign Language Elective And	6
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3

Recommended Course Sequence - Fall Semester 3

	ELECTIVE	3
	Multicultural Perspective Elective	3
GVT 111	U.S. Government And	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877 And	3
BIO 111	General Biology I Or	4
SCI 113	Physical Science	4

Recommended Course Sequence - Spring Semester 4

	ELECTIVE	3
	ELECTIVE	3
SSC 101	Introduction to Geography And	3
BIO 111	General Biology I Or	4
SCI 113	Physical Science	4

Engineering Technology

ARCHITECTURAL AND STRUCTURAL TECHNOLOGY CAREER PROGRAM

Degree offered
Associate in Science in Engineering Technology (Architectural and Structural Technology)

Credits required 65/69

Dean Peter Schuyler

Program contact Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

This option prepares students to work as technicians for engineering consulting firms, structural engineers, architects, bridge inspectors, contractors and structural manufacturing companies.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Program Information

Students learn in modern laboratories on the latest computers and software and are taught by faculty with many years of professional experience. Students receive many hours of hands-on experience as well as exposure to background theory.

Students who haven't taken basic math courses in high school may complete math prerequisites at BCC.

After BCC

Graduates work as home building contractors, design construction technicians, structural computer-aided designers, and industrial and commercial building fabricators.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

ARC 201	Introduction to American Architecture	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Electives Courses – Choose one Global Awareness elective

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 122	Architectural Drawing	3
EGR 124	Soils and Foundations	3
EGR 125	Construction Estimating	3
EGR 221	Surveying	4
EGR 222	Surveying II	4
EGR 251	Statics	3
EGR 254	Mechanics of Materials and Structures	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Core Electives

	Technical Elective	3-4
	Technical Elective	3-4

First Technical elective: (Choose from EGR only)

Second elective: (Choose from CAD, CED, EGR, CHM 113, GIS, and MTH 214)

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematic preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

Computer-Aided Design

CAD 125	3D Architecture, Building, and Landscape Design	3
	Or	
CAD 128	Civil Drafting and Design	3

Suggested Technical Electives

Cooperative Education

CED 210	Cooperative Work Experience I	3
CED 220	Cooperative Work Experience II	3

Suggested Technical Electives

Green Building

EGR 123	Green Building Practices	4
	with	
EGR 102	Introduction to Sustainable and Green Energy Technologies	3

Suggested Technical Electives

Transfer

CHM 113	Fundamentals of Chemistry I	4
	Or	
MTH 214	Calculus I	4
	with	
MTH 171	Precalculus - Functions	3
	And	
MTH 173	Trigonometry	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
	And	
MTH 141	Technical Mathematics I	4
	Or	
MTH 173	Trigonometry	3

Recommended Course Sequence - Spring Semester 2

EGR 124	Soils and Foundations	3
ENG 102	Composition II: Writing about Literature	3
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3
	And	
	Global Awareness Elective	3
	Or	
	Technical Elective	3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

CAD 101	Computer Aided Drafting	3
EGR 221	Surveying	4
EGR 251	Statics	3
HST 114	United States History from 1877	3
	And	
	Global Awareness Elective	3
	Or	
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

ARC 201	Introduction to American Architecture	3
CAD 122	Architectural Drawing	3
EGR 222	Surveying II	4
EGR 224	Elements of Structural Design	3
	And	
	Global Awareness Elective	3
	Or	
	Technical Elective	3

AUTOMATION TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Automation Technology Concentration)

Credits required 64/69

Dean Peter Schuyler

Program contact Mary Cass, Coordinator and

Associate Professor of Automation Technology

Program Goals Statement

This option prepares students to enter highly-automated manufacturing industries as automation specialists and manufacturing technicians. Students learn to solve complex manufacturing problems using computer-aided design, evaluation and simulation techniques, and engineering principles. The curriculum covers such aspects of manufacturing engineering as materials processing (traditional and CNC), industrial automation, material science, hydraulics, computer-aided design and manufacturing (CAD/CAM), and computer-integrated manufacturing (CIM).

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

This program is especially valuable to the person who wants technical diversity. Summer courses will reduce fall and spring semester course loads.

Suggested Technical Electives

Transfer EGR 137 (p. 313), EGR 251 (p. 316), CHM 113 (p. 282) or MTH 214 (p. 347) (with MTH 171 (p. 347) and MTH 173 (p. 347))

CAD/CAM EGR 113 (p. 312), CAD 172 (p. 281), CAD 211 (p. 281)

Cooperative Education CED 210 (p. 282), CED 220 (p. 282)

Sustainability/Green Energy EGR 183 (p. 314), EGR 282 (p. 317), EGR 284 (p. 317) (w/EGR 102 (p. 311))

After BCC

Graduates work as automation specialists, manufacturing technicians, design technicians, CAD designers, engineering aides, field service technicians, technical representatives, and maintenance technicians. It will open employment doors to many jobs that require multidisciplinary competencies.

If you plan to transfer to a four-year institution, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Course – Choose one Global Awareness Elective

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Course - Choose one Humanities Elective

ARC 201	Introduction to American Architecture	3
COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

or foreign language recommended

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 111	Advanced Computer Aided Design	3
EGR 111	Fundamentals of Manual Machining	3
EGR 112	Automated Machining	3
EGR 151	Electrical Machinery	3
EGR 171	Fluid Systems	4
EGR 172	Material Science	4
EGR 211	Programmable Control Systems	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Program Electives

Technical Elective		3-4
Technical Elective		3-4
Technical Elective		3-4

First Elective: Choose from EGR only

Second and third electives: Choose two from EGR, CAD, GIS, CED, CHM 113, MTH 214 or PHY

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Recommended Course Sequence - Fall Semester 1

CAD 101	Computer Aided Drafting	3
EGR 111	Fundamentals of Manual Machining	3
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I And	4
MTH 141	Technical Mathematics I Or	4
MTH 173	Trigonometry	3

Recommended Course Sequence - Spring Semester 2

CAD 111	Advanced Computer Aided Design	3
EGR 112	Automated Machining And	3
MTH 142	Technical Mathematics II Or	4
MTH 171	Precalculus - Functions And	3
EGR 102	Introduction to Sustainable and Green Energy Technologies Or	3
EGR 103	Computer Skills for Engineers and Technicians And	3
EGR 171	Fluid Systems Or	4
	Technical Elective	3

Recommended Course Sequence - Fall Semester 3

EGR 151	Electrical Machinery	3
EGR 172	Material Science	4
ENG 102	Composition II: Writing about Literature And	3
	Global Awareness Elective Or	3
	Humanities Elective Or	3
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

EGR 211	Programmable Control Systems	4
HST 114	United States History from 1877 And	3
	Global Awareness Elective Or	3
	Humanities Elective Or	3
	Technical Elective And	3
	Technical Elective Or	3
	Technical Elective	3

BIOMANUFACTURING TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Biomanufacturing Technology)

Credits required 69

Dean Peter Schuyler

Program contact Mary Cass, Coordinator and

Associate Professor of Automation Technology, ext. 2248

Program Goals Statement

This option prepares students for technical positions in biotechnology and pharmaceutical manufacturing industries. Students learn to use manufacturing equipment and to understand biological and chemical processes in a hands-on, practical environment.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

The program focuses on developing an understanding of engineering principles applied to solving technical problems.

Students develop expertise in computers, automated equipment, and working in a laboratory environment.

This program is challenging. Limit outside responsibilities (e.g., work).

After BCC

Graduates can enter the workforce as biomanufacturing, bioprocess or pharmaceutical manufacturing technicians.

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Choose one of the following

PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Elective Courses – Choose one Global Awareness elective

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Core Courses

CED 210	Cooperative Work Experience I	3
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 131	Introduction to Electrical Circuits	4
EGR 132	Electrical Circuits	4
EGR 171	Fluid Systems	4
EGR 172	Material Science	4
EGR 211	Programmable Control Systems	4
EGR 255	Thermodynamics	3

Math and Science Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
BIO 239	Elements of Microbiology	4
CHM 113	Fundamentals of Chemistry I	4
MTH 119	Fundamental Statistics	3
MTH 141	Technical Mathematics I	4
PHY 101	Technical Physics I	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
EGR 103	Computer Skills for Engineers and Technicians	3
ENG 101	Composition I: College Writing	3
MTH 141	Technical Mathematics I	4
PHY 101	Technical Physics I	4

Recommended Course Sequence - Spring Semester 2

BIO 239	Elements of Microbiology	4
EGR 172	Material Science	4
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3
	And	
PHL 101	Introduction to Philosophy	3
	Or	
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

BIO 126	Introduction to Biotechnology	3
CHM 113	Fundamentals of Chemistry I	4
EGR 131	Introduction to Electrical Circuits	4
EGR 171	Fluid Systems	4
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 4

CED 210	Cooperative Work Experience I	3
EGR 132	Electrical Circuits	4
EGR 211	Programmable Control Systems	4
EGR 255	Thermodynamics	3
	Global Awareness Elective	3

CIVIL TECHNOLOGY CAREER PROGRAM

Degree offered
Associate in Science in Engineering Technology (Civil Concentration)

Credits required 61/66

Dean Peter Schuyler

Program contact Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

This option prepares students to work as technicians in the private and public sector for civil engineering consulting firms, construction companies, land developers, public works agencies, highway departments, and surveyors.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students receive many hours of hands-on experience as well as exposure to background theory in modern laboratories and computer labs taught by faculty with many years of professional experience.

Students may complete math prerequisites at BCC.

After BCC

Alumni work for land development companies, surveyors, and city, town, and state governments.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Choose one Humanities elective

ARC 201	Introduction to American Architecture	3
COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

or foreign language recommended

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 128	Civil Drafting and Design	3
EGR 124	Soils and Foundations	3
EGR 125	Construction Estimating	3
EGR 221	Surveying	4
EGR 222	Surveying II	4
EGR 251	Statics	3
EGR 254	Mechanics of Materials and Structures	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3
	Technical Elective	3-4

Technical elective: Choose EGR only

Core Electives – Choose two Technical electives from

MTH 214	Calculus I	4
	ELECTIVE	3
	ELECTIVE	3

CAD, CED, CHM 113, EGR, GIS, , PHY

Math and Science Electives

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer, MTH 171

and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

CHM 113	Fundamentals of Chemistry I	4
CAD 125	3D Architecture, Building, and Landscape Design	3
CAD 122	Architectural Drawing	3
CED 210	Cooperative Work Experience I	3
CED 220	Cooperative Work Experience II And	3
MTH 214	Calculus I Or	4
PHY 102	Technical Physics II And	4
MTH 171	Precalculus - Functions And	3
MTH 173	Trigonometry	3
EGR 172	Material Science	4
EGR 123	Green Building Practices	4

Recommended Course Sequence - Fall Semester 1

EGR 125	Construction Estimating	3

ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
	And	
MTH 141	Technical Mathematics I	4
	Or	
MTH 173	Trigonometry	3
	And	
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3

Recommended Course Sequence - Spring Semester 2

EGR 124	Soils and Foundations	3
CAD 101	Computer Aided Drafting	3
	And	
MTH 142	Technical Mathematics II	4
	Or	
MTH 171	Precalculus - Functions	3
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

EGR 221	Surveying	4
EGR 251	Statics	3
HST 114	United States History from 1877	3
CAD 128	Civil Drafting and Design	3
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

EGR 222	Surveying II	4
EGR 224	Elements of Structural Design	3
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

ELECTRICAL TECHNOLOGY WITH SOLAR ENERGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Electrical Technology with Solar Energy Concentration)

Credits required 64/69

Dean Peter Schuyler

Program contact Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

This program prepares students to work as technicians in many positions for which training in electricity and electronics technology are required. Some of the most common areas with job opportunities are solar energy, industrial manufacturing, research and development laboratory, field service, technical writer, and technical sales.

Student Learning Outcomes

Program Information

All technical courses use computer applications, and laboratories are equipped with modern test equipment.

Every technical course has a related laboratory, which provides hands-on experience.

Students should be in a Math course every semester until they have completed their sequence.

Summer courses will reduce fall and spring semester course loads.

Not all courses are offered every year. Read course descriptions to plan course schedule.

After BCC

Graduates can work as an equipment installation technician, central office technician, computer technician, engineering assistant, manufacturing lab technician, solar technician, field service and installation technician, or customer support specialist.

If you plan to transfer to a four-year institution, speak with your advisor and visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses - Choose one Humanities elective

ARC 201	Introduction to American Architecture	3
COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

or foreign language recommended

Core Courses

EGR 131	Introduction to Electrical Circuits	4
EGR 132	Electrical Circuits	4
EGR 133	Computer Configuration and Repair	4
EGR 137	Digital Electronics	4
EGR 211	Programmable Control Systems	4
EGR 284	Solar Power	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Core Electives

	Technical Elective	3-4

Technical elective: Choose from EGR only

Core Electives – Choose two from

CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3
CHM 113	Fundamentals of Chemistry I	4
	Or	
MTH 214	Calculus I	4
	Or	

EGR, CAD, GIS, CED

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

Suggested Technical Electives

CHM 113	Fundamentals of Chemistry I	4
CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3
CED 210	Cooperative Work Experience I	3
CED 220	Cooperative Work Experience II	3
EGR 171	Fluid Systems	4
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 282	Wind Power	4
EGR 251	Statics	3
	And	
MTH 214	Calculus I	4
	with	
MTH 171	Precalculus - Functions	3
	And	
MTH 173	Trigonometry	3

Transfer CHM 113, EGR 251, MTH 214 (with MTH 171 and 173)

A+ Certification CIS 121, CIS 160

Cooperative Education CED 210, CED 220

Sustainability/Green Energy EGR 171, EGR 183, EGR 282

Recommended Course Sequence - Fall Semester 1

EGR 131	Introduction to Electrical Circuits	4
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
	And	
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3
	And	
MTH 141	Technical Mathematics I	4
	Or	
MTH 173	Trigonometry	3

Recommended Course Sequence - Spring Semester 2

EGR 132	Electrical Circuits	4
EGR 137	Digital Electronics	4
PHY 102	Technical Physics II	4
	And	
MTH 142	Technical Mathematics II	4
	Or	
MTH 171	Precalculus - Functions	3

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3
	Technical Elective	3
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

EGR 133	Computer Configuration and Repair	4
EGR 211	Programmable Control Systems	4
EGR 284	Solar Power	4
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3
	Technical Elective	3

ELECTRO-MECHANICAL WITH GREEN ENERGY TECHNOLOGY CAREER PROGRAM

Degree offered
Associate in Science in Engineering Technology (Electro-Mechanical with Green Energy Concentration)

Credits required 61/68

Dean Peter Schuyler

Program contact Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

This program prepares students to work in high-tech industries as technical employees who can work on equipment that uses both electrical and mechanical engineering principles. Students, by selecting the recommended electives, can prepare themselves for employment in the expanding Green Technology industries of Solar Energy and Wind Power. Graduates, by selecting the recommended electives, may prepare themselves for transfer to a Bachelor of Science in Engineering Technology program.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

This program is especially valuable to the person who wants technical diversity.

It can open employment doors to many jobs that require multidisciplinary competencies.

Students should be in a Math course every semester until they have completed their sequence.

Summer courses will reduce fall and spring semester course loads.

After BCC

Graduates work as engineering aides, field service technicians, technical representatives, maintenance technicians and automation technicians.

If you plan to transfer to a four-year institution, speak with your advisor and visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses - Choose one Humanities elective

ARC 201	Introduction to American Architecture	3
COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

or foreign language recommended

Core Courses

CAD 101	Computer Aided Drafting	3
EGR 137	Digital Electronics	4
EGR 211	Programmable Control Systems	4
EGR 251	Statics	3

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Choose one of the following

EGR 131	Introduction to Electrical Circuits	4
EGR 151	Electrical Machinery	3

Core Elective - choose four from the following

CED 210	Cooperative Work Experience I	3
CED 220	Cooperative Work Experience II	3
MTH 214	Calculus I	4
	Or	

EGR, CAD, GIS

Choose one Lab Science elective

CHM 111	General College Chemistry I	4
CHM 113	Fundamentals of Chemistry I	4
	And	
EGR 141	Introduction to Environment	3
	Or	
PHY 101	Technical Physics I	4

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer,

MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

CED 210	Cooperative Work Experience I	3
CED 220	Cooperative Work Experience II	3
CAD 172	Computer Aided Mechanical Design	3
EGR 132	Electrical Circuits	4
EGR 172	Material Science	4
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 124	Soils and Foundations	3
EGR 131	Introduction to Electrical Circuits	4
EGR 151	Electrical Machinery	3
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 254	Mechanics of Materials and Structures	4
EGR 255	Thermodynamics	3
EGR 282	Wind Power	4
EGR 284	Solar Power	4

Transfer EGR 132, EGR 172, EGR 254, MTH 214 (with CHM 113, MTH 171 & 173)

Cooperative Education CED 210, CED 220

Solar Energy EGR 132, EGR 255, EGR 183, EGR 284 (w/ EGR102, EGR131 & PHY102)

Wind Power CAD172, EGR124, EGR183, EGR282 (w/ EGR102, EGR151 & PHY102)

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
	And	
MTH 141	Technical Mathematics I	4
	Or	
MTH 173	Trigonometry	3
	And	
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3
	And	
EGR 131	Introduction to Electrical Circuits	4
	Or	
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Spring Semester 2

CAD 101	Computer Aided Drafting	3
EGR 137	Digital Electronics	4
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Lab Science Elective	4
	Or	
	Technical Elective	3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

ENG 102	Composition II: Writing about Literature	3
EGR 211	Programmable Control Systems	4
EGR 251	Statics	3
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Lab Science Elective	4
	Or	
	Technical Elective	3
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

HST 114	United States History from 1877	3
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Lab Science Elective	4
	Or	
	Technical Elective	3
	Technical Elective	3
	Technical Elective	3
	Technical Elective	3

ENVIRONMENTAL TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Environmental Concentration)

Credits required 65/70

Dean Peter Schuyler

Program contact Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program provides student with a broad understanding of the environment and current environmental issues. Students utilize their knowledge of water resources, environmental regulations, sampling techniques, and hazardous materials to prepare for state licensure examinations and entry-level environmental technician positions.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

The Environmental Technology concentration is an interdisciplinary program which allows students to utilize their knowledge in science, mathematics, engineering and written and oral communication.

Laboratories provide students with hands on training on skills and instrumentation utilized on the job.

Field trips offer students the opportunity to see various facilities and meet with personnel currently working various environmental technology positions.

Internships provide students with the opportunity to explore careers in their chosen areas and network with area professionals.

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Courses – choose one Global Awareness course

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses - Choose one Humanities course

ARC 201	Introduction to American Architecture	3
COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

or foreign language recommended

Core Courses

CAD 101	Computer Aided Drafting	3
CED 101	Work-Based Experience	1
EGR 141	Introduction to Environment	3
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 244	Water Supply and Hydrology	4
EGR 245	Hazardous Waste/Waste Management	4
GIS 101	Introduction to Geographic Information Systems	3
GIS 102	Applications of Geographic Information Systems	3

CED 101: Student may choose CED 210 (p. 282) as Technical elective

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Core Electives – Choose three of the following

CED 210	Cooperative Work Experience I	3
CED 220	Cooperative Work Experience II	3
MTH 214	Calculus I	4

and SCI

Math and Science Electives

CHM 120	Environmental Chemistry	4
MTH 141	Technical Mathematics I	4

MTH 142	Technical Mathematics II	4

Choose one of the following

CHM 111	General College Chemistry I	4
CHM 113	Fundamentals of Chemistry I	4
CHM 115	Health Science Chemistry I	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

Suggested Technical Electives - Water Treatment

GLG 101	Introduction to Physical Geology	4
EGR 140	OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Preparation	3
EGR 151	Electrical Machinery	3

Suggested Technical Electives - Wastewater Treatment

GLG 101	Introduction to Physical Geology	4
SCI 112	Principles of Ecology	4
GLG 101	Introduction to Physical Geology	4
EGR 151	Electrical Machinery	3
EGR 140	OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Preparation	3
EGR 241	Wastewater Technology I	3
EGR 242	Wastewater Technology II	4

Environmental Tech (General): EGR 140 (p. 313), GLG 101 (p. 329), SCI 112 (p. 367)

Hazardous Waste: EGR 140 (p. 313), GLG 101 (p. 329), EGR 241 (p. 315)

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing And	3
CHM 111	General College Chemistry I Or	4
CHM 113	Fundamentals of Chemistry I Or	4
CHM 115	Health Science Chemistry I And	4
MTH 141	Technical Mathematics I Or	4
MTH 173	Trigonometry And	3
EGR 102	Introduction to Sustainable and Green Energy Technologies Or	3
EGR 103	Computer Skills for Engineers and Technicians And	3
EGR 141	Introduction to Environment	3

	Or	
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Spring Semester 2

CAD 101	Computer Aided Drafting	3
CHM 120	Environmental Chemistry	4
ENG 102	Composition II: Writing about Literature	3
	Technical Elective And	3
MTH 142	Technical Mathematics II Or	4
MTH 171	Precalculus - Functions	3

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

EGR 183	Energy Efficiency and Conservation Measures	3
EGR 245	Hazardous Waste/Waste Management	4
GIS 101	Introduction to Geographic Information Systems	3
HST 114	United States History from 1877 And	3
	Humanities Elective Or	3
	Global Awareness Elective	3

Recommended Course Sequence - Spring Semester 4

CED 101	Work-Based Experience	1
CED 210	Cooperative Work Experience I	3
EGR 244	Water Supply and Hydrology	4
GIS 102	Applications of Geographic Information Systems And	3
	Global Awareness Elective Or	3
	Humanities Elective Or	3
	Technical Elective	3
	Technical Elective	3

After BCC

Graduates work as Water Treatment Plant Operators or Wastewater Treatment Plant Operators working for municipalities or private contract operations companies

Graduates work for private Environmental Consulting Firms and as Environmental Technicians in various industrial areas.

Infused General Education Competencies

Oral Communication

MARINE TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Marine Technology)

Credits required 69

Dean Peter Schuyler

Program contact Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program is designed to prepare students as technicians working in various areas of the marine industry. Participants gain an understanding of mechanical and environmental marine systems and have the opportunity to select specialized courses in the areas of the marine trades, fisheries technology, and remotely operated vehicle (ROV) technology.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Choose electives to specialize if desired.

Some courses in this program are only available in the evening and/or at satellite locations.

EGR 162 (p. 313) and many marine industry careers require good physical health and the ability to swim. Students with issues in this area should discuss them with the program director before enrollment.

After BCC

Graduates work as technicians in a variety of marine trades professions, such as fisheries observers, oceanography and hydrographic survey technicians, or remotely operated vehicle (ROV) technicians.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ECN 112	Principles of Economics - Micro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
SOC 101	Principles of Sociology	3

Core Courses

EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
EGR 151	Electrical Machinery	3
EGR 161	Introduction to the Marine Industry	3
EGR 162	Marine Safety	1
EGR 244	Water Supply and Hydrology	4
EGR 261	Marine Systems	4
EGR 263	Marine Communication-Navigation Systems	4
GIS 101	Introduction to Geographic Information Systems	3

Core Electives – choose two of the following

EGR 211	Programmable Control Systems	4
EGR 171	Fluid Systems	4
EGR 265	Marine Outboard Motors	4
EGR 266	Marine Inboard Motors	4
EGR 267	Marine Fisheries Resources	4
EGR 268	Fisheries Technologies and Monitoring Techniques	4

Math and Science Courses

BIO 232	Marine Biology	4
MTH 119	Fundamental Statistics	3
MTH 141	Technical Mathematics I	4
SCI 119	Coastal Science	4

Recommended Electives

EGR 265	Marine Outboard Motors	4
EGR 266	Marine Inboard Motors	4
EGR 171	Fluid Systems	4
EGR 211	Programmable Control Systems	4
EGR 267	Marine Fisheries Resources	4
EGR 268	Fisheries Technologies and Monitoring Techniques	4

Marine Trades EGR 265 and EGR 266
Marine Fisheries EGR 267 and EGR 268
ROV Technician EGR 171 and EGR 211

Recommended Course Sequence - Fall Semester 1

EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
EGR 161	Introduction to the Marine Industry	3
ENG 101	Composition I: College Writing	3
MTH 141	Technical Mathematics I	4

Recommended Course Sequence - Spring Semester 2

COM 101	Fundamentals of Public Speaking	3
EGR 244	Water Supply and Hydrology	4
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3
SCI 119	Coastal Science	4

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

	Core Elective	3

EGR 151	Electrical Machinery	3
EGR 261	Marine Systems	4
GIS 101	Introduction to Geographic Information Systems	3
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 4

	Core Elective	3
BIO 232	Marine Biology	4
ECN 112	Principles of Economics - Micro	3
SOC 101	Principles of Sociology	3
EGR 162	Marine Safety	1
EGR 263	Marine Communication-Navigation Systems	4

MECHANICAL TECHNOLOGY WITH WIND POWER CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Mechanical Technology with Wind Power)

Credits required 66/70

Dean Peter Schuyler

Program contact Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

This option prepares students as technicians and mechanical designers. Students learn aspects of mechanical engineering such as strength of materials, materials science, fluid systems, computer-aided design and wind power technology.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students gain hands-on experience with mechanical systems (hydraulics, pneumatics, mechanisms and wind power), materials, and computer-aided design.

Students should be in a Math course every semester until they have completed their sequence

Take ENG 101 (p. 318), EGR 172 (p. 314), MTH, and PHY 101 (p. 360) first.

Summer courses will reduce fall and spring semester course loads.

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Choose one Global Awareness course

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
SOC 101	Principles of Sociology	3
	And	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Humanities course

ARC 201	Introduction to American Architecture	3
COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

or foreign language recommended

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 172	Computer Aided Mechanical Design	3
EGR 151	Electrical Machinery	3
EGR 171	Fluid Systems	4
EGR 172	Material Science	4
EGR 251	Statics	3
EGR 254	Mechanics of Materials and Structures	4
EGR 282	Wind Power	4

Choose one of the following

| EGR 102 | Introduction to Sustainable and Green Energy Technologies | 3 |
| EGR 103 | Computer Skills for Engineers and Technicians | 3 |

Core Electives - choose one technical elective from the following

| CHM 113 | Fundamentals of Chemistry I | 4 |
| MTH 214 | Calculus I | 4 |

Courses including CAD, CED, EGR, and GIS may also be selected

Core Electives – choose one technical elective from the following

Choose from EGR only

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives - Transfer

EGR 211	Programmable Control Systems	4
	And	
CHM 113	Fundamentals of Chemistry I	4
	Or	
MTH 214	Calculus I	4
	with	
MTH 171	Precalculus - Functions	3
	And	
MTH 173	Trigonometry	3

Suggested Technical Electives - Automation

EGR 111	Fundamentals of Manual Machining	3
	And	
EGR 112	Automated Machining	3
	Or	
EGR 211	Programmable Control Systems	4

Suggested Technical Electives - Cooperative Education

CED 210	Cooperative Work Experience I	3
	Or	
CED 220	Cooperative Work Experience II	3

Suggested Technical Electives - Sustainability/Green Energy

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 284	Solar Power	4

Recommended Course Sequence - Fall Semester 1

EGR 172	Material Science	4
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
	And	
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3
	And	
MTH 141	Technical Mathematics I	4
	Or	
MTH 173	Trigonometry	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
PHY 102	Technical Physics II	4
	Global Awareness Elective	3
	Humanities Elective	3
	Technical Elective	3
	And	

EGR 171	Fluid Systems	4
	Or	
	Technical Elective	3
	And	
MTH 142	Technical Mathematics II	4
	Or	
MTH 171	Precalculus - Functions	3

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

CAD 101	Computer Aided Drafting	3
EGR 151	Electrical Machinery	3
EGR 251	Statics	3
HST 114	United States History from 1877	3
	And	
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

	Global Awareness Elective	3
EGR 254	Mechanics of Materials and Structures	4
EGR 282	Wind Power	4
CAD 172	Computer Aided Mechanical Design	3
	And	
EGR 171	Fluid Systems	4
	Or	
	Technical Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

After BCC

Graduates work as mechanical/CAD designers, and wind power, manufacturing, industrial and design technicians.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Engineering Transfer

ENGINEERING SCIENCE TRANSFER PROGRAM

Degree offered
Associate in Science in Engineering Transfer (Engineering Science Transfer Concentration)

Credits required 64/70

Dean Peter Schuyler

Program contact Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

This option prepares students to transfer to engineering programs at four-year colleges and universities. Students choose core electives from an approved list based on an engineering discipline of their choice. Students who are not prepared for calculus can take the prerequisite math courses at BCC.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students may also elect to be in the UMass Dartmouth/BCC Cooperative Education program.

After BCC

Graduates of this program have successfully transferred to many four-year institutions, including Brown University, Northeastern University, University of Massachusetts, University of Rhode Island, and Worcester Polytechnic Institute.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3
HST 114	United States History from 1877	3
SOC 101	Principles of Sociology	3

Choose one of the following

PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

PHL 152: recommended

Core Courses

EGR 204	Engineering Applications of MATLAB	1

Core Electives – Choose six from the following

BIO 121	Fundamentals of Biological Science I	4
CAD 101	Computer Aided Drafting	3
CAD 111	Advanced Computer Aided Design	3
CAD 128	Civil Drafting and Design	3
CHM 114	Fundamentals of Chemistry II	4
CIS 158	Introduction to Procedural Programming	4
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 131	Introduction to Electrical Circuits	4
EGR 221	Surveying	4
EGR 222	Surveying II	4
EGR 171	Fluid Systems	4
EGR 137	Digital Electronics	4
EGR 255	Thermodynamics	3
EGR 172	Material Science	4
EGR 231	Electrical Engineering I	3
EGR 233	Electrical Engineering I Laboratory	1
EGR 232	Electrical Engineering II	3
EGR 234	Electrical Engineering II Laboratory	1
EGR 251	Statics	3
EGR 253	Advanced Statics	1
EGR 272	Strength of Materials	4

Math and Science Courses

CHM 113	Fundamentals of Chemistry I	4
MTH 214	Calculus I	4
MTH 215	Calculus II	4
MTH 253	Calculus III	4
MTH 254	Ordinary Differential Equations	3
PHY 211	General Physics I	4
PHY 212	General Physics II	4

Recommended Course Sequence - Fall Semester 1

	Engineering Elective	3
CHM 113	Fundamentals of Chemistry I	4
ENG 101	Composition I: College Writing	3
MTH 214	Calculus I	4
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Spring Semester 2

	Engineering Elective	3
ENG 102	Composition II: Writing about Literature	3
MTH 215	Calculus II	4
PHY 211	General Physics I And	4
PHL 101	Introduction to Philosophy Or	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

	Engineering Elective	3
	Engineering Elective	3
HST 114	United States History from 1877	3
MTH 253	Calculus III	4
PHY 212	General Physics II	4

Recommended Course Sequence - Spring Semester 4

	Engineering Elective	3
	Engineering Elective	3
EGR 204	Engineering Applications of MATLAB	1
ENG 215	Technical Writing	3
MTH 254	Ordinary Differential Equations	3

Fire Science Technology (A/NB)

FIRE SCIENCE TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Fire Science Technology

Credits required 61/64

Dean Peter Schuyler

Program contact Stephen Rivard, Coordinator of Fire Science Technology, ext. 3789

Program Goals Statement

This program builds a student's knowledge base to meet the needs of the fire service as well as the insurance industry. It is designed to provide a degree to firefighters, insurance company inspectors, and students aspiring to those positions.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Fire Science courses are only offered in the evening.

Recommended Electives

CRJ 101 (p. 299) Introduction to Criminal Justice; CRJ 221 (p. 300) Juvenile Offenders; CRJ 256 (p. 300) Criminal Investigation; FIR 158 (p. 327) Plans Review; FIR 170 (p. 327) Emergency Care I; FIR 171 (p. 327) Emergency Care II; FIR 254 (p. 327) Report Writing; FIR 255 (p. 327)Related Fire Codes and Ordinances.

After BCC

Graduates are serving as local fire chiefs, captains, lieutenants, firefighters, fire inspectors, fire investigators, and insurance inspectors.

Recent graduates have transferred to baccalaureate programs in Fire Science at Salem State College, Anna Maria College, and Providence College.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one 6-credit sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 111	Technical Mathematics for Fire Science	3
MTH 141	Technical Mathematics I	4

MTH 141: recommended for transfer purposes

Choose one of the following

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Elective Courses

	Lab Science Elective	4

Elective Courses – Choose one of the following technical literacy electives

CIS 113	Hospitality Management Information Systems	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3

Program Courses

FIR 111	Introduction to Fire Protection	3
FIR 113	Fundamentals of Fire Prevention	3
FIR 150	Fire Investigation	3
FIR 157	Leadership and Command	3
FIR 159	Building Construction	3

FIR 253	Firefighting Tactics and Strategy	3
FIR 260	Juvenile Fire Awareness	3
FIR 261	Fire Hydraulics	3
FIR 263	Fire Protection Systems and Equipment	3

Program Electives

FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4

FIR 170 and FIR 171: taken in sequence, or six credits of program electives

Program Electives – choose one elective from

CRJ 101	Introduction to Criminal Justice	3
CRJ 221	Juvenile Offenders	3
CRJ 256	Criminal Investigation	3
FIR 254	Report Writing	3
FIR 255	Related Fire Codes and Ordinances	3
FIR 158	Plans Review and Building Codes	3

Program Electives - choose one elective from

CRJ 101	Introduction to Criminal Justice	3
CRJ 221	Juvenile Offenders	3
CRJ 256	Criminal Investigation	3
FIR 254	Report Writing	3
FIR 255	Related Fire Codes and Ordinances	3
FIR 158	Plans Review and Building Codes	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
FIR 111	Introduction to Fire Protection	3
FIR 150	Fire Investigation And	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877 And	3
MTH 111	Technical Mathematics for Fire Science Or	3
MTH 141	Technical Mathematics I	4

Recommended Course Sequence - Spring Semester 2

	Lab Science Elective	4
ENG 102	Composition II: Writing about Literature	3
FIR 113	Fundamentals of Fire Prevention And	3
HST 112	The West and the World II Or	3
HST 114	United States History from 1877 And	3
PHY 101	Technical Physics I Or	4
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Fall Semester 3

FIR 159	Building Construction	3
FIR 260	Juvenile Fire Awareness	3

FIR 261	Fire Hydraulics	3
FIR 263	Fire Protection Systems and Equipment	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 4

	Technical Literacy Elective	3
FIR 157	Leadership and Command	3
FIR 253	Firefighting Tactics and Strategy And	3
FIR 170	Emergency Care I And	4
FIR 171	Emergency Care II Or	4
	Program Elective And	3
	Program elective	3

General Studies Transfer or Career

GENERAL STUDIES CAREER OR TRANSFER PROGRAM (A/NB)

Degree offered

Associate in Arts or Associate in Science in General Studies

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The General Studies program is ideal for students who want to explore various fields of study and/or career options or have goals that cannot be met in any other program of the College.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students interested in Health Sciences should choose the General Studies / Health Sciences option.

After BCC

General Studies graduates have entered a broad range of careers including medical records supervisor, executive secretary, cook, police officer, corrections officer, program coordinator, secretary, and receptionist.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3

ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective from

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Elective Courses - Choose one Quantitative/Symbolic Reasoning elective from

CAD 101	Computer Aided Drafting	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
EGR 103	Computer Skills for Engineers and Technicians	3

Elective Courses - Choose one 3- credit Technical Literacy Elective

	Technical Literacy Elective	3

waived for students who have successfully completed two (2) online courses

Elective Courses

	Elective - Science	3-4

Choose one course from Transfer Electives and Elective Recommendations

Program Electives

Consult with your advisor to select college-level courses to achieve a total of at least 60 credits.

Ordinarily, students should complete the required 24 credits as early as possible.

Recommended Course Sequence - Fall Semester 1

	ELECTIVE	3
HST 111	The West and the World I	3

HST 112	The West and the World II	3
	Technical Elective	3
	Quan/Sym Reasoning Elective	3
ENG 101	Composition I: College Writing And	3
HST 113	United States History to 1877 Or	3
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 2

	Free Elective	3
	Elective - Science	3 - 4
SOC 101	Principles of Sociology	3
	Multicultural Perspective Elective	3
ENG 102	Composition II: Writing about Literature And	3
SOC 212	The Sociology of Social Problems Or	3
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Fall Semester 3

	Electives	
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 4

	Electives	

HEALTH SCIENCES CAREER PROGRAM (A/NB/EH)

Degree offered

Associate in Science in General Studies (Health Sciences Option)

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

This program is designed to help prepare students for application to the College's Health Sciences programs.

It does not guarantee admission to any program but does guide students in choosing courses that provide sound preparation for admission to those programs.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students may select any course for which prerequisites are met.

Students interested in transferring to a four-year college or university should consider the MassTransfer program.

Students planning to major in Medical Transcription or Medical Administrative Assistant should take MAA 101 (p. 339).

For programs in which HCI 106 (p. 330), HLT 101 (p. 331), or HLT 102 (p. 331) are required, MAA 101 (p. 339) does not substitute for them.

After BCC

Many successful Health Science graduates began their college careers in the General Studies or Liberal Arts programs. Admission to Health Sciences is competitive, but this program provides students a structured way to complete the necessary courses to make themselves more competitive candidates. Refer to the program description elsewhere in the catalog for Admissions standards for the program of interest.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3

Medical Language - Choose one

HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1
HLT 106	Medical Language	3
MAA 101	Medical Terminology	3

For programs in which HCI 106, HLT 101, or HLT 102 are required, MAA 101 does not substitute for them.

Choose one of the following

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses

	Biology Elective	8-19
	Chemistry Elective	3
	Behavioral/Social Science Elective	3

Students must choose the appropriate biology/chemistry courses based on the Recommended Course sequences.

See Transfer Electives and Elective Recommendations for choices

Choose one Multicultural Perspective elective from the following

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Choose one Technical Literacy elective from the following

CAD 101	Computer Aided Drafting	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
EGR 103	Computer Skills for Engineers and Technicians	3

Waived for students who have successfully completed two (2) online courses

Elective Courses

Choose electives as needed from any of the lists of approved courses in the Transfer Electives and Elective Recommendations.

Choose electives as needed to achieve a total of 60 credits

Fall Semester 1 - Clinical Lab Science

BIO 154	Human Physiology	4
ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Program Elective And	3
SOC 101	Principles of Sociology Or	3
SOC 212	The Sociology of Social Problems Or	3
SOC 252	The Sociology of Human Relations	3

Spring Semester 2 - Clinical Lab Science

BIO 239	Elements of Microbiology	4
ENG 102	Composition II: Writing about Literature	3

PSY 101	General Psychology	3
	Humanities Elective	3
	Program Elective	3

Fall Semester 3 - Clinical Lab Science

COM 101	Fundamentals of Public Speaking	3
CHM 115	Health Science Chemistry I	4
	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
	And	
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Spring Semester 4 - Clinical Lab Science

CHM 116	Health Science Chemistry II	4
MTH 119	Fundamental Statistics	3
	Medical Language Elective	3
	Technical Literacy Elective	3
	Program Elective	3

Fall Semester 1 - Dental Hygiene

ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Multicultural Perspective Elective	3
	Or	
	And	
BIO 121	Fundamentals of Biological Science I	4
	Or	
BIO 111	General Biology I	4
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Spring Semester 2 - Dental Hygiene

BIO 233	Human Anatomy and Physiology I	4
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
	And	
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Fall Semester 3 - Dental Hygiene

BIO 234	Human Anatomy and Physiology II	4
COM 101	Fundamentals of Public Speaking	3
CHM 115	Health Science Chemistry I	4
	Behavioral/Social Science Elective	3

Spring Semester 4 - Dental Hygiene

BIO 239	Elements of Microbiology	4
BIO 220	Introduction to Nutrition	3
CHM 116	Health Science Chemistry II	4
	Medical Language Elective	3
	Technical Literacy Elective	3

Fall Semester 1 - Nursing

ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Humanities Elective	3
	Program Elective	3
	And	
BIO 121	Fundamentals of Biological Science I	4
	Or	
BIO 111	General Biology I	4

Spring Semester 2 - Nursing

BIO 233	Human Anatomy and Physiology I	4
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
	Multicultural Perspective Elective	3
	Program Elective	3

Fall Semester 3 - Nursing

BIO 234	Human Anatomy and Physiology II	4
PSY 252	Child Development	3
COM 101	Fundamentals of Public Speaking	3
	Program Elective	3
	And	
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3

Spring Semester 4 - Nursing

BIO 239	Elements of Microbiology	4
	Medical Language Elective	3
	Technical Literacy Elective	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Fall Semester 1 - Occupational Therapy

ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
CSS 101	College Success Seminar	1
	Program Elective	3
	And	
BIO 121	Fundamentals of Biological Science I	4
	Or	
BIO 111	General Biology I	4
	And	
HLT 101	Medical Language Module I	1
	Or	
HLT 102	Medical Language Module II	1

Spring Semester 2 - Occupational Therapy

BIO 233	Human Anatomy and Physiology I	4
ENG 102	Composition II: Writing about Literature	3
SOC 101	Principles of Sociology	3
	Program Elective	3
	And	
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3

Fall Semester 3 - Occupational Therapy

BIO 234	Human Anatomy and Physiology II	4
COM 101	Fundamentals of Public Speaking	3
	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
	Program Elective	3

Spring Semester 4 - Occupational Therapy

	Technical Literacy Elective	3
	Program Elective	3
	Program elective	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Students who intend to transfer to another college or university should select the General Studies (MassTransfer) program.

Completion of this program option does not imply or guarantee acceptance into any of Bristol Community College's health career programs.

MASSTRANSFER TRANSFER PROGRAM (A)

Degree offered

Associate in Arts in General Studies (MassTransfer Option)

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

This program is designed to meet the requirements of MassTransfer.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3

Elective Courses – Choose one Global Awareness elective from

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Mathematics elective

Except MTH 011, MTH 021, MTH 031, MTH 111, MTH 151

Choose one Multicultural Perspective elective from

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3

| HUM 254 | Civil Rights and Women'sRights Movements: Made in Massachusetts | 3 |

Choose two Behavioral/Social Science, one Lab Science, and one Science elective

Choose from Transfer Electives and Elective Recommendations (p. 402)

Choose one of the following

CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

Program Electives

All electives, as required, should be chosen from the approved list of electives in Transfer Electives and Elective Recommendations (p. 402)

Recommended Course Sequence - Fall Semester 1

HST 111	The West and the World I	3
	Technical Elective	3
	Global Awareness Elective	3
	Mathematics Elective	3
ENG 101	Composition I: College Writing	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
ENG 102	Composition II: Writing about Literature	3
COM 101	Fundamentals of Public Speaking	3
	And	
	Elective - Science	3 - 4
	Or	
	Lab Science Elective	4

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	And	
	Elective - Science	3 - 4
	Or	
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

| | Electives | |

TECHNICAL STUDIES TRANSFER PROGRAM

Degree offered

Associate in Arts or Associate in Science in General Studies (Technical Studies)

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The Technical Studies program provides students with the skills and workplace requirements of a broad selection of technical areas and facilitates internal transfer to a BCC technical program. The program provides a broad technology-based degree for students who wish to diversify their technical background.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

All electives should be approved by the student's advisor. Students may choose Cooperative Education (CED) as an elective.

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective from

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3

HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Elective Courses – Choose one Quantitative/Symbolic Reasoning elective

Elective Courses – Choose one Science elective from

CAD 101	Computer Aided Drafting	3
CIS 120	Programming: Logic, Design and Implementation	3
EGR 103	Computer Skills for Engineers and Technicians	3

Choose one Technical Literacy elective

waived for students who have successfully completed two (2) online courses

Program Electives - Choose from any of the following courses, provided the prerequisite has been as required met

Recommended Course Sequence - Fall Semester 1

	ELECTIVE	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
	Technical Elective	3
	Quan/Sym Reasoning Elective	3
ENG 101	Composition I: College Writing	3
	And	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 2

	ELECTIVE	3
ENG 102	Composition II: Writing about Literature	3
SOC 101	Principles of Sociology	3
	Multicultural Perspective Elective	3
	Elective - Science	3 - 4
	And	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Fall Semester 3

COM 101	Fundamentals of Public Speaking	3
	Electives	

Recommended Course Sequence - Spring Semester 4

	Electives	

VOCATIONAL TECHNICAL EDUCATION TRANSFER PROGRAM

Degree offered

Associate in Arts in General Studies (Vocational Technical Education)

Credits required 60

Dean William Berardi

Program contact Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The Vocational Technical Education option provides students with a combination of academic, vocational technical teaching, and elective courses. The program also offers the combination of academic and vocational courses to move from preliminary vocational technical teacher licensure to Professional status. It is offered in cooperation with the Center for Occupation Education at the University of Massachusetts-Boston. Students seeking Massachusetts Department of Education approval as a vocational instructor complete a 39-credit sequence of courses. Bristol Community College will accept the 21-credit sequence of undergraduate competency-based courses as transfer credits towards this degree option.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Electives should be chosen to meet the 18 credits of academic studies as required by the Massachusetts Department of Education for Vocational Instructor Licensure.

Six (6) college degree credits in higher level college mathematics and/or higher level science such as Algebra II, Biology II, Calculus. Higher level mathematics and science courses that are based on the MA Mathematics Curriculum Framework and the MA Science & Technology/Engineering Curriculum Framework may be counted. Computer Science courses may be counted toward three of the six college degree credits in science and/or mathematics when a direct correlation exists between the course and the area of vocational licensure, and this correlation is clearly evident through the course description.

After BCC

Under current Massachusetts Department of Education regulations, people who complete this program and meet other state requirements are eligible to teach in vocational and comprehensive Massachusetts high schools.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

	Behavioral/Social Science Elective	3
	Behavioral/Social Science Elective	3
	Behavioral Social/Science Elective	3
	Lab Science Elective	4
	Quantitative/Symbolic Reasoning Elective	3-4
	Higher-Level Science Elective	3-4
	Technical Literacy Elective	3

Quantititativ/Symbolic Reasoning: except MTH 011, MTH 021, MTH 031, MTH 151

Technical Literacy: Waived for students who have successfully completed two (2) online courses

Elective Courses – Choose one History elective

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3

Choose one Multicultural Perspective elective

ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Choose one Global Awareness Elective

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Program Electives

Of the 21 credits of electives, 18 credits should be chosen to include as required academic studies as required by the

Massachusetts Department of Education for Vocational Instructor Licensure.

Recommended Course Sequence - Fall Semester 1

	Behavioral/Social Science Elective	3
	Quan/Sym Reasoning Elective	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

COM 101	Fundamentals of Public Speaking	3
	History Elective	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Global Awareness Elective	3
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
	Elective - Science	3 - 4
	Technical Literacy Elective	3

General Studies Prep - Career Preparatory Program

GENERAL STUDIES PREP - CAREER PREPARATORY PROGRAM

Certificate Program

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Sarah Morrell, Dean of Developmental Education

Program Goals Statement

The General Studies Prep program offers pre-career preparation options to help students build a solid foundation to prepare to enter selected career programs. The course recommendations help students build academic skills and develop career competencies. Students may choose such career options as art /Web design, business management, criminal justice, engineering and health sciences. General Studies Prep Pre Career students get a head start by taking career courses early in their academic programs.

Recommended Course Sequence

Contact your program director, Sarah Morrell, or your advisor for course sequencing recommendations.

Program Information

Students in the Career-Prep programs should take their required developmental courses in the first semester and take career courses as indicated. Students must complete 6 - 8 credits of career electives in the Career-Prep option selected.

Options

Each option lists recommended courses for that particular career track. Choose courses in the desired track as electives. Choose courses with the help of your advisor.

Completion of the Career-Prep option does not guarantee admission to selective programs such as Nursing Career. Students must apply for internal transfer to these programs and meet entrance requirements for admission.

DEGREE REQUIREMENTS

Pre-Business

BUS 111	Business and Financial Mathematics	3

Choose one of the following

BUS 113	Introduction to Business Functions and Practices	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Pre-Art/Web Design

ART 111	Drawing I	3
ART 260	Computer Graphics	3

Pre-Computer Information Systems

CIS 111	Introduction to Business Information Systems	3
CIS 105	Hardware Fundamentals	1

Choose one of the following

CIS 121	Operating Systems	3
CIS 154	Introduction to Programming (COBOL)	3
CIT 131	Business Creativity	3

Pre-Criminal Justice

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Report Writing and Information Systems	3

Pre-Engineering

CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

Pre-Health Sciences – Choose one of the following

BIO 115	Survey of Human Anatomy and Physiology	4
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4

Pre-Health Sciences

HLT 101	Medical Language Module I	1
	Or	
HLT 106	Medical Language	3
	And	
HLT 102	Medical Language Module II	1
	Or	
MAA 101	Medical Terminology	3

ENGLISH AS A SECOND LANGUAGE PREPARATORY PROGRAM

Certificate Program

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Regina Pirtle, Coordinator of ESL and ESL Skills Specialist

Program Goals Statement

Students who need intensive instruction in English as a Second Language (ESL) are admitted to the General Studies Prep program's ESL concentration. Reading, writing, grammar, and conversation are offered at the intermediate and advanced levels. The ESL skills specialist determines placement based on placement test results.

After the Program

Students who complete this program have a solid foundation in the academic uses of the English language. After successful completion of ESL program courses and proficiency tests, students may transfer to a degree or certificate program and may take any required developmental courses and/or general education courses needed.

Students who have completed required ESL courses have entered nearly every degree or certificate program at BCC, and transferred to UMass Dartmouth and other four-year institutions.

Program Information

ESL courses prepare students to do college work in English. They are open only to students whose first language is not English. Students registered in ESL courses must have the written approval of the Dean for developmental education or their designee before registering in other BCC courses. Students are placed into the intermediate or advanced level after placement testing. The ESL skills specialist determines placement based on placement test scores.

Students who meet eligibility requirements receive priority acceptance into the QUEST for Success support program.

Bristol Community College welcomes international students each semester. Students who have completed their secondary school education may attend Bristol Community College on an F-1 student visa. International students may be admitted to General Studies Prep–ESL or the program of their choice if they have demonstrated English proficiency. All BCC students are tested by the College's director of testing and may be referred to the ESL program coordinator for additional testing.

Students attending BCC on an F-1 student visa must be enrolled in a degree program as a full-time student (12 credits or more per semester).

DEGREE REQUIREMENTS

Program Courses

CSS 101	College Success Seminar	1

ESL Courses

ESL 012	Intermediate English Grammar	3
ESL 013	Intermediate English Vocabulary and Reading Skills	3
ESL 014	Intermediate English Writing Skills	3
ESL 015	Intermediate English Conversation Skills	3
ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3
ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3

Recommended Course Sequence - Fall Semester 1

ESL 012	Intermediate English Grammar	3
ESL 013	Intermediate English Vocabulary and Reading Skills	3
ESL 014	Intermediate English Writing Skills	3
ESL 015	Intermediate English Conversation Skills	3

Recommended Course Sequence - Spring Semester 2

CSS 101	College Success Seminar	1
ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3
ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3

GENERAL STUDIES PREP CERTIFICATE PROGRAM (NB)

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Sarah Morrell, Dean of Developmental Education

Program Goals Statement

This program provides students the opportunity to develop college-level skills in math, reading, and writing. Students whose native language is not English should choose the English as a Second Language concentration.

After the Program

After successful completion of the program, including developmental courses, students transfer to a degree or certificate program. In some cases this may be as easy as completing a change of program form; in other cases, students must complete an internal transfer application. See individual degree programs or your advisor for details on how to apply.

Students who have successfully completed this program have been accepted into nearly every BCC degree or certificate program and transferred to UMass Dartmouth and other four-year institutions.

Recommended Course Sequence

Contact your program director or your advisor for course sequencing recommendations.

Program Information

General Studies Prep students receive individualized interpretation of their placement test score and academic advisement at the time of testing. This program helps students build a solid foundation for success at BCC.

Students interested in pre-career options should refer to General Studies Prep-Career Prep.

Students in this program receive priority acceptance into the QUEST for Success program.

Entering the Program

Students may apply directly to this program or may be admitted to this program following a review of their educational background. Some students in this program have been out of school for several years; some did not complete high school; others did not take college preparatory courses in high school.

DEGREE REQUIREMENTS

Program Courses

CSS 101	College Success Seminar	1

Developmental Courses

ENG 090	Basic Writing Skills	3
MTH 011	Foundations of Mathematics	3
MTH 021	Foundations of Algebra I	3

MTH 031	Foundations of Intermediate Algebra	3
MTH 151	College Algebra	3
RDG 080	Fundamentals of Reading Development	3
RDG 090	College Reading and Learning Strategies	3

General Education and Career Elective Courses

| | Behavioral/Social Science Elective | 3 |
| ENG 101 | Composition I: College Writing | 3 |

Some of these degree credit courses have prerequisites. Ask an advisor for recommendations based on BCC degree program desired. Pre-career option students need 6-8 career credits. Choose required MTH course in desired program.

Career Prep Option Elective or Introductory Course for Desired Program

| | Elective(s) | 3-4 |
| | Elective(s) | 3-4 |

Choose one of the following

| COM 101 | Fundamentals of Public Speaking | 3 |
| COM 113 | Interpersonal Speech | 3 |

Academic Support Courses

CSS 103	Career Exploration and Development Seminar	1
CSS 105	Technology Tools for College Success	3
RDG 070	Study Skills: Learning How to Learn	1

Healthcare Information

HEALTH INFORMATION CAREER PROGRAM

Degree offered

Associate in Science in Healthcare Information

Credits required 70

Dean Patricia Dent

Program contact

Joy Rose, Department Chair and Instructor in Healthcare Information, ext. 2329

Program Goals Statement

The goal of the Health Information Technology Program is to prepare competent entry-level Health Information Technicians eligible to take the national certification exam to become credentialed as Registered Health Information Technicians (RHIT). Graduates are prepared for employment in a variety of healthcare facilities such as physician offices, hospitals, long term care or rehabilitation facilities, clinics and vendors.

After BCC

Graduates are actively recruited for such positions as health information department supervisor, medical coding specialist, health information technician, medical record coordinator, and medical coder.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

The Healthcare Information program prepares students to become registered health information technicians. Employment prospects for graduates are excellent. The Bristol Community College program is accredited by The Commission on Accreditation Health Information and Information Management.

Some courses in this program are only offered during the day.

During the second year of the program, students do Professional Practices Experiences (PPEs) at healthcare provider organizations throughout southeastern Massachusetts and Rhode Island. Students are responsible for providing their own transportation.

Medical Coding students should take HCI 237 (p. 330) and BIO 115 (p. 275) as a prerequisite to HCI 239 (p. 330) and HCI 242 (p. 331). Healthcare Information students should take HCI 237 (p. 330) and BIO 234 (p. 277) as a prerequisite to HCI 239 (p. 330) and HCI 242 (p. 331).

Program Accreditation

The Healthcare Information program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. Program graduates are eligible to apply to sit for the National Qualifying Examination for Certification as a Registered Health Information Technician.

Infused General Education Competencies

Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
CIT 121	Information Technology Fluency I	3
CIT 122	Information Technology Fluency II	3
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MAN 101	Principles of Management	3
MTH 119	Fundamental Statistics	3

PSY 101	General Psychology	3

Elective Courses

	Global Awareness Elective	3
	Historical Awareness Elective	3

Program Courses

HCI 111	Introduction to Healthcare Information	3
HCI 122	Medical Ethics and Jurisprudence	3
HCI 233	Retrieving and Reporting Medical Data	3
HCI 235	Directed Clinical Practice I	4
HCI 237	Human Disease Processes and Procedures	3
HCI 239	International Classification of Disease Coding	3
HCI 242	Coding of Procedures and Healthcare Reimbursement	3
HCI 244	Information Systems Regulation and Management	3
HCI 246	Directed Clinical Practice II	4
HLT 106	Medical Language	3

Recommended Course Sequence - Fall Semester 1

BIO 233	Human Anatomy and Physiology I	4
	Historical Awareness Elective	3
ENG 101	Composition I: College Writing	3
HCI 111	Introduction to Healthcare Information	3
HLT 106	Medical Language	3

Recommended Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
CIT 121	Information Technology Fluency I	3
	Global Awareness Elective	3
ENG 102	Composition II: Writing about Literature	3
HCI 122	Medical Ethics and Jurisprudence	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Fall Semester 3

CIT 122	Information Technology Fluency II	3
HCI 233	Retrieving and Reporting Medical Data	3
HCI 235	Directed Clinical Practice I	4
HCI 237	Human Disease Processes and Procedures	3
HCI 239	International Classification of Disease Coding	3

Recommended Course Sequence - Spring Semester 4

HCI 242	Coding of Procedures and Healthcare Reimbursement	3
HCI 244	Information Systems Regulation and Management	3
HCI 246	Directed Clinical Practice II	4
MAN 101	Principles of Management	3

MTH 119	Fundamental Statistics	3
PSY 101	General Psychology	3

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer.

For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

SPECIAL REQUIREMENTS FOR THE PROGRAM

Special Admission Requirements

Accepted applicants must have a high school diploma or G.E.D. certificate or pass an Ability to Benefit examination, demonstrate successful completion of either chemistry or biology with laboratory component with a minimum grade of "C-," pass placement tests in reading and mathematics or complete developmental courses in reading and/or mathematics, and demonstrate readiness for ENG 101 (p. 318) and MTH 119 (p. 345). Prerequisite for BIO 233 (p. 276) in first semester is BIO 111 (p. 275) or BIO 121 (p. 276).

Additional Requirements and Costs

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titres results (blood test to prove immune status). A TB test is required each year. Health Insurance is required. Students are responsible for associated costs such as textbooks, lab supplies, professional liability insurance, and must carry personal health insurance throughout enrollment in the program. Students must provide their own transportation to clinical assignments.

Transportation to Professional Practice Experience PPE sites is the student's responsibility. Students should be prepared to travel an hour or more from campus. Students are advised to decrease outside work obligations during PPE placement. The availability of PPE sites depends on the ability to get healthcare providers to accept students.

Criminal Offender Record Information (C.O.R.I)

Upon admission into the program, students will be required to submit to a Criminal Offender Record Information (C.O.R.I.) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent individuals from working in contracted health facilities, which could prevent students from completing the program objectives. A C.O.R.I. will be

required for each PPE site in addition to an admission C.O.R.I.

Essential Functions in the Healthcare Information Program

Graduates from the Healthcare Information program are required to possess the following abilities:

- Visual acuity sufficient to read and analyze materials contained in medical records in paper and computer-generated formats.

- Manual dexterity sufficient to access and work with records stored in filing and computer systems.

- Emotional stability sufficient to maintain record completion and HPPA standards of the profession to demonstrate good judgment and effective conflict resolutions, as well as to demonstrate ethical behavior and assume responsibility for themselves and their actions.

- Mobility sufficient to allow access to areas within the healthcare facility in which healthcare information is generated, stored, and analyzed.

- Communication skills sufficient to allow for communication with fellow healthcare information staff and professionals, healthcare facility staff and providers, clients of the facility and their families, and individuals from outside of the facility who seek information regarding clients.

- Sufficient hearing skills to successfully interact with all team members.

Grade Requirements

Students must receive a minimum grade of "C" in all required Healthcare Information courses (HCI), HLT 106 (p. 331), BIO 111 (p. 275) or BIO 121 (p. 276), BIO 233 (p. 276), and BIO 234 (p. 277). Failure to earn a "C" or better in required courses will result in program dismissal. Application for readmission (allowed once only) is dependent upon available space. Students must successfully complete all required coursework, program objectives, Professional Practice Experiences (PPEs), and competencies to graduate.

Human Services

HUMAN SERVICES CAREER PROGRAM

Degree offered
Associate in Science in Human Services

Credits required 63/64

Dean TBA

Program contact Kevin J. Garganta, Coordinator and Professor of Human Services, ext. 2001

Program Goals Statement

The Human Services program prepares students for entry-level positions in social services by combining academics with a practical, 300-hour internship. Developing and practicing using helping relationships are emphasized. The curriculum also prepares students to transfer to four-year degree programs in social work, psychology, counseling, human services, or other related majors.

Student Learning Outcome

See Learning Outcomes (p. 240)

After BCC

The most popular transfer choices include Bachelor of Social Work programs at Bridgewater State College or Rhode Island College, and sociology or psychology at UMass Dartmouth. Work with the program director early to select courses to maximize transfer possibilities.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication, Technical Literacy

Program Information

The Human Services program is fully available at the Fall River, Attleboro, and New Bedford campuses. Many courses are also available at other BCC locations.

SER 291 (p. 369)/SER 292 (p. 369) includes an agency internship that places special time demands on students and is ideally taken in the last year of study.

Students who wish to complete their degree within a two-year period should begin the SER 101 (p. 368)/SER 251 (p. 368)/SER 290 (p. 369)/SER 291 (p. 369)/SER 292 (p. 369) sequence of courses in their first fall semester.

Related Programs

A certificate in Thanatology and/or Deaf Studies will enrich career preparation. Students should consult with the program director to select appropriate electives.

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

PSY 101	General Psychology	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses - Choose electives with the program director or an academic advisor

	ELECTIVE	3
	Health Elective	3
	Humanities Elective	3
	Elective - Science	3-4

First elective: Choose one 3-credit course from PSY, SOC, SER, or DST 110 (p. 306)

Program Courses

SER 101	Introduction to Social Welfare	3
SER 251	Principles and Methods of Interviewing	3
SER 290	Pre-Internship Planning Workshop	1
SER 291	Field Experience and Seminar I	5
SER 292	Field Experience and Seminar II	6

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
SER 101	Introduction to Social Welfare	3
SOC 101	Principles of Sociology And	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

	Elective - Science	3 - 4
ENG 102	Composition II: Writing about Literature	3
SER 251	Principles and Methods of Interviewing	3
SER 290	Pre-Internship Planning Workshop And	1
HST 112	The West and the World II Or	3

HST 114	United States History from 1877 And	3
PSY 254	Psychology of Personality Or	3
PSY 255	Abnormal Psychology Or	3
PSY 258	Introduction to Behavior Modification	3

Recommended Course Sequence - summer

SOC 212	The Sociology of Social Problems And	3
PSY 254	Psychology of Personality Or	3
PSY 255	Abnormal Psychology Or	3
PSY 258	Introduction to Behavior Modification	3

Recommended Course Sequence - Fall Semester 3

	Elective (PSY/SOC/SER/DST 110)	
SER 291	Field Experience and Seminar I And	5
	Humanities Elective Or	3
	Health Elective And	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Spring Semester 4

SER 292	Field Experience and Seminar II And	6
	Humanities Elective Or	3
	Health Elective And	3
PSY 254	Psychology of Personality Or	3
PSY 255	Abnormal Psychology Or	3
PSY 258	Introduction to Behavior Modification	3

Liberal Arts and Sciences

BIOTECHNOLOGY/BIOMEDICAL TECHNOLOGY TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Biotechnology/Biomedical Technology)

Credits required 62/66

Dean Peter Schuyler

Program contact Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program is designed to provide the student with the biological and chemical background to seek employment as a lab technician in some biotechnology/biomedical sectors.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students needing additional courses to fill out a light schedule might want to consider the following courses that do not apply to the degree but will enhance their knowledge because of their relevancy to the Biomedical/Biotechnology field BIO 241 (p. 277), MED 205 (p. 344), MTH 251 (p. 347), or MTH 252 (p. 348)

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3
MTH 119	Fundamental Statistics	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective

HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Elective Courses – Choose one Technical elective

Program Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
BIO 239	Elements of Microbiology	4
BIO 240	Cell Biology	4
CED 210	Cooperative Work Experience I	3
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4
CHM 116	Health Science Chemistry II	4
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
CHM 113	Fundamentals of Chemistry I	4
ENG 101	Composition I: College Writing	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Spring Semester 2

BIO 239	Elements of Microbiology	4
CHM 114	Fundamentals of Chemistry II	4
ENG 102	Composition II: Writing about Literature	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Fall Semester 3

	Multicultural Perspective Elective	3
BIO 240	Cell Biology	4
CHM 116	Health Science Chemistry II	4
ENG 215	Technical Writing	3

Recommended Course Sequence - Spring Semester 4

CED 210	Cooperative Work Experience I	3
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4
	Technical Elective	3
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

ENVIRONMENTAL SCIENCE TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Environmental Science Transfer Concentration)

Credits required 61/67

Dean Peter Schuyler

Program contact Mary True, Coordinator of Environmental Science and Associate Professor of Biology, ext. 3150

Program Goals Statement

This program meets the requirements of the MassTransfer policy. Community college students who graduate from the Environmental Science program receive the benefit of full transfer and applicability of credit, guaranteed admission, and a tuition discount at any Massachusetts state college or university. Each benefit is based on the student's final grade point average.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Get started on math courses immediately, particularly if you need developmental work. Choose electives with the help of the program director.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
SCI 112	Principles of Ecology	4

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3

Choose two of the following

MTH 119	Fundamental Statistics	3
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective from the following

HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
ENG 217	Contemporary American Writers	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3

Choose one Technical Literacy elective from the following

CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
EGR 103	Computer Skills for Engineers and Technicians	3

-Waived for students who have successfully completed two (2) online courses

Choose two Behavioral/Social Science electives from the following

SSC 217	Technology and Society	3
SSC 101	Introduction to Geography	3
GVT 111	U.S. Government	3
ECN 111	Principles of Economics - Macro	3
ECN 112	Principles of Economics - Micro	3

Program Electives - Choose three of the following

BIO 129	Field Biology	4
BIO 130	The Biology and Behavior of Birds	4
BIO 232	Marine Biology	4
BIO 239	Elements of Microbiology	4
CHM 120	Environmental Chemistry	4
EGR 141	Introduction to Environment	3
EGR 245	Hazardous Waste/Waste Management	4
GLG 101	Introduction to Physical Geology	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
SCI 119	Coastal Science	4
SCI 132	Aquaculture: Introduction to Principles and Practices	4
SCI 240	Introduction to Oceanography	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
CHM 113	Fundamentals of Chemistry I	4
ENG 101	Composition I: College Writing	3
SCI 112	Principles of Ecology	4

Recommended Course Sequence - Spring Semester 2

	Technical Elective	3
BIO 122	Fundamentals of Biological Science II	4
CHM 114	Fundamentals of Chemistry II	4
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
COM 101	Fundamentals of Public Speaking	3
	And	
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Program Elective	3
	Program elective	3
	Program Elective	3

HUMANITIES TRANSFER PROGRAM (A)

Degree offered
Associate in Arts in Liberal Arts & Sciences (Humanities Option)

Credits required 60

Dean Joanne Preston

Program contact Deborah Lawton, Coordinator of Liberal Arts and Sciences and Professor of English, ext. 2508

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for transfer to a Bachelor of Arts or Science degree in the liberal arts disciplines or to professional studies in education, law or medicine. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Academic and transfer advisors assist students in selecting courses to fulfill program requirements and general education requirements at senior institutions to ensure a smooth transfer. Select electives from Transfer Electives and Elective Recommendations (p. 402).

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one two-course sequence

HST 111	The West and the World I	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses - Choose one Multicultural Perspective elective

may be met by Behavioral/Social Science or Humanities elective

Elective Courses - Choose one Quantitative/Symbolic Reasoning Elective

Choose from MTH 119 or higher, excluding MTH 151

Elective Courses – Choose one Technical Literacy elective

ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
	And	
CAD 101	Computer Aided Drafting	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3

- waived for students who have successfully completed at least two (2) online courses

Elective Courses – Choose one level elective

ENG 250   Puerto Rican Literature

Choose two Behavioral/Social Science, one Humanities, and two Lab Science electives

Behavioral/Social Science Elective	3
Behavioral/Social Science Elective	3
Humanities Elective	3
Lab Science Elective	4
Lab Science Elective	4

Select courses from Transfer Electives and Elective Recommendations

Program Electives – Choose electives as needed, including 0-12 credits of foreign language courses if needed

Select from Transfer Electives and Elective Recommendations

Requirement completion of a foreign language at the 12 level at BCC or 4 years of a foreign language at the high school level with a "B" average or better)

Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

	Foreign Language Elective	6
	Behavioral/Social Science Elective	3
ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking	3
	And	
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

	Quan/Sym Reasoning Elective	3
	Foreign Language Elective	6
	Behavioral/Social Science Elective	3
ENG 102	Composition II: Writing about Literature	3
	And	
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3

Recommended Course Sequence - Summer

any liberal arts program course for which prerequisites have been met.

Recommended Course Sequence - Fall Semester 3

	Global Awareness Elective	3
	Technical Elective	3
	Foreign Language Elective	6
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

	Electives as needed to complete 60 credits	
	Foreign Language Elective	6
	Humanities Elective	3
	Lab Science Elective	4

MATH AND SCIENCE OPTION TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Math and Science Option)

Credits required 60

Dean Peter Schuyler

Program contact Peter Schuyler, ext. 2480

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for transfer to a Bachelor of Arts or Science degree in the liberal arts disciplines or to professional studies in education, law or medicine. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Academic and transfer advisors assist students in selecting courses to fulfill program requirements and general education requirements at senior institutions to ensure a smooth transfer.

Recommendations

Take RDG 080 (p. 364) or RDG 090 (p. 365) in the first semester if required and meet prerequisites for English and math courses as soon as possible. See course descriptions for details.

Lab science courses may also require a year of high school lab science or CHM 090 (p. 282) as a prerequisite.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3

| ENG 101 | Composition I: College Writing | 3 |
| ENG 102 | Composition II: Writing about Literature | 3 |

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose two of the following

MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4

Elective Courses – Choose one Global Awareness elective

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses – Choose one Multicultural Perspective elective

May be met by Behavioral/Social Science

Elective Courses – Choose one Technical Literacy elective

ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems And	3
CAD 101	Computer Aided Drafting Or	3
EGR 103	Computer Skills for Engineers and Technicians	3

waived for students who have successfully completed at least two (2) onlinecourses

Elective Courses – Choose two Behavioral/Social Science and two Lab Science electives

	Behavioral/Social Science Elective	3
	Behavioral/Social Science Elective	3
	Lab Science Elective	4
	Lab Science Elective	4

Choose courses from Transfer Electives and Elective Recommendations (p. 402)

Elective Courses – Choose two 4-credit math and science electives

Work closely with an advisor to determine which courses are most useful to your career/transfer goals

Program Electives

Choose electives as needed from any of the lists of approved courses in the Transfer Electives and Elective Recommendations. Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

	Mathematics Elective	3
	Behavioral/Social Science Elective	3
ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking And	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

	Mathematics Elective	3
	Behavioral/Social Science Elective	3
	Lab Science Elective	4
ENG 102	Composition II: Writing about Literature And	3
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3

Recommended Course Sequence - summer

Any Liberal Arts program courses for which prerequisites have been met. Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

	Global Awareness Elective	3
	Technical Literacy Elective	3
	Elective - Science	3 - 4
	Lab Science Elective	4
	Multicultural Perspective Elective	3

Recommended Course Sequence - Spring Semester 4

| | Electives as needed to complete 60 credits | |
| | Elective - Science | 3 - 4 |

PROFESSIONAL OPTION TRANSFER PROGRAM (A/NB)

Degree offered

Associate in Arts in Liberal Arts & Sciences (Professional Option)

Credits required 60

Dean Joanne Preston

Program contact Deborah Lawton, Coordinator of Liberal Arts and Sciences and Professor of English, ext. 2508

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for students who plan to transfer to complete a Bachelor of Arts or Science degree in the liberal arts disciplines or to pursue professional studies. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Choosing Electives

Select electives from Transfer Electives and Elective Recommendations (p. 402)

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one two-course sequence

HST 111	The West and the World I	3
	And	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	And	
HST 114	United States History from 1877	3

Elective Courses – Global Awareness – Choose one from the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses – Multicultural Perspective – Choose one

May also be met by Behavioral/Social Science or Humanities elective

Elective Courses - Quantitative/Symbolic Reasoning – Choose from the following

MTH 119 or higher, excluding MTH 151

Elective Courses -Technical Literacy – Choose from the following

ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

- waived for students who have successfully completed at least two (2) online courses

Elective Courses - Choose two Behavioral/Social Science, one Humanities, and two Lab Science electives

	Behavioral/Social Science Elective	3
	Behavioral/Social Science Elective	3
	Humanities Elective	3
	Lab Science Elective	4
	Lab Science Elective	4

Choose courses from Transfer Electives Elective Recommendations

Elective Courses - Choose 0-6 credits of foreign language courses if needed

Select courses from Transfer Electives and Elective Recommendations

Requirement completion of a foreign language at the 02 level at BCC or 3 years of a foreign language at the high school level with a "C" average or better)

Program Electives

Select courses from Transfer Electives and Elective Recommendations

Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

	Foreign Language Elective	6
	Behavioral/Social Science Elective	3
ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking	3
	And	
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

	Quan/Sym Reasoning Elective	3
	Foreign Language Elective	6
	Behavioral/Social Science Elective	3

ENG 102	Composition II: Writing about Literature	3
	And	
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3

Recommended Course Sequence - SUMMER

Recommended Course Sequence - Fall Semester 3

	Global Awareness Elective	3
	Multicultural Perspective Elective	3
	Technical Literacy Elective	3
	Humanities Elective	3
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

| | Lab Science Elective | 4 |
| | Electives as needed to complete 60 credits | |

Electives as needed to complete 60 credits;

THEATRE TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Theatre Concentration)

Credits required 61

Dean Joanne Preston

Program contact Rylan Brenner, Theatre Director and Professor of Theatre/English, ext. 2440

Program Goals Statement

The focus of this program is to teach theatre as a language. Students develop skills in many areas of theatre as a foundation for further study or work. This program is designed to provide fundamental hands-on training in a wide range of the areas of theatre so that each student can transfer to a four-year institution. Students have opportunities to experience all aspects of theatre from creation to performance. Many ways of creating theatre are taught so that our students can acquire experience in all phases of theatrical production.

Student Learning Outcomes

Infused General Education Competencies

Multicultural Perspective

Oral Communication

Program Information

Experience hands-on training in an intimate studio theatre and state of the art Mainstage theatre. Program has a strong national reputation which opens new opportunities for transfer to a four-year institution.

BCC THEATRE REP, the college's resident acting company, offers ample opportunities for developing acting and stagecraft.

Program director has been recognized nationally by NISOD, for excellence in teaching and by the Kennedy Center American College Theatre Festival for his directing.

Recommendations

Plan to give time to learn your craft. Developing theatre skills is demanding. You will be an active part of your education. Plan your studies to include extracurricular involvement in theatre work.

After BCC

BCC participates in the statewide Mass Transfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible Mass Transfer programs and current BCC articulation agreements, visit Transfer Affairs website at BristolCC.edu/transfer

Many students have continued studies in theatre at Tisch School of the Arts at New York University, Hofstra University, Marymount Manhattan College, Emerson College, Brown University, Rhode Island College, University of Rhode Island, Bridgewater State College, North Carolina School of Arts, and others.

Alumni have worked in all aspects of theatre performance and administration locally and nationally.

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 258	Shakespeare: His Plays	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
PSY 101	General Psychology	3

Choose one of the following

| MTH 119 | Fundamental Statistics | 3 |
| MTH 125 | Modern College Mathematics | 3 |

Elective Courses – Choose one Lab Science elective

Program Courses

THE 101	Introduction to the Theatre	3
THE 112	Actors' Workshop	3
THE 113	Scene Study	3
THE 114	Playwriting	3
THE 115	Director's Workshop	3
THE 117	Theatre History -The Early Years	3

THE 118	Theatre History -The Modern Years	3
THE 122	Theatre Rehearsal and Performance (Fall)	4
THE 123	Theatre Rehearsal and Performance (Spring)	4
THE 135	Stagecraft (Fall)	2
THE 136	Stagecraft (Spring)	2

Choose one of the following

| THE 121 | Voice Production | 3 |
| THE 134 | Puppet/Mask Workshop | 3 |

Recommended Electives

| | Lab Science Elective | 4 |

Program Elective (Choose one)

| THE 121 | Voice Production | 3 |
| THE 134 | Puppet/Mask Workshop | 3 |

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
PSY 101	General Psychology	3
THE 101	Introduction to the Theatre	3
THE 112	Actors' Workshop	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
THE 113	Scene Study	3
THE 114	Playwriting And	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Fall Semester 3

THE 117	Theatre History -The Early Years	3
THE 122	Theatre Rehearsal and Performance (Fall)	4
THE 135	Stagecraft (Fall)	2
	Lab Science Elective And	4
THE 121	Voice Production Or	3
THE 134	Puppet/Mask Workshop	3

Recommended Course Sequence - Spring Semester 4

ENG 258	Shakespeare: His Plays	3
THE 115	Director's Workshop	3
THE 118	Theatre History -The Modern Years	3
THE 123	Theatre Rehearsal and Performance (Spring)	4
THE 136	Stagecraft (Spring)	2

Nursing

NURSING CAREER PROGRAM

Degree offered

Associate in Science in Nursing

Credits required 68/69

Dean Patricia Dent

Program contact Nancy Evans, Department Chair and Professor of Nursing, ext. 2535

Program Goals Statement

This program prepares students for practice as entry-level staff nurses in a variety of healthcare settings. Students learn to apply the nursing process to assist patients in maintaining or regaining homeodynamics when threatened with common health problems. Graduates take the National Council Licensure Examination for licensing as a Registered Nurse.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Applicants with completed applications meeting minimum criteria by February 1 will be given priority consideration for admission.

Program Information

- Pre-admission required courses High school algebra and chemistry, ENG 101 (p. 318), PSY 101 (p. 362), and BIO 233 (p. 276) all with a grade of "B-" or better.

- Students must achieve a minimum "C" (74) in all Nursing courses in order to remain in the program and graduate.

- Computer technology is integrated into Nursing.

- Students learn to apply the nursing process to assist patients in maintaining or regaining homeodynamics when threatened with common health problems.

- Clinical assignments include a variety of healthcare settings in southeastern Massachu-setts and Rhode Island. Clinical hours may in-clude evening and weekend.

- Students must be prepared for assignments throughout the region and provide their own transportation.

- Graduates take the National Council Licensure Examination for licensing as a Registered Nurse (NCLEX-RN).

After BCC

Graduates have secured a variety of positions in healthcare settings.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer to the College. Many graduates transfer to complete the baccalaureate degree. Graduates have transferred to UMass Dartmouth, Fitchburg State, UMass Boston, Framingham State, Regis College, and Salve Regina University.

For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
BIO 239	Elements of Microbiology	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3

Elective Courses

	Humanities Elective	3
	Quan/Sym Reasoning Elective	3

Humanities: Select a course that meets the Humanities competency

Program Courses

NUR 101	Fundamentals of Nursing	8
NUR 102	Parent-Child Health Nursing	8
NUR 201	Nursing Care of the Adult I	9
NUR 202	Nursing Care of the Adult II	9
NUR 203	Trends in Nursing	1

Recommended Course Sequence - preadmission

BIO 233	Human Anatomy and Physiology I	4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
	High School Chemistry, Algebra	

Recommended Course Sequence - Fall Semester 1

	Quan/Sym Reasoning Elective	3
ENG 102	Composition II: Writing about Literature	3
NUR 101	Fundamentals of Nursing	8

Recommended Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
NUR 102	Parent-Child Health Nursing	8
PSY 252	Child Development	3

Recommended Course Sequence - Fall Semester 3

BIO 239	Elements of Microbiology	4
NUR 201	Nursing Care of the Adult I And	9
HST 111	The West and the World I Or	3
HST 112	The West and the World II	3

Recommended Course Sequence - Spring Semester 4

	Humanities Elective	3
NUR 202	Nursing Care of the Adult II	9
NUR 203	Trends in Nursing	1

Program Accreditation

The Nursing program is fully accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, GA, 30326; 404-975-5000 and has full approval status from the Massachusetts Board of Registration in Nursing.

Applying for Readmission

Students who fail, do not complete, or withdraw from NUR 102, 201, 202, or 203 may be readmitted to the Nursing program one time on a space available basis. Applicants seeking readmission should apply through the Admissions office in April or November of the semester prior to desired admission. Readmission is based on criteria for readmission found in the Nursing Student Handbook.

Admission to the Nursing Program

The Nursing program is a competitive program with selective admission requirements. A limited number of students are admitted to the Nursing Program. The college catalog describes the minimum requirements for admission to the program, as follows.

Applicants must have completed the following criteria (all coursework with a grade of B- or greater) to be considered for admission to the Nursing program:

- High school diploma

- High school or college/university algebra I, or the equivalent, (or math options listed below) or AccuplacerElementary Algebra placement test score of 72 or greater or Algebra 2 or Calculus 1

- High school or college/university chemistry (or chemistry option listed below) or equivalent or Chemistry (AP [score of 3+] or college prep; with lab)

- College anatomy & physiology 1(BIO 233 or the equivalent)

- College English composition 1 (ENG 101 or the equivalent)

- College general psychology (PSY 101 or the equivalent)

- Test of Essential Academic Skills (TEAS) Earn a composite score of 60 or greater [For more detailed TEAS information, please visit our web site at www.BristolCC.edu/Enrollment_Center/assessment/teas.cfm.]

- Grade Point Average overall GPA of at least 3.0

- Priority will be given to applicants who have fulfilled all course requirements with a GPA of 3.50 or higher and a composite TEAS score of 60 or higher

- Attend one mandatory health science admissions information session (Call Admissions at 508.678.2811 x2947 to sign up; seating is limited.)Students applying to BCC with a General Education Development (GED) or successful performance on an Ability To Benefit ("ATB") test rather than with a high school diploma will need to take the required courses (listed above) at BCC. The TEAS exam must be taken before being considered for admission to the program.

Meeting these minimum criteria places the applicant in the selection pool but does not guarantee admission to the Nursing program. Final selection will be based on the applicant pool and space available.

Most successful candidates have excelled in previous lab science and math courses in high school and/or college/university and have taken math and science courses above the minimum required to be considered for admission. BIO 234 and BIO 239, are recommended in addition to the required preadmission courses. Many students admitted to the program have already successfully completed many of its required general education and elective courses.

Review of completed applications begins each spring for the following fall class and continues until spaces are filled. Applications which become complete after February 1 may be placed on a waiting list. Applicants must make sure that they have met the minimal requirements and completed their application (including all supporting documents such as transcripts) by that timeframe.

SPECIAL REQUIREMENTS FOR THE PROGRAM

Additional Experience Required

- All students must be Basic Life Support (BLS) certified by the American Heart Association (Basic Life Support for Health Care Providers). Students must present evidence of certification before beginning NUR 101 and maintain certification until the completion of NUR 202. Any student readmitted to NUR 102, 201 or 202 must present, on entry to the course, evidence of CPR certification, which is valid through completion of the program.

- Requirements Upon Admission

- Upon admission to the Nursing program, students will be required to submit to a Criminal Offender Record Information (C.O.R.I.) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent students from working as a student nurse in contracted health facilities, which will prevent students from completing the program objectives. Additional C.O.R.I.s may be required.A ten-panel random drug screen is required upon entrance, yearly, and/or randomly. The fee is paid by the student.

Accepted applicants must comply with the BCC health services requirements. This includes a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titres results (blood test to prove immune status). A TB test is required each year. Health insurance is required. Additional health requirements may be required by clinical agencies.

Additional Costs

Students are responsible for the cost of uniforms, professional liability insurance, standardized achievement testing, their graduate nursing pin, and the National Council Licensure Examination for Registered Nurses. Students must carry health insurance throughout their enrollment in the program.

Licensing Information

To be eligible for licensure in Massachusetts, graduates must complete all program requirements for graduation, present satisfactory evidence of "good moral character" as defined by the Board of Registration in Nursing, and pay the required licensure fees. Eligibility for licensure is decided by the Massachusetts Board of Registration in Nursing. Advanced Standing Opportunities

Opportunities are available for those applicants with previous nursing credits who meet established criteria. Students are responsible for special testing fees and pre- and co-requisite courses.

LPN-RN Bridge Program Licensed LPNs who have graduated from Diman Regional, Bristol-Plymouth, Upper Cape Cod Regional, and Southeastern Regional Practical Nursing programs who graduated within the last five years may apply for this option.

Challenge of Fundamentals of Nursing Licensed LPNs who graduated from schools not listed above and for LPNs who graduated more than five years ago.

Nursing Transfer Credit Send a syllabus and catalog for each course to be evaluated to the Nursing department.

Functional Abilities Essential for Nursing Practice

Students enrolled in the nursing program should be prepared to meet the standards established by the following physical and mental criteria.

The Student Nurse Must

- Have the ability to physically lift and pull in order to assist in moving or transferring a patient from one surface to another.

- Have the ability to physically provide patient care in a standing position approximately 90% of the time.

- Demonstrate sufficient physical agility and swiftness of movement to ensure patient safety.

- Have the physical ability to manipulate and lift equipment of various sizes and shapes.

- Have the physical ability to detect and differentiate odors.

- Possess sufficient visual acuity, with or without correction, to observe and assess a patient within a distance of 10 feet.

- Possess auditory acuity, with or without correction, sufficient to respond swiftly to a patient within a distance of 10 feet.

- Communicate effectively in English through speech and writing with faculty, patients, families and health care workers.

- Have the ability to collect data on patient's medical condition and integrate it in relation to current plan of care.

- Have the ability to deal effectively with patient in various psychosocial situations and/or conflict conditions.

Occupational Therapy Assistant (eH)

OCCUPATIONAL THERAPY ASSISTANT CAREER PROGRAM

Degree offered

Associate in Science in Occupational Therapy Assistant (Occupational Therapy Assistant)

Credits required 72

Dean Patricia Dent

Program contact Johanna Duponte, Department Chair and Professor of Occupational Therapy, ext. 2325

Program Goals Statement

The Occupational Therapy Assistant program prepares generalist, entry-level occupational therapy assistants to practice under the supervision of registered occupational therapists in a variety of health care and wellness settings. Occupational therapy helps people of all ages with physical, developmental, social, or emotional challenges regain, develop, or master everyday skills in order to live independent, productive, and satisfying lives.

Student Learning Outcomes

See Learning Outcomes (p. 240).

Applications with complete supporting documentation by February 1 receive priority consideration for fall admission.

Program Information

- Students develop academic knowledge, clinical skills, and professional behavior through classroom, lab, and clinical experiences.

- BCC graduates are recognized as well prepared entry-level practitioners by the clinical community and area employers.

- OTA program courses are only offered primarily during the day and some evenings; however, many general education courses are available nights, weekends, and online and at satellite campuses.

- Students are encouraged to take MTH 119 (p. 345) and HST 111 (p. 333) or HST 112 (p. 333), PSY 252 (p. 362), and PSY 255 (p. 363) for transfer purposes.

- Foreign languages, including ASL and deaf studies, are beneficial to practice as an OTA.

- Accreditation

Graduates are eligible to sit for the National Certification Examination for the OTA.

After BCC

Graduates have taken positions as Certified Occupational Therapy Assistants in area schools, acute care, rehab and psychiatric hospitals, residential and day habilitation programs, sub-acute rehab, transitional care and outpatient settings.

Graduates may transfer to Occupational Therapy programs at senior institutions. Specific prerequisite requirements

and transfer credit are determined by the transfer institution.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS

General Courses

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose one of the following

HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1
SOC 101	Principles of Sociology	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

	Historical Awareness Elective	3

HST 111 or HST 112 recommended for transfer)

Program Courses

OTA 111	Introduction to Occupational Therapy	3
OTA 117	Psychosocial Performance	4
OTA 121	Cognitive and Sensorimotor Performance	4
OTA 125	Movement in Human Performance	3
OTA 127	Psychosocial Therapeutic Modalities	4
OTA 233	Common Conditions of Physical Dysfunction	4
OTA 235	Professional Practice Skills	4
OTA 237	Developmental / Pediatric OT Practice	4
OTA 241	Level II Occupational Therapy Clinical Practice - A	5
OTA 243	Level II Occupational Therapy Clinical Practice - B	5
OTA 244	Seminar in Occupational Therapy	2

Recommended Course Sequence - Preadmission

It is highly recommended to complete courses to lighten semester load, particularly BIO 111, 121, or 233, 234; PSY 101 and HLT 101 or 102

Recommended Course Sequence - Fall Semester 1

BIO 233	Human Anatomy and Physiology I	4
ENG 101	Composition I: College Writing	3
OTA 111	Introduction to Occupational Therapy	3
OTA 117	Psychosocial Performance	4
PSY 101	General Psychology And	3
HLT 101	Medical Language Module I Or	1
HLT 102	Medical Language Module II	1

Recommended Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
ENG 102	Composition II: Writing about Literature	3
OTA 121	Cognitive and Sensorimotor Performance	4
OTA 125	Movement in Human Performance	3
OTA 127	Psychosocial Therapeutic Modalities	4
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Summer

Consider taking any remaining Gen Ed courses to lighten semester load.

Recommended Course Sequence - Fall Semester 3

OTA 233	Common Conditions of Physical Dysfunction	4
OTA 235	Professional Practice Skills	4
OTA 237	Developmental / Pediatric OT Practice	4
COM 101	Fundamentals of Public Speaking And	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Spring Semester 4

	Historical Awareness Elective	3
OTA 241	Level II Occupational Therapy Clinical Practice - A	5
OTA 243	Level II Occupational Therapy Clinical Practice - B	5
OTA 244	Seminar in Occupational Therapy	2

Note OTA courses are offered only in this sequence

The OTA program at Fall River is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association.

Recommendations for Success

Students are advised to complete most general and elective courses prior to beginning OTA program courses. Fall River OTA classes, labs, and clinical fieldwork require two to three days per week in Semester 1, 2, and 3 and 40+ hours in Semester 4. Some classes extend into the evening. Students often need to decrease work obligations as program requirements increase.

Program Outcomes 2007-2010

The total number of graduates who passed the certification examination as first-time new graduate test takers in 2008-2010 was 43 out of 47, which is a 91.6% pass rate. During the three-year time period, the program had 51 graduates.

Note: The eHealthCareers option in Therapeutic Massage is a flexible, innovate program that prepares students to pursue a career as a licensed Massage Therapist. The hybrid model allows students to complete some of the content online. For those who are already practicing healthcare professionals, this program enhances the skills used in nursing, occupational therapy, and home healthcare.

*In order for the Occupational Therapy Assistant (OTA) program to admit students to the new location at eHealth in New Bedford and for graduates to be qualified to sit for the National Board for Certification in Occupational Therapy Certification Examination for Occupational Therapy Assistants, the new location at eHealth in New Bedford must be accredited. The OTA eHealth program at New Bedford is in the process of applying for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE®).

If "developing program" status is approved by ACOTE, the program will begin to admit students for Fall 2011.

SPECIAL REQUIREMENTS FOR THE PROGRAM

Admission Requirements

The Occupational Therapy Assistant program is a competitive-entry program with selective admission requirements. A limited number of students are admitted. Meeting minimal requirements places the applicant in the selection pool, but does not guarantee admission.

Applicants must have completed high school or college algebra I or higher, and college-level Biology, ENG 101 (p. 318), PSY 101 (p. 362) with grades of B- or better, and MTH 119 (p. 345) or MTH 125 (p. 346) in placement testing. Successful can-didates have typically excelled in high school and/or college science and math courses. Successful candidates also demonstrate a GPA of 3.0 or above, have completed many general education

requirements, and clearly articulate their knowledge of the field and their preparation for it in the application letter.

Applicants are required to observe or volunteer in an occupational ther-apy setting or with organizations that provide services for the disabled. Applicants must submit a letter outlining their interest in, knowledge of, and exposure to occupational therapy; and a description of how academic studies and life experiences have prepared the applicant for a career as an occupational therapy assistant. Students are required to attend a Health Science Information Session. Recommended deadline for filing an application is February 1 for fall admission.

Additional Costs

Students accepted into the program are responsible for associated costs such as lab coat, name tag, clinic supplies, graduate pin, review course, national certification exam, conferences, professional meetings, liability insurance, licensing fees, and fieldwork related costs, such as drug testing and travel. Students are also required to attend off-campus professional meetings and a variety of community activities.

Clinical Affiliations

Transportation to the fieldwork sites is the student's responsibility. Students should be prepared to travel an hour or more from campus. Students are advised to discontinue outside work obligations during full-time fieldwork affiliations in fourth semester. Clinical hours may extend into evenings and weekends and extend beyond the academic year. The availability of clinical affiliations depends on the ability of area healthcare providers to accept students. In some cases, affiliations will be completed in a fifth semester. Students must complete Level II fieldwork within 18 months following completion of the didactic portion of the program.

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titres results (blood test to prove immune status). A TB test is required each year. Students must be certified by the American Heart Association in C.P.R. (Basic Life Support for Health Care Providers). Students are required to maintain health insurance and C.P.R. certification throughout their enrollment. Additional laboratory tests, including drug screening are required, at least annually, by clinical agencies.

Grade Requirements

Students must receive a minimum grade of "C-" (70) in all required occupational therapy assistant courses. Failure to earn a "C-" or better will result in program dismissal. Application for readmission (allowed once only) is dependent upon available space and will be based on the recommendations of the faculty and department chair.

Students must successfully complete all required coursework, clinical and program objectives and competencies within five years of initial acceptance into the OTA program in order to graduate. Level II fieldwork must be completed within 18 months of the academic coursework.

Requirements Upon Admission

Upon admission to the OTA Program, students will be required to submit to a C.O.R.I. (Criminal Offender Record Information) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent students from participating in clinical assignments in contracted health facilities, which will prevent students from completing the program objectives.

The Massachusetts Board of Allied Health Professions requires licensure applicants to report any history of felonies or misdemeanors and may deny licensure to those applicants. Further information is available from the Board at www.state.ma.us/reg/boards/ah or at 617.727.3071.

The Disciplinary Action Committee of the National Board for Certification in Occupational Therapy (NBCOT) may refuse to administer the certification exam, and/or deny certification to any individual charged with or convicted of a felony. For further information, contact the NBCOT, 12 South Summit Avenue, Suite 100, Gaithersburg, Maryland 20877-4150; 301.990.7979.

Essential Functions

Students need to possess certain cognitive, physical, and psychosocial abilities in order to successfully complete the requirements of the program and ultimately practice in the profession:

- Technical Standards/Essential Functions for the Occupational Therapy Assistant Program

- Cognitive ability to learn and apply the skills necessary to meet the curriculum requirements of the program and to qualify to take the NBCOT certification examination.

- Sufficient visual skills to allow accurate reading of a medical record, reading and recording of vital signs, and assessment of patients within a distance of 10 feet.

- Sufficient hearing skills to successfully interact with all team members as well as to hear and respond to equipment, monitors, and alarms.

- Physical abilities to safely meet the multiple needs of various patient populations. This includes sufficient joint mobility, strength, motor control, balance, functional mobility and the ability to lift and move patients from one surface to another.

- Communication skills to clearly and effectively communicate in English with patients, families, faculty, and healthcare workers in both verbal and written form.

- Emotional stability to demonstrate professional interactions with faculty, patients, families, and all other professional staff; to demonstrate respect and confidentiality; to demonstrate good judgment and ethical behavior; to deal effectively with conflict situations; and to demonstrate ethical behavior and responsibility for oneself and his/her actions.

- Have the ability to deal effectively with patient in various psychosocial situations and/or conflict conditions.

Accreditation

The Occupational Therapy Assistant Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, PO Box 31220, Bethesda, MD 20824-1220. ACOTE's phone number is 301.652.2682. Graduates are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice. State licenses require a separate application process which is based in part on the results of the NBCOT Certification Examination and completion of all program requirements for graduation. Note that a felony charge or conviction may affect a graduate's ability to sit for the NBCOT certification or attain state licensure. The OTA program has received developing program status for the eHealth portion.

The OTA program in New Bedford will offer a hybrid model of online classes, on-site labs, and clinical fieldwork in the community. Students will be able to complete the OTA courses in 18 months (4 sequential semesters – Fall, Spring, Summer, and Fall – subject to availability of clinical affiliations).

The eHealth option OTA program* must be accredited by the American Occupational Therapy Association Accreditation Council for Occupational Therapy Education (ACOTE) prior to students' graduation in order for its students to be eligible to sit for the national certification examination offered by the National Board for Certification in Occupational Therapy (NBCOT). Students who enter a developing program are taking a risk that the program will not obtain accreditation.

An initial on-site evaluation is expected in Fall 2012. Students can obtain more information from admissions and on the Web at www/BristolCC.edu. ACOTE has approved developing program status.

Office Administration

EXECUTIVE ADMINISTRATIVE ASSISTANT CAREER PROGRAM

Degree offered

Associate in Science in Office Administration (Executive Administrative Assistant)

Credits required 61-63

Dean William Berardi

Program contact Carol Martin, Department Chair and Professor of Office Administration, ext. 2415

Program Goals Statement

This program prepares students for careers as office professionals in a variety of businesses such as government offices, manufacturing firms, insurance companies, retail, real estate, corporate offices, banks, and educational institutions. The executive administrative assistant combines organizational and people skills with an expertise in information processing and office technology.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Program Information

Students wishing to receive PEL credit for an OFC course must follow the PEL procedures provided in the Academic Information section of this catalog. The student must initiate the process with the Office Administration department chair.

OFC 102 (p. 353) or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration department chair is a prerequisite for OFC 113 (p. 353) and OFC 117 (p. 353).

Recommendations

Take any developmental courses needed prior to enrolling in ENG 101 (p. 318).

Any student wishing to receive transfer credit for an OFC course that qualifies must follow the PEL (Prior Experiential Learning) procedures provided in the Academic Information section of this catalog. The student must initiate the process with the department chair and appropriate faculty member.

Related Programs

Administrative Assistant Certificate, Office Support Certificate, Office Technology Management Certificate

After BCC

Students have gone on to become administrative assistants and office managers in all types of offices and corporations.

Graduates have gone on to become teachers in the field.

This program is designed for students who plan to enter the workforce immediately.

DEGREE REQUIREMENTS

General Courses

ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

	Elective - Science	3-4

Program Courses

CED 210	Cooperative Work Experience I	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition with Microsoft Office XP	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 264	Administrative Transcription	3
OFC 266	Administrative Office Management	3
OFC 294	Office Administration Colloquium	3

OFC 102: (May be waived by previous course or passing a keyboarding test administered by the Office Administration department chair.)

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

OFC 120	Text Editing	3
OFC 150	Speech Recognition with Microsoft Office XP	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Fall Semester 3

BUS 111	Business and Financial Mathematics	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 266	Administrative Office Management	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 4

BUS 251	Business Law	3
CED 210	Cooperative Work Experience I	3
	Elective - Science	3 - 4
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 264	Administrative Transcription	3
OFC 294	Office Administration Colloquium	3

LEGAL ADMINISTRATIVE ASSISTANT CAREER PROGRAM

Degree offered

Associate in Science in Office Administration

(Legal Administrative Assistant)

Credits required 62-66

Dean TBA

Program contact Diana Yohe, Coordinator Office Administration - Legal Administrative Assistant and Professor of Office Administration/Paralegal, ext. 2404

Program Goals Statement

Students completing this option are prepared to work in law offices, courts, corporate legal departments, law schools, and a wide range of other office settings. Students develop skills in law office procedures, legal document processing, use of software (Microsoft Office programs and legal specialty programs), legal ethics, proofreading, and editing.

Student Learning Outcomes

See Learning Outcomes (p. 240)

Related Programs

Legal Office Certificate, Office Administration Certificate, Office Technologies Certificate

Program Information

Gain work experience by participating in CED 210 (p. 282) which places students in office positions related to their academic program.

OFC 102 (p. 353) or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration department chair is a prerequisite to OFC 113 (p. 353) and OFC 117 (p. 353).

Some courses are only offered in the fall or spring semesters.

Recommendations

Take developmental courses needed prior to enrolling in ENG 101 (p. 318).

Any student wishing to receive transfer credit for an OFC course that qualifies must follow the PEL (Prior Experiential Learning) procedures provided in the Academic Information section of this catalog. The student must initiate the process with the department chair and appropriate faculty member.

Related Programs

Legal Office Certificate, Office Administration Certificate, Office Technologies Certificate

After BCC

Employment in a variety of settings, including law firms, corporate law departments, financial institutions, government agencies, or courts. Some graduates continue studies in paralegal and/or law.

DEGREE REQUIREMENTS

General Courses

ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
COM 101	Fundamentals of Public Speaking	3
CRJ 113	Criminal Law	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

| | Elective - Science | 3-4 |

Program Courses

LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
LGL 281	Law Office Procedures	3
LGL 282	Legal Document Processing	3
LGL 284	Legal Transcription	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3

OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3

OFC 102: (May be waived by previous course or passing a keyboarding test administered by the Office Administration department chair.)

Choose one of the following

| CED 210 | Cooperative Work Experience I | 3 |
| LGL 290 | Legal Studies Seminar | 3 |

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
LGL 180	Introduction to Law	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

BUS 111	Business and Financial Mathematics	3
ENG 102	Composition II: Writing about Literature	3
LGL 281	Law Office Procedures	3
LGL 282	Legal Document Processing	3
OFC 215	Records Management	3

Recommended Course Sequence - summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

CRJ 113	Criminal Law	3
GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
OFC 214	Advanced Microsoft Word	3
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Spring Semester 4

ACC 114	Introduction to QuickBooks Pro	1
BUS 251	Business Law	3
	Elective - Science	3 - 4
LGL 160	Law Office Technology	3
LGL 284	Legal Transcription	3
COM 101	Fundamentals of Public Speaking And	3
CED 210	Cooperative Work Experience I Or	3
LGL 290	Legal Studies Seminar	3

MEDICAL ADMINISTRATIVE ASSISTANT CAREER PROGRAM

Degree offered

Associate in Science in Office Administration (Medical Administrative Assistant)

Credits required 60-63

Dean Patricia Dent

Program contact Victoria Revier, Coordinator and Professor of Medical Administrative Programs, ext. 3206

Program Goals Statement

Students completing this program are prepared to work for doctors or dentists, in hospitals, medical schools, health agencies, or in related fields. They develop skills in medical software, medical terminology, medical insurance forms preparation, and medical office procedures.

Student Learning Outcomes

Program Information

Students wishing to receive credit for an OFC course must follow the PEL (Prior Experiential Learning) procedures. The student must initiate the process with the program director.

OFC 102 (p. 353) or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration Department Chair is a prerequisite to OFC 113 (p. 353) and OFC 117 (p. 353).

After BCC

Some graduates have started their own home-based medical transcription business.

This program is designed for students to enter the workforce immediately.

DEGREE REQUIREMENTS

General Courses

ACC 101	Principles of Accounting I	4
BIO 115	Survey of Human Anatomy and Physiology	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Program Courses

MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 102	Computer Keyboarding	1

OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition with Microsoft Office XP	3
OFC 214	Advanced Microsoft Word	3

OFC 102: (May be waived by previous course or passing a keyboarding test administered by the Office Administration department chair.)

Choose one of the following

MAA 203	Advanced Medical Transcription	3
OFC 266	Administrative Office Management	3

Recommended Course Sequence - Fall Semester 1

BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

BIO 115	Survey of Human Anatomy and Physiology	4
BUS 251	Business Law	3
ENG 102	Composition II: Writing about Literature	3
MAA 101	Medical Terminology	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Fall Semester 3

ACC 101	Principles of Accounting I	4
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
OFC 150	Speech Recognition with Microsoft Office XP	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 4

MAA 209	Medical Office Portfolio Development	1
HST 114	United States History from 1877	3
MAA 205	Medical Office Procedures	3
SOC 212	The Sociology of Social Problems And	3
CED 210	Cooperative Work Experience I Or	3
MAA 209	Medical Office Portfolio Development	1

CERTIFICATES

A+ Certification
Accounting (A)
Administrative Assistant
Applied Manufacturing
Art
*Basic Web Page Development
Biotechnology
Computer Aided Design and Drafting
*Computer Forensics (A)
*Computer Game Development
*Computer Programming
C-Print Captioning
Deaf Studies Prep
Deaf Studies Professional
Desktop Publishing Technology (NB)
Developmental Disabilities
Early Childhood Education: Infant/Toddler (NB)
Early Childhood Education: Preschool (NB)
*e-commerce
Emergency Medical Technician (eH)
Fashion Merchandising
Fine Arts
Fire Investigation Specialist
Fire Prevention Specialist
Foundations of C-Print
Fundamental Computer Skills (NB)
Funeral Service Preparatory
Geographic Information Systems
Gerontology (A/NB/eH)
Global Leadership
Graphic Design
Green Building Technology
*Help Desk Software Support
Histology
Human Services (A/NB)
*Information Technology Fluency
*Information Technology Teaching
Instructional Paraprofessional
*JAVA Programmer
Law Enforcement (NB)
Legal Office Assistant
Marine Trades
Marketing (A/NB)
Medical Administrative Practices (NB)
Medical Assisting
Medical Coding (NB/eH)
Medical Transcription
Microsoft Office Certified Application Specialist
*Multimedia Development
*NetworkTech
Office Skills Training
Office Support (NB)
Office Technology Management (NB)
*Open Source

Organic Agriculture Technician
Paralegal Studies
Phlebotomy (eH)
Portuguese/English Community Interpreting
Pre-Radiology Technology
Retail Management (NB)
*Security
Small Business and Entrepreneurial Management (A/NB)
Spanish/English Community Interpreting
Sport Management
Surveying
Thanatology
Therapeutic Massage (NB only/eH)
Tourism and Hospitality Services (A)
Water Quality Professional
Web Design
*Windows 2003 Administration

(A) Also offered at Attleboro Center

(NB) Also offered at New Bedford Campus

(eH) Also offered in eHealth, New Bedford

*Students may be required to obtain and use specific hardware, operating systems, or applications.

A+ Certification

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in A+ Certification

Credits required 10

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Information

- A+ students are prepared to sit for certification exam after completing CIS 121 (p. 285), CIS 160 (p. 287)and EGR 133 (p. 313) courses.

- Recommendations

- If you have no prior computer experience, take CIS 111 (p. 284) before beginning this certificate program.

- Take CIS 121 (p. 285) in the first semester. To finish in a year, take CIS 121 (p. 285) and CIS 160 (p. 287) during the first semester.

DEGREE REQUIREMENTS

Program Courses

CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3
EGR 133	Computer Configuration and Repair	4

Recommended Course Sequence - Fall Semester 1

CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3

Recommended Course Sequence - Spring Semester 2

EGR 133	Computer Configuration and Repair	4

Accounting

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Accounting

Credits required 29

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate provides updated accounting expertise for people already working in the accounting field. It may also be used by students without an accounting background to develop entry-level career skills. Most of the courses can be transferred to the Business Career degree program.

DEGREE REQUIREMENTS

Program Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ACC 150	Small Business Financial Software	3
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
BUS 253	Corporation Finance	3
ENG 101	Composition I: College Writing	3

Choose one of the following:

ACC 253	Cost Accounting	3
ACC 255	Federal Taxation I	3
ACC 257	Managerial Accounting	3

Choose one of the following

ACC 256	Federal Taxation II	3
ACC 259	Analysis of Financial Statements	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
ACC 150	Small Business Financial Software	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ACC 102	Principles of Accounting II	4
BUS 253	Corporation Finance	3

Recommended Course Sequence - Fall Semester 3

ACC 253	Cost Accounting	3
	Or	
ACC 255	Federal Taxation I	3
	Or	
ACC 257	Managerial Accounting	3
	And	
ACC 201	Intermediate Accounting I	3

Recommended Course Sequence - Spring Semester 4

ACC 256	Federal Taxation II	3
	Or	
ACC 259	Analysis of Financial Statements	3
	And	
ACC 202	Intermediate Accounting II	3

Administrative Assistant

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Administrative Assistant

Credits required 28

Dean

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

This advanced-level certificate helps upgrade skills to improve job opportunity. Students examine the latest office technologies and procedures, learn the advanced functions of Microsoft Office software and speech recognition software, and develop database and transcription skills. If you have no working experience of Microsoft Office software, choose the Office Support certificate program.

Program Information

- This advanced-level certificate provides the most up-to-date training that addresses the fast-changing computer

needs of today's offices. The advanced level of skills developed provides excellent job mobility.

- Credits from the Office Support certificate program transfer into the Administrative Assistant certificate program and the Executive Administrative Assistant degree program.

Recommendations

Students must type 30 wpm and have working knowledge of Microsoft Office software.

DEGREE REQUIREMENTS

Program Courses

ACC 114	Introduction to QuickBooks Pro	1
OFC 150	Speech Recognition with Microsoft Office XP	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 264	Administrative Transcription	3
OFC 266	Administrative Office Management	3
ENG 101	Composition I: College Writing	3

Choose one of the following:

CED 210	Cooperative Work Experience I	3
OFC 294	Office Administration Colloquium	3

Recommended Course Sequence - Fall Semester 1

CED 210	Cooperative Work Experience I	3
OFC 150	Speech Recognition with Microsoft Office XP	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ACC 114	Introduction to QuickBooks Pro	1
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 264	Administrative Transcription	3
OFC 266	Administrative Office Management And Or	3
OFC 294	Office Administration Colloquium	3

Applied Manufacturing

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Applied Manufacturing

Credits required 13

Dean

Peter Schuyler

Program contact

Mary Cass, Coordinator and Associate Professor of Automation Technology, ext. 2248

Program Goals Statement

Students learn to use standard machine-shop equipment and operate and program CNC machinery to become manufacturing technicians. Students also understand the materials to be processed and technical drawing through the use of AutoCAD.

Program Information

- This program serves as a solid base for continuing on toward a degree, with all courses transferring to BCC's Automation, Electro-Mechanical and Mechanical Technology programs

- This program utilizes BCC's NSF-funded Computer-Integrated Manufacturing (CIM) Laboratory facility, utilizing typical industrial CNC machining centers.

- Students must have previously completed algebra II and geometry before enrolling in certificate courses.

DEGREE REQUIREMENTS

Program Courses

CAD 101	Computer Aided Drafting	3
EGR 111	Fundamentals of Manual Machining	3
EGR 112	Automated Machining	3
EGR 172	Material Science	4

Recommended Course Sequence - Fall Semester 1

CAD 101	Computer Aided Drafting	3
EGR 111	Fundamentals of Manual Machining	3

Recommended Course Sequence - Spring Semester 2

EGR 112	Automated Machining	3
EGR 172	Material Science	4

Art

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Art

Credits required 27

Dean

Joanne Preston

Program contact

Erik Durant, Coordinator of and Instructor in Art, ext. 2893

Program Goals Statement

The Art Certificate is an intensive investigation into the student's choice of applied art. Students design their own program to increase their knowledge of the arts and their competency and skill in various media and methods, and to make their leisure time more enjoyable.

Program Information

All courses are taught by Art faculty.

Students may transfer courses into the Art Transfer degree program.

Students should follow the same sequence of all studio arts courses as recommended for the Art Transfer program.

Recommendations

Students are recommended to confine outside work to no more than 15 hours per week.

DEGREE REQUIREMENTS

Program Courses

Choose 27 credits of ART courses with the help of advisor. See the course descriptions for more information ELECTIVE(S) as required

Recommended Course Sequence

Contact your program director, Erik Durant, or your advisor for course sequencing recommendations.

Basic Web Page Development

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Basic Web Page Development

Credits required 13

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate program is designed to meet today's demand for knowledgeable Internet users and developers. Students learn to develop Web pages for specific goals and to access the Internet for research and communications.

Program Information

This certificate is designed for users experienced in either the application development or programming areas. Students without basic computers skills must complete CIS 111 prior to starting the certificate.

This certificate helps students develop skills and expertise to design effective Web pages. This certificate would supplement any college program.

DEGREE REQUIREMENTS

Program Courses

CIS 122	Internet Developer	3
CIS 159	MySQL and PHP	3
CIS 162	Applications for Web Development	3
CIT 102	Security Awareness	1
CIT 131	Business Creativity	3

Recommended Course Sequence - Fall Semester 1

CIS 122	Internet Developer	3
CIT 131	Business Creativity	3

Recommended Course Sequence - Spring Semester 2

CIS 159	MySQL and PHP	3
CIS 162	Applications for Web Development	3
CIT 102	Security Awareness	1

Biotechnology

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Biotechnology

Credits required 28

Dean

Peter Schuyler

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

- Learn the essential knowledge and develop lab skills for entry-level biotech positions, including setting up sample analysis, maintaining automated instruments, and preparing materials for research scientists.

- Program Information

- Massachusetts is a national leader in biotechnology and needs well-trained workers for this growing field.

DEGREE REQUIREMENTS

Program Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
BIO 240	Cell Biology	4
CED 210	Cooperative Work Experience I	3
CHM 116	Health Science Chemistry II	4
ENG 101	Composition I: College Writing	3
MTH 119	Fundamental Statistics	3

Choose one of the following

BIO 239	Elements of Microbiology	4
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
CED 210	Cooperative Work Experience I	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

BIO 240	Cell Biology	4
CHM 116	Health Science Chemistry II	4
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Fall Semester 3

BIO 239	Elements of Microbiology Or	4
CHM 225	Biochemistry Or	4
CHM 226	Chemistry of Nucleic Acids And	4

Computer-aided Design and Drafting

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Computer Aided Design and Drafting

Credits required 12

Dean

Peter Schuyler

Program contact

Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

This one-year certificate program provides students with the needed skills to become a professional computer-aided architectural draftsperson, civil draftsperson, mechanical designer, or manufacturing operator in the engineering industry. Students learn fundamental concepts of engineering drawing through advanced computer-aided design techniques.

Program Information

This program serves as a solid base for advanced work in a degree program, with all courses transferring to BCC's Automation, Civil, Electro-Mechanical, Environmental, Mechanical, and Structural Technology programs.

Students utilize high-tech computer equipment and the latest AutoDesk, SolidWorks, and/or CAM software.

DEGREE REQUIREMENTS

Core Courses

CAD 101	Computer Aided Drafting	3

Architectural/Civil (complete all three courses)

Concentration Courses

CAD 122	Architectural Drawing	3
CAD 125	3D Architecture, Building, and Landscape Design	3
CAD 128	Civil Drafting and Design	3

Mechanical/Manufacturing (choose 3 courses)

CAD 111	Advanced Computer Aided Design	3
CAD 112	Advanced Computer Aided Design II	3
CAD 172	Computer Aided Mechanical Design	3
CAD 211	Computer Aided Manufacturing	3

Recommended Course Sequence - Fall Semester 1

CAD 101	Computer Aided Drafting	3

Recommended Course Sequence - Spring Semester 2

CAD 122	Architectural Drawing Or	3
CAD 125	3D Architecture, Building, and Landscape Design Or	3
CAD 128	Civil Drafting and Design And	3
CAD 172	Computer Aided Mechanical Design Or	3
CAD 111	Advanced Computer Aided Design	3

Architectural/Civil CAD 122 or CAD 125 or CAD 128

Mechanical/Manufacturing CAD 172 or CAD 111

Recommended Course Sequence - Fall Semester 3

CAD 122	Architectural Drawing Or	3
CAD 125	3D Architecture, Building, and Landscape Design Or	3
CAD 128	Civil Drafting and Design	3

	And	
CAD 111	Advanced Computer Aided Design	3
	Or	
CAD 112	Advanced Computer Aided Design II	3

Architectural/Civil CAD 122 or CAD 125 or CAD 128

Mechanical/Manufacturing CAD 111 or CAD 112

Recommended Course Sequence - Spring Semester 4

CAD 122	Architectural Drawing	3
	Or	
CAD 125	3D Architecture, Building, and Landscape Design	3
	Or	
CAD 128	Civil Drafting and Design	3
	And	
CAD 112	Advanced Computer Aided Design II	3
	Or	
CAD 211	Computer Aided Manufacturing	3

Architectural/Civil CAD 122 or CAD 125 or CAD 128

Mechanical/Manufacturing CAD 112 or CAD 211

After BCC

Graduates are prepared for positions as architectural and civil CAD operators/drafters and mechanical designers.

Computer Forensics

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Computer Forensics

Credits required 28-29

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate provides information technology and criminal justice professionals with the opportunity to obtain knowledge, training, and skills in computer forensics. Computer forensics examines legal evidence found in computers and digital storage media. This certificate offers two tracks. Those with a background in criminal justice should choose the Information Technology track. Those with an information technology background should choose the Criminal Justice track.

Program Information

Students without the required courses must submit documented proof of their acquired knowledge for evaluation by either the Computer Information Systems or Criminal Justice department chairs.

Recommendations

Students without basic computer skills should enroll in CIS 111 prior to enrolling in this program.

DEGREE REQUIREMENTS

Core Courses

CIT 155	Introduction of Computer Forensics	3
CIT 255	Advanced Computer Forensics	4
CIT 256	File System Forensic Analysis	3
CIT 275	Computer Forensics Seminar	4
ENG 101	Composition I: College Writing	3

Concentration Courses - Criminal Justice Track

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 256	Criminal Investigation	3
CRJ 258	Criminal Procedure	3

Concentration Courses - Information Technology Track

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 134	Networking Technologies	4
CIT 150	Network Security	3

Recommended Course Sequence - Pre-Admission

Students should take CIS 121 prior to enrolling in this certificate.

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CIS 120	Programming: Logic, Design and Implementation	3

Recommended Course Sequence - Spring Semester 2

CIT 155	Introduction of Computer Forensics	3
	And	
CRJ 256	Criminal Investigation	3
	Or	
CIS 106	Operating System Scripting	1
	And	
CIS 134	Networking Technologies	4

Recommended Course Sequence - Fall Semester 3

CRJ 258	Criminal Procedure	3
	Or	
CIT 150	Network Security	3

	And	
CIT 255	Advanced Computer Forensics	4

Recommended Course Sequence - Spring Semester 4

CIT 256	File System Forensic Analysis	3
CIT 275	Computer Forensics Seminar	4

After BCC

Graduates are prepared to work in law enforcement agencies, the private commercial sector, and law firms as computer forensics technicians.

Computer Game Development

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Computer Game Development

Credits required 27

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students gain an understanding of all aspects of electronic game production. Each student participates as a team member in the creation of an electronic game.

Program Information

Students can develop the skills necessary for employment by electronic game development companies in basic entry-level positions.

Due to the fast-track nature of the course, students may need to follow up with additional sample work or study to gain employment.

DEGREE REQUIREMENTS

Program Courses

CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 143	Programming for Game Developers I	3
CIT 241	Electronic Game Development II	3
CIT 242	Programming for Game Developers II	3
CIT 243	Game and Sound Production	3
CIT 244	Production for Game Developers	3

ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 143	Programming for Game Developers I	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIT 241	Electronic Game Development II	3
CIT 242	Programming for Game Developers II	3
CIT 243	Game and Sound Production	3
CIT 244	Production for Game Developers	3

Computer Programming

CERTIFICATE PROGRAM

Degree offered

Certificate of Accomplishment in Computer Programming

Credits required 15/19

Dean

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

A certificate in Computer Programming gives students mastery of basic programming concepts. The student becomes literate in at least three programming languages and achieves advanced mastery of more sophisticated concepts in at least one programming language.

Requirement

Students without basic computer skills should enroll in CIS 111 (p. 284) prior to enrolling in this certificate. Students who need basic keyboarding skills should enroll in OFC 102 (p. 353) prior to enrolling in this program.

Recommendations

Plan to spend large blocks of time developing proficiency.

DEGREE REQUIREMENTS

Database Programming (choose one)

CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	3

One 3-4 credit Elective – Programming

CIS 154	Introduction to Programming (COBOL)	3
CIS 254	Advanced COBOL Programming	3
CIS 122	Internet Developer	3
CIS 250	Interactive Web Sites	3
CIS 150	Oracle and SQL	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 257	Object-Oriented JAVA Programming II	4
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3

One 3-4 credit Elective - Programming Language

CIS 154	Introduction to Programming (COBOL)	3
CIS 250	Interactive Web Sites	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 157	Object-Oriented JAVA Programming I	4
CIT 143	Programming for Game Developers I	3

First-semester programming language (choose one)

CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 159	MySQL and PHP	3
CIS 250	Interactive Web Sites	3

Second-semester of the programming language previously taken (choose one)

CIS 254	Advanced COBOL Programming	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 257	Object-Oriented JAVA Programming II	4
CIS 258	Advanced Interactive Programming	3

Recommended Course Sequence - Fall Semester 1

Database programming course (semester 1 or 2); First-semester programming course; Programming Elective

Recommended Course Sequence - Spring Semester 2

Database programming course (semester 1 or 2); Programming elective; Second-semester of the programming language taken in first semester

C-PrintTM Captioning

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in C-PrintTM Captioning

Credits required 25

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This certificate prepares graduates to work with Deaf or hard-of-hearing students and students with other disabilities in mainstream classrooms and/or work environments. Students in this program learn to keyboard effectively, to use laptop computers in conjunction with C-Print™ software, to perform real-time captioning in classrooms or other settings, to edit and prepare notes, and to work within the Deaf culture and with disability services.

Program information

- C-Print™ is a support service that combines the characteristics of both interpreters and note takers.

- C-Print™ technology is a speech-to-text system used as a communication access service option to individuals who are deaf or hard-of-hearing around the country.

Recommendations

Students must possess an aptitude for phonetics and English grammar and type 40 words per minute or take OFC 102 (p. 353), OFC 104 (p. 353), OFC 113 (p. 353).

DEGREE REQUIREMENTS

Program Courses

CIT 100	Working with Laptops	1
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
OFC 120	Text Editing	3
OFC 135	C-Print Basics	3
OFC 240	C-Print Captioning Skill Development	3
OFC 245	C-Print Captioning Practicum	3
OFC 294	Office Administration Colloquium	3

Choose one of the following

BUS 113	Introduction to Business Functions and Practices	3
MAN 154	Small Business Management	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
OFC 135	C-Print Basics	3
DST 110	Deaf Culture	3

Recommended Course Sequence - Spring Semester 2

BUS 113	Introduction to Business Functions and Practices Or	3
MAN 154	Small Business Management And	3
OFC 120	Text Editing	3
OFC 240	C-Print Captioning Skill Development	3
OFC 245	C-Print Captioning Practicum	3
OFC 294	Office Administration Colloquium	3

After BCC

Students can work in any public or private school setting. C-Print™ captionists are also employed to take notes during town meetings, public forums, workshops, business meetings, and with individuals with other disabilities.

Deaf Studies Prep

CERTIFICATE PROGRAM

Degree offered

Certificate of Accomplishment in Deaf Studies Prep

Credits required 17

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This certificate program is designed for students interested in American Sign Language and Deaf people but unsure of their career goal(s). It is also a great concentration for students in non-Deaf Studies degree programs that seek specialized skills and knowledge in a competitive job market.

Program Information

This certificate program is a good choice for Deaf Studies students wishing to explore their program of study and career options while they complete developmental work.

Students are encouraged to be active in our ASL/Deaf Studies club and are required to be active in the Deaf community.

Students will spend an additional hour per week engaged in language lab activities with each ASL course taken.

DEGREE REQUIREMENTS

Program Courses

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2

Deaf Studies Professional

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Deaf Studies Professional

Credits required 28

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

The certificate provides professional development and/or specialization in Deaf Studies for professionals already working with Deaf people. Fundamental to this program are both American Sign Language competency and appreciation of the Deaf community as a cultural/linguistic minority.

Program Information

Prerequisite for admission minimum of Associate in Arts or Science and demonstrated ASL ability at the advanced beginner level.

Students with 30 or more college credits in liberal arts/general education including ENG 101 (p. 318) or equivalent, demonstrated ASL ability, and proof of related employment may meet with the program director to determine admission.

Students without the required language skills should choose the Deaf Studies Prep Certificate program or one of the Deaf Studies degree options.

DEGREE REQUIREMENTS

Program Courses

ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 283	American Sign Language Seminar I	1
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 301	Advanced American Sign Language I	4
ASL 302	Advanced American Sign Language II and Structure	4
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 210	The Deaf Community in Society	3

Choose one of the following

DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3

Recommended Course Sequence - Fall Semester 1

DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ASL 201	Intermediate American Sign Language I	3
ASL 283	American Sign Language Seminar I	1

Recommended Course Sequence - Spring Semester 2

ASL 202	Intermediate American Sign Language II	3
DST 210	The Deaf Community in Society	3

Recommended Course Sequence - Fall Semester 3

ASL 301	Advanced American Sign Language I	4

Recommended Course Sequence - Spring Semester 4

ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 302	Advanced American Sign Language II and Structure	4
	And	
DST 151	Deaf History	3

	Or	
DST 251	Deaf Literature and ASL Folklore	3

Desktop Publishing

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Desktop Publishing Technology

Credits required 12

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

The certificate in Desktop Publishing Technology provides training in the computer skills needed to work in the pre-press environment. Courses focus on using industry-standard pagination and digital imaging software and deal with basic writing and editing.

Requirements

- Students entering this certificate program must understand the basic concepts of an operating system, spreadsheet, and a database.

- Those without computer experience should take CIS 111 (p. 284) before starting the program. CIS 112 (p. 285) is also helpful.

DEGREE REQUIREMENTS

Program Courses

CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
ENG 101	Composition I: College Writing	3
ENG 215	Technical Writing	3

Recommended Course Sequence - Fall Semester 1

CIT 131	Business Creativity	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIT 132	Desktop Publishing	3
ENG 215	Technical Writing	3

Developmental Disabilities

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Developmental Disabilities

Credits required 24

Dean

Joanne Preston

Program contact

Kevin J. Garganta, Coordinator and Professor of Human Services, ext. 2001

Program Goals Statement

Program Information

Courses in the Developmental Disabilities certificate apply to both the Human Services degree and certificate programs.

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
SER 101	Introduction to Social Welfare	3
SER 212	Special Topics in Mental Health	3
SER 260	Supervision and Leadership in Human Services	3
SER 261	Developmental Disabilities	3
SER 290	Pre-Internship Planning Workshop	1
SER 291	Field Experience and Seminar I	5

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
SER 101	Introduction to Social Welfare	3

Recommended Course Sequence - Spring Semester 2

PSY 101	General Psychology	3
SER 261	Developmental Disabilities	3
SER 290	Pre-Internship Planning Workshop	1

Recommended Course Sequence - Fall Semester 3

SER 212	Special Topics in Mental Health	3
SER 260	Supervision and Leadership in Human Services	3

Recommended Course Sequence - Spring Semester 4

SER 291	Field Experience and Seminar I	5

Early Childhood Education Infant/Toddler

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Early Childhood Education Infant/Toddler

Credits required 25

Dean

Joanne Preston

Program contact

Ravitha Amarasingham, Department Chair and Professor of Early Childhood Education, ext. 2593

Program Goals Statement

This certificate program introduces students to the application of principles of respectful care and education of infants and toddlers (birth through 2.9 years). Through placement in a supervised infant/toddler setting, students demonstrate their understanding of the principles and skills needed to provide quality education and respectful care.

Program Information

- Required courses meet the requirements of group care staff as identified by the Department of Early Education and Child Care (DEEC).

- Course credits apply toward an associate degree in Early Childhood Education.

- C.O.R.I. (Criminal Offender Record Information) and S.O.R.I. (Sexual Offender Registry Information) background checks are required prior to clinical placement and are conducted in accordance with state regulations. C.O.R.I. and S.O.R.I. checks are processed through the Human Resources office.

Academic Expectations

All Early Childhood students must achieve grades of "C-" or better in all subject courses with an ECE designation.

Special Requirements for the Program

Health Requirements

Accepted applicants must have a physical examination, Hepatitis B immunization, other immunizations as required by the Massachusetts Department of Public Health, and must have a tuberculosis test each year.

Fieldwork

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge. Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

DEGREE REQUIREMENTS

Program Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3

ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 223	Infant-Toddler Development	3
ECE 236	Infant-Toddler Curriculum Planning	3
ECE 244	Parent-Teacher Communications and Partnerships	3
ECE 251	Teaching Practicum I and Seminar I	4
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3
GIS 101	Introduction to Geographic Information Systems	3

Recommended Course Sequence - Spring Semester 2

| ECE 112 | Observing, Recording, and Analyzing Early Childhood Settings | 3 |
| ECE 113 | Safe and Healthy Early Childhood Learning Environments | 3 |

Recommended Course Sequence - Fall Semester 3

| ECE 223 | Infant-Toddler Development | 3 |
| ECE 244 | Parent-Teacher Communications and Partnerships | 3 |

Recommended Course Sequence - Spring Semester 4

| ECE 236 | Infant-Toddler Curriculum Planning | 3 |
| ECE 251 | Teaching Practicum I and Seminar I | 4 |

Early Childhood Education Preschool

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Early Childhood Education Preschool

Credits required 28

Dean

Joanne Preston

Program contact

Ravitha Amarasingham, Department Chair and Professor of Early Childhood Education, ext. 2593

Program Goals Statement

This certificate program prepares students to enter the field as a qualified entry-level professional ready to work with preschool children in settings such as daycare, learning centers, and family child care.

Program Information

- Required courses meet the requirements of group care staff as identified by the Department of Early Education and Child Care (DEEC).

- Course credits apply toward an associate degree in Early Childhood Education.

- C.O.R.I. (Criminal Offender Record Information) and S.O.R.I. (Sexual Offender Registry Information) background checks are required prior to clinical placement and are conducted in accordance with state regulations. C.O.R.I. and S.O.R.I. checks are processed through the Human Resources office.

Academic Expectations

All Early Childhood students must achieve grades of "C-" or better in all subject courses with an ECE designation.

Special Requirements for the Program

Health Requirements

Accepted applicants must have a physical examination, Hepatitis B immunization, other immunizations as required by the Massachusetts Department of Public Health, and must have a tuberculosis test each year.

Fieldwork

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge.

Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

DEGREE REQUIREMENTS

Program Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 222	Special Needs in Early Childhood	3
ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Recommended Course Sequence - Fall Semester 1

ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
PSY 252	Child Development	3

Recommended Course Sequence - Fall Semester 3

ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 222	Special Needs in Early Childhood	3

Recommended Course Sequence - Spring Semester 4

ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4

e-commerce

CERTIFICATE PROGRAM

Degree offered

Certificate of Accomplishment in e-commerce

Credits required 20/22

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration

Program Goals Statement

This certificate provides students with the knowledge to use e-commerce technologies for small business operations. Most of the courses can be transferred to a Business Career associate degree program.

DEGREE REQUIREMENTS

Program Courses

BUS 152	Honors E-Commerce	3
CIS 122	Internet Developer	3
CIS 162	Applications for Web Development	3
CIT 131	Business Creativity	3
ENG 101	Composition I: College Writing	3
MAN 154	Small Business Management	3

Electives: Choose 1-3 credits from any CIS course

Choose one of the following

ACC 114	Introduction to QuickBooks Pro	1
BUS 115	Fundamentals of an Enterprise	1
RMN 117	Fundamentals of On-Line Retailing	1

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro Or	1
BUS 115	Fundamentals of an Enterprise Or	1
RMN 117	Fundamentals of On-Line Retailing And	1
BUS 152	Honors E-Commerce	3
ENG 101	Composition I: College Writing	3
MAN 154	Small Business Management	3

Recommended Course Sequence - Spring Semester 2

	CIS/CIT Elective	3
CIS 122	Internet Developer	3
CIS 162	Applications for Web Development	3
CIT 131	Business Creativity	3

Emergency Medical Technician

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Emergency Medical Technician

Credits required 8

Program contact

Stephen Rivard, Coordinator of Fire Science Technology

Program Goals Statement

The Emergency Medical Technician Certificate Program is designed to provide students with the skills and knowledge to pursue a career as an EMT. Successful completion of the program coursework qualifies students to sit for the State of Massachusetts EMT license examination. This State license is mandatory for all personnel who wish to pursue a career working on an ambulance. EMT licensure is also the first step in training for a career as a paramedic or with the fire service. EMT training is a valuable skill for those pursuing careers in the healthcare. EMT students gain practical experience by taking part in both hands-on activities and simulations.

Program Information

- Successful completion of the program coursework will qualify students to sit for the State of Massachusetts EMT certification examination.

- EMT students will gain practical experience by taking part in both hands on activities and simulations.

- EMT certification is the first step in training for a career as a Paramedic or with the fire service.

- Courses transfer to the Fire Science Associate's degree program.

DEGREE REQUIREMENTS

Program Courses

FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4

Recommended Course Sequence - Semester 1

FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4

Fashion Merchandising

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Fashion Merchandising

Credits required 28

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The certificate is designed to prepare students to enter a fashion career. Courses in retail management, art, human behavior, and psychology aim to enhance career opportunities and lay a foundation for further study if desired.

Program Information

Many courses transfer to BCC's degree program in Retail Management.

DEGREE REQUIREMENTS

Program Courses

ART 111	Drawing I	3
ENG 101	Composition I: College Writing	3
MAR 101	Principles of Marketing	3
RMN 111	Retail Management - Principles of Buying	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3

Choose one of the following

CIT 131	Business Creativity	3
RMN 116	Retail and Fashion Merchandising Field Study	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Choose one of the following

MAR 114	Sales Principles	3
PSY 101	General Psychology	3

Choose one of the following

RMN 117	Fundamentals of On-Line Retailing	1
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 1

ART 111	Drawing I	3
ENG 101	Composition I: College Writing	3
MAR 101	Principles of Marketing	3
RMN 111	Retail Management - Principles of Buying And	3
CIT 131	Business Creativity Or	3
RMN 116	Retail and Fashion Merchandising Field Study	3

Recommended Course Sequence - Spring Semester 2

RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising And	3
MAR 114	Sales Principles Or	3
PSY 101	General Psychology And	3
RMN 117	Fundamentals of On-Line Retailing Or	1
RMN 118	Workshop in Team Development and Managerial Communications And	1
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

After BCC

Students can consider such career options as fashion coordinator, fashion consultant, designer, or presenter.

Fine Arts

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Fine Arts

Credits required 27

Dean

Joanne Preston

Program contact

Erik Durant, Coordinator of and Instructor in Art, ext. 2893

Program Goals Statement

This program offers students an introduction to the fine arts. Students can explore art, music, theatre, dance, and English, and additional electives in literature, the humanities, and history. All courses transfer into a degree program.

Program Information

- Students may transfer courses into a degree program at BCC or at another institution.
- Consult with the program coordinator to design a program that meets your needs, interest, and background.

Recommendations

If enrolled part time, take ENG 101 (p. 318), an ART elective, MUS elective, and THE elective first.

DEGREE REQUIREMENTS

Program Courses

	Art Elective	3
	Music Elective	
	Theater Elective	
ENG 101	Composition I: College Writing	3
ENG 283	Creative Writing Seminar	3

Additional Electives

	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3

To complete required program credits, students select four electives appropriate to their interests and background with the approval of an advisor. Refer to Art, Dance, English, Music, and Theatre course descriptions for possibilities

Recommended Course Sequence

Contact your program director, Erik Durant, or your advisor for course sequencing recommendations.

Fire Investigation Specialist

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Fire Investigation Specialist

Credits required 27

Dean

Peter Schuyler

Program contact

Stephen Rivard, Coordinator of Fire Science Technology, ext. 3789

Program Goals Statement

This certificate program trains fire, police, and insurance industry personnel in the latest fire investigation practices. It prepares students to determine the origin and cause of fires as well as the legal aspects of prosecuting an arson case.

Program Information

Graduates have joined fire departments and insurance companies as fire investigators and fire inspectors.

Courses transfer to the Fire Science Technology degree program.

After completing this certificate program, a student is qualified for assignment to the Fire Prevention Bureau.

DEGREE REQUIREMENTS

Program Courses

COM 101	Fundamentals of Public Speaking	3
CRJ 221	Juvenile Offenders	3
CRJ 256	Criminal Investigation	3
ENG 101	Composition I: College Writing	3
FIR 150	Fire Investigation	3
FIR 159	Building Construction	3
FIR 254	Report Writing	3
FIR 255	Related Fire Codes and Ordinances	3
PSY 101	General Psychology	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
FIR 150	Fire Investigation	3
FIR 159	Building Construction	3

Recommended Course Sequence - Spring Semester 2

CRJ 251	Criminology	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Fall Semester 3

FIR 255	Related Fire Codes and Ordinances	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 4

CRJ 221	Juvenile Offenders	3
FIR 254	Report Writing	3

Fire Prevention Specialist

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Fire Prevention Specialist

Credits required 27

Dean

Peter Schuyler

Program contact

Stephen Rivard, Coordinator of Fire Science Technology, ext. 2746

Program Goals Statement

This certificate program provides training to students in proper fire inspection practices and fire code enforcement.

DEGREE REQUIREMENTS

Program Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
FIR 111	Introduction to Fire Protection	3
FIR 113	Fundamentals of Fire Prevention	3
FIR 158	Plans Review and Building Codes	3
FIR 159	Building Construction	3
FIR 254	Report Writing	3
FIR 255	Related Fire Codes and Ordinances	3
FIR 263	Fire Protection Systems and Equipment	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
FIR 111	Introduction to Fire Protection	3
FIR 113	Fundamentals of Fire Prevention	3

Recommended Course Sequence - Spring Semester 2

FIR 254	Report Writing	3
FIR 263	Fire Protection Systems and Equipment	3

Recommended Course Sequence - Fall Semester 3

FIR 159	Building Construction	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 4

FIR 158	Plans Review and Building Codes	3
FIR 255	Related Fire Codes and Ordinances	3

Foundations of C-PrintTM

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Foundations of C-PrintTM

Credits required 10

Dean

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

C-Print™ technology provides captioning services for the Deaf and hard-of-hearing in classrooms or work environments. The certificate provides basic training in C-PrintTM principles. All credits transfer to the C-PrintTM Captioning certificate.

Program Information

OFC 102 (p. 353) or a demonstrated keyboarding speed of 40 words per minute is required. Meet with the department chair for program information.

DEGREE REQUIREMENTS

Program Courses

CIT 100	Working with Laptops	1
OFC 135	C-Print Basics	3
OFC 240	C-Print Captioning Skill Development	3
OFC 245	C-Print Captioning Practicum	3

Recommended Course Sequence - Fall Semester 1

CIT 100	Working with Laptops	1
OFC 135	C-Print Basics	3

Recommended Course Sequence - Spring Semester 2

OFC 240	C-Print Captioning Skill Development	3
OFC 245	C-Print Captioning Practicum	3

Recommended Electives

- A minimum keyboarding speed of 40 wpm based on a 5-minute timing administered by the Office Administration Department Chair is required for admission to the program.

- Courses in this certificate transfer into the C-Print™ Captioning Certificate of Achievement.

After BCC

Students continue their education and transfer into the C-Print™

Captioning certificate program.

Fundamental Computer Skills

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Fundamental Computer Skills

Credits required 7-8

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

- Students learn word processing, spreadsheets, and databases and how to use the Internet for research and exploration.

- This certificate is designed for people who need to learn to use computers effectively on the job or at home to make a career change.

- Program Information

- This program assumes no prior computer knowledge and is aimed at those nervous about acquiring those skills.

- This program could be used to develop a level of computer literacy that would be an asset in any college program.

Recommendations

Plan to spend large blocks of time developing proficiency.

Program Courses

May be waived by previous course or passing a keyboarding test administered by the Office Administration department.

DEGREE REQUIREMENTS

Program Courses

May be waived by previous course or passing a keyboarding test administered by the Office Administration department.

CIS 101	Internet User	1
CIS 111	Introduction to Business Information Systems	3
CIS 112	Advanced Business Information Systems	3

OFC 102	Computer Keyboarding	1

Recommended Course Sequence - Fall Semester 1

CIS 111	Introduction to Business Information Systems	3
OFC 102	Computer Keyboarding	1

Recommended Course Sequence - Spring Semester 2

CIS 101	Internet User	1
CIS 112	Advanced Business Information Systems	3

Funeral Service Preparatory

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Funeral Service Preparatory

Credits required 27

Dean

TBA

Program contact

John Tormey, Coordinator of Thanatology and Professor of Psychology/Thanatology, ext. 2032

Program Goals Statement

This certificate is unique to BCC and prepares the student interested in a career in funeral services for transfer to associate degree programs in funeral services. The courses also prepare the student for a national board examination required for licensure.

Program Information

- Contact your program director John Tormey or your advisor for course sequencing recommendations.

- Students enrolled in other programs often can earn this certificate by taking the courses as electives.

- This certificate, along with Certificate in Thanatology, makes the student a strong candidate for funeral service apprenticeship programs.

- This program fulfills the general education requirements, which can be transferred to an Associate Degree in Funeral Service at mortuary colleges. BCC has an articulation agreement with Mt. Ida College.

DEGREE REQUIREMENTS

Program Courses

ACC 101	Principles of Accounting I	4
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
BUS 251	Business Law	3

CIS 110	Basic Computing Skills	3
ENG 101	Composition I: College Writing	3
MAN 154	Small Business Management	3

Choose one of the following

| PSY 262 | Introduction to Thanatology | 3 |
| PSY 264 | Psychology of Grief | 3 |

Geographic Information Systems

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Geographic Information Systems (Geographic Information Systems)

Credits required 12

Dean

Peter Schuyler

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

Geographic Informational Systems (GIS) provides a powerful tool in any academic discipline to analyze relationships among data. It is commonly used in business, environmental, geographical, political, law enforcement, and social science applications.

Program Information

This certificate introduces students to GIS and provides them with the skills necessary to layer various types of data in an electronic format and to study and identify relationships among the data.

This program serves as a solid base for continuing toward a degree with courses transferring to BCC's Environmental Technology program.

DEGREE REQUIREMENTS

Program Courses

EGR 103	Computer Skills for Engineers and Technicians	3
GIS 101	Introduction to Geographic Information Systems	3
GIS 102	Applications of Geographic Information Systems	3
SSC 101	Introduction to Geography	3

Recommended Course Sequence - Fall Semester 1

| SSC 101 | Introduction to Geography | 3 |

Recommended Course Sequence - Spring Semester 2

| EGR 103 | Computer Skills for Engineers and Technicians | 3 |

| GIS 102 | Applications of Geographic Information Systems | 3 |

Gerontology

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Gerontology

Credits required 24

Dean

TBA

Program contact

John Tormey, Coordinator of Thanatology and Professor of Psychology/Thanatology

Program Goals Statement

The Gerontology certificate program prepares students to understand and effectively respond to myriad issues, challenges, choices, and problems encountered in the aging process.

Program Information

Students, especially those pursuing a degree in General Studies, are invited to consider a two-for-one program, using their electives wisely to include Gerontology as a special expertise in the degree program. Students are invited, but are not required, to take PSY 267 (p. 363) as a foundation for other Gerontology courses. In the event that core courses fit better with a student's schedule, they have permission to register for those courses.

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
PSY 267	Introduction to Gerontology: The Study of Aging	3
PSY 269	Geropsychology	3
SOC 262	Social Issues in Aging	3
SOC 263	Choices and Challenges	3

Program Elective - Choose one from the following

BIO 111	General Biology I	4
BIO 117	Physiology of Wellness	3
BIO 220	Introduction to Nutrition	3
BIO 121	Fundamentals of Biological Science I	4
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4
HLT 115	Personal and Community Health	3

SER 101	Introduction to Social Welfare	3

Program Elective - Choose one from the following

PSY 262	Introduction to Thanatology	3
PSY 264	Psychology of Grief	3
PSY 266	Introduction to Grief Counseling	3
SOC 257	Social Issues in Loss	3

Choose one of the following

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
PSY 267	Introduction to Gerontology: The Study of Aging	3

Recommended Course Sequence - Spring Semester 2

PSY 101	General Psychology	3
PSY 267	Introduction to Gerontology: The Study of Aging	3

Recommended Course Sequence - Fall Semester 3

	Health/Human Service Elective	3

Recommended Course Sequence - Spring Semester 4

	Thanatology Elective	3

After BCC

Students are prepared to seek employment in various senior agencies, retirement communities, health care facilities, home- and adult-care programs, hospice organizations, and the myriad entrepreneur possibilities that respond to senior needs and interests.

Global Leadership

CERTIFICATE PROGRAM

Degree offered

Certificate of Accomplishment in Global Leadership

Credits required 15

Dean

TBA

Program contact

Mary Zahm, Department Chair and Professor of Psychology and Director of Student Engagement, ext. 2579

Program Goals Statement

This program offers students the opportunity to develop the global perspective and interpersonal competencies needed for success in the emerging global workplace such as communication, team building, leadership, and project management skills and to practice them by engaging in service-learning. It also offers them the opportunity to

learn strategies for applying their education to address social problems in their community.

Program Information

Students are required to take either GVT 112 (p. 329) with a services Learning component or HST 266 (p. 335), which has a service-learning component. Students may ask for permission to substitute GVT 112 (p. 329), HST 111 (p. 333), HST 112 (p. 333), or HST 257 (p. 335) if the student completed a service-learning component for it or another course in his or her program of study.

Students are required to take one of the two courses that focus on development of interpersonal competencies and skills needed for success as a leader in the global and local communities. Students must engage in community service in the leadership course either by completing a service-learning project or leading peers on a community service project.

DEGREE REQUIREMENTS

Program Courses

GVT 112	Comparative Government	3
	Or	
HST 266	Seminar on United States Government and Public History	3
	And	
HON 295	Honors Seminar in Community Leadership	3
	Or	
PSY 271	Global Leadership	3

Elective Courses

	ELECTIVE	3
	ELECTIVE	3
	ELECTIVE	3

Choose from required courses or electives in student's program with or without Service-Learning component

Recommended course sequence - Fall Semester 1

GVT 112	Comparative Government	3
	Or	
HST 266	Seminar on United States Government and Public History	3
	And	
	ELECTIVE	3

Recommended course sequence - Spring Semester 2

PSY 271	Global Leadership	3
	Or	
HON 295	Honors Seminar in Community Leadership	3
	And	
	ELECTIVE	3
	ELECTIVE	3

Graphic Design

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Graphic Design

Credits required 27

Dean

Joanne Preston

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design, ext. 2691

Program Goals Statement

This certificate prepares students for careers in graphic design, including support positions for advertising, print, and interactive design. This certificate is particularly suited for those with a background in art or design who want to update or extend their skills.

Program Information

- Students use the state-of-the-art Design Macintosh lab and industry-standard graphic software and peripherals.

- Students gain a firm foundation in the creative process and use of visual language for communication and develop a professional-quality portfolio.

- Related Programs

- Graphic Design transfer program, Web Design & Media Arts career program

DEGREE REQUIREMENTS

Program Courses

ART 111	Drawing I	3
ART 260	Computer Graphics	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 266	Typography Design	3
ART 267	Publication Design	3
ENG 101	Composition I: College Writing	3

(Note students with satisfactory drawing portfolio may take ART 216 instead of ART 111, with permission of director.)

Choose two electives from

ART 271	Web Design I	3
ART 280	Electronic Imaging	3
ART 276	Multimedia Design	3
ART 292	Design Studio	3

Recommended Course Sequence - Summer

Consider taking ART 111 and ART 260 to lighten semester load.

Recommended Course Sequence - Fall Semester 1

ART 261	Graphic Design I	3
ART 266	Typography Design	3
ENG 101	Composition I: College Writing	3
	Art Elective	3

Recommended Course Sequence - Spring Semester 2

	Art Elective	3
ART 262	Graphic Design II	3
ART 267	Publication Design	3

After BCC

Graduates work in graphic design firms, advertising agencies, publishing houses, and in Web design and in-house design departments of companies.

Green Building Technology

CERTIFICATE PROGRAM

Degree offered

Certificate of Accomplishment in Green Building Technology (Green Building Technology)

Credits required 22/23

Dean

Peter Schuyler

Program contact

Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

This certificate introduces students to the construction profession and provides them with the applied technical skills necessary for employment as construction technicians or to direct a construction project. Students learn the process of constructing a green building from the ground up, develop an in-depth working knowledge of energy efficiency, conservation and construction estimating techniques, and gain practical experience in preparing working drawings for building construction. Graduates of this program will be prepared to complete the LEED Green Associate certification, which denotes basic knowledge of green design, construction, and operations. Due to the great-er use of CAD equipment by architects and engineers, as well as drafters, students also develop drafting techniques using computer-aided design and drafting software, including AutoCAD.

Program Information

- Certificate courses can apply to BCC's Civil, Architectural and Structural Technology degree programs.
- Students may earn this certificate and the degree simultaneously.
- Students interested in transferring to a Bachelor degree program in Engineering should select MTH 171 (p. 347).

DEGREE REQUIREMENTS

Program Courses

CAD 101	Computer Aided Drafting	3
CAD 122	Architectural Drawing	3
EGR 123	Green Building Practices	4
EGR 125	Construction Estimating	3
EGR 183	Energy Efficiency and Conservation Measures	3
ENG 101	Composition I: College Writing	3

Choose one of the following

MTH 141	Technical Mathematics I	4
MTH 151	College Algebra	3

Recommended Course Sequence - Fall Semester

MTH 141	Technical Mathematics I Or	4
MTH 151	College Algebra And	3
CAD 101	Computer Aided Drafting	3

Recommended Course Sequence - Spring Semester

CAD 122	Architectural Drawing	3
EGR 183	Energy Efficiency and Conservation Measures	3
ENG 101	Composition I: College Writing	3

Help Desk Software Support

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Help Desk Software Support

Credits required 29

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students learn problem-solving skills and acquire the ability to deal with general computer issues raised by the user. Students work at preparing support materials for use in areas such as Frequently Asked Questions (FAQs) support.

Program Information

Students who would like to continue their education are encouraged to earn the A+ certificate and one of the networking certificates to advance their knowledge in the more technical areas of support.

Students learn skills to troubleshoot and resolve software problems using a variety of software.

DEGREE REQUIREMENTS

Program Courses

CIS 102	Database Fundamentals	1
CIS 105	Hardware Fundamentals	1
CIS 112	Advanced Business Information Systems	3
CIS 114	Advanced Microcomputer Applications	3
CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3
CIT 160	Help Desk Methods	3
CIT 161	Troubleshooting Applications	3
CIT 162	Applied Help Desk Support	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

CIS 102	Database Fundamentals	1
CIS 105	Hardware Fundamentals	1
CIS 112	Advanced Business Information Systems	3
CIS 121	Operating Systems	3
CIT 160	Help Desk Methods	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIS 114	Advanced Microcomputer Applications	3
CIS 122	Internet Developer	3
CIS 160	The Microcomputer Environment	3
CIT 161	Troubleshooting Applications	3
CIT 162	Applied Help Desk Support	3

Histology

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Histology

Credits required 12

Dean

Patricia Dent

Program contact

Debra St. George, Department Chair and Associate Professor of Clinical Laboratory Science, ext. 2148

Apply by February 1 for priority consideration.

Program Goals Statement

DEGREE REQUIREMENTS

Program Courses

MED 105	Introduction to Histotechnology	3
MED 106	Histology Techniques I	2
MED 107	Histology Practicum I	7

Recommended Course Sequence - Fall Semester 1

MED 105	Introduction to Histotechnology	3
MED 106	Histology Techniques I	2

Recommended Course Sequence - Spring Semester 2

MED 107	Histology Practicum I	7

Program Information

Students who complete the program and obtain an associate degree and one year of full-time experience in histology will be eligible to take the national certification examination. Contact the program director for more information.

Essential Functions

- The Histology Certificate program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional histotechnician. In order to meet the course requirements, students must possess the following basic abilities

- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.

- Physical ability, sufficient mobility, and motor coordination to safely process patient specimens and perform laboratory testing procedures using a microscope, computer, and various types of diagnostic instruments.

- Visual acuity sufficient to read and interpret test procedures, physician orders, and test results; monitor instrument function; focus a microscope; and differentiate colors.

- Hearing ability sufficient to respond to messages and requests from patients, physicians, and staff and to respond to equipment signals.

- Communication skills sufficient to allow for communication with instructors, staff, patients, and physicians.

- Emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians, respect patient confidentiality, use reasonable judgment and accept responsibility for their actions.

SPECIAL REQUIREMENTS FOR THE PROGRAM

Admission Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titres (blood tests to prove immunity). A TB is test required each year. Health insurance and professional liability insurance are required. Additional laboratory tests, including drug screening, are required by clinical agencies.

Upon admission to the CLS program, students will be required to submit to a C.O.R.I. (Criminal Offender Record Information) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent students from working in contracted health facilities which will prevent students from completing the program objectives.

Additional Costs

Students accepted into the program are responsible for associated costs such as uniforms, name tags, safety supplies, transportation to and from clinical assignments, and certification exam application fees.

Grade Requirements

A minimum of "C-"is required in BIO154 or BIO 233 and BIO 234 to provide the necessary foundation for MED courses. Students must pass MED 105 (Introduction to Histotechnology) and MED 106 (Histology Techniques I) with a minimum of C- in order to progress to MED 107 (Histology Practicum I). Students must pass all components of the MED courses (lecture/laboratory on campus and clinical practicum at the affiliate agency) with a minimum grade of C-. Failure to achieve the required grade in MED courses may result in dismissal from the program.

Clinical Affiliations

Transportation to clinical affiliation sites is the responsibility of the students. Students should be prepared to travel an hour or more from campus. The availability of clinical affiliations depends on the area healthcare providers' ability to accept students. At Bristol Community College, placement decisions will be based upon grade point average with emphasis on the MED and science courses.

After BCC

The regional and national shortage of histotechnicians/histologists provides ample career opportunities.

Human Services

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Human Services Certificate

Credits required 24

Dean

TBA

Program contact

Kevin J. Garganta, Coordinator and Professor of Human Services, ext. 2001

Program Goals Statement

This program provides the theoretical and skills-based knowledge to obtain entry-level positions in social and human services or, for those in the field, an upgrade of existing professional knowledge.

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
SER 101	Introduction to Social Welfare	3
SER 251	Principles and Methods of Interviewing	3
SER 290	Pre-Internship Planning Workshop	1
SER 291	Field Experience and Seminar I	5
SOC 212	The Sociology of Social Problems	3

Program Courses – Choose one elective from the following

DST 110	Deaf Culture	3
PSY 252	Child Development	3
PSY 253	Adolescent Psychology	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
PSY 266	Introduction to Grief Counseling	3
SER 212	Special Topics in Mental Health	3
SOC 254	Alcohol Use and Abuse	3
SOC 257	Social Issues in Loss	3

Recommended Electives

DST 110	Deaf Culture	3
PSY 252	Child Development	3
PSY 253	Adolescent Psychology	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
PSY 266	Introduction to Grief Counseling	3
SER 212	Special Topics in Mental Health	3
SOC 254	Alcohol Use and Abuse	3
SOC 257	Social Issues in Loss	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
SER 101	Introduction to Social Welfare	3

Recommended Course Sequence - Spring Semester 2

PSY 101	General Psychology	3
SER 251	Principles and Methods of Interviewing	3
SER 290	Pre-Internship Planning Workshop	1

Recommended Course Sequence - Fall Semester 3

SER 291	Field Experience and Seminar I	5

Recommended Course Sequence - Spring Semester 4

	ELECTIVE	3
SOC 212	The Sociology of Social Problems	3

Information Technology Fluency

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Information Technology Fluency

Credits required 9

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate covers the concepts, skills, and understanding needed for students to apply their information technology knowledge to their professional life.

Program Information

- Curriculum follows Computer Science and Telecommunications Board of the National Research Council guidelines for ensuring basic technology literacy. The third course in this sequence involves a project applying knowledge to your field of interest.

- This program is available online.

- This program assumes the online ability to check a website and use email.

DEGREE REQUIREMENTS

Program Courses

CIT 121	Information Technology Fluency I	3
CIT 122	Information Technology Fluency II	3
CIT 123	Object-Oriented Concepts	3

Recommended Course Sequence - Fall Semester 1

CIT 121	Information Technology Fluency I	3

Recommended Course Sequence - Spring Semester 2

CIT 122	Information Technology Fluency II	3

Recommended Course Sequence - Fall Semester 3

CIT 123	Object-Oriented Concepts	3

Information Technology Teaching

CERTIFICATE PROGRAM

Degree offered

Certificate of Accomplishment in Information Technology Teaching

Credits required 15

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate is designed to provide paraprofessionals, teachers, and students preparing to teach with the competencies needed as an Instructional Technology Specialist.

Program Information

- Much of this certificate is available online.

- This program assumes the ability to work online to check a website and use email.

DEGREE REQUIREMENTS

Program Courses

CIT 121	Information Technology Fluency I	3
CIT 122	Information Technology Fluency II	3
CIT 123	Object-Oriented Concepts	3
CIT 124	Technology for Teachers Seminar I	3
CIT 125	Technology for Teachers Seminar II	3

Recommended Course Sequence - Fall Semester 1

CIT 121	Information Technology Fluency I	3

Recommended Course Sequence - Spring Semester 2

CIT 122	Information Technology Fluency II	3

Recommended Course Sequence - Fall Semester 3

CIT 123	Object-Oriented Concepts	3
CIT 124	Technology for Teachers Seminar I	3

Recommended Course Sequence - Spring Semester 4

CIT 125	Technology for Teachers Seminar II	3

JAVA Programmer

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in JAVA Programmer

Credits required 12

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems

Program Goals Statement

JAVA is a very popular language used by many IT professionals. This certificate covers the material needed to sit for the JAVA2 Programmer Certificate exam offered by Sun. Course material matches UMD Computer Science courses.

Program Information

Some programming background would be an asset.

DEGREE REQUIREMENTS

Program Courses

CIS 157	Object-Oriented JAVA Programming I	4
CIS 257	Object-Oriented JAVA Programming II	4
CIS 260	Software Specification and Design	4

Recommended Course Sequence - Fall Semester 1

CIS 157	Object-Oriented JAVA Programming I	4

Recommended Course Sequence - Spring Semester 2

CIS 257	Object-Oriented JAVA Programming II	4

Recommended Course Sequence - Fall Semester 3

CIS 260	Software Specification and Design	4

Law Enforcement

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Law Enforcement

Credits required 27

Dean

TBA

Program contact

Suzanne Chadwick, Coordinator and Assistant Professor of Criminal Justice, ext. 3171

Program Goals Statement

The Law Enforcement Certificate program combines specialized criminal justice and general education coursework to develop the knowledge and skills necessary to enter the field of law enforcement. It develops career specific knowledge in law and criminal procedure. All credits may be applied to an associate degree in criminal justice.

Program Information

- The program was developed at the request of the Massachusetts Chiefs of Police Association and is intended to provide a basic recruit-training curriculum. Courses also apply to the Quinn Bill - eligible Criminal Justice degree program.

- No academic credit can be awarded for life experience, academy, military, or other training.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Program Courses

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3

Recommended Course Sequence - Fall Semester 1

CRJ 219	Police and Community Relations	3
CRJ 113	Criminal Law	3
ENG 101	Composition I: College Writing	3
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Spring Semester 2

CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
PSY 101	General Psychology	3
COM 101	Fundamentals of Public Speaking	3

Legal Office Assistant

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Legal Office Assistant

Credits required 27

Dean

TBA

Program contact

Diana Yohe, Coordinator Office Administration - Legal Administrative Assistant and Professor of Office Administration/Paralegal, ext. 2404

Program Goals Statement

This certificate offers a concentrated and short-term way to acquire office skills for employment in law offices and law-related offices. Legal terminology, court procedures, and computer applications are emphasized.

Program Information

- Gain work experience by participating in CED 210 (p. 282), which places students in office positions related to their academic program.

- Some courses are offered in the spring or fall semesters.

- All credits may be applied to an associate's degree in Office Administration – Legal Administrative Assistant. Nine (9) credits may be applied to the Paralegal Studies certificate.

Related Programs

Office Administration Degree - Legal Administrative Assistant option

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
LGL 281	Law Office Procedures	3
LGL 282	Legal Document Processing	3
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Choose one of the following

CED 210	Cooperative Work Experience I	3

| LGL 290 | Legal Studies Seminar | 3 |

Recommended Course Sequence - Fall Semester 1

LGL 180	Introduction to Law	3
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

CED 210	Cooperative Work Experience I	3
	Or	
LGL 290	Legal Studies Seminar	3
	And	
ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 281	Law Office Procedures	3
LGL 282	Legal Document Processing	3

After BCC

Continue studies at BCC for an associate's degree in Office Administration—Legal Administrative Assistant or expand skills by pursing the Paralegal Studies certificate. Employment in a variety of office settings, including law firms, corporate legal departments, financial institutions, government agencies, and courts. Some graduates continue studies in paralegal and/or law.

Marine Trades

CERTIFICATE PROGRAM

Degree offered

Certificate of Accomplishment in Marine Trades

Credits required 19

Dean

Peter Schuyler

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program (offered in partnership with the Massachusetts Marine Trades Association) is designed to familiarize students with the marine industry and provide the skills required for a career in or career change to the boating and marine trades, including marine business management or marine sales.

Program Information

- Students gain hands-on experience with servicing and installing marine systems (inboard and outboard engines, ignition, fuel, and ventilation).

- Some courses in this program are available only in the evening and/or at satellite locations. Many courses are offered in the summer.

- EGR 162 and many marine industry careers require good physical health and the ability to swim. Students with issues in this area should discuss them with the program director before enrollment.

DEGREE REQUIREMENTS

Program Courses

EGR 161	Introduction to the Marine Industry	3
EGR 162	Marine Safety	1
EGR 261	Marine Systems	4
EGR 265	Marine Outboard Motors	4
EGR 266	Marine Inboard Motors	4
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

| EGR 161 | Introduction to the Marine Industry | 3 |

Recommended Course Sequence - Spring Semester 2

| EGR 162 | Marine Safety | 1 |
| ENG 101 | Composition I: College Writing | 3 |

Recommended Course Sequence - Fall Semester 3

| EGR 261 | Marine Systems | 4 |
| EGR 265 | Marine Outboard Motors | 4 |

Recommended Course Sequence - Spring Semester 4

| EGR 266 | Marine Inboard Motors | 4 |

Marketing

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Marketing

Credits required 24

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate prepares students for entry-level or support positions in a marketing or sales department. Courses transfer into the Business degree programs.

DEGREE REQUIREMENTS

Program Courses

| CIS 111 | Introduction to Business Information Systems | 3 |
| ENG 101 | Composition I: College Writing | 3 |

MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
MAR 114	Sales Principles	3
MAR 253	Sales Management	3

Choose one 3-credit elective from ACC, BUS, MAN, MAR, or RMN

Choose one of the following

| COM 101 | Fundamentals of Public Speaking | 3 |
| COM 113 | Interpersonal Speech | 3 |

Recommended Course Sequence - Fall Semester 1

CIS 111	Introduction to Business Information Systems	3
ENG 101	Composition I: College Writing	3
MAR 101	Principles of Marketing And	3
COM 101	Fundamentals of Public Speaking Or	3
COM 113	Interpersonal Speech	3

Recommended Course Sequence - Spring Semester 2

MAN 101	Principles of Management	3
MAR 114	Sales Principles	3
MAR 253	Sales Management	3
	Business Elective	3

Medical Administrative Practices

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Medical Administrative Practices

Credits required 27

Dean

Patricia Dent

Program contact

Victoria Revier, Coordinator and Professor of Medical Administrative Programs, ext. 3206

Program Goals Statement

This certificate prepares students to become medical administrative assistances in medical and dental offices, hospitals, or related facilities.

Program Information

Students learn computer applications, medical terminology, medical transcription, office procedures, and customer service skills.

Most credits transfer into the Office Administration - Medical Administrative Assistant degree.

Recommendations

- The prerequisite for OFC 214 (p. 355) is OFC 113 (p. 353). Students who have notachieved the skill level equivalent to OFC 113 should consult with the program director.

- A student who is unable to fit MAA 209 (p. 339) into the last spring semester should consult with the Program Coordinator about substituting the 3-credit CED 210 (p. 282) (Cooperative Work Experience I).

Related Programs

Office Administration degree - Medical Administrative Assistant option

DEGREE REQUIREMENTS

Program Courses

ACC 114	Introduction to QuickBooks Pro	1
BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 117	Introduction to Microsoft Office	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 1

BIO 115	Survey of Human Anatomy and Physiology	4
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
OFC 117	Introduction to Microsoft Office	3

Recommended Course Sequence - Spring Semester 2

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
MAA 204	Medical Insurance Forms Preparation	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 214	Advanced Microsoft Word	3

Medical Assisting

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Medical Assisting

Credits required 29

Dean

Patricia Dent

Program contact

Lisa Wright, Coordinator and Professor of Medical Assisting, ext. 2629

Program Goals Statement

The goal of the Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, as outlined by the American Association of Medical Assistants, for employment in healthcare facilities such as physician offices and clinics.

DEGREE REQUIREMENTS

Program Courses

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
HCI 124	Survey of Medical Coding and Billing	1
HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1
MAA 103	Medical Assisting Administrative Procedures	3
MAS 101	Medical Assisting Clinical Procedures I	3
MAS 102	Medical Assisting Clinical Procedures II	3
MAS 121	Medical Assisting Laboratory Procedures I	3
MAS 122	Medical Assisting Laboratory Procedures II	3
MAS 200	Medical Assisting Practicum and Theory	4

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
BIO 115	Survey of Human Anatomy and Physiology	4
HLT 101	Medical Language Module I	1
MAA 103	Medical Assisting Administrative Procedures	3
MAS 101	Medical Assisting Clinical Procedures I	3
MAS 121	Medical Assisting Laboratory Procedures I	3

Recommended Course Sequence - Spring Semester 2

HLT 102	Medical Language Module II	1

HCI 124	Survey of Medical Coding and Billing	1
MAS 102	Medical Assisting Clinical Procedures II	3
MAS 122	Medical Assisting Laboratory Procedures II	3
MAS 200	Medical Assisting Practicum and Theory	4

Program Information

- Medical assistants may also work in specialized clinical or administrative positions such as phlebotomy, EKG technician, patient care technician, or office manager/supervisor.

- Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

- Graduates of BCC are eligible to apply to sit for the American Association of Medical Assistants (AAMA) to be credentialed as a Certified Medical Assistant (CMA).

- Some courses in this program are only offered during the day. The Bristol Community College Medical Assisting certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Educational Review Board (MAERB), Commission on Accreditation of Allied Health Programs, 1361 Park Street, Clearwater, FL 33756; 727.210.2350.

SPECIAL REQUIREMENTS FOR THE PROGRAM

Admission Requirements

Applicants must have a high school diploma or G.E.D. certificate to demonstrate successful completion of high school biology, algebra I, and typing with a minimum grade of "C-". In lieu of a typing course, students may demonstrate a keyboarding speed of 20 wpm with no more than three errors. This is a competitive program. Successful candidates have excelled in science and/or math courses.

Additional Requirements and Costs

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titres (blood tests to prove

immunity). A TB test is required each year. Health insurance is required.

Additional laboratory tests, including drug screening, are required by clinical agencies. Students are responsible for associated costs such as uniforms, lab coats, textbooks, lab supplies, professional liability insurance, and must carry personal health insurance throughout enrollment in the program. Students must provide their own transportation to clinical assignments.

Criminal Offender Record Information (C.O.R.I.)

Upon admission into the program, students will be required to submit to a Criminal Offender Record Information (C.O.R.I.) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent individuals from working in contracted health facilities, which could prevent students from completing the program objectives.

Program Essential Functions

- The practice of medical assisting involves communication with patients and direct patient-care activities. Certain cognitive and psychomotor capabilities are required for the safe and skillful performance of these activities. In order to make satisfactory progress through the medical assisting program, a student must meet the following criteria

- Visual acuity such as that needed for preparation and administration of medications, observation and measurement of laboratory values, physical assessment activities, and varied administrative tasks.

- Hearing ability such as that required to receive verbal messages from patients and staff members and to utilize varied medical equipment.

- Motor skills and coordination as needed to implement the skills   required to meet the healthcare needs of patients and also to operate computers and technical equipment.

- Communication skills such as those of speech, reading, and writing as needed to interact with and interpret patient needs and communicate these as necessary to provide safe and effective care.

- Reading, writing, and cognitive skills such as those required for written examination, research papers, and the composition of business letters and other business/office related communications.

- Mathematical skills such as those required for calculating drug dosages and financial record-keeping for the physician's office or healthcare facility.

- Intellectual and emotional ability necessary to coordinate patient care and manage activities with an ambulatory care facility.

After BCC

Recent graduates work as entry-level medical assistants. This program is designed for graduates to enter the workforce immediately. However, many elect to continue their studies in other healthcare fields.

Medical Coding

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Medical Coding

Credits required 27

Dean

Patricia Dent

Program contact

Joy Rose, Department Chair and Instructor in Healthcare Information, ext. 2329

Program Goals Statement

This certificate provides students with knowledge of human anatomy and physiology, human diseases and their treatment, and medical language of major body systems. Students also learn how to provide disease and procedure codes in both of the medical coding systems used in the healthcare industry and how to communicate those codes to medical insurers and government programs that pay medical providers for services.

DEGREE REQUIREMENTS

Program Courses

BIO 115	Survey of Human Anatomy and Physiology	4
CIT 121	Information Technology Fluency I	3
ENG 101	Composition I: College Writing	3
HCI 145	Medical Coding/Billing Externship and Seminar	1
HCI 237	Human Disease Processes and Procedures	3
HCI 239	International Classification of Disease Coding	3
HCI 242	Coding of Procedures and Healthcare Reimbursement	3
HLT 106	Medical Language	3
MAA 204	Medical Insurance Forms Preparation	3

MAA 209	Medical Office Portfolio Development	1

Program Information

Recommendations

Related Programs

Grade Requirements

Recommended Course Sequence

Contact your program director or your advisor for course sequencing recommendations.

Contact your program director or your advisor for course sequencing recommendations.

This certificate prepares students for CCA, CCS, and CCS-P certification examinations offered by the AHIMA (American Health Information Management Association)

To enroll in the Healthcare Information degree program, substitute BIO 233 and BIO 234 for BIO 115.

A student who is unable to fit MAA 209 into the last spring semester should consult with the Program Coordinator about substituting the 3-credit CED 210 (Cooperative Work Experience I).

Office Administration degree – Medical Administrative Assistant option, Healthcare Information degree (Medical Records)

Students must receive a minimum grade of "C" in all required Medical Coding courses (HCI), HLT 106, and BIO 115. Failure to earn a "C" or better in required courses requires a repeat of that course, which may affect the time to complete the certificate. Only one repeated course is allowed.

Medical Transcription

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Medical Transcription

Credits required 29

Dean

Patricia Dent

Program contact

Victoria Revier, Coordinator and Professor of Medical Administrative Programs, ext. 3206

Program Goals Statement

This certificate prepares students to become self-employed medical transcriptionists to work in a hospital, medical office, or related facility.

DEGREE REQUIREMENTS

Medical Transcription

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 203	Advanced Medical Transcription	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 1

BIO 115	Survey of Human Anatomy and Physiology	4
MAA 203	Advanced Medical Transcription	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Spring Semester 2

ENG 101	Composition I: College Writing	3
MAA 203	Advanced Medical Transcription	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 214	Advanced Microsoft Word	3

Program Information

- Students learn computer applications and quality medical documentation using medical terminology, language arts, voice recognition, and office procedures.

- Most credits transfer into the Office Administration - Medical Administrative degree program.

- Recommendations

- The prerequisite for OFC 214 (p. 355) is OFC 113 (p. 353). Students who have not achieved the skill level equivalent to OFC 113 should consult with the program director.

- A student who is unable to fit MAA 209 (p. 339) into the last spring semester should consult with the Program Coordinator about substituting the 3-credit CED 210 (p. 282) (Cooperative Work Experience I).

Related Program

Office Administration degree – Medical Administrative Assistant option

Microsoft Office Certified Application Specialist

CERTIFICATE PROGRAM

Program Goals Statement

This certificate prepares students to become a Microsoft Certified Application Specialist—an individual who has passed exams for certifying his or her skills in one or more of the Microsoft Office desktop applications. It provides an opportunity for students to achieve a portable, globally recognized credential that proves their abilities as productive Microsoft Office users. Office Specialist certification sets you apart in today's competitive job market.

Program Information

- Certification exams in Word, Excel, Outlook, PowerPoint, and Access are available.

- The Microsoft Office Application Specialist certification program is the only Microsoft-approved program in the world for certifying proficiency in Microsoft Office applications.

- Students who need basic keyboarding skills should enroll in OFC 102 in Semester 1.

- This program is designed for students who plan to enter the workforce immediately.

- Graduates may go on to work in any type of office.

DEGREE REQUIREMENTS

Program Courses

CIS 121	Operating Systems	3
ENG 101	Composition I: College Writing	3
OFC 130	Microsoft Office Word Specialist	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3
OFC 133	Microsoft Office Access Specialist	3
OFC 134	Microsoft Office Outlook Specialist	3

Choose one 3-credit elective from the following

BUS 113	Introduction to Business Functions and Practices	3
BUS 155	Business Ethics	3
CIT 131	Business Creativity	3
CIS 122	Internet Developer	3
OFC 120	Text Editing	3

OFC 150	Speech Recognition with Microsoft Office XP	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
OFC 130	Microsoft Office Word Specialist	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3

Recommended Course Sequence - Spring Semester 2

CIS 121	Operating Systems	3
	ELECTIVE	3
OFC 133	Microsoft Office Access Specialist	3
OFC 134	Microsoft Office Outlook Specialist	3

Recommended Electives - Office Administration

OFC 120	Text Editing	3
	Or	
OFC 150	Speech Recognition with Microsoft Office XP	3

Students may focus electives as above

Recommended Electives - Business Administration

BUS 113	Introduction to Business Functions and Practices	3
	Or	
BUS 155	Business Ethics	3
	Or	
MAN 101	Principles of Management	3
	Or	
MAR 101	Principles of Marketing	3

Students may focus electives as above

Recommended Electives - Computer Information Systems

CIT 131	Business Creativity	3
	Or	
CIS 122	Internet Developer	3

Students may focus electives as above

Multimedia Development

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Multimedia Development

Credits required 24

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Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

This certificate emphasizes the technical expertise needed
to create and develop professional documents,
presentations, and Web pages as well as to work in
business creativity and marketing.

Program Information

- Basic ability to use computers as a business tool and
  ability to use the Internet and email is expected.

- Courses can transfer into a degree program in
  Computer Information Systems.

- A multimedia lab dedicated to this program enables
  students to work with state-of-the-art hardware and
  software to produce sophisticated projects.

Recommendations

Students without basic computer skills should enroll in CIS
111 (p. 284) prior to enrolling in this program. Students
who need basic keyboarding skills should enroll in OFC
102 (p. 353) prior to enrolling in this program.

DEGREE REQUIREMENTS

Program Courses

CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
CIT 231	Introduction to Multimedia Development	3
	CIS Elective	3
ENG 101	Composition I: College Writing	3

Choose one of the following

CIS 162	Applications for Web Development	3
CIT 133	Electronic Publishing	3

Choose one of the following

MAN 154	Small Business Management	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
ENG 101	Composition I: College Writing	3

MAN 154 or MAR 255: (Semester 1 or 2)

Recommended Course Sequence - Spring Semester 2

	CIS/CIT Elective	3

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CIT 231	Introduction to Multimedia Development	3
	And	
CIS 162	Applications for Web Development	3
	Or	
CIT 133	Electronic Publishing	3

MAN 154 or MAR 255: (Semester 1 or 2)

NetworkTech

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in NetworkTech

Credits required 29

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

This certificate allows students to learn the practical
aspects of fixing hardware and software and also the basics
of operating systems and networking computers.

Program Information

- This program is designed to be completed in two
  semesters; starting in spring and continuing in the fall.

- Students are prepared for employment as A+
  technicians and as Windows Server Administrators.

- The certificate includes all topics necessary to prepare
  students for CompTIA A+ Certification.

Recommendations

Students are encouraged to sit for the A+ Certification
exam.

DEGREE REQUIREMENTS

Program Courses

CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
CIS 160	The Microcomputer Environment	3
CIS 231	Windows Server Administration II	3
EGR 133	Computer Configuration and Repair	4
ENG 101	Composition I: College Writing	3

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ENG 215	Technical Writing	3

Recommended Course Sequence - Spring Semester 1

CIS 160	The Microcomputer Environment	3
CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 2

ENG 215	Technical Writing	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
CIS 231	Windows Server Administration II	3
EGR 133	Computer Configuration and Repair	4

Office Skills Training

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Office Skills Training

Credits required 29

Dean

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

The Office Skills Training program provides students with useful and relevant job training for entry-level office positions. Such positions include office assistant, word processing typist, receptionist, and any position requiring Microsoft Office skills. The program focuses on computer applications and job readiness. Upon successful completion, students are prepared to take the Microsoft Certified Application Specialist exams (MCAS) offered by Microsoft.

Program Information

This program focuses on computer applications and job readiness.

DEGREE REQUIREMENTS

Program Courses

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 120	Text Editing	3
OFC 131	Microsoft Office Excel Specialist	3

OFC 132	Microsoft Office PowerPoint Specialist	3
OFC 134	Microsoft Office Outlook Specialist	3
OFC 214	Advanced Microsoft Word	3
OFC 255	Executive Office Procedures	3
OFC 294	Office Administration Colloquium	3

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro	1
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 120	Text Editing	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3

Recommended Course Sequence - Spring Semester 2

ENG 101	Composition I: College Writing	3
OFC 214	Advanced Microsoft Word	3
OFC 134	Microsoft Office Outlook Specialist	3
OFC 255	Executive Office Procedures	3
OFC 294	Office Administration Colloquium	3

Office Support

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Office Support

Credits required 29

Dean

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

This certificate prepares students for entry-level positions in corporate offices, educational, medical, and legal facilities, and government agencies. Credits can be transferred into other related certificates and degree programs.

Program Information

- This program is designed for those who need to enter the job market as soon as possible.

- Distance Learning courses are available for students who enjoy the convenience of working from home.

- Students wishing to receive credit for an OFC course must follow the Prior Experiential Learning (PEL)

procedures. The student must initiate the process with the Office Administration Department Chair.

- OFC 102 (p. 353) may be waived through previous course work or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration Department Chair.

- Student may specialize in Legal or Medical.

DEGREE REQUIREMENTS

Program Courses

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3

Choose one 3-credit elective from the following

OFC 150	Speech Recognition with Microsoft Office XP	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 264	Administrative Transcription	3
OFC 266	Administrative Office Management	3
LGL 180	Introduction to Law	3
CIT 131	Business Creativity	3
CIT 163	Open Source Applications	3
BUS 111	Business and Financial Mathematics	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 155	Business Ethics	3
MAR 101	Principles of Marketing	3
MAN 101	Principles of Management	3

Choose one of the following

CED 210	Cooperative Work Experience I	3
OFC 294	Office Administration Colloquium	3

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

CED 210	Cooperative Work Experience I Or	3
OFC 294	Office Administration Colloquium And	3
	ELECTIVE	3

OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3

Office Technology Management

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Office Technology Management

Credits required 29

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

This certificate combines traditional office administration skills with the business and computer skills needed to manage an office. Students gain basic office skills and build upon that knowledge with additional computer and management courses.

Program Information

All OFC courses transfer into the Office Administration degree program.

DEGREE REQUIREMENTS

Program Courses

ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
CIT 133	Electronic Publishing	3
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 262	Desktop Publishing Projects and Web Design	3

Choose one of the following

MAN 101	Principles of Management	3
OFC 266	Administrative Office Management	3

Choose two 3-credit electives from the following

OFC 120	Text Editing	3
OFC 215	Records Management	3
OFC 150	Speech Recognition with Microsoft Office XP	3
OFC 255	Executive Office Procedures	3
LGL 281	Law Office Procedures	3
CED 210	Cooperative Work Experience I	3

CIS 112	Advanced Business Information Systems	3
CIT 132	Desktop Publishing	3
CIT 133	Electronic Publishing	3
CIS 122	Internet Developer	3
MAR 101	Principles of Marketing	3
MAN 152	Purchasing	3

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
CIT 131	Business Creativity	3

Recommended Course Sequence - Spring Semester 2

	ELECTIVE	3
	ELECTIVE	3
BUS 111	Business and Financial Mathematics	3
OFC 262	Desktop Publishing Projects and Web Design	3
	And	
OFC 266	Administrative Office Management	3
	Or	
MAN 101	Principles of Management	3

Open Source

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Open Source

Credits required 12

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Open Source is software code available for others to look at, modify, and use. It provides an alternative-computing platform that is far more under the control of the user and developer. It also meets the need for training required by companies and government agencies beginning to use open source products.

Program Information

Basic knowledge of computers, operating systems, and application software is of value but is not required.

DEGREE REQUIREMENTS

Program Courses

CIS 122	Internet Developer	3
CIS 159	MySQL and PHP	3
CIT 163	Open Source Applications	3
CIT 164	Open Source Operating System	3

Recommended Course Sequence - Fall Semester 1

CIS 122	Internet Developer	3
CIT 163	Open Source Applications	3
CIT 164	Open Source Operating System	3

CIS 122: recommended

Recommended Course Sequence - Spring Semester 2

CIS 122	Internet Developer	3
CIS 159	MySQL and PHP	3

CIS 122: if not taken in Semester 1

Organic Agriculture Technician

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Organic Agriculture Technician

Credits required 29

Dean

Peter Schuyler

Program contact

James Corven, Program Coordinator and Professor of Biology, ext. 3047

Program Goals Statement

Gain the academic knowledge and practical skills to enter the expanding world of sustainable organic agriculture and technology. The program is for those with an appreciation for the natural world, ecology, human health and welfare, and a spirit of entrepreneurship.

Program Information

- The program addresses the growing need to make food and agriculture production more local, sustainable, and ecologically sound.

- Students learn business and technical skills to pursue an organic agricultural enterprise.

- Hands-on experience gives students practical skills and connections in the agriculture community.

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3

OFP 114	Organic Farming Practices I	4
OFP 115	Organic Farming Practices II	4
OFP 116	Water Acquisition and Conservation	2
OFP 217	Organic Farming Practicum (Spring)	2
OFP 218	Organic Farming Practicum (Summer)	4
OFP 219	Organic Farming Practicum (Fall)	2
SCI 115	Science and Care of Plants	4
SOC 216	Food, Famine, and Farming in the Global Village	3

Choose one of the following

OFP 120	Solar Greenhouse Production	1
OFP 122	Natural Beekeeping Practices	1
OFP 123	Pest and Disease Control	1

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
OFP 114	Organic Farming Practices I	4
SCI 115	Science and Care of Plants	4
SOC 216	Food, Famine, and Farming in the Global Village	3
OFP 123	Pest and Disease Control	1

Recommended Course Sequence - Spring Semester 2

OFP 120	Solar Greenhouse Production Or	1
OFP 122	Natural Beekeeping Practices	1
OFP 115	Organic Farming Practices II	4
OFP 116	Water Acquisition and Conservation	2
OFP 217	Organic Farming Practicum (Spring)	2
SCI 115	Science and Care of Plants	4

Recommended Course Sequence - Summer

| OFP 218 | Organic Farming Practicum (Summer) | 4 |

Recommended Course Sequence - Fall Semester 3

| OFP 219 | Organic Farming Practicum (Fall) | 2 |

After BCC

The certificate provides graduates with a credential to pursue employment as a skilled technician in agricultural production, as a farm manager, or to develop their own agricultural enterprise. Graduates who also receive an Associate degree are eligible to join the U.S. Peace Corps as an international agricultural development volunteer or work with a nonprofit community development organization. Graduates may pursue an Associate of Science degree at the University of Massachusetts/Stockbridge or a bachelor's degree in Organic/Sustainable Agriculture at a number of four-year universities including University of Massachusetts/Amherst, University of Rhode Island, University of Vermont, Green Mountain College (VT), and Sterling College (VT).

Paralegal Studies

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Paralegal Studies

Credits required 27

Dean

TBA

Program contact

Diana Yohe, Coordinator Office Administration - Legal Administrative Assistant and Professor of Office Administration/Paralegal, ext. 2404

Program Goals Statement

The Paralegal Studies certificate provides a career concentration in one of the fastest growing professions in America. Students have an opportunity to explore the field of law and gain marketable skills to perform a wide range of supportive legal functions.

Program Information

- The skills developed provide excellent job mobility. Students can work in general legal practice or specialized legal practice, corporate legal departments, government offices, courts, or any office situation.

- Gain work experience by participating in CED 11 – Cooperative Work Experience I, which places students in office positions related to their academic program.

- Some courses are offered only in the Spring or Fall semesters.

- PLS courses are taught by licensed attorneys.

DEGREE REQUIREMENTS

Program Courses

BUS 251	Business Law	3
CRJ 113	Criminal Law	3
ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
PLS 101	Civil Litigation and Procedure	3
PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3

Choose one of the following

| CED 210 | Cooperative Work Experience I | 3 |
| LGL 290 | Legal Studies Seminar | 3 |

Recommended Course Sequence - Semester 1

ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
CRJ 113	Criminal Law	3

Recommended Course Sequence - Semester 2

CED 101	Work-Based Experience	1
PLS 101	Civil Litigation and Procedure	3
PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3
BUS 251	Business Law	3
LGL 290	Legal Studies Seminar	3

After BCC

Employment in a variety of settings including law firms, corporate law departments, financial institutions, government agencies, or courts.

Some graduates continue their education in advanced paralegal studies or pursue law degrees.

Phlebotomy

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Phlebotomy

Credits required 7

Dean

Patricia Dent

Program contact

Debra St. George, Department Chair and Associate Professor of Clinical Laboratory Science, ext. 2148

Apply by February 1 for priority consideration.

Program Goals Statement

Students completing the two-semester program will be prepared to perform routine and special blood collection procedures as well as to process the specimens prior to testing in a modern clinical laboratory. A three-week clinical practicum is an essential and required component of this certificate program.

DEGREE REQUIREMENTS

Program Courses

MED 101	Introduction to Clinical Laboratory Science	3
PLB 102	Principles and Methods of Phlebotomy	4

Recommended Course Sequence - Fall Semester 1

MED 101	Introduction to Clinical Laboratory Science	3

Recommended Course Sequence - Spring Semester 2

PLB 102	Principles and Methods of Phlebotomy	4

Program Information

- A phlebotomist must demonstrate interpersonal skills, enjoy science, and enjoy working with the public.

- Some courses in this program are only offered during the day.

Essential Functions

- The Phlebotomy Program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional Phlebotomist. In order to meet the course requirements, students must possess the following basic abilities

- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.

- Physical ability, sufficient mobility and motor coordination to safely collect and process patient specimens, including using a computer.

- Visual acuity sufficient to read physician orders, obtain specimens, and differentiate colors.

- Hearing ability sufficient to respond to messages and requests from patients, physicians, and staff.

- Communication skills sufficient to allow for communication with instructors, staff, patients, and physicians.

- Emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians, respect patient confidentiality, use reasonable judgment, and accept responsibility for their actions.**SPECIAL REQUIREMENTS FOR THE PROGRAM**

Admission Requirements

Applicants must possess a high school diploma or G.E.D. equivalent. A minimum high school grade point average of "C" or a G.E.D. score of 2500 with a minimum score of 500 in math and a minimum score of 500 in science is required. Prerequisites for high school graduates include high school biology or chemistry and a high school mathematics course with a minimum grade of C. It is recommended that students who have a G.E.D. equivalent

take BIO 111 or CHM 090 and MTH 011 prior to applying for admission.

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titres (blood tests to prove immunity). A TB test is required each year. Health insurance is required.

Grade Requirements

MED 101 includes 45 hours of lecture/lab scheduled during the fall semester. A minimum grade of "C-" is required in MED 101 to progress to PLB 102. PLB 102 includes 45 hours of lecture/lab, plus 120 hours of clinical training following completion of the didactic and laboratory components. Students must achieve a minimum of "C-" in the on-campus lecture and lab component of PLB 102 in order to progress to the clinical course component, and a minimum of a "C-" in the PLB clinical component is required to receive a passing course grade.

Additional Requirements

Upon admission to the Phlebotomy program students must carry professional liability insurance, personal health insurance, and have current CPR certification. Students are responsible for purchasing uniforms and for application fees for certification examinations. Students will be required to submit to a Criminal Offender Record Information (C.O.R.I.) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent students from working in contracted health facilities, which will prevent students from completing the program objectives. Additional laboratory tests, including drug screening, are required by clinical agencies.

Clinical Affiliations

Students will be assigned to an affiliate agency for a 120 hour clinical practicum as required by the national certification agencies. The clinical component is a three week, full-time commitment and students must plan their schedules accordingly.

Portuguese/English Community Interpreting

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Portuguese/English Community Interpreting

Credits required 27

Dean

Joanne Preston

Program contact

Jose Costa, LusoCentro Director and Professor of Portuguese, ext. 2925

Program Goals Statement

This certificate prepares bilingual students to work as interpreters in a variety of community settings. Students develop specialized vocabulary and communication skills and learn the standards and practices of professional interpreters and translators.

Program Requirements

- Interpreters are required to demonstrate written and oral fluency in both English and Portuguese.

- ENG 101 (p. 318) is a pre-requisite to HUM 156 (p. 336).

- Students with prior experience as interpreters should consult with the program director or PEL Coordinator to discuss Prior Experiential Learning (PEL) credits.

Program Information

- Students with a bachelor's degree can prepare to take the Office of Court Interpreter Services (OCIS) certification exam.

- The program follows Massachusetts Medical Interpreters Association (MMIA) guidelines.

DEGREE REQUIREMENTS

Program Courses

COM 160	Intercultural Communication	3
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3
POR 321	Portuguese for Interpreters	3
POR 322	The Portuguese Language in the World: An Introduction to the Lusofonia	3
POR 352	Written and Sight Translation for English and Portuguese	3
POR 353	Interpreting Portuguese/English	3
POR 390	Fieldwork in Interpreting	3

Choose one of the following

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
MAA 101	Medical Terminology	3

Recommended Course Sequence - Fall Semester 1

CRJ 101	Introduction to Criminal Justice	3
	Or	
CRJ 113	Criminal Law	3
	Or	
MAA 101	Medical Terminology	3
	And	
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3

POR 321	Portuguese for Interpreters	3

Recommended Course Sequence - Spring Semester 2

POR 322	The Portuguese Language in the World: An Introduction to the Lusofonia	3
POR 352	Written and Sight Translation for English and Portuguese	3
POR 353	Interpreting Portuguese/English	3
COM 160	Intercultural Communication	3

Recommended Course Sequence - Fall Semester 3

POR 390	Fieldwork in Interpreting	3

Pre-Radiology Technology

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Pre-Radiology Technology

Credits required 29

Dean

Patricia Dent

Program contact

Patricia Dent, Dean of Health Sciences, ext. 2141

Program Goals Statement

This program prepares students to apply for an associate degree program in radiology technology.

After BCC

Students are encouraged to apply to associate degree radiology technology programs after completion of certificate. Students should choose BCC courses that meet the requirements of the associate degree programs of choice. Transfer Affairs (ext. 2227) can assist with this process.

DEGREE REQUIREMENTS

Program Courses

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
CIT 121	Information Technology Fluency I	3
CIT 122	Information Technology Fluency II	3
ENG 101	Composition I: College Writing	3
HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1
MTH 173	Trigonometry	3
PHY 101	Technical Physics I	4
RAD 101	Orientation to Radiology Technology	3

Recommended Course Sequence - Fall Semester 1

BIO 233	Human Anatomy and Physiology I	4
CIT 121	Information Technology Fluency I	3
ENG 101	Composition I: College Writing	3
HLT 102	Medical Language Module II	1
RAD 101	Orientation to Radiology Technology	3

Recommended Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
CIT 122	Information Technology Fluency II	3
ENG 101	Composition I: College Writing	3
HLT 102	Medical Language Module II	1
RAD 101	Orientation to Radiology Technology	3

Program Information

- Admission to radiology technology programs is competitive. This certificate program enables students to complete required foundation courses required by most two-year radiology technology programs and provides an introduction to the field. Students are strongly encouraged to contact transfer institutions regarding required course preparation.

- The program also prepares students for many other Health Sciences degree programs. Contact Admissions, ext. 2516, for more information.

SPECIAL REQUIREMENTS FOR THE PROGRAM

Admission Requirements

- Applicants must have high school algebra I and II, geometry, and biology or chemistry with grades of "C-" or better.

- Successful candidates excel in high school math, science, and computer courses.

- Recommend BIO 111 or BIO 121 before starting the program.

Grade Requirements

- Students must achieve a minimum of "C" in all courses in order to transfer credits to an associate degree program.

- Priority consideration in associate degree programs will be given to graduates who have excelled in required math, science, and computer technology courses.

Retail Management

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Retail Management

Credits required 29

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate helps to prepare students to supervise and assist in retail operations, including management, buying, and retail support. Courses transfer into the Business degree programs.

Program Information

Courses focus on developing specialized knowledge in retail business, including basic management and buying, as well as new technologies, and economic and legal issues.

DEGREE REQUIREMENTS

Program Courses

BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
RMN 111	Retail Management - Principles of Buying	3
RMN 112	Retail Management - Merchandising Strategies	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3
RMN 116	Retail and Fashion Merchandising Field Study	3
RMN 117	Fundamentals of On-Line Retailing	1
RMN 118	Workshop in Team Development and Managerial Communications	1

Choose one of the following

MAR 114	Sales Principles	3
PSY 101	General Psychology	3

Recommended Course Sequence - Fall Semester 1

MAR 114	Sales Principles	3
	Or	
PSY 101	General Psychology	3
	And	
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
RMN 111	Retail Management - Principles of Buying	3
RMN 116	Retail and Fashion Merchandising Field Study	3

Recommended Course Sequence - Spring Semester 2

BUS 111	Business and Financial Mathematics	3
RMN 112	Retail Management - Merchandising Strategies	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3
RMN 117	Fundamentals of On-Line Retailing	1
RMN 118	Workshop in Team Development and Managerial Communications	1

Security

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Security

Credits required 12

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Expertise in computer security is in high demand. This certificate prepares students entering the computing field and professionals to upgrade their skills. It offers additional skills as part of the Networking degree option or the Webmaster degree option.

Program Information

- Much of this certificate is available online.

- This program assumes the ability to work online to check a website and use email.

DEGREE REQUIREMENTS

Program Courses

CIT 150	Network Security	3
CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
CIT 252	Information Security and Disaster Recovery	3

Recommended Course Sequence - Fall Semester 1

CIT 150	Network Security	3

Recommended Course Sequence - Spring Semester 2

CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
CIT 252	Information Security and Disaster Recovery	3

Small Business and Entrepreneurial Management

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Small Business and Entrepreneurial Management

Credits required 28/29

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate prepares students to start and operate a small business. The program introduces students to management, marketing, accounting, and finance, essential areas of business development. All courses can be transferred to the degree program in Business Administration.

Program Information

Students work with program faculty and area resources to receive intensive, practical training in business plan preparation.

DEGREE REQUIREMENTS

Program Courses

ACC 101	Principles of Accounting I	4
BUS 253	Corporation Finance	3
CIS 111	Introduction to Business Information Systems	3
COM 114	Professional Speaking ELECTIVE(S) as required	3

ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
MAN 154	Small Business Management	3
MAR 101	Principles of Marketing	3

Electives: (Choose 3-4 credits from ACC, BNK, BUS, CED, MAN, MAR, RES, RMN)

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 2

	Business Elective	3
BUS 253	Corporation Finance	3
CIS 111	Introduction to Business Information Systems	3
MAN 154	Small Business Management	3
MAR 101	Principles of Marketing	3

Spanish/English Community Interpreting

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Spanish/English Community Interpreting

Credits required 27

Dean

Joanne Preston

Program contact

Eduardo Soren Triff, Coordinator of Spanish/English Community Interpreting and Associate Professor of Spanish, ext. 2212

Program Goals Statement

This certificate prepares bilingual students (Spanish and English) to work as interpreters in a variety of community settings. Students develop specialized vocabulary and communication skills and learn the standards and practices of professional interpreters and translators.

Program Information

- Interpreters are required to demonstrate written and oral fluency in both English and Spanish.

- A passing score on the written and oral Spanish exam and in ENG 101 (p. 318) are prerequisites to SPA 321 (p. 371).

- Students with prior experience as interpreters should consult with the program director to discuss Prior Experiential Learning (PEL) credits.

- Students with a bachelor's degree can prepare to take the Office of Court Interpreter Services (OCIS) certificate exam.
- The program follows the Massachusetts Medical Interpreters Association (MMIA).

DEGREE REQUIREMENTS

Program Courses

COM 160	Intercultural Communication	3
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3
SPA 321	Spanish for Interpreters	3
SPA 322	The Spanish Language in the World	3
SPA 353	Spanish/English Interpreting	3
SPA 354	Written and Sight Translation for English and Spanish	3
SPA 390	Fieldwork in Interpreting	3

Choose one of the following

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
MAA 101	Medical Terminology	3

Recommended Course Sequence - Fall Semester 1

CRJ 101	Introduction to Criminal Justice Or	3
CRJ 113	Criminal Law Or	3
MAA 101	Medical Terminology And	3
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3
SPA 321	Spanish for Interpreters	3

Recommended Course Sequence - Spring Semester 2

SPA 322	The Spanish Language in the World	3
SPA 353	Spanish/English Interpreting	3
SPA 354	Written and Sight Translation for English and Spanish	3
COM 160	Intercultural Communication	3

Recommended Course Sequence - Fall Semester 3

SPA 390	Fieldwork in Interpreting	3

Sport Management

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Sport Management

Credits required 27/28

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The certificate introduces students to the basics of sport and leisure service management. Courses in the certificate may be transferred to the degree program in Leisure Services Management.

DEGREE REQUIREMENTS

Program Courses

COM 241	Public Relations	3
	ELECTIVE Free	3-4
ENG 101	Composition I: College Writing	3
LSM 101	Introduction to Sport Management	3
LSM 123	Sport as Popular Culture	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales	3
LSM 241	Legal and Ethical Aspects of Sport	3
LSM 243	Budgeting and Financing Sport	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
LSM 101	Introduction to Sport Management	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales	3

Recommended Course Sequence - Spring Semester 2

COM 241	Public Relations	3
	ELECTIVE Free	3-4
LSM 123	Sport as Popular Culture	3
LSM 241	Legal and Ethical Aspects of Sport	3
LSM 243	Budgeting and Financing Sport	3

Surveying

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Surveying

Credits required 24/26

Dean

Peter Schuyler

Program contact

Anthony Ucci, Department Chair and Professor of Engineering and Technology, ext. 2127

Program Goals Statement

Surveying is the art, science, and technology of determining or establishing the position of points through field measurements. This certificate program introduces students to the surveying profession and provides them with the basic skills necessary to obtain employment as surveying technicians.

Program Information

- Certificate courses can apply to BCC's Architectural and Structural Technology and Civil Technology degree programs. Students may earn this certificate and the degree simultaneously.

- The program is suitable for individuals wishing to enter the surveying profession, as well as for practicing surveyors who may lack formal education. Most courses are transferable to many two- and four-year degree programs.

- MTH 141 (p. 346) or MTH 171 (p. 347) and MTH 173 (p. 347) are prerequisites for EGR 221 (p. 314).

DEGREE REQUIREMENTS

Program Courses

CAD 101	Computer Aided Drafting	3
CAD 128	Civil Drafting and Design	3
EGR 125	Construction Estimating	3
EGR 221	Surveying	4
EGR 222	Surveying II	4
ENG 101	Composition I: College Writing	3

Choose one of the following

MTH 141	Technical Mathematics I	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

Recommended Course Sequence - Fall Semester 1

CAD 101	Computer Aided Drafting	3
EGR 125	Construction Estimating	3
EGR 221	Surveying	4
	And	
MTH 141	Technical Mathematics I	4
	Or	
MTH 171	Precalculus - Functions	3
	And	
MTH 173	Trigonometry	3

Recommended Course Sequence - Spring Semester 2

CAD 128	Civil Drafting and Design	3
EGR 222	Surveying II	4
ENG 101	Composition I: College Writing	3

Thanatology

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Thanatology

Credits required 24/25

Dean

TBA

Program contact

John Tormey, Coordinator of Thanatology and Professor of Psychology/Thanatology, ext. 2032

Program Goals Statement

This certificate examines how loss affects physical, psychological, and social well-being. This program is unique to BCC and can be taken on its own or as a program to enrich such care giving and service professions as education, nursing, criminal justice, human services, pastoral ministry, and funeral service.

Program Information

- This program has articulation agreements with FINE Mortuary College and Mt. Ida College.

- Students who complete the certificate in Thanatology can take the following courses to transfer to FINE Mortuary College for a career in funeral service ACC 101 (p. 265), MAN 154 (p. 340), BIO 233 (p. 276), BIO 234 (p. 277).

Recommendations

Students should complete PSY 101 (p. 362) and PSY 262 (p. 363) before registering for PSY 264 (p. 363) and PSY 266 (p. 363).

DEGREE REQUIREMENTS

Program Courses

	ELECTIVE	3
	ELECTIVE Free	3-4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
PSY 262	Introduction to Thanatology	3
PSY 264	Psychology of Grief	3
PSY 266	Introduction to Grief Counseling	3
SOC 257	Social Issues in Loss	3

Elective: Choose from BIO, HLT, NUR

Therapeutic Massage

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Therapeutic Massage

Credits required 29

http://therapeutic-massageclinic.com

Dean

Patricia Dent

Program contact

Sharon Tilton, Department Chair and Assistant Professor of Complementary Healthcare and Therapeutic Massage, ext. 2262

Program Goals Statement

The program prepares students to pursue a career as licensed massage therapists. Licensed massage therapists are employed by physicians, chiropractors, rehabilitation centers, and business and industry, and also own their practices.

This program is offered exclusively at the New Bedford Campus as well as in eHealth.

DEGREE REQUIREMENTS

Program Courses

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
HCI 237	Human Disease Processes and Procedures	3
MAT 110	Introduction to Therapeutic Massage	1
MAT 111	Therapeutic Massage I	4
MAT 112	Musculoskeletal Anatomy for the Massage Professional	3
MAT 113	Survey of Complementary Care	2
MAT 120	Therapeutic Massage II	4
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Practicum	3

Recommended Course Sequence - Fall Semester 1

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAT 110	Introduction to Therapeutic Massage	1
MAT 111	Therapeutic Massage I	4
MAT 112	Musculoskeletal Anatomy for the Massage Professional	3
MAT 113	Survey of Complementary Care	2

Recommended Course Sequence - Spring Semester 2

HCI 237	Human Disease Processes and Procedures	3
MAT 120	Therapeutic Massage II	4
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Practicum	3

Recommended Course Sequence - Summer

MAT 126	Therapeutic Massage Clinical Practicum	3

MAT 126: (optional)

Program Information

- Graduates may apply to the Board of Registration of Massage Therapy for licensure.

- The program provides a foundation to be eligible to take the National Certification Examination for Therapeutic Massage and Bodywork.

- This program enhances the skills of healthcare professionals in nursing, occupational therapy, and home healthcare.

- BIO 115 is only for the Therapeutic Massage certificate program. BIO 115 is not a prerequisite for BIO 233. Students wishing to pursue a degree in Complementary Healthcare must take BIO 233 and BIO 234.

- Additional Costs

- Students are responsible for the cost of uniforms, professional liability insurance, massage supplies and equipment, certain standardized achievement test registrations, and the National Certification Examination of Therapeutic Massage and Bodywork.

- They must carry health insurance throughout enrollment in the program.

Additional Admission Requirements

Requirements Upon Admission

Grade Requirements

Additional Costs

Essential Functions

SPECIAL REQUIREMENTS FOR THE PROGRAM

Applicants must have a high school diploma or G.E.D. certificate. They must also have completed high school biology, or chemistry and algebra I with a minimum grade of "C-." Applicants must include a letter outlining their interest in, knowledge of, and exposure to therapeutic massage and complementary healthcare. Recommended deadline for filing is January 15th for all fall admissions.

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titres (blood tests to prove immunity). A TB test is required each year. Health insurance is required. Additional laboratory tests, including drug screening, are required by clinical agencies.

Upon admission to the program, students will be required to submit to a Criminal Offender Record Information (C.O.R.I.) check that identifies any criminal offense history. A positive C.O.R.I. check may prevent students

from working in contracted health facilities, which will prevent students from completing the program objectives.

Students must receive a minimum grade of "C-"in all required courses. Failure to earn a "C-"or better in a clinical course will result in dismissal from the program. Clinical Practicum hours must be completed within 18 months of the academic coursework.

Students are responsible for the costs of lab coats, uniforms, professional liability insurance, standardized testing, name tag, lab supplies, national certification exam, and transportation to clinical placement sites. Students should be prepared to travel up to one hour from campus to clinical assignments. Students are also required to attend a variety of community activities. Graduates must apply to the Board of Registration of Massage Therapy for licensure to practice as a massage therapist.

Students need to possess certain cognitive, physical, and physiological abilities in order to successfully complete the requirements of the program and ultimately practice in the profession. Please discuss particulars with the program director.

The eHealthCareers option in Therapeutic Massage is a flexible, innovate program that prepares students to pursue a career as a licensed Massage Therapist. The hybrid model allows students to complete some of the content online. For those who are already practicing healthcare professionals, this program enhances the skills used in nursing, occupational therapy, and home healthcare.

Tourism and Hospitality Services

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Tourism and Hospitality Services

Credits required 27

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate helps prepare students for careers in the tourism and hospitality industry. By choosing these courses as electives, students can enhance their Business degree. Tourism and hospitality is the world's largest employment field. Job opportunities are exciting and varied.

Program Information

- Job opportunities include tour escort, convention and visitors bureau coordinator, sales, concierge, and dining room supervisor.

- Students may earn credit in field placements at such sites as Disney World, Colette Tours, Massachusetts Information Centers, Newport Historical Society, and the New Bedford Whaling Museum.

- BCC has a transfer articulation agreement with Johnson Wales University.

DEGREE REQUIREMENTS

Program Courses

BUS 111	Business and Financial Mathematics	3
BUS 120	Group Tour Planning	3
BUS 121	Introduction to Travel, Tourism and Hospitality	3
BUS 122	Tour Destination Planning	3
BUS 123	Meeting Planning and Convention Sales and Service	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
BUS 126	Hotel and Motel Management and Operations	3
CED 210	Cooperative Work Experience I	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

BUS 120	Group Tour Planning	3
BUS 121	Introduction to Travel, Tourism and Hospitality	3
BUS 122	Tour Destination Planning	3
BUS 126	Hotel and Motel Management and Operations	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

BUS 111	Business and Financial Mathematics	3
BUS 123	Meeting Planning and Convention Sales and Service	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
CED 210	Cooperative Work Experience I	3

Water Quality Professional

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Water Quality Professional

Credits required 13

Dean

Peter Schuyler

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This certificate provides students with skills for entering careers in water and wastewater treatment. Coursework prepares students for the Massachusetts operator certification examinations or can be used as contact hours by those already in the field. Courses can be transferred to the Engineering Technology degree program.

Program Information

- Students choose the Drinking Water or Wastewater option for preparation for the certificate exam of their choice.

- Field operators may use coursework to fulfill state license Training Contact Hours (TCHs) requirements.

- Some prerequisites may be required before enrolling in courses in this program. These courses may be completed at BCC, or credit may be transferred from another institution or granted through BCC's Prior Experiential Learning (PEL) program.

- This program serves as a solid base for continuing toward a degree with courses transferring to BCC's Environmental Technology program.

DEGREE REQUIREMENTS

Core Courses

EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
EGR 241	Wastewater Technology I	3

Concentration Course - Drinking Water Treatment Plant Operator

EGR 244	Water Supply and Hydrology	4

Concentration Course - Wastewater Treatment Plant Operator

EGR 242	Wastewater Technology II	4

Recommended Course Sequence - Fall Semester 1

EGR 141	Introduction to Environment	3
EGR 241	Wastewater Technology I	3

Recommended Course Sequence - Spring Semester 2

EGR 103	Computer Skills for Engineers and Technicians And	3
EGR 242	Wastewater Technology II Or	4
EGR 244	Water Supply and Hydrology	4

Web Design

CERTIFICATE PROGRAM

Degree offered

Certificate of Achievement in Web Design

Credits required 27

Dean

Joanne Preston

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, Web Design, and Professor of Graphic Design, ext. 2691

Program Goals Statement

This certificate prepares students to respond to the needs of the new media design industries, specifically the Web design. Students receive a firm grounding in the basics of design and current design technology, with a strong emphasis on visual communications. This program is specifically suited for those with a technical or art/design background who want to expand their skill set.

DEGREE REQUIREMENTS

Program Courses

ART 260	Computer Graphics	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 267	Publication Design	3
ART 271	Web Design I	3
ENG 101	Composition I: College Writing	3

Choose one art elective from

ART 272	Web Design II	3
ART 273	Advanced Web Design Studio	3
ART 281	Web Animation	3

Art or other approved elective, choose two from

CED 210	Cooperative Work Experience I	3
ART 266	Typography Design	3
ART 276	Multimedia Design	3

Recommended Course Sequence - Summer

ART 260	Computer Graphics	3
ART 271	Web Design I	3

Recommended Course Sequence - Fall Semester 1

	Program Elective	3
ART 261	Graphic Design I	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

	Program Elective	3
	Program elective	3
ART 261	Graphic Design I	3

ENG 101   Composition I: College Writing   3

Program Information

This program is intended to help students enter the job market directly into careers in multimedia design, Web design, and Web animation.

Courses in this program transfer into the degree program in Web Design & Media Arts career and in Graphic Design.

Windows 2003 Administration

CERTIFICATE PROGRAM

Degree offered

Certificate of Recognition in Windows 2003 Administration

Credits required 9

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Learn to use Windows administrative tools to set up, manage, and use basic network services, including file systems, network printing, and security. Students learn how to install and configure all software necessary for using a Windows 2003 network.

Program Information

Plan to spend large blocks of time developing proficiency.

Recommendations

- Students without basic computer skills should enroll in CIS 111 (p. 284) prior to enrolling in this program.
- Students who need basic keyboarding skills should enroll in OFC 102 (p. 353) prior to enrolling in this program.

DEGREE REQUIREMENTS

Program Courses

CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 231	Windows Server Administration II	3

Recommended Course Sequence - Fall Semester 1

CIS 121	Operating Systems	3

Recommended Course Sequence - Spring Semester 2

CIS 131	Windows Server Administration I	3

Recommended Course Sequence - Fall Semester 3

CIS 231	Windows Server Administration II	3

ADMISSIONS

Get started on the journey to You, Improved.

No matter what your situation or your previous educational experience, if you are willing to work hard and take advantage of College resources, you can make it happen at Bristol Community College.

I don't have time to enroll in a full-time program.

Then enroll part time! As much as possible, BCC allows you to fit school into your schedule, not ours. There is no rule that says you have to complete your associate degree in two years. Do it at your own pace. And with classes offered days, evenings, weekends, and online, your course schedule can be very flexible.

Do you have any questions or concerns?

Contact the Admissions office at admissions@BristolCC.edu or 508.678.2811, ext. 2179 and let us work with you to come up with solutions.

Who can apply for admission to BCC?

Everyone! As your community college, we offer the educational services you need, whether you want to take just one course or a full course load.

Who is admitted to BCC?

Our open admissions policy means that there is a program just right for you. Applicants for an associate degree program must have a high school diploma or equivalency certificate or college degree. This requirement may be waived for adults who pass an approved examination administered by BCC which indicates they have the ability to succeed at college work.

Some candidates are admitted to the Center for Developmental Education to strengthen their background in specific areas before attempting work in another program.

Admission to some programs is competitive because of the limited number of openings and/or the prerequisites, such as Clinical Laboratory Science, Complementary Healthcare, Culinary Arts, Dental Hygiene, Healthcare Information, Histology, Medical Assisting, Nursing, Occupational Therapy Assistant, Pre-Radiology Technology, Therapeutic Massage, and Phlebotomy.

Admission requirements to specific programs may change in accordance with policies established by the Massachusetts Board of Higher Education and the BCC Board of Trustees.

As a state-assisted institution, Bristol Community College gives first priority to legal residents of Massachusetts and second priority to students who apply under the New England Regional Student program. All others are admitted as space is available. BCC is authorized under Federal law to enroll nonimmigrant alien students.

When should I apply?

Applications are processed as they come in. There are no deadlines for application, but submitting your completed application well in advance of the semester in which you wish to enroll will give you the best selection of courses.

If you are applying for Clinical Laboratory Science, Complementary Healthcare, Culinary Arts, Dental Hygiene, Healthcare Information, Histology, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, and Therapeutic Massage, please submit your completed application by February 1 to receive priority consideration for admission the following September. After that date, applications will continue to be accepted on a space-available basis. Please carefully review the special application requirements for these programs, found in each program description.

How do I apply?

1. Fill out an application found in the back of this catalog. Extra copies are available by calling the Admissions office at 508.678.2811, ext. 2516, or on the Web at www.BristolCC.edu at "Admissions." If you apply online at www.BristolCC.edu/apply, you save the application fee.

2. If applying with a paper application, mail the completed application form to the Admissions office, Bristol Community College, 777 Elsbree Street, Fall River, MA, 02720. Include a check or money order payable to Bristol Community College for the appropriate application fee.

   • $10 for Massachusetts residents and qualified New England Regional Student Program applicants or $35 for all others.

   • This fee may be waived if it causes unusual financial hardship. Contact the Admissions office at admissions@bristolcc.edu or 508.678.2811, ext. 2179 for details.

   • You may apply to up to three Massachusetts community colleges with one application fee. Send your check to Bristol Community College and ask us to notify the others of your payment.

3. **eHealthCareers**: If you are interested in enrolling in this integrated health education program based in New Bedford, apply through the regular process and indicate eHealth on the application. You can apply at www.bristolcc.edu/eHealthCareers.
   a. eHealthCareers offers regular information sessions at

its facility at 800 Purchase Street, New Bedford. Visit the site, learn about the program, and find out how this integrated instruction is right for you. Call 508-678-2811, ext. 4444, or visit the Website for details. Email eHealth@bristolcc.edu

4. **Transcripts**: Ask your high school and all post-secondary schools you attended to send an official transcript of your grades to the Admissions office at BCC. In certain cases, no admission decision can be made without this transcript. Please note:

a. If you are applying to Culinary Arts or any selective admission Health Science program (such as Clinical Laboratory Science, Complementary Healthcare, Dental Hygiene, Healthcare Information, Nursing, Occupational Therapy Assistant, Histology, Medical Assisting, Phlebotomy, Pre-Radiology Technology or Therapeutic Massage), you must submit all transcripts/G.E.D official transcripts before an admission decision can be made.
b. If you graduated from high school or a secondary school outside of the United States (or its territories), you must submit official transcripts to be considered for admission. The transcript (or school leaving certificate) needs to be translated into English by an official translator. The Admissions office has information on area translation services if you need assistance.
c. If you have completed an associate or bachelor's degree or graduate degree, you are not required to submit transcripts unless you apply to a health science program listed above.
d. If you completed a rigorous course of study in high school and wish to be considered for the Academic Competitiveness Grant, an official transcript must be submitted to the Admissions office.
e. For all other applicants, a transcript is not required before an admission decision is made. However, the transcript is necessary by registration in order to provide the best advisement.

5. If you have received your G.E.D., have an official copy of your G.E.D. test scores sent to the BCC Admissions office.

6. If you would like to talk with an Admissions counselor, please call the office at 508.678.2811, ext. 2947, for an appointment.

7. Immunization, Insurance & Consent: Please see How Do I Apply for Admission (p. 400) for specific requirements.

Can I visit the campus?

Contact the Admissions office at admissions@BristolCC.edu or call 508.678.2811, ext. 2947 to arrange a campus tour for individuals or groups. Visit www.BristolCC.edu at "Admissions" for a list of upcoming dates for information sessions and campus tours.

For a tour of the New Bedford Campus, call ext. 4000, for Attleboro, call ext. 3527, for Taunton satellite, call ext. 3767.

Special circumstances

International students - students who are neither U.S. citizens nor permanent residents of the U.S. - who wish to attend Bristol Community College on an F-1 student visa must have completed their secondary school education and must demonstrate their proficiency in English (if English is not their first or best language). Students attending Bristol Community College on an F-1 student visa must be enrolled in a degree program as a full-time student (12 credits or more per semester) and must receive approval by the Registrar's office for program changes.

International applicants currently outside of the U.S. must submit completed admission applications by July 15 for the next September semester or by November 15 for the next January semester. International applicants currently within the U.S. must submit completed admission applications by August 1 for the next September semester or by January 1 for the next January semester.

International students must submit the following documents for admission to Bristol Community College:

- Application for admission for international students (with a nonrefundable fee of $35).

- Secondary school or high school or college/university official transcripts (translated into English by an official translator).

- Valid passport, current visa, and I-94 card.

- Transfer students must bring a copy of the previous school's I-20 and verification of attendance (this must include the International Student Transfer Report form provided by Bristol Community College)

- Proof of financial support (Verification of Funds form provided by Bristol Community College). Funds must exceed $15,000 (U.S. dollars).

- Proof of the following vaccinations: measles, mumps, rubella, tetanus within 10 years, hepatitis B series, and varicella.

Once the Admissions office at Bristol Community College receives all required documentation, international students will be issued an I-20 form. After students are admitted and respond with a $50 nonrefundable registration deposit, they can apply for a student visa in the nearest USCIS office. International students will be subject to out-of-state tuition rates while attending Bristol Community College with an I-20 form. Financial Aid is not available to international students. Please contact the Admissions office at admissions@BristolCC.edu or 508.678.2811, ext. 2947 for more information.

Transfer students from another regionally accredited college or university usually receive credit for courses appropriate to their program in which they received a "C-" or better. Up to 30 credits may be transferred for associate degree programs. For students admitted to certificate programs, half the required credits must be earned at BCC.

Part-time students take fewer than 12 credits of course work and receive all the services available to a full-time student.

Veterans may use G.I. benefits at Bristol Community College. The College's certifying official will assist you in applying for your benefits from the U.S. Department of Veterans Affairs and accessing college services. A representative in BCC's Advisement and Counseling Services office can assist you.

January and summer admissions

Students may begin an academic program in January or the summer by taking general and elective courses required for the program. Not all program-specific courses are offered every semester.

SACHEM cross-registration: BCC is a member of the Southeastern Association for Cooperation in Higher Education (SACHEM), a consortium of nine institutions of higher education. Students of the participating institutions may cross-register for selected courses on a tuition-exchange, space available basis. For more information contact the Registrar in the Enrollment Center.

Career and vocational education students from one of the area member high schools within the Bristol Career/Vocational Technical Education Consortium should complete the section on the Application for Admission designated for students enrolled in a high school technical education program.

New England Regional Student Program allows out-of-state students from New England to enroll in BCC programs at in-state tuition if the public colleges and universities in the student's home state do not offer the program. The Admissions office and the NERSP Website at www.nebhe.org have additional information. Students enrolling in evening and weekend classes have no residency requirement and are charged the same cost per credit as in-state students.

Massachusetts One-Stop Education and Career Liaison

The Education and Career Liaison is a BCC recruitment counselor who offers academic advisement and enrollment assistance to students through the One-Stop Career Centers in southeastern Massachusetts.

Special services include:

1. Training Opportunity Program application and Section 30 forms

2. Third-party funding contracts (Trade, Individual Training Assistance for Title I Adults & Youth programs, dislocated workers, and National Emergency Grant).

3. The Education and Career Liaison, in addition to conventional recruitment efforts, provides outreach services both at the BCC's Fall River Campus and in the following career centers: Fall River, New Bedford, Attleboro, and Taunton.

For more information, contact the Admissions office at 508.678.2811, ext. 2947.

ACADEMIC CALENDAR

Fall 2011

Wed, August 31 , Orientation

Thu, September 1 , Professional/Planning Day

Tue, September 6 , First day of classes

Mon, September 19 , Late-start classes begin

Mon, October 10 , Columbus Day - no classes

Tue, October 11 , Monday schedule will be followed

Wed-Thu, October 26-27 , First-half Option

Final Examinations

Sun-Sat, October 23-29 , Mid-semester evaluations

Mon, October 31 , Second-half Option classes begin

Wed, November 9 , Friday schedule will be followed

Fri, November 11 , Veterans Day - no classes

Wed, November 16 , Last day for student-generated withdrawal

Wed, November 23 , No Greater New Bedford classes

Thu-Fri, November 24-25 , Thanksgiving -no classes

Fri, December 16 , Last day of Day/Evening/Weekend classes

Sat-Fri, December 17-23 , Evening/Weekend Final Exam Period

Mon-Fri, December 19-23 , Day Final Exam Period

Wed-Thu, December 21-22 , Second-half Option

Final Examinations

Intersession 2012

Tue, January 3 , Classes begin

Mon, January 16 , Martin Luther King, Jr. Day -no classes

Fri, January 20 , Final exams

Spring 2012

Wed, January 18 , Orientation

Mon, January 23 , Professional/Planning Day

Tue, January 24 , First day of classes

Mon, February 6 , Late-start classes begin

Mon, February 20 , Presidents Day - no classes

Mon-Fri, February 20-24 , Greater New Bedford Winter Vacation - no classes

Tue, February 21 , Monday schedule will be followed

Sun-Sat., March 4-10 , Mid-semester evaluations

Mon-Sat, March 12-17 , Spring recess - no classes

Mon & Thu, Mar 19 & 22 , First-half Option Final

Examinations

Wed, March 21 , Professional Day - no classes

Mon, March 26, Second-half Option classes begin

Sun, April 8 , Easter - no classes

Wed, April 11 , Last day for student-generated withdrawal

Mon, April 16 , Patriots Day - no classes

Mon-Fri, April 16-20 , Greater New Bedford Spring Vacation - no classes

Thu, April 19 , Monday schedule will be followed

Thu, May 10 , Last day of Day/Evening/Weekend classes

Fri-Thu, May 11-17 , Day and Evening/Weekend

Final Exam Period

Mon & Thu, May 14 & 17 , Second-half Option

Final Examinations

Sat, June 2 , Commencement

TRANSFERRING

BCC has transfer agreements with the following colleges and universities:

Adelphi University • Amherst College • The Art Institute of Boston • Becker College • Bently University • Bridgewater State College • Bryant University • Capella University • Eastern Nazarene College • Fine Mortuary College • Fitchburg State College • Framingham State College • Johnson and Wales University • Lesley University • Massachusetts Maritime Academy • Massachusetts College of Liberal Arts • New England Culinary Institute • Newbury College • Paul Smith College • Regis College • Rhode Island College • Roger Williams University • Salem State College • Salve Regina University • UMass Amherst • UMass Boston • UMass Dartmouth • UMass Lowell • Unity College • Wentworth Institute of Technology • Westfield State College • Worcester Polytechnic Institute

The Community College Advantage in action

By enrolling in a transfer program, you can earn the first two years of your four-year degree at BCC and take advantage of the affordable tuition and fees while getting a great education. Some career programs can transfer as well. Our Transfer Affairs office helps you get credit where credit is due, so you can transfer the maximum number of your BCC credits into the college of your choice.

Students planning to transfer, and those unsure of their plans, should contact the Transfer Affairs office as early in their BCC career as possible. Transfer counselors will help you plan a program of study for transfer.

Most senior institutions expect a 2.5 grade point average for transfer students. Students with less than 2.5 may transfer, but they may have difficulty getting into the college of their choice. Most colleges do not accept "D" grades.

Where do Bristol students transfer?

Bristol Community College students find that their time at BCC makes them very desirable transfer students at four-year colleges. Often, senior institutions design special scholarship and financial aid programs especially for community college transfer students. More and more students are finding that starting at BCC makes great sense.

Special scholarships for BCC graduates

Scholarships are available for BCC graduates who transfer to some four-year colleges and universities. To qualify, students must graduate from BCC and apply and be accepted to the four-year institution. Most scholarships require at least a G.P.A. of 3.0. These colleges, universities, and organizations offer transfer scholarships.

All USA Academic Team
The Art Institute of Boston
Bridgewater State University
Bryant University
Clark University
Eastern Nazarene College
Emerson College
Jack Kent Cooke Scholarship
Johnson & Wales University
Massachusetts College of Liberal Arts
Merrimack College
New England Transfer Association
Phi Theta Kappa
Rhode Island College
Roger Williams University
Salem University
UMass Amherst
UMass Boston
UMass Dartmouth
UMass Lowell
Westfield State University

The Transfer office also coordinates some of these transfer scholarships. Check their Web site for details.

Transfer agreements

BCC's Transfer Affairs office has negotiated agreements with a variety of four-year colleges for transfer students who have completed their associate's degree. Some of these agreements guarantee admission and ensure full junior standing to the BCC degree holders who achieve a certain G.P.A. and meet specific requirements. Most of these agreements indicate course equivalents and prerequisites so that students know well in advance the courses that will transfer to the four-year college. Some agreements cover specific programs; others are more generic.

However, even if you choose to transfer to a college not listed, BCC credits are likely accepted at the college of your choice. Check the Transfer Affairs website for more information.

MassTransfer

MassTransfer, a statewide policy benefiting BCC's transfer students, will guarantee admission to Massachusetts state colleges and universities, full transfer of credit, and a tuition reduction for students in eligible programs. For up-to-date information on MassTransfer, go to Bristolcc.edu/transfer.

Roger Williams University Joint Admissions program

Take advantage of a private college education at a public college price. BCC has a Joint Admissions program with Roger Williams University. Guaranteed admission and transfer of credit, a smooth transition between BCC and Roger Williams, and generous scholarships make this an attractive program. Visit the Transfer Affairs Web site for a list of eligible RWU Joint Admissions programs.

Some of the colleges where BCC students have transferred include:

American International College • Amherst College • Atlantic Union College • Bentley College • Boston College • Bridgewater State College • Brigham Young University • Brown University • Bryant University • California State University • Central Connecticut State University • Curry College • Eastern Connecticut State University • Emerson College • Fairleigh Dickinson University • Fitchburg State College • Framingham State College • Georgia State University • Goddard College • Gordon College • Hofstra University • Johnson and Wales University • Johnson State College • LaBoure College • Lesley College • Manhattan College • Massachusetts College of Art • Massachusetts College of Pharmacy • Massachusetts College of Liberal Arts • Massachusetts Maritime Academy • Merrimack College • Montserrat School of Visual Art • Mount Ida College • New York University • Northeastern University • Providence College • Purdue University • Rhode Island College • Rochester Institute of Technology • Roger Williams University • Rutgers State University • Salem State College • Salve Regina University • Southeastern Technical Institute • Smith College • Springfield College • Stonehill College • Suffolk University • Syracuse University • Unity College • University of Colorado • University of Maine • UMass Amherst • UMass Boston • UMass Dartmouth • UMass Lowell • University of Nevada • University of Rhode Island • Ventura College • West Virginia State College • Western New England College • Westfield State College • Wheelock College • Worcester Polytechnic Institute

TUITION AND FEES

Bristol Community College receives some of its funding from the Commonwealth of Massachusetts and is subsidized by state tax revenues. This means that students pay only a portion of the total cost of a BCC education.

Tuition and College Fees per credit hour

Massachusetts and nearby Rhode Island residents

Tuition	$24/credit
College Fee	$142/credit
Total	$166/credit

Many nearby eastern Rhode Island residents pay in-state tuition and fee rates under the New England Regional Student Program. See Admissions for details.

The New England Regional Student Program allows out-of-state students from New England to enroll in BCC programs at in-state tuition if the public colleges and universities in the student's home state do not offer the program. In addition, the College accepts students for day classes from nearby eastern Rhode Island (Adamsville, Barrington, Bristol, East Providence, Little Compton, Middletown, Newport, Portsmouth, Tiverton, and Warren, RI) at in-state tuition rates. The Admissions office and the NERSP Web site at www.nebhe.org have additional information. Students enrolling in evening and weekend classes have no residency requirement and are charged the same cost per credit as in-state students.

See eHealthCareers (p. 205)

Tuition	$24/credit
College Fee	$221/credit
Total	$166/credit

All other students

Tuition	$230/credit
College Fee	$142/credit
Total	$352/credit

Tuition is set by the Massachusetts Department of Higher Education.

The College Fee portion of the per credit charge is collected from all students and used to pay for general College operations not funded by the Commonwealth of Massachusetts. These include, but are not limited to, instructional computer equipment, educational supplies, audio-visual aids, library books, and laboratory supplies.

Other required fees

Student Support Fee (nonrefundable)	$37/semester
Registration deposit (nonrefundable and applied to the total semester charge)	$50/year
Registration deposit for students admitted to Nursing and Dental Hygiene Programs (nonrefundable and applied to the total semester charge)	$200/year
Student Health Insurance (nonrefundable; may be waived)	$823/year
Insurance cost for the Spring semester is	$564
Mass PIRG (nonrefundable; may be waived)	$9/semester

Application fee (nonrefundable)

Massachusetts and nearby Rhode Island residents	$10/one time
Out-of-state residents	$35/one time
Additional fees as required	

Instructional Support Fee

This fee is charged for courses with high personnel, technology, or materials costs. Courses that carry this fee are identified in the course description with the sentence "Instructional Support Fee applies."

1 credit	$9	6 credits	$54
2 credits	$18	7 credits	$63
3 credits	$27	8 credits	$72
4 credits	$36	9 credits	$81
5 credits	$45		

Additional program costs (approximate)

Clinical Laboratory Science	$600
Culinary Arts	$1,250

Dental Hygiene	$2,500
Healthcare Information	$500
Medical Assisting	$400
Nursing	$850
Phlebotomy	$600
Occupational Therapy Assistant	$800
Therapeutic Massage	$500

Tuition may be modified by action of the Massachusetts Department of Higher Education after publication of this catalog. Fees may be modified by the College Board of Trustees. Because of changing costs and/or state and legislative actions, adjustments may be required after publication of this catalog. Bristol Community College reserves the right to make these adjustments, and tuition and fees are subject to change without notice.

Estimated costs for a BCC education

The table below gives you an idea of the actual cost of a BCC education for a Massachusetts resident taking 30 undergraduate credit hours over two semesters.

Full operating costs per student	$7,500
Less State Operating Subsidy	$5,069
Tuition and mandatory fees	$3,885
Less direct student aid (avg.)	$3,510*
Average net charge to student	$2,806
Average federal tax credit (Hope)	$1,000
Net student cost	$1,806

*Includes tuition and fee waivers and directly-applied institution, state and federal financial aid.

Policies

Once a student registers, he/she is responsible for payment in full of all tuition and fee charges. Students must fulfill all financial obligations to the College. Overdue student accounts will be sufficient cause for administrative withdrawal from the College, and/or other administrative penalties by the College. Unpaid accounts will be referred for collection, and the student will bear all costs and charges incurred in the collection and/or litigation. The Massachusetts Health Insurance Law requires that all students enrolled in nine or more credits are required to have basic health insurance. By law, Bristol Community College automatically charges all students who are registered for nine or more credits with this health insurance fee. The annual fee may be waived before school begins (usually when you register), by documenting comparable health insurance coverage. You must complete

the waiver online at www.UniversityHealthPlans.com (click on Massachusetts Community Colleges, click on Bristol Community College, then click on Student Accident and Sickness Insurance Plan). The waiver form is listed on the left. A waiver must be complete in order for this charge to be removed from the student's account and the online waiver is the only accepted method to waive coverage. Students purchase their own textbooks, materials, and supplies, all available at the College bookstore. Students should estimate transportation and food costs in calculating their expenses for the year.

A financial statement of the College is available in the Administration office.

Refund policy for students withdrawing from all credit courses

Students must follow College withdrawal procedures to receive a refund. See the "Withdrawal Policy" in the Academic Information section of this catalog.

Tuition refunds for all credit courses are as follows:

If a student withdraws from the College prior to the beginning of classes or during the first two weeks of classes, the student will receive a 100 percent refund less the $37 nonrefundable student support fee.

If a student withdraws from the College during the third week of classes, the student will receive a 50 percent refund less the $37 nonrefundable student support fee.

If a student withdraws after the third week of classes, there will be no tuition or college fee refunds.

Refund policy for students not completely withdrawing from all credit courses

If a student withdraws from a course(s) prior to the beginning of classes or during the first two weeks of classes, the student will receive a 100 percent refund for the credits from which s/he withdraws. If a student withdraws from a course(s) during the third week of classes, the student will receive a 50 percent refund for the credits from which s/he withdraws. If the student withdraws from a course(s) after the first three weeks of classes, there will be no refund. It takes four to six weeks for the refund to process.

Tuition exemptions

Completed waiver applications must be submitted at the time of registration. For any waiver, the appropriate waiver forms must be presented at the time of registration. No refunds are given if eligibility forms are submitted late. Tuition waivers cannot be used for credit by examination, directed study, or contract learning. (Waiver may not be used for ed2go classes, the noncredit Paralegal course, or the credit Medical Billing and Coding program.)

National Guard

Active members of the Massachusetts Army or Air National Guard are eligible for a full tuition and fee waiver. This waiver applies to all qualified students, full- and part-time, and for all credit and certificate courses up to a maximum of 130 semester credit hours per student. Eligible students must present a valid (bearing a raised seal) Certificate of Eligibility issued by the Military Division of the Commonwealth of Massachusetts.

State employee waiver

At the time of registration a student must present a completed Tuition Remission Authorization form with appropriate signatures. Any additional charges must be paid at registration. Billing is unavailable.

Senior citizen waiver

Massachusetts residents 60 years and older may attend Bristol Community College on a space-available basis under the Department of Higher Education's tuition waiver policy. For specific details, please visit their Web site at www.mass.edu or contact the Enrollment Center for current eligibility requirements. Qualifying senior waivers are accepted one week before classes begin. All charges must be paid at time of registration.

Veteran waiver

Veterans who are Massachusetts residents may be eligible for a tuition waiver. Those eligible must submit form DD-214 (long form) for review and approval prior to registering. Waiver is for credit courses only. For more information, please call the Enrollment Center.

Third-party payment

Students whose courses will be paid by a third party, such as their employer, an agency, or military branch, must submit the appropriate documentation or authorizing letters prior to, or at the time of, registration. (Note: Students who will receive reimbursement contingent upon completion of their course must pay in full at the time of registration.)

Hope Scholarship (Education Tax Credit)

Students enrolled in six credits or more in the first two years of an undergraduate program, day or evening, are eligible for the Hope Scholarship, a federal tax credit. Students pay for their tuition and fees, and then can claim a tax credit against their tax liability. Students may take a credit of 100 percent of the first $1,000, and 50 percent of the next $1,000, for a maximum in any tax year of $1,500. Students are eligible for the credit for two years. The Financial Aid office and Student Accounts office have more information on this tax credit, but for specific information, consult a tax advisor.

eHealthCareers

Rates for Fall 2011 Semester

Credits	Tuition	College Fees	Student Support Fee	TOTAL
1	24	221	37	282
2	48	442	37	527
3	72	663	37	772
4	96	884	37	1017
5	120	1105	37	1262
6	144	1326	37	1507
7	168	1547	37	1752
8	192	1768	37	1997
9	216	1989	37	2242
10	240	2210	37	2487
11	264	2431	37	2732
12	288	2652	37	2977
13	312	2873	37	3222
14	336	3094	37	3467
15	360	3315	37	3712
16	384	3536	37	3957
17	408	3757	37	4202
18	432	3978	37	4447
19	456	4199	37	4692
20	480	4420	37	4937

Please note that an insurance fee TBA for the remainder of the academic year is applicable for all students taking nine or more credits who do not have health insurance coverage. Students who have coverage may waive the insurance fee by completing an online waiver form. For more information please refer to the Student Accounts web page.

Malpractice Insurance (mandatory for health service courses)	$12.00

FINANCIAL AID & FOUNDATION SCHOLARSHIPS

Financial aid programs available at BCC

A comprehensive list of programs and guidelines is available at www.BristolCC.edu. Choose Enrollment Center, choose Financial Aid, and then choose Financial Aid Programs.
Federal and State Grants
Federal Pell Grant
Federal Supplemental Educational
Opportunity Grant
Federal Teach Grant
Massachusetts Agnes Lindsay Scholarship
Massachusetts Christian Herter Scholarship
Massachusetts Early Childhood
Education Grant
Massachusetts Educational Rewards Grant
Massachusetts Foster Child Grant
Massachusetts Furcolo Grant
Massachusetts Gear-Up Grant
MassGrant
Massachusetts John and Abigail
Adams Scholarship
Massachusetts Need-Based Tuition Waiver
Massachusetts Part-time Grant
Massachusetts Paraprofessional Grant
Massachusetts Public Service Grant
Massachusetts Stanley Koplic Waiver
Rhode Island Challenge Grant
Rhode Island Promise Grant
Rhode Island State Scholarship
Loans
Federal Direct Student and Parent Loan
Alternative (Private) Loans
Work Programs
Federal Work Study
Student Employment Program
Institutional Grants
Foundation Grant
Presidential Scholarship

For more information

If you have any questions about financial aid, contact the Financial Aid office at 508.678.2811, ext. 2513.

Financial Aid

Bristol Community College receives some of its funding from the Commonwealth of Massachusetts and is subsidized by state tax revenues. This means that students pay only a portion of the total cost of a BCC education.

Paying your way

The mission of the Financial Aid office is to help remove financial barriers to assist students in meeting the cost of attendance to BCC. The office helps fill the gap that exists between the cost of attendance and funds available from family, savings, and other resources. The staff assists with completing applications for financial aid, determining level of need, and offering financial aid to meet educational expenses. The staff is available to answer any questions you may have regarding financial aid in order to address your eligibility concerns.

The Financial Aid office provides assistance and counseling in completing the financial aid application, evaluation, and determination of need. Advisors and counselors are always available via email. Walk-in hours are available weekly, and appointments are available.

Financial aid awards may include grants, loans, and work. The Financial Aid office uses the standards and procedures developed by the U. S. Department of Education to estimate a fair student and family contribution and determine financial need.

All those forms confuse me. Where can I get help in filing the right ones?

The Financial Aid office provides students and their families with information and assistance in completing the forms and application process. The FAFSA and BCC Supplemental Financial Aid Application are required from all applicants. Additional documentation may also be requested. You should never pay a fee to complete the FAFSA. Contact the Fall River, New Bedford, or Attleboro locations for information on walk-in counseling or appointments. For more information, visit www.BristolCC.edu, choose Enrollment Center and then choose Financial Aid.

The financial aid process can take a while.

What can I do to speed up the process?

Completing the FAFSA on the Web is the best option. You will get your Student Aid Report sooner than with the paper version. A link to the FAFSA and more information is available at www.BristolCC.edu, choose Enrollment Center, choose Financial Aid, and then choose Forms.

Is there a deadline for applying for financial aid?

You may apply for aid anytime, but we give priority to students who complete their financial aid file by May 1. Some Rhode Island grant deadlines are March 1. Some Massachusetts grants have a May 1 deadline.

Once I have received financial aid, is it guaranteed for my whole college career?

You must apply for financial aid every year you need it, but every time you demonstrate financial need, we will work with you and your family to help meet your education-related expenses.

Are there any special requirements?

Assistance is available to a student who demonstrates financial need, is a citizen, national, or permanent resident of the U.S., meets Selective Service requirements, maintains satisfactory progress towards an eligible degree or certificate program, does not owe a refund to a federal or state grant program, is not in default on a federal or state education loan, and meets criteria in specific programs. Students in the U.S. on F1, F2, J1, or J2 student visas are not eligible for assistance.

Further information on eligibility criteria, deadlines, and applications is available from the Financial Aid office.

Student rights and responsibilities

The College and the Financial Aid office reserve the right to determine the type, amount, and/or revision of financial aid. Awards are contingent upon the availability of funding, the student's course load, and regulations governing those funds.

Financial aid may be denied or cancelled if a student does not continue to meet eligibility requirements at any time during the academic year. If a student fails to meet satisfactory progress standards or is in default on Title IV or state grant or loan funds, financial aid will be denied or cancelled.

BCC Foundation Scholarship and Loan Programs

Scholarships funded through the BCC Foundation and Alumni Association range in value from $100 to $2,000. Scholarship application forms are available in mid-March online at www.BristolCC.edu/foundation.

One form allows students to be considered for most of the scholarships listed. Applications are due the first week in May and students are notified of award decisions during the summer. Listed below are the endowed funds and eligibility guidelines.

Endowed Fund Eligibility

Edward Adaskin Family Scholarship

Student who is a resident of Fall River, Swansea, Westport, or Freetown Massachusetts, and demonstrates financial need

Altrusa Club/Camilla C. Pickering Memorial Scholarship

Student who is a resident of Bristol County, with a minimum GPA of 3.0 and demonstrates volunteer community service

Argy Scholarship

Full-time student majoring in engineering, science or health science who demonstrates financial need, scholastic merit, with a minimum GPA of 3.0

Leonard and Ruth Baker Scholarship

Full-time student enrolled in Business Administration, who has completed 24 credit hours, with a minimum GPA of 3.0, and financial need

BFI Waste Systems Scholarship

BFI employee, spouse, child or grandchild of employee; if no BFI applicant by 5/1, open to Fall River, Somerset, Swansea or Westport resident, environmental technology, GPA 3.0, financial need

H. M. Booth Theatre Scholarship

Theatre student

Borden-Remington Scholarship

Student in top 30% of class who demonstrates financial need. Preference is given to child of Borden-Remington employee

Michael K. Bosi Memorial Scholarship

Student matriculating in journalism or communications who demonstrates scholastic merit. Preference will be given to BMC Durfee alumnus. Special application requires submission of work samples

Zelma Braga Scholarship

General requirements, full or part-time student

Gerald M. Brown Scholarship

Greater Fall River resident, financial need, GPA 3.0

Ruth P. Brown Scholarship

Full or part-time student in the Business Program. Preference given to female student

Kenneth M. Candeias Scholarship

To a graduating student who displays outstanding leadership and academic achievement.

Prof. C. John Capone P.E. Memorial Scholarship

Student matriculating into the engineering or environmental technology program, minimum six credits per semester, financial need and scholastic merit

Chef John J. Caressimo Scholarship

Second year student matriculating in culinary arts

John A. and Eileen F. Carr and Kathryn V. Whalen Scholarship

Nursing or elementary education student with financial need

Donna Castro RN Nursing Scholarship

Nursing student with preference given to a student with prior experience working in the health care field

Judith B. Chace Memorial Scholarship

Chace employee, spouse, child or grandchild; if no successful applicant by 5/1, open to Tiverton resident or graduate of Tiverton High

Citizens-Union Savings Bank Scholarship

Student enrolled in a business-related program from the Fall River area, demonstrated financial need, minimum 3.0 GPA; for entering freshmen, a high school grade average of "C" or better

Francis J. Colaneri Scholarship

Student with financial need enrolled in the engineering program with preference given to students residing in Bristol County, MA or Rhode Island

Pamela Colaneri Dental Hygiene Scholarship

Second year Dental Hygiene student who demonstrates academic merit and financial need

Christopher M. Cordeiro Memorial Scholarship

Student taking credit or non-credit course who demonstrates financial need , with minimum GPA of 3.0

James D. Crosson Scholarship

Second year student in the Criminal Justice Program who is from the greater Fall River area, son or daughter of a policeman if possible and demonstrates scholastic merit

Charles E. Crowshaw, Jr. Memorial Award

This award is given annually to a returning Criminal Justice student for academic excellence and leadership ability

Michael T. Davis Memorial Scholarship

Second year student matriculating in Journalism communications at BCC with the intent to pursue a career in journalism who has a minimum GPA of 3.0

Dr. and Mrs. Paul P. Dunn Scholarship

Student matriculating in a health science program, financial need, minimum GPA 3.0

Johanna Duponte Occupational Therapy Assistant Scholarship

Student matriculating in OTA program, having completed first year with minimum GPA of 2.75who demonstrates professionalism, collegiality, and commitment to OTA profession

Fall River Country Club Scholarship

Employee of Fall River Country Club; if no applicant, a culinary arts student

Fall River Opportunity Fund

Fall River resident who demonstrates financial need

J.B. Fernandes Memorial Trust I Scholarship

Portuguese-American student who demonstrates financial need

Paul Fletcher Scholarship

Student matriculating into the arts/humanities field, taking a minimum of 6 credits per semester, financial need, scholastic merit, GPA 3.0

John G. Fonseca Memorial Scholarship

Non-traditional student, minimum GPA of 3.5, financial need

Kathy Torpey Garganta Attleboro Scholarship

Scholastic Merit and minimum GPA of 3.0. Student must have completed a minimum of 12 credits at BCC Attleboro. The scholarship will be awarded annually to a BCC Attleboro student who demonstrates financial need.

Kevin J. Garganta Human Services Scholarship

Student matriculating in Human Services, minimum of 30 credits who demonstrates financial need and has a minimum GPA of 2.5

Officer Thomas J. Giunta Memorial Scholarship

Child/grandchild of active or retired Fall River police officer, financial need; if no successful applicant, open to criminal justice student

Globe Manufacturing Scholarship

Greater Fall River resident, financial need and scholastic merit

Max and Edith Gold Scholarship

Fall River resident, GPA 3.0, financial need

Harry Gottlieb Scholarship

Accounting/business major, greater Fall River resident, financial need and scholastic merit

Nick Grossi Culinary Arts Memorial Scholarship

Student entering the 2nd year of the culinary arts program

HarborOne Credit Union Scholarship

Student enrolled at Bristol Community College who is studying predominantly at the Attleboro Center

Bruce O. and Virginia I. Hawes Scholarship

General Requirements

Lincoln T. Hawes Scholarship

General Requirements

Hebrew Ladies Helping Hands Society Scholarship

Full-time student who demonstrates academic promise and financial need with preference given to a Jewish student with second preference to a resident of greater Fall River

Anne P. Hindle Scholarship

Student matriculating in one of the BCC allied health programs. Based on scholastic merit and financial need

Dr. Rachel V. Holland Memorial Scholarship

Student enrolled at BCC from a financially or educationally disadvantaged background. Student should exhibit a dedication to utilizing his/her education in helping others in the community

Jack P. Hudnall Memorial Scholarship

Second year student, financial need and scholastic merit

Ruth E. Hurley Nursing Scholarship

The student shall be a member of the graduating class and demonstrated superior clinical competence

Ernest Israel Scholarship

Full-time student who graduated within last five years from Durfee High School, letter of recommendation from teacher or friend required

Jewish Omni Services Scholarship in Honor of Richard B. Wolfson

Nursing student demonstrates financial need and preferably an interest in entering the gerontic nursing field.

Joseph and Jeanette Koppelman Scholarship

Financial need, top 30% of class

Virginia Lash Memorial Scholarship

Full-time student who demonstrates financial need.

Virginia and Harold Lash Scholarship

Full-time student, financial need, scholastic merit

Raymond J. Lavertue, Sr. Criminal Justice Scholarship

Award to be given annually to a deserving, graduating Criminal Justice student who has completed all requirements toward his/her Associates Degree in Criminal Justice. Candidates must have shown outstanding leadership qualities and have demonstrated a dedication to the enhancement of the Criminal Justice System as well as a high level of personal integrity.

William List Scholarship

Student who is a resident of Fall River, Somerset, Swansea, Westport, or Freetown Massachusetts who demonstrates financial need

Marie B. Maalouf Scholarship

Nursing student, financial need, scholastic merit

Senator William and Marjorie MacLean Scholarship

Full-time student who is a resident of Acushnet, Dartmouth, Fairhaven, Freetown, Marion, Mattapoisett, New Bedford or Rochester with financial need, academic achievement and interest in public service and /or leadership

Alfred J. and Marie B. Macomber Music Scholarship

Student with an interest in music with financial need and/or scholastic merit

George and Doris Magnan Memorial Scholarship

Student matriculating in the Fire Science Technology Program who has completed at least 12 general education credits and at least 12 Fire Science credits at BCC with a minimum GPA of 3.0

Basil and Theresa Maravelas Memorial Scholarship

Student in the natural sciences who has scholastic ability, academic potential and financial need

Marie Marshall Nursing Scholarship

Nursing student who demonstrates scholastic merit and financial need

J. Robert Mello Scholarship

Student demonstrating outstanding ability and talent in the art program

Loree Moglia Mullen Memorial Dental Hygiene Scholarship

First year BCC Dental Hygiene student

Mullins Family Nursing Scholarship

The scholarship will be awarded annually to a nursing student enrolled at Bristol Community College who demonstrates scholastic merit and financial need

Evelyn Pacheco Nursing Scholarship

Second year student enrolled in the nursing program who demonstrates scholastic merit and financial need

Luis Rodrigues Pavao Scholarship

Full-time student with demonstrated financial need and /or scholastic merit

Pierce Foundation Scholarship

Nursing student with minimum GPA 3.0, with financial need

Richard and Doris Quirk Nursing Scholarship

Second year nursing student with financial need, minimum GPA of 3.5, and a resident of Dartmouth, New Bedford, or Fairhaven, Massachusetts

Jessica Raposa Memorial Scholarship

The award shall be given to a Graphics Art student

Rappaccini's Retort Scholarship

Student in liberal arts: language, literature or philosophy. Based on scholastic merit/potential and financial need

Rhode Island Society of Governmental Accountants Auditors Scholarship

Student enrolled in business administration with accounting option who demonstrates financial need and scholastic merit. Priority to Rhode Island residents and additional preference if child or grandchild of SOGAA member

Jessie E. Richardson Art Scholarship

Awarded annually to an art student with a painting concentration, has completed the first year and intends to continue at the College, has exhibited ability and potential for development in painting, demonstrates financial need

Ella A. Rodgers Memorial Scholarship

Student from Greater Fall River who demonstrates financial need and/or scholastic merit

Lucy Rose Memorial Nursing Scholarship

Student entering the second year of the nursing program; demonstrated scholastic and clinical competence and has financial need. Preference to a student from Fall River, MA or Tiverton, RI

Al and Jeannine Roy Student Athlete Basketball Scholarship

A student who has been a member of the men's and women's basketball team for an entire season, has earned between 24 and 36 credits inclusively and has a grade point average of 3.0 or better.

Dr. August I. Ryer Memorial Nursing Scholarship

Second year nursing student who demonstrates academic promise and financial need

Mary Lou Hallal Sabra Memorial Scholarship

Student who is a G.E.D. recipient enrolled in either credit or non-credit courses leading to further certification or degree

Philip and Evelyn Sacknoff Scholarship

Student demonstrating financial need and academic promise, preferably in the health sciences or computer science programs

Angela Rose Sbardella Memorial Scholarship

A resident of Fall River, demonstrates scholastic merit and financial need and who will transfer to a four year college upon completion at Bristol Community College

Jenifer E. Serpa Memorial Scholarship

To a full-time student from the Medical Laboratory Technology Program or a graduate of said program who has transferred to a similar program who demonstrates financial need and/or scholastic merit

Robert M. Sherman Scholarship

To a deserving chemistry student who demonstrates scholastic excellence in chemistry

Edward Terral Smith Memorial Scholarship

Graduating, transferring student, GPA 3.5, with 75% of credits completed at BCC, must attend graduation

Rev. Dr. Lex King Souter Memorial Scholarship

Student enrolled in the liberal arts and humanities program who demonstrates financial need and/or scholastic merit

Robert F. Stoico/FIRSTFED Foundation Scholarship

Accounting/business/business transfer student GPA 3.0, financial need

Sally Sweeney Memorial Scholarship

Full or part-time student demonstrating financial need

Truesdale Hospital Nurses Alumnae Association Scholarship

Student entering the second year of the nursing program, who has demonstrated scholastic and clinical competence and has financial need

Union Hospital School of Nursing Alumnae Scholarship

Student entering the second year of the nursing program; that demonstrates outstanding clinical skills and has financial need

Elizabeth A. and Sumner James Waring, Jr. Scholarship

Full-time student at BCC who demonstrates financial need and/or scholastic merit

Watuppa Masonic Foundation Scholarship

Student who is a resident of greater Fall River and demonstrates scholastic merit and financial need

Betty M. Welch Scholarship

Business administration/accounting major, with minimum GPA 3.0

STUDENT SERVICES

Helping you make your way

That's the idea behind Bristol Community College. To reap the maximum benefit from your college education, you need opportunities to exercise your abilities in ways not always found in the classroom. And, you need some personalized attention to fulfill your educational and career goals.

We offer a whole range of extracurricular activities that can enhance your college experience, and the services that will support your educational progress and develop your potential for growth. The Enrollment Services staff and related support services are committed to helping you map out your educational road, make the transition into college, complete your goals successfully, and find employment or the right place to complete your education.

The key word here is personal – we want to work with you to make sure that your education is everything you want and need.

There is more to college than just lectures, papers, and classes. The best education is one where you are challenged to grow in all areas – physically, socially, and intellectually. And sometimes you just need support in that process – someone who cares about you and wants to help you become successful.

For more information

If you have any questions about financial aid, contact the Financial Aid office, ext. 2513.

Who goes to Bristol Community College?

Students at BCC come from every circumstance, representing every segment of the community at large. Our students tend to be older than the traditional college age, because many interrupted their education and are returning to start again. But there are many recent high school graduates, too, who take advantage of the affordable costs they find at Bristol Community College. More than 80 percent of our students are in the first generation of their family to attend college.

Approximately 11 percent of our students represent racial minority groups. Nearly 80 percent of our students work while attending school, and almost 60 percent receive financial aid. Because of the many responsibilities our students have in addition to school, BCC specializes in helping you fit educational goals into your busy life.

Don't think you need to have your life planned before you come to BCC. Enrollment Services and Advisement staff can help you to determine your interests and strengths, either before or after you begin your education.

Starting your journey

Right from the beginning, BCC is there to help you adjust to life as a BCC student. You can find all these services in the new Enrollment Center in the Commonwealth College Center, Fall River Campus. The Enrollment Center provides registration and enrollment-related services for credit and noncredit enrollment. The Enrollment Center processes all registrations, course change forms, program changes, enrollment verifications, transcript requests, college withdrawals, and tuition waiver requests. Applications for admission to the College and financial aid may also be obtained through the Enrollment Center. Enrollment Services are also available at the New Bedford Campus and the Attleboro Center.

Admissions

You start with Admissions, where you can get help in selecting an appropriate program. Our advisors work with you to evaluate your interests and educational experience. If you need preliminary courses before enrolling in a program, we will make recommendations for taking them. (Contact Admissions for detailed information.)

Financial Aid

The Financial Aid office provides assistance for all students in covering the cost of college. Staff members will help you file appropriate forms and direct you to alternative funding sources, including scholarships and loans. (You will find more details in the Financial Aid section.)

Placement Tests

All students entering a degree or certificate program are required by the Massachusetts Board of Higher Education to take assessment tests in order to ensure appropriate placement in classes. The tests assess students' skill levels in reading, writing, and mathematics. The results of the assessment, in conjunction with academic background information, are used by College advisors to help students choose courses prior to registration. Should developmental work be necessary, you'll receive help to select the courses you need. For Attleboro, call ext. 3527.

Student Health Insurance

By Massachusetts law, all residents are required to have health insurance. Only students enrolled in nine or more credits purchase the student health insurance through the College. The coverage may be waived only if comparable health insurance coverage can be demonstrated and a student health insurance waiver form is on file in the Student Accounts office before school begins. All students enrolled in any health science or early childhood education

must carry health insurance. Brochures and ID cards may be obtained in the Student Accounts office, Health Services (G208), or by accessing www.universityhealthplans.com/intro/BCC.html

The Commonwealth of Massachusetts requires

*   All full-time (12 credits), some part-time and all students on a visa or exchange program to present proof of vaccinations.

*   All students with 9 or more credits to show proof of health insurance or participate in the student health insurance program.

*   Parental consent for medical treatment if under 18 years of age. For information, call ext. 2232 or visit Health Services in G208.

Tobacco Free

As of Summer 2010, tobacco use is not permitted on any Bristol Community College campus or site.

Orientation

Orientation, offered before the semester begins, gives new students an opportunity to learn about their rights and responsibilities, as well as the services offered to them by BCC. New students also come to campus prior to the start of classes to select courses and register with the help of an academic advisor.

Academic Advising

Before you start your first semester, you will meet with an advisor to plan your first semester's schedule. The advisor will ask questions about your future plans, interpret your placement test scores (English, reading, arithmetic, and algebra), or credits transferred from another accredited college to create your class schedule.

If you are in a degree program and taking more credits in the daytime, you will be assigned an advisor to advise you before registration each semester. Students are assigned advisors based on academic program and the advisor's specialty. In some instances, students are assigned to a staff member in the Advisement Center.

At most times of the year, walk-in advisement is available. For more information, contact ext. 2777. For Attleboro, call ext. 3527, for New Bedford, call ext. 4000, for Taunton satellite, call ext. 3767.

Advisors assist students with short-term academic planning (course selection) as well as long term plans most often related to a student's career and/or transfer goal. Additionally, advisors assist students in learning about the numerous student services on campus such as academic tutoring, co-op experiences, career planning, transfer advising, and job placement.

VA Educational Benefits

Gives eligible veterans and eligible dependents access to a whole range of services at Bristol Community College. The College is approved to provide all services under the V.A. Rehab, VEAP, Dependent Educational Assistance, the Reserve G.I. Bill, and Montgomery G.I. Bill.

The College's certifying official can assist you with processing your application for benefits to the U.S. Department of Veterans Affairs. For more information, contact Advisement and Counseling services, ext. 2227.

Once you are on your way

Throughout your time at BCC, you can receive assistance and support for your educational and career goals as you need it. Here is a sample of what we offer.

Services for students with disabilities

Students with documented disabilities can get extra support in achieving their educational goals. Contact the Office of Disability Services for more information. Buildings are wheelchair accessible.

Tutoring and Academic Support Center

The Tutoring and Academic Support Center (TASC), ext. 2295, B110, offers tutoring in most BCC courses with a special emphasis on "learning how to learn." Special group tutoring called Supplemental Instruction is also available at TASC. Peer tutors staff this comprehensive tutoring center. Tutoring is also offered at the New Bedford Campus and Attleboro Center. All services are free to BCC students.

Connections Services

Connections Services supports students experiencing problems in a specific course. Referrals are made by faculty, staff, or students may make an appointment. Advisors work with each student to help him or her get the services needed to become more successful at school. Connections literally "connects" the student to a variety of services on campus including tutoring, personal, career, or academic counseling, and other services to help get the student back on track. Call ext. 2761 for more information or stop by room G208 to learn more.

Student Engagement

At Bristol Community College, education extends beyond the classroom. You can develop new skills by participating in extracurricular activities. No matter what your interests, you can find a group of like-minded students who get together at BCC. Many of the degree programs sponsor clubs where you can gather with your fellow future professionals to learn more about the field. If you are a

writer or photographer, you can utilize your talents on the student newspaper, The BCC Observer. If acting or production interests you, join the College drama association, BCC Club Theatre. We also have clubs that focus on the celebration of the many cultures represented on Campus.

If you have an eye for politics, you can represent the interests of fellow students on BCC's Student Senate. The Senate offers a great opportunity for the development of leadership, interpersonal, and public relations skills. You may also represent students by participating on a College-wide committee. Along with faculty, staff, and administrators, you can make recommendations on such issues as academic standards, the College budget, bookstore, cafeteria concerns, and Orientation Day.

In addition to the opportunity to develop valuable skills that employers will find attractive, the Student Life office works to provide opportunities to meet others and have fun. During the year, the Student Life office sponsors many events such as lectures, picnics, comedy shows, bands, off-campus trips to museums, sporting events, and movies.

Contact the Student Engagement Office in the Commonwealth College Center, G102, ext. 2222, at the New Bedford Campus at ext. 4000.

Fitness Center and recreation

The Fall River Campus has a fully equipped, staffed fitness center located in the Commonwealth College Center. It offers weight training equipment, Life Fitness treadmills, ellipticals, and Lifecycles as well as Stairmasters, Concept2 rowers, and a free-weight dumbbell area.

There are men's and women's locker rooms and showers available. Fitness instructors are on staff to show proper use of the exercise equipment. Instructional exercise classes are offered during the fall and spring semesters including Pilates, yoga, cardio, and Tai Chi. Special informational sessions are offered about wellness, nutrition, and body composition. Outdoor space includes tennis courts, a basketball court, the Albert G. Pierce half-mile walking path, and exercise area. The Attleboro and New Bedford Campuses have YMCA passes available for use.

Athletics

Bristol Community College is a member of the National Junior College Athletic Association (NJCAA) at the intercollegiate level in men's and women's soccer and basketball.

Those interested in competing as student athletes must enroll in a minimum of 12 credits and maintain a 2.0 GPA.

All information regarding tryout dates, eligibility, medical forms, etc. can be found by visiting the school's website and clicking on Athletics. The Athletic Director and coaching staff are located in the Commonwealth College Center (G building), room G101. You may contact the Athletic Director by calling ext. 2818.

Advisement and Counseling Services

The Center can help you sort through all the issues involved in staying on the track you've chosen. Our advisors serve as your advocates in achieving your goals. Personal counseling by our staff of professional counselors can help you with any issue that may affect your academic progress. Call ext. 2234 to schedule an appointment.

Campus Ministry provides opportunities for personal growth through prayer, Scripture reading, counseling, and fellowship. The Campus Ministry office sponsors retreats, lectures, social justice projects, and a variety of other activities for spiritual growth and development. The Campus Ministry office is located in G208. A Protestant minister is also available.

Health Services

The Health Center is located on the second floor of the Commonwealth College Center (G208) and is accessible by elevator. The Center is staffed during the day by a registered nurse. A physician sees students on campus by appointment one day a week. The Health Center provides first aid and a private area to rest and free HIV/STD and pregnancy testing. All services provided by the Health Center location are free of charge and confidential. The staff offers health fairs, lectures, and workshops on healthy lifestyle topics such as nutrition, how to stop smoking, avoiding colds and flu, and more.

Dental Hygiene Clinic

The BCC Dental Hygiene Clinic provides dental hygiene services under the supervision of faculty members. Services provided include blood pressure screening, oral cancer examinations, dental and periodontal (gum) evaluation, dental x-rays, oral health education, periodontal debridement (professional scaling and polishing), fluoride treatments, and sealants. The clinic is located in the Siegel Health Technologies building.

Campus safety and traffic control

The College's Campus Police office, ext. 2218, maintains a 24-hours-a-day, seven-days-a-week security operation. The staff is committed to the safety and security of the campus community and all visitors. Campus police officers and security personnel provide an on-campus transport service upon request.

Located at key spots on campus are emergency telephones, enclosed in yellow boxes and marked with blue lights. They provide instant connection to the Campus Security office. For emergencies, call ext. 3911.

Parking is free and available on a first-come, first-served basis. The College has 12 parking lots with more than 1,800 spaces on the Elsbree Street Campus. All traffic and parking laws are strictly enforced and infractions are subject to monetary fines, especially those involving handicapped spaces, fire lanes, parking on the grass, and parking outside white lines. At the New Bedford Campus, students are offered discounted parking at downtown garages.

HeadStart to College is a special learning opportunity at the New Bedford Campus. Students receive tutoring, career planning, and academic assistance. Geared specifically for students who have been away from school awhile, it provides extra support to help returning students succeed in college courses. For more information, call ext. 4000.

Charting your next step after BCC

Whether you enter the workplace immediately or transfer to a four-year college first, we provide the tools and services that assist you in making practical use of your education.

Career services

Career Services can help you explore careers, define your career interests, research your major, and plan your career path. Career counselors can also help you with every aspect of your job search including résumé writing, interviewing, and job search strategies. Call ext. 2231, or in New Bedford, ext. 4000.

Job Placement Services

Counselors are available to discuss résumés, cover letters, job search strategies, and information on specific organizations. Once a student has registered with the Job Placement office, we are able to make referrals for appropriate positions. Call ext. 2231.

Transfer counseling

Should you decide to transfer, our transfer counselors can help you meet the requirements of the four-year institution of your choice. Refer to the catalog section called Transferring or check the transfer website for information about services and articulation agreements with other colleges.

BCC student clubs and organizations

Anime Club (Attleboro Campus)
Christian Fellowship
Clinical Lab Science

Club Theater
Comp HC/Massage Club
Criminal Justice Society
Deaf Studies
Dental Hygiene Club
Gaming Association
Gay/Straight Alliance
International Club
Medical Assisting Club
Music Club
NALS
Nursing
Observer
Occupational Therapy
Office Administration
Portuguese Club
Press Club
Radio Club
Rotaract
Ski and Snowboarding Club
SkillsUSA
Travel Club
Tutor Club
TV Club
Video Club
Visual Arts

Don't see a club that interests you? Then start one that does. For more information, contact the Office of Student Engagement, G101.

ACADEMIC INFORMATION

Degrees and Certificates

Associate in Arts degrees

Transfer programs listed in this catalog generally lead to the Associate in Arts (A.A.) degree and prepare students for transfer to a four-year college or university. These programs are designed to meet most senior institution requirements. However, students are responsible to make sure that their program will transfer to the institution of their choice. The BCC Transfer office works with students by appointment to design programs for transfer. Refer to the catalog section "Transferring" for more information.

Associate in Science degrees

Courses of study leading to an Associate in Science (A.S.) degree are generally described in this catalog as career programs. Successfully completing one of these programs prepares students for technical or professional entry-level positions. Many A.S. programs also allow students to transfer to four-year institutions.

Associate in Applied Science degree

Courses of study leading to the Associate in Applied Science (A.A.S.) degree are designed to lead directly to employment in a specific occupational area. The career courses in these programs are linked to current practices in the work world.

Certificate programs

The College also offers a number of certificate programs that can be completed in one year if the prerequisites are met. Three levels of certificates are offered:
Certificate of Achievement 24-29 credits
Certificate of Accomplishment 15-23 credits
Certificate of Recognition less than 15 credits

Graduates earning the Certificate of Achievement will be recognized at Commencement.

General education requirements

Entering a degree or certificate program at Bristol Community College means that you are committed both to expanding your general education and pursuing a career.

At BCC, General Education is a core of courses that helps students strengthen their skills in reading, writing, and mathematics while increasing their awareness and appreciation of historical thinking, important social issues, and the role of languages, literature, science, and the arts in our society.

1.0	Critical Analysis	0 credits
2.1	Written Communication	6 credits
2.2	Oral Communication	0-3 credits
3.0	Scientific Reasoning and Discovery	3-4 credits
4.0	Quantitative/Symbolic Reasoning	3-4 credits
5.1	Historical Awareness	3 credits
5.2	Global Awareness AS 0-3; AA	3 credits
5.3	Multicultural Perspective	0-3 credits
5.4	Social Phenomenon	3 credits
6.0	Humanities	3 credits
7.0	Ethical Dimensions	0-3 credits
8.0	Technical Literacy	0-3 credits

The core courses for degree programs include:

Foreign language requirement

In those programs that require foreign language, students may elect to enroll in any foreign language offered at Bristol Community College, including American Sign Language. Under Massachusetts law, ASL is recognized as the equivalent of a spoken language for the purpose of foreign language study and course credit. Students may also receive transfer credit for foreign languages not offered at BCC.

Grading Policies

Grades

Letter grades (A, B, C, D, F, L, N, S, W) are typically assigned. Pluses (+) and minuses (-) may be given at the discretion of the instructor.

In the absence of a stated policy on grading in the course syllabus, the following guidelines will be used to determine the final course grade.

A+=97-100	A=93-96	A-=90-92
B+=87-89	B=83-86	B-=80-82
C+=77-79	C=73-76	C-=70-72
D+=67-69	D=63-66	D-=60-62
F=0-59		

Note: Individual faculty, departments, and/or programs may enact more strenuous policies as specified in the course syllabus.

The grades shown below are assigned point values for the purpose of calculating the Grade Point Average (G.P.A.).

Grade Plus (+) Minus (-)

A	4	4	3.7
B	3.3	3	2.7
C	2.3	2	1.7
D	1.3	1	0.7
F	--	0	--

Prior to the 1999-00, academic year differential point values (as shown above) were not assigned to plus (+) or minus (-) grades.

Point values assigned to grades prior to Fall 1999 were:

Grade

A+	A	A-	Superior 4.0
B+	B	B-	Above Average 3.0
C+	C	C-	Average 2.0
D+	D	D-	Below Average 1.0
F			Failure 0.0

N Course Continuing --

The grade L (given for auditing a course) and S (given by the Division of Developmental Education) carry no points and are not figured into the grade point average. Refer to the section on the following page, "Center for Developmental Education grading policy," for more details on the S.

Refer to "Dropping a course" for the W grade, and to "Auditing a course" for the L grade under "Planning and Managing Course Load."

Mid-semester progress reports

Faculty report mid-semester grades for students in day courses doing "C-" or less work at that time. Those students may view their warning grades online and are advised to see a counselor.

Incomplete course work

The mark of an Incomplete "I" is given to a student if work in a class is unfinished because of illness, accident, or other unavoidable absence, unless otherwise noted. An incomplete grade may be assigned to a student who has attended at least 75% of the semester.

An Instructor must submit a "Report of Incomplete Grade" Form for each "I" grade assigned. The student must arrange with the Instructor or Academic Divisional Dean in the Instructor's absence to make up the deficiency. The arrangements should be made no later than the end of the third week of the semester following the receipt of the Incomplete.

To receive credit for the course, the student must complete and turn in the missing work by the last day of class of the semester which follows the semester in which the "I" was received, unless other arrangements have been agreed upon by the student and Instructor. This policy will be applied regardless of whether the student is then enrolled at BCC.

If the work is not completed, the "I" grade will convert to the grade specified by the Instructor on the "Report of Incomplete Grade Form." If no form has been submitted, the grade will be converted to an "F."

Grade Point Average

Letter grades are assigned the point values discussed in the section above, "Grades." The Grade Point Average (G.P.A.) is calculated as follows:

The grade points earned for each course are calculated by multiplying the point value of the grade (from "grades," previous column) by the number of credits for the course. For example, a "B+" (point value = 3.3) earned in a 4-credit course in Fall '99 or later earns 13.2 grade points (3.3 points x 4 credits).

The semester's Grade Point Average (G.P.A.) is calculated by adding the grade points earned in all courses that semester and then dividing by the total credits involved in those course. See example below.

The cumulative G.P.A. is found by adding grade points so far earned in courses taken for the student's program and dividing by the total credits. Courses with grades of "I," "L," "S," "U," and "W" are not considered.

Student Completion Rate

Students must complete their academic program within 150% of normal time frame as measured by credit hours. This sets a credit attempt limit on each student. (NOT A TIME LIMIT). Students therefore have to maintain a "pace" or "completion rate" of about 67% success of attempted credits. Transfer credits are included in the student's 150% credit frame.

Students in certificate programs must maintain the same standard for Student Completion Rate (successfully completing greater than 66% of the attempted credits). *[There is no warning for certificate programs. Certificate students who do not maintain an adequate S.C.R. will be dismissed from that program.]

All students will have their Student Academic Progress (both G.P.A. and S.C.R.) reviewed all 3 semesters (fall, spring and summer).

Calculating your G.P.A.

A student who receives these grades in 3 courses would calculate G.P.A. as follows:

	Credits	Grade	Grade Point	Value Points
1st Course	4	B	3	12
2nd Course	3	C	2	6
3rd Course	3	W	0	0

To calculate the G.P.A. for the example given, add grade points earned (12 + 6) and divide by credits for the courses in which they were earned (4 + 3).

G.P.A. =

grade points earned in all courses = 18

total credits in those courses   7

=2.57 G.P.A.

Calculating your S.C.R.

For example, if a program requires 60 credits, students must complete the program within 90 attempted credits. Students who reach a point where it is mathematically impossible for them to complete their program in 90 credits will also lose their financial aid eligibility. For example, it becomes mathematically impossible for a student to complete a 60 credit program when they have NOT successfully completed 30 credits after 60 attempted credits.

Dean's List

The Dean's List recognizes students who achieve a semester G.P.A. (grade point average) of 3.2 or better with a load of 12 credits or more and no grade below "C."

Special grade requirements

Students in Occupational Therapy Assistant, Nursing, Medical Assisting, Dental Hygiene, Early Childhood Education, Phlebotomy, Healthcare Information, Clinical Laboratory Science, Complementary Healthcare, Therapeutic Massage, Histology, and Office Administration career programs must meet the special grade requirements of their programs as described in the respective program description.

Students failing to meet these requirements in subject area courses are reviewed at the end of the semester by the program director and faculty teaching the courses. The program director will make recommendations to those students regarding their future course of study and give those recommendations to the vice president of Academic Affairs, the chair of the Academic Standing Committee, and the vice president of Enrollment Services.

Division of Developmental Education Grading Policy

To successfully complete a course in the individualized learning lab (self-paced mode), students must earn a grade of "C-" or better for the three-credit course.

Those who do not complete the learning lab in one semester and who maintain satisfactory progress receive an "S" grade for the non-degree credit developmental course. The "S" grade does not apply toward a degree, and the student must re-enroll in the developmental course.

Students who do not complete a learning lab course in one academic year (two semesters) receive a "F" for the course and do not receive credit. For more information on the Center for Developmental Education, refer to that section in the Quest for Success program listing.

Some courses offered by the Division have additional exit requirements, including demonstration of competency on college tests. Refer to course descriptions for RDG 080 (p. 364), RDG 090 (p. 365); ESL 122 (p. 323), ESL 123 (p. 323), ESL 124 (p. 323), ESL 125 (p. 323).

Developmental coursework will not be computed into the student's cumulative G.P.A. The credits are also not included in the Student Completion Rate (S.C.R.). A student should meet with an advisor each semester, but especially before attempting to take the same developmental course more than twice.

A two letter grade designation will be used for developmental courses based on the following scale:

AA=A+	A= 4.0	AB=A-	=3.7
BA=B+	=3.3	BB=B	=3.0
BC=B-	= 2.7	CB=C+	=2.3
CC=C	=2.0	CD=C-	=1.7
DC=D+	=1.3	DD=D	=1.0
DF=D-	=0.7	FF=F	=0.0

Official grades

Official grades are kept by the Registrar. No grade can be changed without the written approval of the course instructor.

Academic Standing

Satisfactory academic progress

Effective July 1, 2011, the U. S. Department of Education revised rules related to Satisfactory Academic Progress (S.A.P.) to include both a qualitative component or Grade Point Average (G.P.A.) and a quantitative component or Student Completion Rate (S.C.R.). S.C.R. replaces what Bristol Community College previously called Satisfactory Progress Index (S.P.I.).

All matriculated students attending the College are expected to make satisfactory academic progress toward a degree or certificate. Students who do not maintain Satisfactory Academic Progress will be given one S.A.P. Warning per degree program. If they do not maintain the required Satisfactory Academic Progress, they will be dismissed from that program or certificate. Students who do not maintain Satisfactory Academic Progress cannot hold elected or appointed positions in any College activity and lose financial aid eligibility.

Change of program

If a student changes their program, then the Student Completion Rate will be recalculated with the change of program.

Warning

Students in degree programs get one and only one Warning if they fall below Satisfactory Academic Progress in a program. Students do not have to appeal a Warning; however, if in the next semester the student is still falling below the minimum S.A.P., they are recommended for dismissal.

Full-time students will have a maximum of four years to complete their degree requirements. The time frame for part-time students will be prorated.

Students will be required to attain a minimum G.P.A. of 2.0 for graduation.

Dismissal appeals process

Dismissed students may appeal to the vice president of Academic Affairs within one (1) week of the date of their dismissal letter for a hearing to request reinstatement.

Dismissed students may appeal ONE TIME.

Their appeal must demonstrate:

1. What went wrong.

2. What they are doing differently for the next time, and why it won't happen again.

3. A written education plan – Signed off on by the College and the Student.

Reinstatement

If the student completes the three items above, they may be reinstated ONE TIME. Failure beyond the one reinstatement means that they are no longer eligible for financial aid for that program of study.

Students who appeal must come before the Academic Standing Committee with a written statement explaining the reasons why they should be reinstated. Appeals are heard in September, January, and June. The Committee will review each student's entire academic record and any documented special circumstances the student provides. The Committee will make its recommendations to the Vice

President for Academic Affairs. If the Vice President does not receive a request for a hearing within one week of the date of the letter of dismissal, s/he will conclude that the student has accepted dismissal.

Dismissed students

Students who do not attend an appeal hearing or whose appeal is denied by the Academic Standing Committee may take classes only as nondegree students. Nondegree students are not eligible for financial aid. These students may apply for admission to a different College program. Students wishing to apply for readmission to the College must do so through the Admissions office.

Withdrawal Policy

Students withdrawing from any course must complete a course withdrawal form and forward it to the Enrollment Center. Students may also obtain forms in Advisement and Counseling Services. Students who plan to withdraw from all courses should arrange for an exit interview with a counselor. Those who want to withdraw from Clinical Laboratory Science, Complementary Health Care, Culinary Arts, Dental Hygiene, General Studies Prep/QUEST, Healthcare Information, Histology, Medical Assisting, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, or Therapeutic Massage should talk with the program's director. Failure to follow the withdrawal policy may result in failing grades, academic probation, or academic dismissal. Students who must withdraw for personal, medical, or financial reasons should meet with a counselor to complete the withdrawal process.

Continuous Enrollment Policy

Except for competitive admissions programs, matriculated and registered students in good standing will be allowed to retain their program of study throughout three consecutive semesters (including fall, spring, and summer semesters) with no academic progress. Subsequently, after the fourth semester, the students will be moved to a non-degree status unless they make academic progress by registering and completing at least one course with a grade of D- or higher. Students in competitive admissions programs Complementary Healthcare, Dental Hygiene, Clinical Laboratory Science, Culinary Arts, Healthcare Information, Histology, Medical Assisting, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, and Therapeutic Massage students must reapply after a break in fall or spring semester attendance. Readmission to these programs will be subject to space availability and the specific readmission policies of individual programs.

International students are cautioned that USCIS (U.S. Customs and Immigration Services) policies regarding nonenrollment supersede College policies. For information about this policy, contact the Registrar.

Readmittance to the College

A student who has withdrawn and desires to reenter the College must reapply to the Admissions office. Readmittance to a program is not guaranteed.

Academic Forgiveness

Academic Forgiveness provides a second chance to students who had an unsuccessful start in an academic degree, certificate, or program. It provides an opportunity for students who have demonstrated academic success in at least 12 credits during one semester or more to have grades removed from their Grade Point Average while retaining credit for grades of C- or better.

A student may request Academic Forgiveness one time under the academic performance option or one time under the change of program option.

In order to be eligible for Academic Forgiveness, the student must be matriculated into a program, have completed at least one semester, and earned at least 12 credits with a G.P.A. of 2.5 or better, met the requirements for either of the following options, and must be seeking his/her first certificate or degree from Bristol Community College.

Past Academic Performance:

- A student must have been absent with no recorded grades at Bristol for a minimum of three years. A student must be seeking his/her first degree from Bristol Community College.

- Courses taken before the three-year absence will count toward the degree or certificate if applicable in the student's program and if the grade earned was C- or better. These credits are subject to the maximum number allowed for transfer credits.

- Courses taken before the three-year absence for which a student received a grade lower than C- will not count toward the degree or certificate.

- Grades for courses taken before the three-year absence are still listed on the transcript but are excluded from the calculation of the student's cumulative grade point average (G.P.A.) and student completion rate (S.C.R.).

Change of Program

Courses taken before the change of program will count toward the degree or certificate if applicable in the student's program and if the grade earned was C- or better. These credits are subject to the maximum number allowed for transfer credits.

Courses taken before change of program for which a student received a grade lower than C- will not count toward the degree or certificate.

Grades for courses taken before change of program are still listed on the transcript but are excluded from the calculation of the student's cumulative grade point average (G.P.A.) and student completion rate (S.C.R.).

Graduation

To be eligible for the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), or Associate in Applied Science degree (A.A.S.), students are recommended by the faculty if they:

- Complete at least 60 credits (excluding developmental courses) of passing work.

- Fulfill course requirements established in the selected program of study.

- Earn a G.P.A. of at least 2.0 in work taken at the College applicable to their program.

- Complete at least 30 semester hours at theCollege.

- File an application for graduation. Intent to graduate forms are available in the Enrollment Center and at the administrative offices in New Bedford and Attleboro.

- Students may transfer back up to 34 credits with approval of the pertinent academic program/department in order to complete a degree, the Continuous Enrollment Policy notwithstanding.

Graduation Cum Laude

Associate degree students who maintain a cumulative G.P.A. of 3.2 to 3.49 will graduate "Cum Laude," a G.P.A. of 3.5 to 3.79 "Magna Cum Laude," and a G.P.A. of 3.8 or higher "Summa Cum Laude." "Cum Laude" designations at graduation are based on academic performance through the Fall semester prior to the June graduation ceremony. Final "Cum Laude" designations include all coursework and are printed on the student's official College transcript.

Graduation as a Commonwealth Honors Scholar

Students who successfully complete the Commonwealth Honors Program will be designated a "Commonwealth Honors Scholar" at graduation and will be recognized by the president at Commencement. Students will be distinguished by the wearing of the gold honors cord. "Commonwealth Honors Scholar" will be printed on the student's transcript.

Community Service Leaders

Students who participate in service-learning or community service, attend leadership training, plan a community service project that meets a real need in the community, and recruit, help train, mentor, and supervise peers performing service for the project are designated as Community Service Leaders. They wear a red cord and are publicly recognized at Commencement.

Academic Achievement Awards

Students who maintain a cumulative G.P.A. of 4.0 will receive an Academic Achievement Award when all program requirements are met.

Phi Theta Kappa Honor Society

Phi Theta Kappa is the national honor society of American community and junior colleges. BCC's chapter is known as Beta Eta Phi. The purpose of this society is to recognize and encourage scholarship among community college students. Candidates are selected in the fall and spring of each academic year. They must be currently enrolled in a degree program at the College and have accumulated 12 or more BCC credits with a 3.5 or better cumulative average. Membership qualifies students to apply for special scholarships at many four-year institutions.

These area colleges and universities offer PTK scholarships to transfer students:

Boston University	Mount Holyoke College
Bryant University	Mount Ida College
Clark University	Northeastern University
Endicott College	Regis College
Harvard University Extension School	Roger Williams University
Johnson & Wales University	Smith College
Lasell College	Suffolk University
Lesley College	Wellesley College
Massachusetts College of Liberal Arts	Western New England College

Planning and managing course load Placement tests

All students entering a degree or certificate program are required by the Massachusetts Board of Higher Education to take assessment tests in order to ensure appropriate placement in classes. The tests assess students' skill levels in reading, writing, and mathematics. The results of the assessment, in conjunction with academic background information, are used by College advisors to help students choose courses prior to registration. Should developmental work be necessary, you'll receive help to select the courses you need.

Writing

Satisfactory performance on the English placement test or in ENG 090 (p. 318), Basic Writing Skills, is necessary to enroll in ENG 101 (p. 318), College Writing. Those students whose scores indicate that they need additional work in writing will be placed in ENG 090 (p. 318).

Reading

Students who perform below the required level on the reading skills test must successfully complete RDG 080 (p. 364), Fundamentals of Reading Development; and/or RDG 090 (p. 365), College Reading and Learning Strategies; before the end of their second semester.

Mathematics

Students who perform below the required level on the arithmetic test must successfully complete MTH 011 (p. 345), Foundations of Mathematics. Students who score below the required level on the elementary algebra test must successfully complete MTH 021 (p. 345) or MTH 031 (p. 345), depending on their math background and academic program.

English as a Second Language

Students who enter the College through the English as a Second Language program must complete appropriate placement tests administered by the director of placement testing upon completion of the ESL program. Those who perform below the required level on the assessment tests will be required to complete ENG 090 (p. 318) and/or RDG 090 as appropriate.

Attendance

Attending every class meeting is important to your success in college. Guidelines for attendance are established by the faculty within a department or program, with the approval of the divisional dean. Instructors provide students with that attendance policy in writing by the end of the first week of classes, including how excused and unexcused absences will affect grades. In the absence of an individual attendance policy stated on the syllabus, the following will be enforced:

Any absences in excess of six hours from a face-to-face course may result in withdrawal from the course, unless otherwise specified in the current course syllabus. In an eLearning course, the lack of any email contact, postings, or assignments for a one-week period may also be considered a three-hour absence, and will usually be handled the same way as the face-to-face class.

Please note that individual faculty, departments, and/or programs may enact more strenuous policies as specified in the course syllabus. Faculty members take attendance for each class session. It is the student's responsibility to know the attendance policy in each class and laboratory.

Unless an announcement is made to the contrary, a class is considered dismissed if the instructor does not appear within fifteen minutes of the beginning of a class period. Students who expect to be absent for an extended period due to illness, accident, or other unavoidable problem should notify the vice president of Enrollment Services.

Students who attend a field trip should make arrangements with their other course instructors to make up any assignments missed on that day. Those who cannot attend

classes, take an exam, study, or fulfill class assignments on a particular day because of their religious beliefs will be given an opportunity to make up their work at the convenience of the instructor. Students cannot be penalized for taking advantage of this right.

Course load

A full-time course load is 12 credit hours or more a semester. Students on academic probation can register for no more than 13 credits. A load of five courses (15 to 17 credit hours) is considered to be the normal load, although in some programs more credits may be required in some semesters to complete the program within two years. Honor students (3.2 or higher average) may register for six courses (18-20 credit hours). Requests for exceptions may be made in writing to the Academic Standing Committee.

Plan for at least two to three hours of study for each class hour. A student carrying 15 credits, for example, should schedule 30 to 45 hours for study each week.

Final examinations

Final examinations, including projects and other evaluation activities, are given during the week following the end of classes each semester. Final examinations can be made up only for compelling reasons, such as accidents or sickness, and with the permission of the instructor.

A physician's certificate may be required if the reason is medical. A student who misses a final examination is responsible for contacting the instructor and arranging to take the exam during the scheduled make-up and conflict period or at another time. If the instructor is not available, the student should contact the appropriate divisional dean.

Registering for courses

Students may register for classes at any time during the registration period. All students are to be registered in courses by the end of the first week of classes. No course changes will be permitted after that time, except with written approval of the faculty member concerned. Course change forms may be obtained in the Advisement Center or the Enrollment Center.

Dropping a course

Students who need to adjust their schedules due to a change in program or other reason may do so during the registration period and through the first week of classes. After the first week of classes, students cannot add a class without instructor authorization. Students may drop any course through the second week of classes without penalty. After the second week of classes, any student who drops a class will receive a grade of "W" (see "Withdrawal Policy").

To receive a "W," students must consult a counselor and the instructor by or before the tenth week of classes.

The counselor and instructor sign a withdrawal form signifying that the consultations have occurred. Withdrawal forms also are available in the Advisement/Counseling Center. A grade of either "W" or "F" may be assigned at the discretion of the instructor to any student who withdraws from a course or from the College after the tenth week of classes. Forms must be forwarded to the Enrollment Center.

Auditing a course

A student may audit a single course for no credit with the consent of the instructor. A student may register for audit one week prior to the start of class through the Drop/Add period. No grade is given, but the notation of "L" is made on the permanent record.

A student may repeat a course for credit the next semester after auditing a course. An audited class is not eligible for financial aid. Students may change from audit status to a credit status with approval of the instructor/department chair/divisional dean. Students would be responsible for the difference in cost from the audit status to the credit status.

Repeating a course

Students receiving a "C-" or below for a course may repeat the course once. The grade received on the second attempt becomes official. Courses in which the student receives a "C" or higher cannot be repeated for credit. Students who wish to repeat clinical courses must apply for readmission to the program.

Planning an academic program

Length of program

Full-time students with appropriate high school credits can complete the requirements for an associate degree in two years. However, some students may need to make up deficiencies in certain areas. Others change their concentration or major or withdraw from one or more courses. Students who work may take fewer courses per semester. Any of these reasons may make it necessary for a student to spend more than four semesters at BCC. Courses may be taken in the summer for students who wish to shorten their time at BCC.

Changes of program

Students may change their program or areas of concentration by completing a change of program through the Enrollment Center or at the administrative offices at the other campuses. International students attending BCC on an F-1 visa must receive approval for program changes from the Registrar's office.

Grades already received in courses not applicable to the new program remain when computing the student's G.P.A. on the permanent record and stay. Students may request Academic Forgiveness (see page 140).

Transferring into certain programs, such as Culinary Arts, Clinical Laboratory Science, Complementary Healthcare, Dental Hygiene, Medical Assisting, Healthcare Information, Histology, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, and Therapeutic Massage may be limited by space available as well as by the competitive nature of these programs. Please refer to the description of the program of interest for additional information on admission requirements and the academic background of competitive applicants. All programs will be filled on a space-available basis.

Transferring from a certificate program

Students who complete a certificate program and who wish to enroll in a degree program must complete a change of program form available in the Enrollment Center and administrative offices at the New Bedford Campus and Attleboro Center.

Transferring credits into BCC programs

Students who transfer into BCC from another regionally accredited college or university usually receive credit for courses that apply to their program with a grade of "C-" or better. Students may meet up to 34 credits of degree program requirements with credits transferred from another accredited college or university and/or credits earned through Prior Experiential Learning.

To qualify for a BCC degree, a transfer student must complete at least 30 credits required at the College and fulfill graduation requirements in the selected curriculum. Exceptions may be granted by petition. For certificate programs, half the required credits must be earned at BCC.

To receive credit for courses taken at any other institution while enrolled at BCC, students must obtain approval in advance. Forms are available in the Enrollment Center. Completed forms should be accompanied by the catalog from the other institution. The student must arrange to have transcripts of approved courses sent to the Registrar's office within six weeks of completing the course(s).

Earning a second degree from BCC

To qualify for a second associate degree, a student must complete a minimum of 15 credit hours beyond the first degree and meet all specific degree requirements of the second program.

Service-Learning

The Service-Learning program at BCC offers students a unique opportunity to combine classroom theory in any discipline with community practice in a non-profit agency and, at the same time, to develop a sense of social responsibility. While some community colleges require a minimum of 20 hours per service-learning experience over a semester, BCC requires a minimum of 10 hours.

Along with performing the service itself, students complete one or more reflective exercises chosen by their instructor to enhance understanding of course content, appreciation of the discipline, and sense of civic engagement. Some BCC faculty incorporate service-learning into their syllabi as a requirement; others offer it as an option.

If a student has a particular service-learning experience in mind but cannot find a course for it, s/he may be able to do it via Contract Learning. Many four-year colleges and universities require or strongly encourage service-learning, and prospective employers also look favorably on service-learning and other experiential learning activities.

Students who successfully complete service-learning will receive recognition of the activity on their academic transcripts by the notation "Service-Learning Component Course" following the course title and grade.

Commonwealth Honors Program

The Commonwealth Honors Program at BCC offers intellectually challenging experiences to highly motivated and gifted students in every discipline. It allows students to customize their experience in the Honors Program to their own individual needs and desires. The honors student works one-on-one with dedicated faculty members crafting intellectually stimulating experiences appropriate for the individual student. This independent work and the experience of one-on-one work with a faculty member will better prepare the honors student to continue his or her education at a four-year institution. The Honors Program also engages students in activities that will encourage them to become independent thinkers and lifelong learners.

Graduation requirements for Commonwealth Honors Scholars

To graduate with an associate degree as a Commonwealth Honors Scholar, a student must:

- Meet all requirements for an associate degree in major/program.

- Earn a minimum 3.5 cumulative G.P.A. while at BCC.

- Earn a minimum of 30 credits completed at BCC.

- Participate in a minimum of four honors experiences (10 honors credits), with a grade of at least "B." These honors experiences could either be honors courses or honors component courses. At least two of these honors experiences (6 honors credits) must be taken at BCC.

In the honors credits, a student must:

- Take at least one interdisciplinary honors course (3 credits), for honors-level students only.

- Take a minimum of one writing-intensive honors experience (3 credits).

- Complete an honors project (or possibly a thesis), directed by a faculty member, involving independent research.

- This one-credit culminating experience could grow from one of the three honors experiences, but it does not have to follow that path. Students may be required to present their projects as part of an honors day seminar.

- Earning credit outside the classroom

Cooperative Education

Cooperative Education combines classroom learning and work-based learning related to the student's field of study. Students enroll in classes, work at their co-op jobs at least 15 hours per week, and earn 3 credits for their work. Students may also participate in co-op in the summer. To enroll in co-op, students must be at the sophomore level and participate in a weekly co-op seminar.

The Cooperative Education office will help students find appropriate positions. Those currently working in a job related to their program of study may apply to convert that job to a co-op work experience. Each co-op student and his/her faculty advisor and employer will develop a learning agreement with specific objectives to assess the student's performance on co-op. This agreement will relate classroom theory and personal career goals to the co-op experience.

Contract Learning

For students who want to investigate personal academic interests or pursue more experimental methods of learning, the College offers a flexible credit format where students can create part of their own study program. Advisors work with the student to determine plans, identify appropriate resource people, and write a learning contract. The contract includes the student's goals, how and when s/he intends to accomplish them, and how that work will be evaluated. The credits earned are determined by the work proposed and may not total more than one-eighth of total credit hours required for graduation.

Students register with the Enrollment Center. Tuition is based on the number of credits determined through the learning contract. Proposals must be signed by the student, the advisor, the appropriate divisional dean, and the associate vice president of Academic Affairs. Credit will be awarded only if approval is granted before the student starts the project.

Directed study

A directed study is an independent study or group study course, under the sponsorship of a faculty member, that meets the objectives of a regular course offering. If a required course or its equivalent is not available, directed study permits a matriculated student to enroll in a course needed to graduate or to complete a prerequisite for another required course. The Academic Affairs office may also approve other requests based on special student and/or programmatic needs.

A directed study course requires the approval of the instructor, the appropriate divisional dean, and the associate vice president of Academic Affairs. Credit for a directed study course is equivalent to credit for a regular course offering. Approval forms are available in the Enrollment Center. Students with approved directed study forms must register through the Enrollment Center. Tuition based on the number of credits approved will be charged at that time.

Prior Experiential Learning

Students may meet up to 30 credits of degree program requirements with credits earned through Prior Experiential Learning and/or credits transferred from another accredited college or university. For more information on the Prior Experiential Learning (PEL) process, contact the PEL administrator at ext. 2185 or the department chair, program coordinator, or divisional dean for the discipline in which you seek PEL credit. Each of these individuals, or a faculty or professional staff member, may serve as a PEL advisor.

There are three PEL Options:

Credit by Examination, Credit by Credential, and Credit by Experience.

Credit by Examination

College Level Examination Program and Advanced Placement Program

The College Level Examination Program (CLEP) and Advanced Placement (AP) program offer students an opportunity to receive college credit for subject matter learned through means other than formal college work. The CLEP Subject Matter, CLEP General, and AP Examinations are applicable for credit. Students may obtain information regarding CLEP and AP examinations through the vice president of Academic Affairs. Bridgewater State College is a CLEP examination center. Official AP and CLEP score reports must be sent to the Office of Admission in order to be evaluated for credit.

Credit by department/program examination

A student may receive credit for some BCC courses by passing a comprehensive examination prepared by the department or program in which the course is being offered. Any student who has been formally accepted into a degree program at Bristol Community College and has completed the course prerequisites or received permission from the program director/department chairperson may take the examinations. Students must request these exams if they want to take them.

Credit granted for comprehensive examinations will not have a letter grade assigned. The credit earned cannot be used to raise grades or remove failures in courses already taken.

Students must meet department criteria in the taking of these exams. They are responsible to discuss these criteria with the department chair or program director. Arrangements and registration for credit by examination must be made through the appropriate PEL advisor, department chair, program coordinator or divisional dean. Additional information concerning the complete credit by examination policy and fees can be obtained by contacting the Enrollment Services office or the PEL Administrator at ext. 2185.

The AP program periodically conducts college score comparability studies in all AP subjects. These studies compare the performance of AP students with that of college students in the courses for which successful AP students will receive credit. In general, the AP composite score cut points are set so that the lowest composite score for an AP score of 5 is equivalent to the average score for college students earning scores of A. Similarly, the lowest composite scores for AP scores of 4, 3, and 2 are equivalent to the average scores for students with college scores of "B," "C, "and "D," respectively.

Students who earn AP Exam scores of 3 or above are generally considered to be qualified to receive college credit and/or placement into advanced courses due to the fact that their AP Exam scores are equivalent to a college course score of "middle C " or above.

Credit by Evaluation

Students may earn equivalent course credit for prior experiences, including instruction sponsored by the military, business and industry, public and private agencies, associations and educational institutions, and licensure preparation by regulatory agencies and associations.

National Guides

Credit for noncollegiate courses and educational experiences in the armed services may be awarded according to the recommendations in the National Guide to Credit Recommendations for Non-collegiate Courses, the Guide to the Evaluation of Educational Experiences in the Armed Services, the Directory of the National Program of Noncollegiate Sponsored Instruction (PONSI), and the National Guide to Educational Credit for Training Programs of the American Council on Education. A student who submits official documentation attesting to the completion of a course(s) listed in one of these publications will be awarded appropriate elective credit by the dean of admissions or the Registrar. If the credit award involves course equivalent credit, approval of the appropriate divisional dean and department chair is required.

Credit by Credential Programs Approved by BCC Students may earn course credit for programs listed in the PEL Manual, available in the Enrollment Center, all division offices, and in the main office at the New Bedford Campus

and the Attleboro Center. Equivalent course credit(s) may be granted for Credit by Credential programs in fields such as computer technology and programming, manufacturing methods and processes, electronics, public speaking, income tax preparation, healthcare, management, fire fighting, and environmental technology. Contact the Prior Experiential Learning administrator for information.

The Police Career Incentive Pay Program (PCIPP), an Amendment to section 18L of chapter 41 of the Massachusetts General Laws, delegated to the Board of Higher Education (BHE) the authority to establish guidelines for programs pursued for police career incentive pay increases.

The BHE has subsequently adopted new standards which DO NOT allow for:

- Academic credit to be granted for life experience or military, police academy, or other training

- Academic credit for knowledge-based testing (CLEP, DANTES, etc.) to exceed 6 credit hours

Or

- CVTE

Credit by Experience

In order to obtain an award of Credit by Experience, students present a written portfolio documenting college-level competencies acquired through educational, vocational, or personal experiences.

The Prior Experiential Learning Coordinator initially evaluates the portfolio to determine comparability to required or elective courses in the student's program of study. All credit is evaluated on a course-by-course basis and must be approved by the department chair/program director in consultation with the dean of the appropriate division and the associate vice president of Academic Affairs. Contact the Prior Experiential Learning administrator at ext. 2185 or the appropriate department chair, program coordinator, or divisional dean for information.

Student Academic Rights and Responsibilities

All BCC students are expected to conduct themselves as mature college students seriously interested in obtaining the best possible education. This includes observing the College's academic rules and regulations, respecting the rights of others, and practicing academic integrity. In return, the College seeks to provide an environment where the freedom to learn and interact can be nurtured and encouraged. To do that, the College respects and defends the rights of free speech and assembly and will protect such rights for all its members.

Appealing academic regulations

Matriculated students (those enrolled in a degree or certificate program) have the right to petition for exceptions to the academic regulations of the College. This right, however, does not mean automatic approval of the exception. When appropriate, faculty members may petition on behalf of the student. To appeal a regulation, a petition with appropriate documentation, including a student's transcript, signed by the student's advisor, the appropriate department chairperson, and the program director, should be submitted to the vice president of Academic Affairs. Replies can be expected within approximately 45 days. Petitions should be submitted by April 1 to guarantee action by the end of the academic year. Petition forms may be obtained from the Advisement/Counseling Center.

Academic integrity

Academic integrity is the keystone of teaching, learning, and assessment. Bristol Community College is committed to promoting and supporting this ideal. In fact, it is fundamental to our mission. All students, faculty, staff, and administrators are expected to maintain a high standard of academic honesty and integrity.

College students must assume responsibility for maintaining academic integrity in their work and in the work of others. Students, as colleagues in learning, have a responsibility to document their own work and to report other incidents of academic dishonesty or negligence.

Faculty and staff cooperation is necessary to ensure academic integrity, and they should serve as a model for their students. Syllabi should include their expectations and the college policy, course materials should be cited, and incidents of academic dishonesty should be addressed and reported in a timely fashion.

The administrators at Bristol Community College also share in demonstrating and ensuring academic honesty and integrity. While recognizing that academic freedom is a fundamental right of higher education, it must be supported by academic integrity and honesty. For that reason, the College will not tolerate academic dishonesty or negligence and has established policies and procedures to ensure academic honesty and integrity is maintained and supported.

Academic dishonesty

A college community must be established on a foundation of truth and academic integrity. Bristol Community College has an obligation not only to promote these high standards of academic honesty, but also to address academic dishonesty. Academic dishonesty is demonstrated by cheating, plagiarism, and facilitating academic dishonesty.

Cheating – Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

Cheating shall also include the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, taking credit for work done by another person or doing work for which another person will receive credit, and copying or purchasing other's work or arranging for others to do work under a false name. (Student Handbook)

Plagiarism

Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. This would also include material that is obtained from the computer. (Student Handbook)

Facilitating academic dishonesty

Students who allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.

Evaluation and reporting

When faculty members have reason to believe and evidence to document that a student is being academically dishonest, the faculty members may handle the matter at the course level. They may also want to discuss the issue with your department chair and/or division dean.

If the faculty member wants to document and report an incident of academic dishonesty, the faculty member is responsible to take the following steps:

- Consult with the department chair and/or divisional dean.

- Arrange for a meeting with the student to advise the student of the allegations, to present the evidence, and to make the student aware of the consequences.

- Allow the student to present evidence of innocence, explain extenuating circumstances, and/or provide relevant information.

- Report the incident to your divisional dean using the Academic Dishonesty Report.

- The dean will send a copy of the report to the vice president for Academic Affairs who will keep it on file until the student graduates. A copy of the report and a

letter explaining the due process procedures will be sent to the student.

Academic penalties

If the faculty member determines that the student did commit an act of academic dishonesty, the faculty member has the authority to impose any of the following:

• Warning

• Failing grade in the exam, paper, or other assessment. A grade of zero is recommended

• Revision of work

• Reduction in grade

• Withdrawal from course

• Failing grade in course

• Due Process

The above action does not negate the student's right to due process in accordance with the Code of Conduct Disciplinary Process as outlined in the Student Handbook and Academic Calendar.

Academic negligence

Academic Negligence is demonstrated by failure to do assigned work or by excessive absences. A student guilty of academic negligence may be dropped from a course with a grade of "W" or "F" by the faculty member.

Classroom conduct

Disruptive or distracting classroom behavior is a violation of the College's student Code of Conduct. A faculty member has the right to remove a disruptive student from class, pending a review of the situation by the vice president of Enrollment Services. Any faculty member may, at any time, refer a student to the vice president of Enrollment Services if the student is in violation of the Code of Conduct. The vice president of Enrollment Services may impose disciplinary sanctions against the offending student consistent with the rules and regulations of the Code of Conduct. Please refer to the Code of Conduct section in the Student Handbook for additional information.

Disciplinary action

The College may take disciplinary action ranging from a warning to suspension or expulsion from the College if a student is determined to have violated College rules and regulations. Refer to the "Disciplinary Sanctions" section of the Student Handbook.

Underage Student Policy

Academic Policy on Underage Students Without a High School Diploma

Students under 16 years of age at the time of registration may take credit courses at Bristol Community College. The purpose of this policy is to support underage students and ensure their success.

Requirements

An underage prospective student must:

• Complete the Underage Request to Enroll Application, available through the Enrollment Center, attach all necessary documentation, and obtain the signature of a parent/guardian.

• Submit the completed application to the Academic Vice president or his/her designee.

• Meet each semester with the designated Advisor of Underage Students who will interview, advise, and monitor the academic progress of students.

• Additional Recommendations

The College strongly recommends the following guidelines. To ensure the most positive and successful experience at BCC, students should:

• Be 12 years of age or older.

• Complete placement testing to ensure appropriate placement in courses.

• Contact the Tutoring and Academic Support Center for assistance if enrolled in developmental classes as a result of placement testing.

• Ordinarily, attend class by him/herself.

Faculty members (or the department chair in a faculty member's absence) will be notified of any underage student who has registered for their class and have the right to express concern if they feel course content may not be appropriate for the student. This concern must be communicated in writing to the vice president of Academic Affairs. If the vice president determines that the reasons given constitute a compelling factor to limit (with specific parameters) or deny enrollment of the student in the course by the College, that decision will be communicated to the faculty member and the student. Faculty will also be requested to complete and submit a mid-semester and end-of-semester grade check to the designated Advisor of Underage Students.

The College reserves the right to limit or deny enrollment of a student in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student's maturity, life experience, placement test scores, and prior education, or the course content, instructional methodology, and risks associated with a particular course or program. Appeals of the College's decisions should be submitted to the vice president of Academic Affairs.

Students with disabilities are encouraged to contact the Office of Disability Services (ODS) early in the registration process. The ODS will clarify the rights and responsibilities of the student, his/her parent or guardian, and the College. (See "Office of Disability Services" in the college catalog.)

Note: For more information, students should contact the Office of Admissions, by accessing the College's Website (www.BristolCC.edu), sending an email to admissions@BristolCC.edu, or calling 508.678.2811, ext. 2516.

Home Schooling Policy

All home-schooled students without a high school diploma or GED are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home-school program in accordance with Massachusetts General Laws or the laws of their home state. If a home-schooled student has not completed an approved home-school program, the student will not be eligible to enroll in a degree or certificate program until he/she has taken and passed a federally approved Ability-to-Benefit Test. As high school students may self-certify their completion of a public or private high school program, home-schooled students may self-certify their completion of an approved home-school program.

So that the College may determine whether a student has participated in an approved home-school program, the student shall submit, with the application for admission, evidence that the home-school program was approved by the student's school district's superintendent or school committee. Additionally, if the home-schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student's school district's superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student's maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program.

Accreditation, Student Information, and Legal Statements

Notice of College regulations

The regulations and policies listed throughout this catalog and in other official statements of the College are binding on all students. The College reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum. Any changes made shall be applicable to all students in the College, including former students who reenroll. Proper notification will be made of any changes through official channels and/or notices posted on the bulletin boards.

College accreditation

Bristol Community College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one 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 New England Association 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 status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

Commission of Higher Education; New England Association of Schools and Colleges; 209 Burlington Road, Bedford, MA 01730, (781) 271-0022.

Catalog of Record

The catalog year for a student's program (General Education and major curriculum) is the catalog year in effect at the time of matriculation as a degree or certificate-seeking student. Matriculation is when a student has been admitted and begins taking classes. Students normally are entitled to graduate under the degree or certificate provisions of the catalog in effect at the time of their enrollment or the catalog in effect at the time of graduation.

Students who change their majors after their initial enrollment have the option of following the major degree program outlined in the catalog in effect at the time of the change of major or the catalog in effect at the time of graduation.

Release of student information

Bristol Community College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I

Name, address, telephone number, dates of attendance, class

Category II

Previous institutions attended, major field of study, awards, honors, degree(s) conferred (including dates).

Category III

Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, students must submit written notification to the Registrar's Office prior to the tenth day in a given semester. Forms requesting the withholding of "Directory Information" are available in the Enrollment Center.

Bristol Community College assumes that failure on the part of any student to specifically request the withholding of categories on "Directory Information" indicates individual approval for disclosure.

The Department of Defense identifies the following information as student recruiting information: student names, addresses, and telephone listings; and if known, students' ages, levels of education, and majors. If a student chooses not to exercise his/her right to refuse to permit the College to disclose the student's record information, the College will release upon request to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as student recruiting information. When student information is released pursuant to a Department of Defense request, notice of the request and the release of student information will be posted in a conspicuous location in the Registrar's office for the period of one academic year.

Student Right-to-Know and Campus Security Act

Information and statistics regarding incidence of crime on campus are updated regularly in accordance with the law. Information is available upon request in the Campus Security office and published each year in the Safety, Security, and Crime Prevention Handbook.

Student rights

Refer to the Student Rights, Responsibilities, Conduct, Disciplinary Due Process, and Related Policies and Procedures section of the Student Handbook.

Criminal Offender Record Information and Sex Offender Registry Information Checks

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Depending on the contents of a student's CORI or SORI reports, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 178C. For more information, please contact the Director of Human Resources.

ELEARNING

eLearning
http://dl.bristolcc.edu
April Bellafiore, Dean
508.678.2811, ext. 2387

eLearning courses can be fun, exciting, challenging, convenient, and enriching. They can provide a way for you to customize your learning experience to match your educational goals, learning style, and scheduling constraints. Bristol Community College offers three types of eLearning courses:

Web courses, Hybrid (or Blended) courses, and Student Option Enrollment courses.

eLearning courses offer students opportunities to learn in new ways and make learning available to many who cannot attend a traditional class. In general, the successful **eLearning** student is self-motivated and self-disciplined, is able to communicate effectively through writing, and understands that **eLearning** courses are just as academically rigorous as traditional courses. **eLearning** students understand that high quality learning can take place without going to a traditional classroom. If you are not certain whether **eLearning** is right for you, visit our Web site at http://dl.bristolcc.edu and take our self-assessment.

Web courses allow students to take courses by computer at home, work, or in our computer labs. Most Web courses do not physically meet on campus at any time during the semester. Instruction and interaction occur through the online course environment and may include communication via email, chat, discussion board posts or blogging.

Hybrid (or Blended) courses are a combination of online and face-to-face instruction. Students have regular face-to-face interaction with an instructor and their classmates throughout the semester. They also interact virtually in the online classroom through the use of email, discussion board postings, assignments, and online quizzes and tests.

Student Option Enrollment courses allow students to create a learning environment that is best for them. Students take courses in one of three ways:

Option 1:

Students complete the course as a traditional lecture course where attendance at each class meeting is required.

Option 2:

Students can complete the course completely online.

Option 3:

Students can create a hybrid course by combining traditional lecture sessions with Web-based instruction.

Did you know?

You can complete these BCC programs by taking 50 percent or more of your coursework online.

Degrees:
Accounting
Business Administration
Complementary Healthcare
Computer Information Systems
Criminal Justice
CIS Forensics
Deaf Studies
Early Childhood Education
Executive Administrative Assistant
General Studies
General Studies, Health Science Option
Legal Administrative Assistant
Liberal Arts
Office Administration, Medical Administrative Assistant
Healthcare Information
Multimedia and Internet

Certificates:
Accounting
Administrative Assistant
Basic Web Page Development
Computer Programming
Desktop Publishing Technology
ECE Infant Toddler/Preschool
Foundations of C-Print
Information Technology Fluency/Teaching
Law Enforcement
Legal Office Assistant
Multimedia Development
Office Technology Manager
Phlebotomy
Therapeutic Massage

PRECOLLEGE

MCAS Academy
Kristin Kadlec
508.678.2811, ext. 2779
Bristol Career/Vocational Technical Education (CVTE) Consortium (Formerly known as Tech Prep)
www.BristolCC.edu/Academics/techprep
Erik Baumann, Director
508.678.2811, ext. 2339
Pre-College TRiO Programs   Educational Talent Search
Upward Bound
www.BristolCC.edu/Community_Education/upward_bound/
Dual Enrollment
Maggie O'Brien
School to College Partnerships
508.678.2811, ext. 2405

MCAS Academy

At BCC, MCAS means My Choice for Academic Success. The MCAS Academy provides intensive one-to-one and small group instruction in Mathematics and English Language Arts for individuals who haven't yet passed the MCAS exams. In addition, the MCAS Academy offers assistance with the college transition process and a free credit course in career exploration and development. Instruction is offered at the Fall River Campus in a convenient evening schedule year-round. MCAS Academy students have the opportunity to take the Ability to Benefit test and those who complete the program receive a voucher for a free college course. Many MCAS Academy graduates are now attending BCC.

Bristol Career/Vocational Technical Education (CVTE) Consortium (Formerly known as Tech Prep)

The Bristol CVTE Consortium is a partnership between Bristol Community College and 11 local school districts who work together to ensure students are college and career ready. The goal of the Consortium is to help students align high school studies with the career and technical programs at BCC. Eligible high school students in CVTE programs can take advantage of free college courses, early college placement testing, various Career Days, and other program activities. Some high school CVTE courses entitle students to college credits at BCC. Save time and money by participating in the program. Contact the Bristol CVTE Consortium office for more information.

Pre-College TRiO Programs Educational Talent Search

The Educational Talent Search Program serves more than 600 students in Fall River middle and high schools, including Durfee High School, Diman Regional Vocational Technical School, and Henry Lord, Kuss, Morton and Talbot Middle Schools. Students are prepared for successful college careers with academic year services in the schools, and at the College. Workshops and presentations on college awareness, financial aid and scholarship availability, career exploration, and college entrance test preparation are provided at least monthly to all students, as well as regular field trips to area colleges and cultural events. Qualified students who are the first generation in their families to plan to go on to higher education or are from low-income households and attending one of the target schools can apply by contacting their school guidance offices or the program directly.

Upward Bound

The Upward Bound Program serves 66 public high school students from Fall River. Year-round intensive academic services are provided to help eligible first-generation, low-income youth prepare for successful college entrance and persistence. The program includes a six-week summer residential academy, monthly Saturday classes at BCC, and weekly tutorials that include academic instruction, one-on-one tutoring, study skills, MCAS, SAT, and other college entrance test preparation workshops. Students also participate in field trips to museums, theatre and cultural events, college tours, leadership training, and volunteer service activities. More than 90 percent of Upward Bound participants have gone on to higher education.

Dual Enrollment

Bristol Community College's Commonwealth Dual Enrollment Program provides an opportunity for eligible high school students to enroll at Bristol Community College as nondegree students and have the courses be recognized toward degree completion at both the College and the student's high school.

Students may enroll at BCC for as little as one course on a part-time basis or for as much as a full-time course load of 12 to 15 credits.

Some students have been granted release time from their high schools in order to attend their BCC classes during their regular high school hours, while other students take all of their classes at the College. Students may also enroll in afternoon, evening, weekend, and online classes.

A minimum high school GPA of 3.0 on a 4.0 scale and an official high school transcript are required. BCC also requires that the students and parent or guardian complete a Dual Enrollment application form which must be signed by the high school guidance counselor.

Students who are under the age of 16 need BCC permission to take college classes and must comply with the College's underage policies and procedures.

EHEALTHCAREERS

eHealthCareers
New Bedford Campus
Theresa Romanovitch, Dean
Michael Metzler, Director
eHealthCareers@bristolcc.edu
508-678-2811, ext. 4444

eHealthCareers

eHealthCareers at Bristol Community College's New Bedford Campus is a flexible healthcare education option designed to prepare for entry into the growing healthcare field. It combines face-to-face learning in the classroom with online learning . Fit your education into your schedule, and receive first-rate support and services – online tutorial and mentoring programs, and access to state-of-the-art technology and laboratories.

Many BCC students constantly juggle the demands of work, home, and family obligations while taking college courses. BCC eHealthCareers gives students the opportunity to earn an associate's degree or certification in healthcare through an online and onsite (hybrid) educational model. This gives BCC students the freedom and flexibility to work in the virtual classroom while still balancing life's other demands.

BCC eHealthCareers is housed in a state-of-the-art facility located in historic downtown New Bedford. BCC's highly dedicated staff and faculty members provide students with direct and online support to ensure success, while delivering cutting-edge curricula that prepares graduates for the healthcare industry of today and the future. Students typically spend a few hours during one-day a week in the classroom, or in a laboratory, at the New Bedford facility.

eHealthCareers offers great support and resources to help you succeed. An enrollment advisor will assist you from start to finish, making sure you choose the right program for you, and then will help you maximize your financial aid. Whether you're currently employed, underemployed or seeking employment, the program provides workforce readiness and skill building to help you develop your career.

Student-centered supports for success

- Academic Support Center at BCC/ New Bedford with computers and staff providing assistance
- flexible formats
- virtual support center
- online mentors/advisors
- tutoring
- supports for individuals with disabilities
- password-protected security
- library services
- technical support
- direct online interaction with professors and instructors
- financial aid assistance for qualified students in credit programs

Select from planned Careers and Pathways:

- Complementary Healthcare Degree
- General Studies Health Science Degree
- General Studies Prep-Developmental Education
- Phlebotomy Certificate
- Emergency Medical Technician (EMT) Certificate
- Medical Coding Certificate
- Therapeutic Massage Certificate
- Gerontology Certificate
- Healthcare Information Degree
- Occupational Therapy Assisting Degree

Continuing Education and Workforce Training

- Home Health Aide Training
- Nursing Assistant Training for Certified Nurse's Aide
- CPR/First Aid for Healthcare Professionals
- Personal Care Attendant (PCA)
- Pharmacy Technician Program

As eHealthCareers grows, additional certificate and associate degree programs are proposed:

- Occupational Therapy Assistant (OTA) Degree*
- Healthcare Information Technology Degree (Spring 2012)
- LPN Transition to Nursing Degree (Summer, 2013)
- Nursing Degree (2012)

The tentative timetable projects a visit by ACOTE to the New Bedford OTA program in mid-to-late 2012 with an accreditation decision to follow.

How to Apply

All information on how to apply can be found at www.BristolCC.edu/eHealthCareers or in the Admissions

section of this catalog. If you mail or fax a paper application, be sure to indicate "eHealth" on the application and envelope.

WORKFORCE DEVELOPMENT

The Center for Workforce and Community Education
Call 508.678.2811, ext. 2154/2527
www.BristolCC.edu/thecenter
Center for Adult Basic Education & Workplace Literacy
Call 508.678.2811, ext. 2272 or 2269
Adult Basic Education programs
English for Speakers of Other Languages Program
Adult Basic Education
GED Test Center
Volunteer Support Programs
Workplace Literacy
Dislocated Workers Program
Professional Development
SABES Regional Support Center
Call 508.678.2811, ext. 2278

Workforce Development

BCC's Center for Workforce and Community Education is a comprehensive corporate services and community education resource.

Education resource

The staff specializes in designing customized programs to meet specific training needs of area employers and provides expert consultant and technical assistance. The Center also offers courses in leadership skills, small business management, entrepreneurship, supervision, personal development, and communication skills. Training can be delivered at the employer's location or at any Bristol Community College location.

Corporate Services

Offers customized needs assessment and training for individual companies. We also provide consulting services, grant writing assistance, partnership development, professional development workshops, and customized seminars.

Noncredit Courses

Professional Development courses consist of noncredit courses and workshops which carry continuing education units (CEUs) and are offered online or face-to-face. Certificate programs are continuously updated.

The Center offers personal Enrichment courses topics in a variety of online or face-to-face.

Online courses allow you to learn at home or in the office 24 hours a day, seven days a week. You can take courses according to your own schedule and receive input instantly. Online classes eliminate extra cost and allow you to work at your own pace.

Latino Immersion courses are offered in Spanish to increase the attendees' language skills and enhance their knowledge and understanding of the Latin culture.

Kids College

This summer program for children from Kindergarten through grade 12 allows children to explore new interests and to reinforce existing skills in an atmosphere that fosters creativity and fun. Classes are offered Monday through Thursday for six weeks. There is a supervised lunch period for students who attend a full day. For more information, visit www.BristolCC.edu/kidscollege

Center for Adult Basic Education & Workplace Literacy

For more than 25 years, BCC has offered adult basic education instruction. Specialized services include remediation in reading, writing, and math, language instruction in English for speakers of other languages, and GED preparation and testing services.

Adult Basic Education Programs

The English for Speakers of Other Languages (ESOL) Program assists individuals whose first language is not English. Three levels of instruction are available both in the morning and evening. Contact 508.678.2811, ext. 2270 in Fall River, ext. 3533 in Attleboro, or 508-977-9565 in Taunton.

Adult Basic Education provides instruction for adults interested in upgrading their reading, writing, and/or computational skills. G.E.D. preparation classes are also available. Pre-G.E.D. and G.E.D. preparation classes are available morning and evening. Students receive academic counseling and assessment services to determine the curriculum that will best meet their needs. BCC operates satellite locations in the Fall River community as well as in Taunton. Contact 508.678.2811, ext. 2373 for more information.

G.E.D. Test Center provides the opportunity for individuals to earn an alternative high school diploma. BCC is an approved testing site for the national General Educational Development examination. Contact ext. 2156.

Workplace Literacy

The Center provides a Workplace Literacy program which offers multi-level courses in reading, writing, math, English for speakers of other languages, and GED at company sites. Contact 508.678.2811, ext. 2368 for more information.

Professional Development

SABES Regional Support Center is a part of a statewide system serving Adult Basic Education practitioners in southeastern Massachusetts. The Center coordinates staff and program development activities and makes innovative materials available for use in programs. Directors, counselors, and instructors can use the Center's networking opportunities and technical assistance. Call 508.678.2811, ext 2278 for more information.

Volunteer Support Programs

BCC coordinates tutor training and support groups for volunteers who wish to work with adult learners enrolled in ABE programs at the College. For more information about our Taunton Volunteer Literacy Program, contact 508.977.9565. To learn about volunteer training schedules in Fall River, contact 508.678.2811, ext. 2042.

Dislcated Workers Program

The College provides intensive instructional programming for dislocated workers who seek structured schedules that align with state requirements for individuals receiving unemployment assistance. For more information, contact 508.678.2811, ext. 2368.

TRIO QUEST FOR SUCCESS AND OTHER SERVICES

TRiO QUEST for Success program

QUEST is a comprehensive support program that addresses students' academic, career, and personal development needs. Designed to help students who may be the first in their families to attend college, who come from low-income backgrounds, or who may have a disability, QUEST is funded in part through a TRiO Student Support Services grant from the U.S. Department of Education. QUEST is found at the Fall River Campus.

Specific academic services include:
The QUEST Math Lab
Engineering Building, B109, ext. 2986
The QUEST Writing Lab
Engineering Building, B204, ext. 2692
The QUEST Reading Lab
Engineering Building, B100, ext. 3106
The QUEST ESL Lab
Engineering Building, B110, ext. 2476

QUEST students may take advantage of open lab hours as needed. Contact each lab for more information.

QUEST Services

QUEST for Success offers exclusive services for eligible students that ease the transition to college:

- Course selection with specially trained advisors

- Special orientation program

- Free College Success Seminars

- Self-paced learning labs for developmental courses (see descriptions at right)

- Special scholarship opportunities

- Supplemental Instruction

- Academic, transfer, career, and personal counseling

- Field trips and cultural enrichment activities

Program information

QUEST labs and learning resources are led by skills specialists and QUEST tutors. Students participate in small group study, computer-assisted learning, and mini-lectures. Courses are self-paced, and can be completed in less than a semester or in up to two consecutive semesters, and students may receive extra help during Open Lab hours. All QUEST labs are equipped with Skillsbank and Plato software.

The QUEST Math Lab offers developmental mathematics courses. Students in the Math Lab progress at their own pace to master each topic, with extra support provided if needed.

The QUEST Writing Lab offers both Basic Writing Skills (English 090) and College Writing (English 101). QUEST Writing Lab courses provide a classroom writing experience with additional support services, such as: tutorial support, individualized instruction, and self-paced grammar instruction,

The QUEST Reading Lab offers Fundamentals of Reading Development (Reading 080), College Reading and Learning Strategies (Reading 090), and Advanced English Reading and Vocabulary (ESL 123) in a supported, modified self-paced format. Students work in large groups, small groups, and individually to develop reading skills that they need to succeed in college. Lab support includes one-to-one instruction, computerized curriculum, and Internet research skills. Open Lab hours provide individual assistance for all QUEST students.

The QUEST ESL Lab provides individual support, tutorials, and language practice for students in English-as-a-Second-Language courses. The ESL Lab is located in the Tutoring and Academic Support Center (TASC) and is directed by the ESL skills specialist. Work in the Lab may include the use of audiotapes, computer software, one-to-one or group tutoring sessions, conversation practice, and assistance with writing. All students in ESL are assigned at least one lab hour each week, but most students spend many hours improving their language skills in the TASC. In fact, many ESL students go on to become peer tutors in the TASC.

QUEST Services Eligibility

General Studies Prep students receive priority acceptance to QUEST services, but QUEST is open to eligible students in any program. Students may request information about the QUEST program through the admission process. At the time of placement testing, interested students may apply for participation in the program. Contact Dean Sarah Morrell, QUEST Project Director, at any time about this TRiO Program.

Participation Requirements

Students in the QUEST Program must complete CSS 101, College Success Seminar. QUEST students enroll in a designated course section at no charge. Students are also required to attend QUEST Day Orientation and must allow staff to monitor their academic progress. QUEST students are enrolled in a degree program, are usually attending full-time, and take the majority of their classes before 4 p.m.

About the Division of Developmental Education

Dean Sarah Morrell, ext. 2282

Academic Policies and Grading in Division VI Programs

Grading in Self-Paced Learning Labs: Students who successfully complete a QUEST self-paced learning lab course earn grades of A, B, or C including plus and minus grades. Students who make satisfactory progress and complete at least 50 percent of the required coursework will receive a grade of "S" (Satisfactory) and must register for the same lab course the following semester. The "S" grade is not final and does not apply to the degree or the grade point average (G.P.A.).

Students who do not make satisfactory progress and complete less than 50 percent of the course requirements will receive a grade of "F" and must register for the same course in a traditional lecture section in the following semester.

Academic Standing and Dismissal: Full-time students in the General Studies Prep program, including ESL students, are placed on probation if they fail to complete a minimum of 9 credits of coursework with a minimum grade of "C- " after one semester.

Students may be dismissed from the college if they fail to complete the 9-credit minimum after two semesters. Dismissed students may re-enroll only as non-degree students and are not eligible for financial aid.

See Academic Information for grading policy for developmental courses (i.e., course numbers beginning with 0).

Step Up to College

Diane Desmarais, Coordinator, ext. 2360

The Step Up to College program at the Fall River Campus is designed to provide support and college coursework to students making the transition from G.E.D. and Adult Learning Center programs to college work at BCC. Students become part of a learning community and take their courses as a group. The program provides students with an orientation to the College, supplemental instruction, small class sizes, and individual advisement. This is a part-time evening program; tuition and books are offered at no cost to eligible participants. Step Up to College is supported in part by the Massachusetts Department of Elementary and Secondary Education. Courses include: CSS 101 (p. 300) and CSS 105 (p. 301), ENG 090 (p. 318), MTH 021 (p. 345), and RDG 070 (p. 364).

Disability Services

Director, ext. 2955

Disability Services provides support services at all College campuses and centers that enable students with disabilities to fully participate in the life of the academic community.

Disability Services provides the following services to students with documented disabilities: accommodations; assistive technology and training; self-advocacy and leadership training; and coordination of services with local agencies such as Massachusetts Rehabilitation Commission, Massachusetts Commission for the Blind, and Massachusetts Commission for the Deaf and Hard of Hearing. Disability Services also provides screening for learning disabilities based upon faculty referral and/or self-report.

Students with disabilities are encouraged to contact Disability Services early to allow adequate time to arrange accommodations prior to the beginning of classes. A minimum of 3 - 6 weeks may be needed to arrange for certain accommodations. Learn more about Disability Services at www.BristolCC.edu. Go to the Academic quick link and then Academic Support Programs. Click directly on Disability Services. To make an appointment in New Bedford, call ext. 4000 and in Attleboro, ext. 3543.

Tutoring and Academic Support Center

Dr. Ronald Weisberger, Coordinator, ext. 2295

The Tutoring and Academic Support Center (TASC) offers services for students at Fall River, Attleboro, and New Bedford locations. BCC students may take advantage of any of its services at any site, free of charge.

The TASC is a nationally recognized, comprehensive learning center that provides individual and group tutoring and encourages collaborative learning in an accepting and supportive environment. Students have access to self-paced, computer-supported instruction in reading, writing, and math, the latest in multimedia software, audiovisual and print materials to supplement their classes, access to the Internet, and a community of others who want to make their college career successful.

Tutoring is offered for most BCC courses. Our peer tutors are highly trained and certified by the College Reading and Learning Association.

Supplemental Instruction (SI) offers designated group study sessions led by a master tutor who attends class, leads a content review, and demonstrates effective learning and study methods. Learn more about tutoring at www.BristolCC.edu/students/tas

For tutoring services in New Bedford, call ext. 4000.

For Attleboro, call ext. 3543.

THE EDUCATED PERSON

The educated person is aware of the important concepts in the arts and humanities, the natural and social sciences, as well as has knowledge of practical and technical skills. He or she never stops learning. The educated person has the ability not only to seek out information, but also to apply concepts to both eternal problems and to everyday life. He or she seeks out knowledge and uses it to improve his or her life as well as the lives of others.

The educated person has the necessary communication, computation, and technical skills to exchange ideas, to analyze concepts, and to solve problems. He or she can creatively explore the academic and the natural world with the self-confidence to question and to lead – while maintaining the self-discipline and responsibility required to serve and to share.

The educated person has achieved a sense of balance and strives to sustain body, mind, and spirit. He or she has an appreciation for the world around him or her, and the skills to make a positive contribution to it. He or she can evaluate his or her own thinking and change it, is open to diversity and embraces it, and can manage or cope with change and conflict. The educated person creates a life that is not only personally and professionally rewarding, but also enriches and enhances his or her community.

LEARNING OUTCOMES

Student Learning Outcomes are program-specific statements created by program faculty that detail what students should know and be able to do upon completion of the program. If outcomes are not listed, contact the program coordinator. For each program, students will:

Division 1 {I} Humanities and Education

Animation and Motion Graphics

1. Build on a strong foundation in drawing and design to develop narrative experiences that demonstrate their understanding of pacing, timing, typography, aesthetics and composition.

2. Create effective visual communication by researching, analyzing, generating ideas, developing story and character, storyboarding, prototyping, sound-editing, scripting, user testing and evaluating outcomes.

3. Explore narrative and other information structures for organizing content in interactive media in order to be responsive to technological and social requirements of their audience.

4. Synthesize their abilities in drawing, design, analysis, art history, and technology and apply this skill-set to creating and evaluating time-based design.

5. Demonstrate experimentation, self-reliance and cooperative learning in mastering tools and technologies central to professional practice, as needed to create their visual design.

6. Develop competencies in communication and presentation necessary to engage in professional practice and to advance their careers.

Art/Fine Arts

1. Demonstrate foundational skills in drawing, two-dimensional, and three-dimensional studies appropriate for advanced study in the fine arts.

2. Demonstrate a broad knowledge of the History of Art.

3. Use the skills and vocabulary necessary to successfully evaluate and critique works of art.

4. Compile a portfolio of individual works of art sufficient for transfer to a four-year institution.

Graphic Design

1. Construct visual responses to a wide range of design problems, demonstrating their understanding of hierarchy, typography, aesthetics and composition.

2. Synthesize their abilities in drawing, design, analysis, art history, and technology and apply this skill-set to creating and evaluating visual design.

3. Solve communication problems by identifying the problem, researching, analyzing, generating solutions, prototyping, user testing and evaluating outcomes.

4. Demonstrate their ability to engage in collaboration, and to work through process-intensive interdisciplinary projects focusing on current events and social issues.

5. Demonstrate experimentation, self-reliance and cooperative learning in mastering tools and technologies central to professional practice, as needed to solve their design problems.

6. Develop competencies in communication and presentation necessary to engage in professional practice and to advance their careers.

Art, Web Design Media Arts

1. Construct visual responses to a wide range of design problems, demonstrating their understanding of hierarchy, typography, aesthetics and composition.

2. Demonstrate their knowledge of the processes involved in creating user-centered communication and environments, including researching, using scenarios and personas, analyzing, generating solutions, storyboarding, user testing and evaluating outcomes.

3. Explore narrative and other information structures for organizing content in interactive media in order to be responsive to technological and social requirements of their audience.

4. Synthesize their abilities in drawing, design, analysis, art history, and technology and apply this skill-set to creating and evaluating visual design.

5. Demonstrate experimentation, self-reliance and cooperative learning in mastering tools and technologies central to professional practice, as needed to solve their design problems.

6. Develop competencies in communication and presentation necessary to engage in professional practice and to advance their careers.

Communication

1. Explain fundamental theoretical concepts related to human communication.

2. Apply fundamental theoretical concepts to specific contexts to help achieve effective communication.

3. Identify key figures and events related to the development of major mass media and emerging new media.

4. Explain the potential effects of media on an increasingly diverse society.

5. Demonstrate oral, written and mediated communication skills.

6. Explain ethical issues related to interpersonal, intercultural, group, organizational and public communication and create strategies to help address some of those issues.

7. Research a communication-related career that matches their skill set and/or interests in this rapidly-changing field.

Deaf Studies, Deaf Studies - C-PrintTM

1. Engage in ASL conversations with native and non-native users.

2. Demonstrate cultural competency in the Deaf-World.

3. Promote Deaf ways of being, thinking and knowing.

4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary issues to new learning situations, social or workplace settings and/or activism.

5. Demonstrate beginning C-PrintTM knowledge and skills necessary for immediate entry into the C-PrintTM workforce.

Deaf Studies, Deaf Studies - Early Childhood Education

1. Engage in ASL conversations with native and non-native users.

2. Demonstrate cultural competency in the Deaf-World.

3. Promote Deaf ways of being, thinking and knowing.

4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary issues to new learning situations, social or workplace settings and/or activism.

5. Demonstrate beginning Early Childhood Ed knowledge and skills necessary for transfer or entry level position in workforce.

Deaf Studies, Deaf Studies - Human Services

1. Engage in ASL conversations with native and non-native users.

2. Demonstrate cultural competency in the Deaf-World.

3. Promote Deaf ways of being, thinking and knowing.

4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary

issues to new learning situations, social or workplace settings and/or activism.

5. Demonstrate beginning Human Services knowledge and skills necessary for transfer or entry level position in the workforce.

Deaf Studies, Interpreter

1. Engage in ASL conversations with native and non-native users.

2. Demonstrate cultural competency in the Deaf-World.

3. Promote Deaf ways of being, thinking and knowing.

4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary issues to new learning situations, social or workplace settings and/or activism.

5. Demonstrate beginning Interpreter knowledge and skills necessary for transfer.

Deaf Studies Transfer

1. Engage in ASL conversations with native and non-native users.

2. Demonstrate cultural competency in the Deaf-World.

3. Promote Deaf ways of being, thinking and knowing.

4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary issues to new learning situations, social or workplace settings and/or activism.

Early Childhood Education

1. Demonstrate ability to work professionally and ethically as a teacher of young children (including school age) of families of diverse backgrounds.

2. Plan and implement developmentally appropriate learning activities for all children.

3. Implement effective written, oral, verbal and non-verbal communication with children, peer, and other colleagues.

Early Childhood Education, Early Childhood Education - Direct Transfer

1. Apply basic principles of child development and learning in children (Preschool through Grade 2) in the role of intern at a participating elementary school.

2. Implement effective communication skills with young children, teachers, faculty supervisors, peer, and other personnel.

3. Utilize and integrate documentation skills as applied to environment and observation of children.

4. Demonstrate self-reflective skills in becoming an educator of young children.

Elementary Education

1. Demonstrate core competencies in reading and writing.
2. Apply child development and learning theory to actual classroom practice.
3. Identify, use, and appropriately document professional resources.
4. Pracice self-reflection as a future teacher.

General Studies

1. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.
2. Communicate clearly and effectively utilizing written and verbal communication techniques.
3. Identify, understand, and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen.
4. Use historical factual information to understand the current world, and develop an ability to consider issues from a global perspective.
5. Understand how individuals interact among groups; and develop an understanding of the beliefs, values, traditions, and practices of people from other cultures.
6. Analyze critically science-based issues in contemporary society.

General Studies, MassTransfer

1. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.
2. Communicate clearly and effectively utilizing written and verbal communication techniques.
3. Identify, understand, and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen.
4. Use historical factual information to understand the current world, and develop an ability to consider issues from a global perspective.
5. Understand how individuals interact among groups; and develop an understanding of the beliefs, values, traditions, and practices of people from other cultures.
6. Analyze critically science-based issues in contemporary society.

General Studies, Vocational Technical Education

Liberal Arts Sciences, Humanities

1. Transfer to a wide variety of public and private baccalaureate programs with junior status.

2. Identify and pursue their interests in literature, foreign language or other humanities majors   .
3. Understand the basic content and methodology of science, social sciences, mathematics, humanities and the arts.
4. Acquire skills to be productive and lifelong learners, including abilities in oral and written communication, information literacy, critical and creative thinking, and technical competency.
5. Develop qualities of an ethical individual and responsible citizen, including a sensitivity to and respect for cultural diversity.

Liberal Arts Sciences, Professional Option

1. Transfer to a wide variety of public and private baccalaureate programs with junior status.
2. Identify and pursue their interests in a specific liberal arts and science major.
3. Understand the basic content and methodology of science, social sciences, mathematics, humanities and the arts.
4. Acquire skills to be productive and lifelong learners, including abilities in oral and written communication, information literacy, critical and creative thinking, and technical competency.
5. Develop qualities of an ethical individual and responsible citizen, including a sensitivity to and respect for cultural diversity.

Liberal Arts Sciences, Theatre

1. Explain all aspects of theater production
2. Analyze and interpret plays from the director's perspective
3. Describe the contribution of performers, director, writer, and audience to the historical development of theater and drama
4. Practice the collaborative teamwork required for successful theatrical productions
5. Perform as actors in theatrical stage productions
6. Create both individual and group performances
7. Practice acting, vocal, and movement techniques
8. Analyze and interpret plays from a performer's perspective

Division 2 {II }Behavioral and Social Sciences

Criminal Justice

1. Explain the principles, theories, and practices of the Criminal Justice System.

2. Explain the importance of ethics and ethical behavior as they pertain to the administration of justice.

3. Apply important state, federal, and United States Supreme Court decisions to the administration of justice.

4. Practice effective oral and written communication as they pertain to the administration of justice.

5. Locate and critically analyze information from both academic and professional sources.

Criminal Justice Transfer

1. Explain the principles, theories, and practices of the Criminal Justice system.

2. Explain the importance of ethics and ethical behavior as they pertain to the administration of justice.

3. Apply important state, federal, and United States Supreme Court decisions to the administration of justice.

4. Practice effective oral and written communication as it pertain to the administration of justice.

5. Locate and critically analyze information from both academic and professional sources.

Culinary Arts, Baking and Pastry

1. Research and develop a complete bakery products menu to accompany a multi-course meal, both individually and cooperatively.

2. Pass the ServSafe national certification exam and maintain current certification thru graduation.

3. Create a Personal Portfolio that documents recipes, menus, and photos of their work.

4. Prepare, to acceptable industry standards, a variety bread, pastry and decorative items, in a safe and sanitary manner, in a variety of bakeshop settings.

Culinary Arts

1. Research and develop a complete menu for a multi-course meal, both individually and cooperatively.

2. Pass the TIPS and the ServSafe national certification exams and maintain current certification thru graduation.

3. Create a Personal Portfolio that documents recipes, menus, and photos of their work.

4. Prepare foods in a safe and sanitary manner, to acceptable industry standards, in a variety of kitchen settings.

5. Demonstrate, to acceptable industry standards, the ability to work in a variety of positions in the "front of the house."

6. Apply principles of nutrition in achieving food service and dietary goals.

Human Services

1. Describe the current state of the American social welfare system and its significant historical antecedents.

2. Critically examine and explain their personal values and perceptions of various disadvantaged and/or underserved populations.

3. Practice and critique effective helping skills that form the foundation of a successful helping relationship.

4. Integrate classroom-based academic knowledge with practical, real-world applications in a supervised agency internship.

5. Continually build and improve students' oral and written communication skills as they relate to developing successful helping relationships.

Office Administration, Legal Administrative Assistant

1. Keyboard at an average minimum rate of 40 words per minute based on the average of five 5-minute timings with no more than five errors while using correct keyboarding technique.

2. Demonstrate proofreading and text editing skills to include formatting, spelling, confusing words, punctuation, grammar, numbers, capitalization, possessives, and clear/concise writing.

3. Explain the use of the Microsoft Office suite of programs and other legal specialty software in law office management and in the production of legal materials.

4. Prepare a variety of court and non-court legal documents from hard copy or voice recording using the most appropriate software.

5. Explain the role and importance of ethical standards for attorneys and legal office professionals and sanctions for violations.

6. Demonstrate the ability to perform the basic duties of a legal administrative assistant/legal secretary.

Division 3 {III }Business and Information Management

Business Administration, Accounting

1. Analyze, calculate, interpret, and report financial information accurately and in a timely manner.

2. Demonstrate proficiency in both manual and automated accounting systems.

3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

9. Operate in teams and/or matrix organizational settings.

10. Utilize business and financial software.

11. Demonstrate leadership in a wide variety of organizations.

12. Develop a professional growth plan for lifelong learning.

Business Administration

1. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

2. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

3. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

4. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

5. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

6. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

7. Operate in teams and/or matrix organizational settings.

8. Utilize business and financial software.

9. Demonstrate leadership in a wide variety of organizations.

10. Develop a professional growth plan for lifelong learning.

Business Administration, Casino Operations and Gaming Services

1. Describe how table games are played and the importance they have on revenue and profits.

2. Describe the social implications of gaming for individuals and communities.

3. Explain the factors involved in loss prevention.

4. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

5. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

6. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

7. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

8. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

9. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

10. Operate in teams and/or matrix organizational settings.

11. Utilize business and financial software.

12. Demonstrate leadership in a wide variety of organizations.

13. Develop a professional growth plan for lifelong learning.

Business Administration, Entrepreneurship

1. Describe the components of a resource management program.

2. Explain the policy considerations necessary for effective personnel practices.

3. Describe procurement functions and the responsibilities of purchasing personnel.

4. Explain the characteristics of a successful new business enterprise.

5. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet

and the news media affect the operation of organizations in a global environment.

6. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

7. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

8. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

9. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

10. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

11. Operate in teams and/or matrix organizational settings.

12. Utilize business and financial software.

13. Demonstrate leadership in a wide variety of organizations.

14. Develop a professional growth plan for lifelong learning.

Business Administration, Financial Services - Banking

1. Describe the components of banking operations.

2. Explain the fundamental legal issues of real estate lending.

3. Describe the fundamental operations of commercial banking.

4. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

5. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

6. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

7. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

8. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

9. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

10. Operate in teams and/or matrix organizational settings.

11. Utilize business and financial software.

12. Demonstrate leadership in a wide variety of organizations.

13. Develop a professional growth plan for lifelong learning.

Business Administration, Financial Services - Financial Management

1. Describe federal taxation formats, policies, and procedures for individuals and corporations.

2. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

3. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

4. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

5. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

6. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

7. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

8. Operate in teams and/or matrix organizational settings.

9. Utilize business and financial software.

10. Demonstrate leadership in a wide variety of organizations.

11. Develop a professional growth plan for lifelong learning.

Business Administration, Financial Services - Real Estate and Insurance

1. Describe types and organizations of insurance companies, claims adjustment, and risk management.

2. Explain the fundamentals of real estate ownership, development, and transactions.

3. Describe the legal and financial aspects of real estate brokerage operations, licensing laws, and contractual issues.

4. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

5. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

6. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

7. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

8. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

9. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

10. Operate in teams and/or matrix organizational settings.

11. Utilize business and financial software.

12. Demonstrate leadership in a wide variety of organizations.

13. Develop a professional growth plan for lifelong learning.

Business Administration, General Management

1. Explain the management of a successful new business enterprise.

2. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

3. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

4. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

5. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

6. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

7. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

8. Operate in teams and/or matrix organizational settings.

9. Utilize business and financial software.

10. Demonstrate leadership in a wide variety of organizations.

11. Develop a professional growth plan for lifelong learning.

Business Administration, Leisure Services Management - Geotourism Destination Management

1. Explain the relationship between geotourism and sustainable community development.

2. Describe environmentally and socially responsible tourism strategies and innovations.

3. Assess the potential, costs, and benefits of a geotourism program.

4. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

5. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

6. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

7. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

8. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

9. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

10. Operate in teams and/or matrix organizational settings.

11. Utilize business and financial software.

12. Demonstrate leadership in a wide variety of organizations.

13. Develop a professional growth plan for lifelong learning.

Business Administration, Leisure Services Management - Sport

1. Describe sports as a cultural phenomenon and the relationship between sports and the economy.

2. Explain the process of sport facility design and issues associated with sport facility management.

3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

9. Operate in teams and/or matrix organizational settings.

10. Utilize business and financial software.

11. Demonstrate leadership in a wide variety of organizations.

12. Develop a professional growth plan for lifelong learning.

Business Administration, Leisure Services Management - Tourism

1. Assess the potential, costs, and benefits of tourism operations.

2. Describe the operation and evaluation of tour planning, destination, planning, and meeting/convention planning.

3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

9. Operate in teams and/or matrix organizational settings.

10. Utilize business and financial software.

11. Demonstrate leadership in a wide variety of organizations.

12. Develop a professional growth plan for lifelong learning.

Business Administration, Marketing Management

1. Explain sales principles, sales analysis and planning, and sales force management.

2. Describe the fundamental principles of advertising, as well as planning, preparation, and evaluation of advertising.

3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

9. Operate in teams and/or matrix organizational settings.

10. Utilize business and financial software.

11. Demonstrate leadership in a wide variety of organizations.

12. Develop a professional growth plan for lifelong learning.

Business Administration, Retail Management

1. Explain the design, implementation, and assessment of retailing strategies based on consumer needs and market changes.

2. Describe the process of conceiving, producing, and selling fashion products for in-store and on-line retailing.

3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.

6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.

7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.

8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.

9. Operate in teams and/or matrix organizational settings.

10. Utilize business and financial software.

11. Demonstrate leadership in a wide variety of organizations.

12. Develop a professional growth plan for lifelong learning.

Computer Information Systems, Business Information

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet specified needs.

3. Assemble a broad based knowledge that will allow them to work effectively in the computing field both with a variety of applications.

4. Develop the ability to develop web sites, databases and scripts and/or programs for use in a business environment.

5. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

6. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Computer Forensics

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.

3. Conduct effective data collection and analysis that can be used as evidence in court.

4. Assemble a broad based knowledge that will allow them to work effectively in the computing field.

5. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

6. Communicate effectively to convey technical information to the groups they support and to understand their needs.

7. Explore and develop an ethical value structure and will be able to apply that structure to problem solving and actions.

Computer Information Systems, Computer Networking

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.

3. Install, configure, secure, troubleshoot and administer server and client systems in a mixed network environment.

4. Assemble a broad based knowledge that will allow them to work effectively in the computing field.

5. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

6. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Computer Programming

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.

3. Design, develop, test and debug computer programs written in a variety of languages to effectively solve problems.

4. Analyze, evaluate and revise computer programs written by someone else.

5. Construct effective data storage that can be accessed, manipulated and updated correctly.

6. Assemble a broad based knowledge that will allow them to work effectively in the computing field and to write, edit and modify computer programs.

7. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

8. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Computer Science

(see page 45 for program coordinator)

Computer Information Systems, Computer Security

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.

2. Install, configure, troubleshoot and administer security software on servers, routers and client devices.

3. Designing security infrastructure for computer networks and systems.

4. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.

5. Install, configure, secure, troubleshoot and administer server and client systems in a mixed network environment.

6. Assemble a broad based knowledge that will allow them to work effectively in the computing field.

7. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

8. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Game Development - Game Creation

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs

3. Define and develop a game from concept and implement the game during the capstone course.

4. Acquire the skills needed to implement all of the necessary assets for a game ie music, sound, levels, programming, design.

5. Assemble a broad based knowledge that will allow them to work effectively in the computing field.

6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Game Development - Game Programming

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs

3. Define and develop a game from concept and implement the game during the capstone course.

4. Acquire the skills needed to implement all of the necessary assets for a game ie music, sound, levels, programming, design.

5. Assemble a broad based knowledge that will allow them to work effectively in the computing field.

6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Information Systems

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.

3. Design, develop, test and debug computer programs to effectively solve problems.

4. Construct effective data storage that can be accessed, manipulated and updated correctly.

5. Assemble a broad based knowledge that will allow them to work effectively in the computing field and to write, edit and modify computer programs.

6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Multimedia and Internet

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.

3. Understand and apply basic design concepts at a level appropriate to application in the business setting.

4. Master a variety of multimedia production software.

5. Assemble a broad based knowledge that will allow them to work effectively in the computing field.

6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Webmaster

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.

2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.

3. Design, develop, test and debug web sites written in a variety of languages to effectively present on line information.

4. Construct effective data storage that can be accessed, manipulated and updated correctly to back up a web site.

5. Assemble a broad based knowledge that will allow them to work effectively in the computing field.

6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Office Administration, Executive Administrative

1. Create commonly used business documents using the Microsoft Office suite programs.

2. Organize and manage the operations of an office in a diverse, stressful, and ever-changing environment.

3. Communicate clearly and effectively utilizing verbal and written communication techniques appropriate for office professionals.

4. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.

Division 4 {IV }Health Sciences

Clinical Laboratory Science

1. Collect, process, and generate accession numbers for laboratory specimens.

2. Perform routine clinical laboratory tests ranging from waived and point-of-care to complex testing in all major areas of the clinical laboratory.

3. Make specimen-oriented decisions based on predetermined criteria and critical values.

4. Retrieve results and follow laboratory reporting protocol.

Complementary Healthcare

1. Students will apply advanced skill in assessment, and technique in therapeutic massage practice.

2. Students will discern and manage the ethical issues of Therapeutic Massage practice in a rapidly changing environment.

3. Students will contribute to improving the knowledge, skills, and values of the profession of massage therapy and assume the responsibility for lifelong learning.

4. Students will demonstrate entry-level knowledge of anatomy/physiology, kinesiology and pathology and communicate effectively with other health care professionals.

Dental Hygiene

1. Discern and manage ethical issues of dental hygiene practice in a rapidly changing environment.

2. Acquire and synthesize information in a critical, scientific, and effective manner.

3. Contribute to improving the knowledge, skills, and values of the profession.

4. Provide planned educational services using appropriate interpersonal communication skills and educational strategies to promote optimal health.

5. Initiate and assume responsibility for health promotion and disease prevention activities for diverse populations.

6. Systematically collect, analyze, and accurately record baseline data on the general, oral, and psychosocial health status of patients using methods consistent with medico-legal principles.

7. Discuss the condition of the oral cavity, identify actual and potential problems, etiological and contributing factors, and available treatments.

8. Provide treatment that includes preventive and therapeutic services designed to achieve and maintain oral health and assist the patient in achieving oral health goals.

9. Evaluate the effectiveness of planned clinical and educational services and modify as necessary.

General Studies, Health Sciences

1. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.

2. Communicate clearly and effectively utilizing written and verbal communication techniques.

3. Identify, understand, and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen.

4. Use historical factual information to understand the current world, and develop an ability to consider issues from a global perspective.

5. Understand how individuals interact among groups; and develop an understanding of the beliefs, values, traditions, and practices of people from other cultures.

6. Describe the major body systems and explain their functions; use medical language to communicate effectively within the healthcare delivery system.

Healthcare Information

1. Students will collect and maintain health data, conduct analyses to ensure health record supports patient continuity of care, and apply policies and procedures to ensure the accuracy of health data.

2. Students will apply policies and procedures to ensure organizational compliance with regulations and standards and report compliance by maintaining the accuracy and completeness of the patient record as defined by organizational policy as well as external regulations and standards

Nursing

1. Acts as a Provider of Care to patients throughout the life span by applying the nursing process in assisting the patient to maintain or regain homeostasis when threatened by common health problems.

2. Acts as Manager of Care for a group of patients in a structured setting by prioritizing care and by utilizing the skills of other health team members.

3. Acts as a member within the discipline of nursing by practicing legally, ethically, and within regulatory frameworks of nursing and standards of professional nursing practice, and by selecting resources and activities for continued development in the nurse role.

Occupational Therapy Assistant

1. Demonstrate entry-level competence as a generalist occupational therapy assistant in settings where occupational therapy is currently practiced and where it is emerging as a service.

2. Articulate and apply occupational therapy principles and interventions to achieve expected outcomes as related to occupation.

3. Apply the ethical standards, values, and attitudes of the occupational therapy profession.

4. Demonstrate professional values, attitudes and behavior.

5. Demonstrate sensitivity to factors of culture and diversity in the delivery of OT services.

6. Demonstrate commitment to lifelong learning and continuing professional development.

7. Demonstrate commitment to currency in best practice.

8. Distinguish the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.

9. Advocate as a professional for the occupational therapy services offered and for the recipients of those services.

Office Administration, Medical Administrative Assistant

1. Apply organizational skills in managing the operations of any office in a diverse, stressful and ever-changing environment.

2. Communicate clearly and effectively utilizing written and verbal communication techniques appropriate for office professionals.

3. Work effectively and with an open mind as a team player in a diverse work group.

4. Apply computer skills to office tasks using a variety of business-related software and hardware.

5. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling and punctuation.

6. Practice effective listening skills, follow oral/written instructions, learn how to take the initiative, work independently, and offer alternative solutions where applicable.

7. Display professional traits such as dependability, flexibility and adaptability, a positive attitude, professional appearance, punctuality/attendance, responsibility/accountability, and sound judgment.

Division 5 {V }Mathematics, Science, and Engineering

Engineering Technology, Architectural and Structural Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.

4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.

5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.

6. Apply computer-aided design, structural, surveying and geotechnical principles to analyze and design simple structures.

Engineering Technology, Automation Technology

1. Utilize common professional office software programs to effectively present, analyze and communicate Engineering projects and ideas.

2. Effectively create and read professional engineering drawings sketches in both 2-D and 3-D of simple complex models and assemblies per ASME ANSI Standards.

3. Safely and accurately operate several manual and automated machine tools. Create and perform setup procedures.

4. Select tooling based on material requirements and drawing specifications.

5. Perform systematic trouble shooting and diagnostic skills in defining and solving automation problems.

6. Implement programming principles to create machining codes using standard GM codes and create automation programming ladders utilizing Allen Bradley Formats.

Engineering Technology, Biomanufacturing Technology

1. Utilize common professional office software programs to effectively present, analyze and communicate Engineering projects and ideas.

2. Students will employ computers and automated equipment while working in a laboratory environment in biomanufacturing, bioprocessing or pharmaceutical manufacturing

3. Students will analyze technical problems and assess possible solutions based on theories and applications in the fields of biology, chemistry and engineering.

4. Students will demonstrate lab skills for entry-level biotech positions, including setting up sample analysis, maintaining automated instruments, and preparing materials for research scientists.

5. Graduates will apply skills as biotechnician in gene manipulation, biotechnological applications in medicine, forensics, and industry, bioethics, and biological risk assessment.

6. Students will use methods of identification, sources and modes of infection, inhibition and control of growth and principles of sanitation.

7. Students will prepare measurements and dimensional analysis of chemical substances per formulas, chemical equations and apply stoichiometry, thermochemistry principles.

Engineering Technology, Civil Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.

4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.

5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.

6. Apply computer-aided design, construction, structural, surveying and geotechnical principles to analyze and design civil engineering projects.

Engineering Technology, Electro-Mechanical Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.

4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.

5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.

Engineering Technology, Electronics Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.

4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.

5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.

6. Apply circuit principles, simulation software such as Multisim, and test equipments to measure, trouble shoot, analyze and design simple electrical circuits.

Engineering Technology, Environmental Technology

1. Apply principles of mathematics, biology, chemistry, sampling, Geographic Information Systems, and hazardous materials to the operation of environmental facilities and the analysis of environmental problems.

2. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.

3. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.

4. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.

5. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

6. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

Engineering Technology, Marine Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

3. Exhibit and understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.

4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.

5. Demonstrate knowledge of computer hardware, software, and operating systems and effectively utilize the Internet and discipline related software packages.

6. Apply the principles of marine electronics, engine repair, materials science, marine systems, marine safety, and /or statistics, marine biology, fisheries technologies to the maintenance and management of pleasure and commercial vessels and facilities and/or to the monitoring of Atlantic fish stock.

Engineering Technology, Mechanical Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.

4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.

5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.

6. Apply computer-aided design, materials science, electrical, fluidic and mechanics principles to analyze, design, build and troubleshoot mechanisms and machines.

Engineering Transfer, Engineering Science

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

3. Exhibit an understanding of calculus-based logical arguments and quantitative applications to verify the validity of a variety of relationships and processes.

4. Interpret scientific principles, particularly in chemistry and physics, and apply the methodology of scientific inquiry to analyze problems.

5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.

6. The following goals are specific to the main areas of concentration within the Transfer Program:

7. Civil Engineering Transfer students should demonstrate a thorough understanding of civil drafting and design principles and basic electrical theories, and should be able to apply surveying principles and effectively utilize surveying equipment in a variety of applications.

8. Electrical and Computer Engineering Transfer students should demonstrate a thorough understanding of electrical circuits and computer programming fundamentals, and should be able to utilize electrical engineering principles to design, build, and troubleshoot electrical equipment.

9. Mechanical Engineering Transfer students should demonstrate a thorough understanding of advanced computer-aided design principles, and engineering material science fundamentals, and should be able to

utilize electrical engineering principles to design, build, and troubleshoot electrical/electronic equipment.

Fire Science Technology

1. Describe the history and principles of the fire service.

2. Provide an in-depth analysis of the principles of firefighting through the utilization of personnel, equipment, and extinguishing agents on the fire ground.

3. Demonstrate a knowledge and understanding of building construction practices, fire prevention codes and ordinances, fire ground water supply, and the incident command system.

4. Apply the principles of supervision and management necessary for leadership and administration in the fire service.

5. Demonstrate the ability to formulate pre-fire plans.

6. Identify and describe the different automatic fire alarm and extinguishing systems.

General Studies, Technical Studies

1. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.

2. Communicate clearly and effectively utilizing written and verbal communication techniques.

3. Identify, understand, and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen.

4. Use historical factual information to understand the current world, and develop an ability to consider issues from a global perspective.

5. Understand how individuals interact among groups; and develop an understanding of the beliefs, values, traditions, and practices of people from other cultures.

6. Analyze critically science-based issues in contemporary society.

Liberal Arts Sciences, Biotechnology/Biomedical

(see page 85 for program coordinator)

Liberal Arts Sciences, Environmental Science

1. Demonstrate an understanding of the levels of evidence behind scientific hypotheses, theories and principles.

2. Demonstrate proper usage of scientific methods for analyzing and interpreting data obtained from satellite images, archived data sets and/or in class lab experiments.

3. Analyze topics of interest in Environmental Science by designing and carrying out literature searches using tools introduced in BCC Science Courses.

4. Utilize appropriate mathematical skills to analyze data sets in the Sciences and in related areas of study.

5. Demonstrate an appropriate understanding of physical science phenomena and as they are applied to the field of Environmental Science.

6. Display proper usage of English composition and grammar as applied to writing assignments appropriate to the field.

7. Demonstrate the use of technical, computer-based and laboratory skills to describe and analyze scientific data.

8. Demonstrate an understanding of the multicultural nature of the study of scientific phenomena in a global community in which scientists of many nationalities and backgrounds must interact in meaningful ways in order to interpret and analyze scientific data and reports.

9. Properly interpret the role of science in a historical perspective, as well as a tool for improving the technological future of mankind.

10. Demonstrate the ability to present and defend scientific data and theories orally or in written form to peers in the scientific community.

Liberal Arts Sciences, Math and Science Option

1. Transfer to a wide variety of public and private baccalaureate programs with junior status.

2. Identify and pursue their interests in mathematics or a natural or physical science major.

3. Understand the basic content and methodology of science, social sciences, mathematics, humanities and the arts.

4. Acquire skills to be productive and lifelong learners, including abilities in oral and written communication, information literacy, critical and creative thinking, and technical competency.

5. Develop qualities of an ethical individual and responsible citizen, including a sensitivity to and respect for cultural diversity.

Division of Developmental Education

General Studies Prep, Career Prep

1. Develop a foundation on which to build college success.

2. Complete developmental coursework.

3. Prepare for successful transfer to selected BCC career program.

General Studies Prep, English as a Second Language

1. Improve English skills in conversation, grammar, reading and writing.

2. Build a strong foundation in the academic use of the English Language.

3. Prepare students to continue their college studies in the program of their choice.

4. Enjoy the campus community by participating in the International Club.

General Studies Prep

1. Develop a foundation on which to build college success.

2. Complete developmental coursework.

3. Prepare for successful transfer to desired BCC program.

GENERAL EDUCATION COMPETENCY COURSES

The following is a list of categories and courses which fulfill the College's General Education requirements. In some cases, competencies may also be infused in program areas. Refer to Academic Information for a description of General Education. See Course Descriptions. A general education competency that is "infused" means that it is addressed in many courses throughout the program requirements. The courses listed for each competency are examples of ways to meet general education. Speak with an advisor for more information.

1.0 CRITICAL ANALYSIS

Students will develop the ability to:

1. Identify and summarize the problem/question at issue (and/or the source's position)

2. State their own perspectives and positions as they relate to analyses of the problem/question at issue

3. Identify and explain others' salient perspectives and positions important to the problem/question at issue

4. Identify and assess the key assumptions that underlie the issue or position

5. Identify and assess the quality of supporting data/evidence and provide additional relevant data

6. Identify and describe the influence of context on the problem/question at issue

7. Identify and assess conclusions, implications, and consequences

THESE COURSES FULFILL THE GENERAL COMPETENCY REQUIREMENTS

Courses

ART 101	Visual Art Colloquium	1
CIS 105	Hardware Fundamentals	1
CIS 112	Advanced Business Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIS 123	Object-Oriented Concepts	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 159	MySQL and PHP	3
CIS 160	The Microcomputer Environment	3
CIS 161	Database Design	3
CIS 166	Oracle with Forms and Reports	3
CIS 182	Advanced Topics in CIS	3
CIS 250	Interactive Web Sites	3
CIS 254	Advanced COBOL Programming	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 257	Object-Oriented JAVA Programming II	4
CIS 258	Advanced Interactive Programming	3
CIS 271	Network Installation and Configuration Seminar	4
CIS 272	Program Development Seminar	3
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3
CIT 274	Security Seminar	4
CIT 275	Computer Forensics Seminar	4
COM 120	Argumentation and Debate	3
DST 101	Introduction to Deaf Studies	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
RDG 101	Critical Reading and Thinking: Interdisciplinary and Intercultural Perspectives	3

2.1 WRITTEN COMMUNICATION

Students will develop the ability to:

1. Use language that is precise, clear, and reflective of standard, academic English

2. Use written English in contextually appropriate ways, according to audience, purpose, and setting

3. Organize information and critical thought into coherent and unified documents, using appropriate formats

4. Select, evaluate, incorporate and document research effectively and ethically

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

2.2 ORAL COMMUNICATION

As speakers, students will develop the ability to:

1. Articulate and promote ideas in a clear, organized manner that demonstrates critical analysis skills

2. Use language that is appropriate within and across cultures to address diverse audiences

3. Demonstrate nonverbal behavior that supports the verbal message

4. Employ media and technology if appropriate to the communication context

5. As active listeners, students will develop the ability to:

6. Maintain focus on the speaker's verbal and nonverbal messages

7. Listen respectfully and critically

8. Provide feedback based on interpretation and evaluation of the message

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

COM 101	Fundamentals of Public Speaking	3
COM 102	Advanced Public Speaking	3
COM 113	Interpersonal Speech	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
COM 120	Argumentation and Debate	3
COM 160	Intercultural Communication	3

3.0 SCIENTIFIC REASONING AND DISCOVERY

Students will develop the ability to:

1. Apply the scientific method as used in the traditional sciences

2. Use basic scientific information as the foundation for the analysis of evidence and the methodology of scientific inquiry

3. Analyze critically science-based issues in contemporary society (scientific literacy)

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

AST 111	Introduction to Astronomy: The Solar System	4
AST 112	Introduction to Astronomy: Stars, Galaxies, and the Universe	4
BIO 110	Biology of Human Reproduction	3
BIO 111	General Biology I	4
BIO 115	Survey of Human Anatomy and Physiology	4
BIO 116	Physical Anthropology	3
BIO 117	Physiology of Wellness	3
BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
BIO 126	Introduction to Biotechnology	3
BIO 129	Field Biology	4
BIO 130	The Biology and Behavior of Birds	4
BIO 154	Human Physiology	4
BIO 220	Introduction to Nutrition	3
BIO 232	Marine Biology	4
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
BIO 239	Elements of Microbiology	4
BIO 240	Cell Biology	4
BIO 241	Pathophysiology	3

4.0 QUANTITATIVE AND SYMBOLIC REASONING

Students will develop the ability to:

1. Use deductive thinking to solve mathematical problems and to determine the reasonableness of their results

2. Use a variety of problem-solving strategies that exhibit logical thinking

3. Communicate findings both in writing and orally using supportive mathematical language and symbolism with supporting data or graphs

4. Identify, understand and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen (quantitative literacy)

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

BUS 111	Business and Financial Mathematics	3
MTH 111	Technical Mathematics for Fire Science	3
MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 127	Mathematics for Elementary School Teachers I	3
MTH 128	Mathematics for Elementary School Teachers II	3
MTH 131	Elements of College Mathematics	3
MTH 132	Calculus with Applications	3
MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4
MTH 243	Discrete Structures I	3
MTH 244	Discrete Structures II	3
MTH 251	Fundamental Business Statistics	3
MTH 252	Statistics for Decision Making	3
MTH 253	Calculus III	4
MTH 254	Ordinary Differential Equations	3

5.1 HISTORIC AWARENESS

Students will develop the ability to:

1. Use historical factual information to understand the current world

2. Explain how values, belief systems, and institutions have evolved over time, and their significance and relationship to each other

3. Explain connections between human behaviors an d consequences

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

DST 151	Deaf History	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3

5.2 GLOBAL AWARENESS

Students will develop the ability to:

1. Describe varied perspectives concerning current global issues.

2. Discuss issues from a global perspective rather than from a particular cultural perspective

3. Explain the connections between historical and recent events and current global situations

4. Explain the complex forces, divergent views and dynamics that contribute to modern world conditions

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
BUS 260	International Business	3
COM 111	Mass Communication	3
ENG 251	World Literature I	3
ENG 252	World Literature II	3
GVT 111	U.S. Government	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 226	Food in History	3
HST 257	History of Modern East Asia (China and Japan)	3
MAN 290	Managing an Enterprise	3
MED 216	Medical Microbiology II	4
PSY 271	Global Leadership	3
SCI 117	History and Philosophy of Science	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

5.3 MULTICULTURAL PERSPECTIVE

Students will develop the ability to:

1. Interact across cultures by exhibiting understanding of and respect for the beliefs, values, traditions, and practices of people from other cultures

2. Recognize and articulate the different assumptions, beliefs and perspectives of people from different cultural backgrounds

3. Appraise the impact of other cultures on the development of one's own ideas and beliefs

4. Explain the social and historical circumstances that form the basis of the beliefs, experiences and actions of culturally diverse groups

5. Demonstrate how differences in race, gender, religion, ethnicity, social class, disability, sexual orientation, and linguistic background contribute to the pervasive realities of stereotyping and discrimination

DEGREE REQUIREMENTS

Courses

COM 160	Intercultural Communication	3
CRJ 219	Police and Community Relations	3
DST 110	Deaf Culture	3
ECE 111	Introduction to Early Childhood Education	3
ENG 217	Contemporary American Writers	3
ENG 250	Puerto Rican Literature	
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
ENG 261	Topics in English	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 261	Topics in History	3
HST 265	Immigration and Ethnicity in American History	3
HUM 159	Azorean Literature in Translation	3
HUM 252	Honors Study of Ethnic Cultures in Massachusetts	
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3
PSY 261	Topics in Psychology	3
RDG 101	Critical Reading and Thinking: Interdisciplinary and Intercultural Perspectives	3
SER 101	Introduction to Social Welfare	3
SOC 256	Race Relations	3
SOC 257	Social Issues in Loss	3
SOC 261	Topics in Sociology	3

5.4 SOCIAL PHENOMENON

Students will develop the ability to:

1. Describe forms of human interaction (social, political, economic, professional, personal and environmental)

2. Describe how individuals interact among groups

3. Explain principles of group behavior and social organizations and how power is wielded in society

4. Identify the responsibilities and rights of the individual in human society

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ANT 101	Social and Cultural Anthropology	3
ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
BIO 116	Physical Anthropology	3
CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
DST 110	Deaf Culture	3
ECN 111	Principles of Economics - Macro	3
ECN 112	Principles of Economics - Micro	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	Urban Government and Politics	3
HON 295	Honors Seminar in Community Leadership	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 220	Roots of Human Societies	3
HST 221	The Peoples of the Middle Ages	3
HST 222	The Age of Revolutions	3
HST 223	From the Industrial Age to the Information Age	3
HST 226	Food in History	3
HST 251	The Social History of American Women	3
HST 252	African-American History	3
HST 257	History of Modern East Asia (China and Japan)	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HST 266	Seminar on United States Government and Public History	3
PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
PSY 101	General Psychology	3
PSY 168	Psychology of Work	3
PSY 254	Psychology of Personality	3
PSY 259	Psychology of Personal Adjustment	3
PSY 271	Global Leadership	3
SER 101	Introduction to Social Welfare	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SOC 255	Social Psychology	3
SOC 256	Race Relations	3

SOC 258	Topics in Sociology	3

6.0 HUMANITIES

Students will develop the ability to:

1. Appraise the philosophical, literary, aesthetic, and/or cultural contributions and expressions of human beings

2. Think critically and imaginatively about the human experience as it applies to their own experiences

3. Create, interpret and/or evaluate visual, verbal, and artistic communication

4. Utilize a rigorous, systematic approach to the exploration of the value, purpose, and meaning of the human condition

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ARC 201	Introduction to American Architecture	3
ART 105	History of Art: Ancient, Medieval and World Art	3
ART 106	History of Art: Renaissance to Modern	3
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 131	Three-Dimensional Design	3
ART 132	Three-Dimensional Design II	3
ART 140	Art Exploration	3
ART 151	Digital Photography	1
ART 205	Survey of Modern Art	3
ART 211	Drawing III	3
ART 216	Introduction to Illustration	3
ART 221	Painting I	3
ART 222	Painting II	3
ART 225	Working from the Landscape	3
ART 226	Printmaking: Relief	3
ART 227	Printmaking: Intaglio	3
ART 231	Sculpture	3
ART 240	Introduction to Visual Communication	3
ART 251	Photography II: Digital	3
ART 256	Photography I	3
ART 260	Computer Graphics	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 266	Typography Design	3
ART 267	Publication Design	3
ART 271	Web Design I	3
ART 272	Web Design II	3
ART 273	Advanced Web Design Studio	3

ART 276	Multimedia Design	3
ART 280	Electronic Imaging	3
ART 281	Web Animation	3
ART 282	Character Animation	3
ART 285	Motion Graphics	3
ART 292	Design Studio	3
ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 301	Advanced American Sign Language I	4
ASL 302	Advanced American Sign Language II and Structure	4
COM 101	Fundamentals of Public Speaking	3
COM 102	Advanced Public Speaking	3
COM 105	Introduction to Communication	3
COM 113	Interpersonal Speech	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
COM 120	Argumentation and Debate	3
COM 160	Intercultural Communication	3
DAN 101	Modern Dance Technique I	3
DAN 102	Modern Dance Technique II	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
ENG 217	Contemporary American Writers	3
ENG 230	Film	3
ENG 233	Beginning Poetry Writing	3
ENG 250	Puerto Rican Literature	
ENG 251	World Literature I	3
ENG 252	World Literature II	3
ENG 253	English Literature	3
ENG 254	English Literature	3
ENG 255	American Literature	3
ENG 256	American Literature II	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 258	Shakespeare: His Plays	3
ENG 259	Native American Novels	3
ENG 260	Topics in English	3
ENG 261	Topics in English	3
ENG 262	Tutoring in a Writing Center: A Practicum and Honors Course	3
ENG 264	Remembering the Holocaust in Literature and History: An Honors Interdisciplinary Seminar	3
ENG 283	Creative Writing Seminar	3
ESL 123	Advanced English Vocabulary and Reading Skills	3

ESL 124	Advanced English Written Expression	3
FRN 101	Elementary French	3
FRN 102	Elementary French (continued)	3
FRN 201	Intermediate French	3
FRN 202	Intermediate French (continued)	3
HST 162	Reading in History	1
HST 164	The History of Southern New England	1
HST 220	Roots of Human Societies	3
HST 221	The Peoples of the Middle Ages	3
HST 222	The Age of Revolutions	3
HST 223	From the Industrial Age to the Information Age	3
HST 226	Food in History	3
HST 251	The Social History of American Women	3
HST 252	African-American History	3
HST 254	Twentieth Century Russian and Soviet History	3
HST 256	History of World War II	3
HST 257	History of Modern East Asia (China and Japan)	3
HST 259	History of North American Indian Peoples	3
HST 260	Topics in History	3
HST 261	Topics in History	3
HST 265	Immigration and Ethnicity in American History	3
HUM 157	Old Testament	3
HUM 158	New Testament	3
HUM 160	The Criminal in Literature and the Arts	3
HUM 172	Coping with Life and Death	3
HUM 251	Topics in the Humanities and the Arts	3
HUM 252	Honors Study of Ethnic Cultures in Massachusetts	
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3
HUM 275	Myth in the Human Experience	3
MUS 111	History of Music I	3
MUS 112	History of Music II	3
MUS 113	Introduction to Music Theory	3
MUS 114	Music Theory II	3
MUS 117	Sound Design for Multimedia	3
PHL 101	Introduction to Philosophy	3
PHL 111	Introduction to Logic	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
PHL 153	Philosophy of Education	3
POR 101	Elementary Portuguese	3
POR 102	Elementary Portuguese (continued)	3
POR 201	Intermediate Portuguese	3

POR 202	Intermediate Portuguese (continued)	3
POR 321	Portuguese for Interpreters	3
POR 322	The Portuguese Language in the World: An Introduction to the Lusofonia	3
RDG 101	Critical Reading and Thinking: Interdisciplinary and Intercultural Perspectives	3
SPA 101	Elementary Spanish	3
SPA 102	Elementary Spanish (continued)	3
SPA 201	Intermediate Spanish	3
SPA 202	Intermediate Spanish (continued)	3
SPA 213	Spanish for Spanish Speakers	3
SPA 214	Spanish for Spanish Speakers (continued)	3
SPA 351	Advanced Spanish Literature I	3
SPA 352	Advanced Spanish Literature II	3
THE 101	Introduction to the Theatre	3
THE 112	Actors' Workshop	3
THE 113	Scene Study	3
THE 114	Playwriting	3
THE 115	Director's Workshop	3
THE 116	Acting for the Camera	3
THE 117	Theatre History -The Early Years	3
THE 118	Theatre History -The Modern Years	3
THE 119	Attending the Play	3
THE 120	Costume Design for the Stage	3
THE 121	Voice Production	3
THE 122	Theatre Rehearsal and Performance (Fall)	4
THE 123	Theatre Rehearsal and Performance (Spring)	4
THE 124	Script Analysis	
THE 125	Sound Design and Production	3
THE 127	Scenic Design	3
THE 128	Lighting Design	3
THE 132	Theater Production (Fall)	4
THE 133	Theatre Production (Spring)	4

7.0 ETHICAL DIMENSIONS

Students will develop the ability to:

1. Evaluate differing points of view on the same issue

2. Explain the evolution of the concepts of right and wrong

3. Apply concepts of justice and fairness

4. Explain the value of good citizenship

5. Apply the standards for judging human behavior

6. Explain the importance of considering the ramifications of decisions

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ARC 201	Introduction to American Architecture	3
BUS 155	Business Ethics	3
CRJ 113	Criminal Law	3
CRJ 258	Criminal Procedure	3
ECE 111	Introduction to Early Childhood Education	3
ENG 264	Remembering the Holocaust in Literature and History: An Honors Interdisciplinary Seminar	3
FIR 157	Leadership and Command	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	Urban Government and Politics	3
HCI 122	Medical Ethics and Jurisprudence	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 266	Seminar on United States Government and Public History	3
HUM 160	The Criminal in Literature and the Arts	3
HUM 252	Honors Study of Ethnic Cultures in Massachusetts	
HUM 254	Civil Rights and Women'sRights Movements: Made in Massachusetts	3
LSM 241	Legal and Ethical Aspects of Sport	3
BIO 154	Human Physiology	4
PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
PSY 168	Psychology of Work	3
PSY 259	Psychology of Personal Adjustment	3
PSY 271	Global Leadership	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SOC 255	Social Psychology	3
SOC 256	Race Relations	3
SOC 257	Social Issues in Loss	3
SSC 217	Technology and Society	3
THE 101	Introduction to the Theatre	3

8.0 TECHNICAL LITERACY

Students will develop the ability to:

1. Demonstrate basic familiarity with hardware and software

2. Use the Internet for research and communication

3. Navigate an operating system

4. Identify and apply appropriate software packages to solve real-world problems.

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ART 151	Digital Photography	1
ART 240	Introduction to Visual Communication	3
ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
ART 271	Web Design I	3
ART 276	Multimedia Design	3
ART 281	Web Animation	3
CAD 101	Computer Aided Drafting	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CIS 112	Advanced Business Information Systems	3
CIS 113	Hospitality Management Information Systems	3
CIS 114	Advanced Microcomputer Applications	3
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIS 123	Object-Oriented Concepts	3
CIS 128	Introduction to Digital Audio Recording	3
CIS 130	Introduction to Local Area Networks	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 133	UNIX/Linux System Administration	3
CIS 134	Networking Technologies	4
CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 158	Introduction to Procedural Programming	4
CIS 159	MySQL and PHP	3
CIS 160	The Microcomputer Environment	3
CIS 161	Database Design	3

CIS 162	Applications for Web Development	3
CIS 166	Oracle with Forms and Reports	3
CIS 182	Advanced Topics in CIS	3
CIS 184	Selected Four-Credit Topics in CIS	4
CIS 231	Windows Server Administration II	3
CIS 232	Unix/Linux System Administration II	3
CIS 233	Routing and Router Configuration	3
CIS 234	Internet Server Administration	3
CIS 245	eXtensible Markup Language (XML)	3
CIS 250	Interactive Web Sites	3
CIS 254	Advanced COBOL Programming	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 257	Object-Oriented JAVA Programming II	4
CIS 258	Advanced Interactive Programming	3
CIS 260	Software Specification and Design	4
CIS 261	Introduction to Computer Systems	4
CIS 262	Computer Organization and Design	4
CIS 270	Systems Analysis and Design Seminar	3
CIS 271	Network Installation and Configuration Seminar	4
CIS 272	Program Development Seminar	3
CIS 273	Internet Seminar	3
CIS 283	Selected Topics in CIS	3
CIT 110	Laptop/PC Operations	
CIT 111	Information Technology Foundation Concepts	3
CIT 121	Information Technology Fluency I	3
CIT 122	Information Technology Fluency II	3
CIT 123	Object-Oriented Concepts	3
CIT 124	Technology for Teachers Seminar I	3
CIT 125	Technology for Teachers Seminar II	3
CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
CIT 133	Electronic Publishing	3
CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 143	Programming for Game Developers I	3
CIT 150	Network Security	3
CIT 155	Introduction of Computer Forensics	3
CIT 160	Help Desk Methods	3
CIT 161	Troubleshooting Applications	3
CIT 162	Applied Help Desk Support	3
CIT 163	Open Source Applications	3

CIT 164	Open Source Operating System	3
CIT 231	Introduction to Multimedia Development	3
CIT 235	Advanced FlashMX	3
CIT 240	Modding I	3
CIT 241	Electronic Game Development II	3
CIT 242	Programming for Game Developers II	3
CIT 243	Game and Sound Production	3
CIT 244	Production for Game Developers	3
CIT 245	eXtensible Markup Language (XML)	3
CIT 246	Modding II	3
CIT 247	Pre-Production Game Development	3
CIT 248	Data Structures in the Game Environment	3
CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
	CIT Elective	3
CIT 252	Information Security and Disaster Recovery	3
CIT 255	Advanced Computer Forensics	4
CIT 256	File System Forensic Analysis	3
CIT 260	Topics in Game Programming	3
CIT 261	Fundamentals of Game Engine Design	3
CIT 262	Advanced Game Analysis	3
CIT 270	Seminar in Desktop Publishing, Imaging and Multimedia Design	3
CIT 274	Security Seminar	4
CIT 275	Computer Forensics Seminar	4
CIT 276	Game Production	4
CSS 105	Technology Tools for College Success	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 133	Computer Configuration and Repair	4
EGR 135	Computer Communications Fundamentals	
LGL 160	Law Office Technology	3
OFC 117	Introduction to Microsoft Office	3

9.0 FIRST YEAR EXPERIENCE

Implementation Fall 2012

Students will develop the ability to:

1. Identify and locate college resources

2. Demonstrate skills and competencies of what it means to be a college student

3. Utilize available college-based technology resources

4. Identify and apply their learning style preference to their college success

5. Formulate academic and career goals.

THIS COURSE FULFILLS GENERAL COMPETENCY REQUIREMENTS

Courses

BUS 111 (Business Career, Culinary Arts, Office Admin only); COM 118, COM 113 and COM 160 (Early Childhood, Elementary Ed, Human Services only); DST 101 and 110 (DST only); MTH 111 (FIR only); Historic and Global Awareness (ART and Elementary Ed excluded)

COURSES

ACC - Accounting

ACC 101 - Principles of Accounting I (4 credits)

This course focuses on the basic structure of financial record keeping. Attention is directed to journalizing, adjusting, closing and reversing entries. Emphasis is placed on the preparation of financial statements for service and merchandising firms. Other topics covered include deferrals and accruals, cash reconciliation, receivables and payables, payroll accounting, internal control, and accounting ethics. Computer applications are integrated into the course in a variety of ways, including in a computerized lab setting. Three class hours and one computer laboratory hour a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Pre- or co-requisite: Passing grade on arithmetic placement test or MTH 011.

ACC 102 - Principles of Accounting II (4 credits)

This course is designed to continue with the study of financial accounting. The course covers inventory costing systems, fixed assets and intangible assets, corporations, bonds payable, cash flows and financial analysis. Additionally, the course introduces students to managerial accounting topics, including internally generated reports used to direct operations and make decisions. Computer applications are integrated into the course in a variety of ways, including in a computerized lab setting. Three class hours and one computer laboratory hour a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: ACC 101 with Cer or permission of the department chair.

ACC 114 - Introduction to QuickBooks Pro (1 credit)

This is an introductory course to familiarize the student with the most widely used financial software in small business. It is recommended for any individual who would like to learn, hands-on, how to record accounting data in a computerized environment. Topics presented include the basic procedural steps to create a QB company, process sales and receipts, record purchases and payments, reconcile banking transactions, and create and customize forms. Prior knowledge of accounting procedures is not necessary. ACC 114 will be waived for students who have taken ACC 150. Three hours of lecture per week over 5 weeks. Instructional Support Fee applies Fall, Spring

ACC 150 - Small Business Financial Software (3 credits)

This is an introductory course, which is recommended for any individual who would like to learn the basics of the

most widely used financial software applications in small business today. Utilizing a hands-on approach to learning, students are introduced to the latest version of QuickBooks Pro and the business applications of Excel Spreadsheet Analysis. QuickBooks topics include the basic procedural steps to create a QB company, process sales and receipts, record purchases and payments, reconcile banking transactions, and create and customize forms. The Excel portion of the course covers basic functions with a business-oriented approach, including the creation of charts. Upon completion of the course, students can choose to take the Microsoft Office Certified Specialist Exam in Excel (optional). Knowledge of accounting procedures is not necessary. ACC 114 will be waived for students who have taken ACC 150. Three class hours a week. Instructional Support Fee applies Fall, Spring

ACC 201 - Intermediate Accounting I (3 credits)

A study of accounting using comprehensive problems that expand the treatment of cash, receivables, investments, inventories, plant assets, current and long-term liabilities, and financial statements. The course involves Excel spreadsheets, financial analysis, and use of the Internet. Three class hours a week. Fall

Prerequisite: Prerequisite: ACC 102 with a Cter or permission of department chair.

ACC 202 - Intermediate Accounting II (3 credits)

This course studies stockholders' equity, contributed capital, treasury stock, retained earnings, dilutive shares and earnings per share, investments, revenue recognition, income taxes, pensions and post-retirement benefits, statement of cash flows, full disclosure in financial reporting, and basic financial statement analysis. Three class hours a week. Spring

Prerequisite: Prerequisite: ACC 201 with Cter or permission of department chair.

ACC 253 - Cost Accounting (3 credits)

This course studies basic concepts and cost procedures as applied to any project-oriented enterprise. It examines job order and process cost systems and explores the relationship of cost accounting to control and decision-making functions of management. Three class hours a week. Fall

Prerequisite: Prerequisite: ACC 102 with Cter or permission of department chair.

ACC 255 - Federal Taxation I (3 credits)

This course provides a study of federal income tax laws as they apply to individuals. Topics include income, including inclusions and exclusions; capital gains and losses;

deductions and losses; itemized deductions; bad debts; employee expenses and deferred compensation; and preparation of returns for individuals, including sole proprietors. The course emphasizes decision making and tax planning. Three class hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: ACC 102 with Cter or permission of department chair.

ACC 256 - Federal Taxation II (3 credits)

This course completes the study of federal income tax laws as they apply to individuals, then moves on to corporations. Topics include depreciation, amortization and depletion, accounting periods and methods, property transactions, special tax computation methods, tax research, corporations, partnerships and S corporations, and investment planning. The course emphasizes decision making and tax planning. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ACC 255 with Cter or permission of department chair.

ACC 257 - Managerial Accounting (3 credits)

This course examines the accountant's role in the business organization. It covers cost-volume-profit relationships with emphasis on break-even computations, profit planning, relevant costs and the contribution approach to short-term decisions, cost-behavior patterns, operational budgeting, financial budgeting, and capital budgeting. Students create management reports using Excel spreadsheet techniques. Three class hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: ACC 102 with Cpermission of department chair. Recommended: MAN 101 and MAR 101.

ACC 258 - Auditing (3 credits)

This study of the audit function as performed by the outside public accounting firm covers all stages of planning the audit, gathering evidence, review of internal control provisions, development of working papers, analysis of accounts, and preparation of statements and audit reports. The ethics of the accounting profession are stressed throughout the course. Three class hours per week. Spring

Prerequisite: Prerequisite: ACC 102 with a grade of Cter or permission of department chair.

ACC 259 - Analysis of Financial Statements (3 credits)

This course examines accounting as a device for evaluating past and current business activity. It emphasizes common analytical measures such as vertical analysis, common-size statements, ratio analysis, working capital flows, and cash flows. Other topics include proforma statements, operational and cash budgets, capital budgeting, and stock

market fundamentals. Throughout the semester, students apply the fundamentals of each lesson to the financial statements of a real-life company of their individual choice. Three class hours per week. Fall, Spring

Prerequisite: Prerequisite: ACC 102 with a grade of C permission of department chair. Recommended: MAN 101 and MAR 101.

AMC - History

AMC 115 - Twentieth Centurey Social History - 1919 to the Present (3 credits)

This course consists of a critical analysis of the major American domestic values, beliefs, and institutions as they changed over the 20th century with a special emphasis on the post-1945 era. Students develop the ability to use historical information t Three class hours a week.   Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

AMC 116 - American Foreign Policy - 1898 to the Present (3 credits)

This course provides a critical analysis of the major United States foreign policy trends of the 20th century with an emphasis on the historical roots of the nation?s foreign policy and its diplomatic, political, and economic, and military engagements wit Three class hours a week.   Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

AMS - American Sign Language

AMS 101 - Elementary American Sign Language (3 credits)

This beginning course introduces students to American Sign Language (ASL), the language used by the American Deaf community and parts of Anglophone Canada. Students focus on developing visual-spatial orientation, using their face and body expressively, an Three class hours and one language lab hour per week. Instructional Support Fee applies. Fall; Day Fall, Spring; Evening/Weekend

AMS 102 - Elementary American Sign Language II (3 credits)

A continuation of ASL 101, this course continues student development of visual-spatial orientation, face and body expression, vocabulary and grammar. Lessons are presented in a meaningful and functional context. Analysis of expressive (what/ how you sign) Three class hours and one lab hour per week. Instructional Support Fee applies. Spring; Day, Spring; Evening/Weekend

Prerequisite: Prerequisite: ASL 101.

AMS 181 - Visual/Gestural Communication (2 credits)

This seminar provides students with a foundation in the visual/gestural skills necessary for acquiring American Sign Language. Students engage in activities that promote visual-spatial awareness, gestural awareness and visual processing skills. Two class hour and one lab hour per week. Instructional Support Fee applies. Spring

AMS 201 - Intermediate American Sign Language I (3 credits)

This course focuses on further developing and refining basic receptive and expressive American Sign Language skills and visual-spatial orientation acquired in ASL 101 and ASL 102. More complex vocabulary and grammar are presented in context and figurative Three class hours and one lab hour per week. Instructional Support Fee applies. Fall; Day Fall; Evening/Weekend

Prerequisite: Prerequisite: ASL 102 with a grade of "C" or better.

AMS 202 - Intermediate American Sign Language II (3 credits)

This course is a continuation of ASL 201. This course further develops and refines the receptive and expressive American Sign Language skill, visual-spatial orientation, vocabulary, figurative language, and complex syntax acquired in ASL 101, ASL 102 and Three class hours and one lab hour per week. Instructional Support Fee applies. Spring; Day, Spring; Evening/Weekend

Prerequisite: Prerequisite: ASL 201 with a grade of "C" or better.

AMS 283 - American Sign Language Seminar I (1 credit)

This course functions as an ASL student discourse community. Students analyze and discuss, collectively and independently, their (second) language development, communication skills, cultural awareness, and common ASL student experiences. In addition, stud One class hour. Some additional hours for community-based learning and independent study may be required.   Fall

Prerequisite: Prerequisite: ASL 102. Corequisite: Co-requisite: ASL 201.

AMS 284 - ASL/Deaf Studies Capstone Seminar (1 credit)

This is the capstone course for all Deaf Studies degree options. By course's end, students demonstrate they have met program outcomes by completing the Deaf Studies/ASL portfolio. Students are also expected to develop and reflect on their individual culmi One class hour and one lab hour per week.   Spring

Prerequisite: Prerequisites: ASL 201, ASL 181, DST 101, and DST 110. Pre-/co-requisite: ASL 202, DST 151 and/or DST 251.

AMS 301 - Advanced American Sign Language I (4 credits)

This course further develops and refines the American Sign Language receptive and expressive skills and visual-gestural skills acquired in ASL 101 - ASL 202 to ensure discourse competency. This course builds the student's lexical base to include sign vari Three class hours and two lab hours per week.   Fall

Prerequisite: Prerequisite: ASL 202 with a "C" or better.

AMS 302 - Advanced American Sign Language II and Structure (4 credits)

This course is a continuation of ASL 301. The course builds on the skills examined and practiced in ASL 301 and provides an intense study and application of advanced American Sign Language competencies. This course also provides a survey of the linguistic Three class hours and two lab hours per week.   Spring

Prerequisite: Prerequisite: ASL 301 with a "C" or better.

ANT - Anthropology

ANT 101 - Social and Cultural Anthropology (3 credits)

This course is a study of basic anthropological thought with emphasis on the characteristics and development of early cultures, contemporary primitive societies, comparative studies of institutions, culture change, and the influence of culture on individual behavior. Three class hours a week. Evening/Weekend only

ARC - Architecture

ARC 201 - Introduction to American Architecture (3 credits)

This course examines the stylistic characteristics, architectural details, and social influences associated with American architecture with particular emphasis on common genres found in southeastern New England. Buildings and structures are viewed as artistic entities, characterized by various formal predilections including the handling of the massing, facade composition, surface treatment, artistic handling of detail and the like. The

interconnectivity between stylistic developments, advances in building technology and economic influences (including green building practices) and the cultural aesthetics are investigated. Three lecture hours per week. Spring

Prerequisite: Prerequisite: ENG 101.

ART - Art

ART 101 - Visual Art Colloquium (1 credit)

This course consists of career seminars, visiting artist talks, and workshops to help students explore career possibilities in art and design. This course provides an overview of art and design careers, including fine arts, textile design, fashion design, industrial design, graphic design, and web and multimedia design. Students gain skills in analyzing works of art and design in addition to exploring career options. They are introduced to concepts central to design and art pedagogy, including the structure and sequencing for art and design education, the creative process, the design process, and oral and written critiques. Two class hours a week or a total of 32 hours during the semester. Instructional Support Fee applies Fall

ART 105 - History of Art: Ancient, Medieval and World Art (3 credits)

This course explores the relationship between art and its social, political, cultural, and economic contexts throughout ancient and medieval times. The development of world civilization is chronicled in a fashion that emphasizes the interconnectedness between different world cultures. Students need to think and write critically on how art both reflected and influenced political, social, religious, and economic states of affair. Through lectures, readings, slides, and films, students learn about history and art from the great kingdoms of Egypt and ancient China to the small isolated bands of colorful individuals who lived in what is still popularly thought of as the "Dark Ages." Students also learn how visual art traditions help define our understanding of world culture. Three class hours a week. Fall

ART 106 - History of Art: Renaissance to Modern (3 credits)

This course is a survey of the history of painting, sculpture, and architecture in Western culture from the fourteenth century through the late nineteenth century. The course focuses on the lives and work of great artists, from Michelangelo to Monet, in the context of the social, political and economic conditions of the period in which the art was made. Three class hours per week. Fall

ART 111 - Drawing I (3 credits)

Through studio experiences, students learn the basic elements of drawing, including observational skills and building eye/hand coordination. This course also introduces the psychological and emotional elements of drawing. Individual and inventive expression is encouraged. A variety of media such as pencil, charcoal, pastel, and brush and gouache are explored. Two hours critique and four hours studio a week. Instructional Support Fee applies Fall

ART 112 - Drawing II (3 credits)

This course is a continuation of ART 111. This course emphasizes observing and drawing the human form. A live model is studied to express gesture, structure, and movement in space, with objective accuracy and increased ability to visualize a concept as important goals. The techniques and media explored in ART 111 are applied to the figure, including pencil, charcoal, conte, ink, wash, and pastels. Two hours critique and four hours studio a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ART 111 with a grade of C- or higher, or permission of the instructor.

ART 121 - Two-Dimensional Design (3 credits)

This course is a design course introducing the fundamental principles of organizing visual elements on a two-dimensional surface. Problems explore the dynamics of line, form, and color on the spatial life of the picture plane. Students work in black and white and color. Materials include ink, gouache and cut paper. Three hours critique/lecture and three hours studio a week. Instructional Support Fee applies Fall

ART 122 - Two-Dimensional Design II (3 credits)

This design course is a continuation of the problems involved in Two-Dimensional Design I (see ART 121). This half follows the introduction line, form, and color principles on the two-dimensional surface. Materials include gouache, ink papers, and boards. Three hours critique/lecture time and three hours studio a week. Instructional Support Fee applies Spring

Prerequisite: Recommended: ART 121 first.

ART 131 - Three-Dimensional Design (3 credits)

This course investigates the construction of three-dimensional forms using a wide variety of materials including cardboard, clay, plaster, wood, and found objects. Emphasis is on the translation of an idea into tangible form. Inventive and personal solutions to problems are encouraged. Three hours critique and three hours studio a week. Instructional Support Fee applies Fall

ART 132 - Three-Dimensional Design II (3 credits)

The purpose of this course is to investigate various processes of achieving three-dimensional form making. Materials and methods include a selection of clay modeling, wood and/or stone carving, moldmaking, geometrics, linear forms, plastics, and soft forms. Three hours critique and three studio hours a week. Instructional Support Fee applies Spring

Prerequisite: Recommended: ART 131 first.

ART 140 - Art Exploration (3 credits)

This course, developed for non-art majors, allows students to explore the basic elements of drawing, painting and design, through a series of studio projects. Class projects include a study of line, value, texture, composition, perspective, and color, through which hand skills, eye coordination, and new visual perceptions help students develop their own unique expressive skills. Media used in the course include pencil, charcoal, brush and ink, and water-based paints. Three class hours a week. Fall, Spring, Summer

ART 151 - Digital Photography (1 credit)

Students in this course learn the fundamentals of the art and craft of making digital images. This hands-on course allows students to explore the basics of photography, including composition and lighting, while developing skills in pixel-based photographic design and processing. It introduces students to the use of the digital camera, scanner, and Adobe Photoshop to create and manipulate images. Students learn how to evaluate images for effectiveness in terms of aesthetics and communication goals: i.e., what makes a good photo? The course also aids students in understanding the role digital photography can play in areas such as illustration, documentation, graphic design, Web design, and fine arts. One lecture hour and one laboratory hour per week. Instructional Support Fee applies Fall, Spring, Summer

ART 201 - Careers in the Visual Arts (2 credits)

This capstone course consists of career seminars, visiting artist talks and critiques, field trips, professional artist demonstrations and workshops to help students further explore career choices in art and design. Activities include research, critical thinking, oral and written presentations and evaluations. Workshops and demonstrations assist students in developing digital portfolios for transfer applications or for job applications, including selection of work, sequencing, and format. In addition, students participate in a field experience or service learning project. Four class hours a week or a total of sixty-four hours during the semester. Instructional Support Fee applies Fall

Prerequisite: Recommended: students should take this course in their last year. Students should not take this course in their first year.

ART 205 - Survey of Modern Art (3 credits)

This course follows developments of Modern Art from the late nineteenth century to post World War II. The line of great individual artists from Gauguin and Cezanne, Matisse and Picasso to De Kooning and the Abstract Expressionists is studied through lectures, readings, slides, and films. Students learn to think and write critically about the changing relationships of art to the modern world's

urban culture, its significance, and its outcomes. Three class hours a week. Spring

ART 211 - Drawing III (3 credits)

Through further studies of the human form, students explore form, structure, mass, and proportion. The figure in relation to its immediate environment is emphasized. In addition, students explore the expressive range the human figure brings to art. Live models are used the majority of the time. This course strengthens students' ability to draw the human form in expressive positions as required for many forms of art, including fine art, illustration, graphic design, and animation. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: ART 112 with a grade of C- or higher, or permission of the instructor.

ART 216 - Introduction to Illustration (3 credits)

This course introduces students to a variety of commercial situations in illustration such as magazine illustration, books, CD covers and/or poster design, to acquaint them with the scope of commercial illustration. The course exposes students to a variety of media including pencil, charcoal, scratchboard, colored pencil, watercolor and/or gouache, pastel, and computer graphics. The course requires students to keep a notebook of sketches, project files, and a portfolio of all assignments. Two hours of critique and four studio hours a week. Instructional Support Fee applies Not offered every year

Prerequisite: Prerequisite: ART 111 or permission of instructor; ART 112 is recommended as a pre-requisite.

ART 221 - Painting I (3 credits)

This course explores the fundamental techniques of oil painting. Basic problems are designed for beginners as well as students with some previous experience. Realism and Impressionism are studied through still life and landscape projects, while the basics of theory and composition are stressed. This course helps students to understand form and space as a foundation for more advanced painting techniques. Two hours critique/lecture and four hours studio a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: ART 111 or permission of instructor.

ART 222 - Painting II (3 credits)

This course continues the painting process in oils while students are also introduced to other painting mediums. Increased emphasis on modern painting techniques and styles replaces more traditional methods. While still life and landscape studies continue to be explored, the figure is be included as are some conceptual problems. Students are encouraged to develop their own style throughout the

process. Two critique/lecture hours and four hours studio per week. Instructional Support Fee applies Spring

Prerequisite: Recommended: ART 221 first.

ART 225 - Working from the Landscape (3 credits)

Taking impressionism and romanticism as precedents, this course is for those who want to explore their own responses to the landscape. Working outdoors with a variety of media (watercolor, oil, pastel, charcoal, etc.), the course explores issues that have challenged the great landscape painters of all time. Issues such as space, color, light, and composition are addressed in depth. Subjective responses to the landscape are also explored such as content, metaphor, personal iconography, and mood. Ultimately, the deeper ramifications of the role of humankind to nature are addressed through readings and discussions. One 3 hour class meeting per week Summer only

ART 226 - Printmaking: Relief (3 credits)

This course is an introduction to relief printmaking techniques such as woodcut, collagraph, and monotype processes. Students carve images from blocks of wood and linoleum or build plates from cardboard and found materials. Printed either by hand or on the press, both methods offer unlimited potential to create a variety of images. Students learn through lectures, demonstration, hands-on projects, and critique. Projects include one-color prints, reduction, and multi-block processes. Two hours of critique and four studio hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ART 111 or permission of the instructor.

ART 227 - Printmaking: Intaglio (3 credits)

This course offers instruction in engraving, photo, and dry-point processes and explores core printmaking concepts. Through a number of assignments, students learn to develop a personal vocabulary while building skills in a variety of traditional and non-traditional printmaking methods. Two hours critique and four studio hours a week. Instructional Support Fee applies Summer

Prerequisite: Prerequisite: ART 111 or permission of the instructor or program coordinator.

ART 231 - Sculpture (3 credits)

In this course, emphasis is placed on investigation and experimentation. Students discuss ideas and the many media available for expressing or illustrating them in physical form. The course reviews some technical aspects of building along with a hands-on survey of materials. Students keep notes and drawings in sketchbooks and also take photographs as idea devices. Field trips to local museums are part of the class. Students go on several walking excursions (near the College) to talk about issues

and ideas and find them in our surroundings. Two critique and four studio hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: ART 132 or permission of instructor.

ART 236 - Figure Sculpture I (3 credits)

This course is an introduction to creating figurative sculpture. Students build basic armatures for both portraits and figures and work in clay from the live model. Students develop an understanding of structural anatomy and how it relates to surface forms. Additionally, students are encouraged to explore the expressive potential of the human figure. Basic methods of plaster casting (waste molds) are demonstrated at the end of the semester. Lectures and class discussion focus on both historical and contemporary forms of figurative sculpture. Two lecture/critique hours and four studio hours a week. Instructional support fee applies Spring

Prerequisite: Prerequisite: ART 112 and ART 132 with a grade of C- or higher, or permission of the instructor.

ART 240 - Introduction to Visual Communication (3 credits)

This hands-on course provides an overview of graphic design for those considering a career in a related field. Through lectures, readings, demonstrations, class discussions, critiques, exercises, and creative projects, students learn the basics of visual-language and creative-thinking techniques in order to create effective visual communication. They work through the design process and learn how to incorporate communication and basic marketing principles into their problem-solving activities. Students explore color, layout, typography, and imagery as they create graphics, brochures, and newsletters. In this project-based course, the students incorporate the concepts taught and demonstrated into their own work. Students sketch possible design solutions by hand and finalize their work on the computer using Photoshop and a page-layout program. Three class hours plus one studio/lab hour per week. Fall, Spring

ART 245 - Art for the Child (3 credits)

This course is intended primarily for those people planning to work with children. Emphasis is on the nature of artistic expression and how to provide an atmosphere that encourages growth, creativity, and imagination. Practical studio experiences using art materials to make crayon resists, collages, puppets, papier mache, printmaking techniques, and other projects are taught. Students examine the developmental patterns of children at various age levels through short readings and films. Three class hours a week. Instructional Support Fee applies Fall, Spring

ART 251 - Photography II: Digital (3 credits)

Students build on their knowledge and skill base in photography in this course, which provides a firm technical and aesthetic foundation in contemporary photography practice. Lectures, demonstrations, and projects develop photographic imaging skills utilizing a digital camera and Adobe Photoshop software. Assignments and group critiques provide opportunities for students to connect their emerging technical skills with their personal vision and to understand their work in the context of both the history of photography and contemporary trends. Students must have access to a digital SLR camera with manual controls for this course (an SLR is available for loan on a limited basis if needed). Two lecture/critique hours and four laboratory hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: ART 256 or ART 151 or permission of instructor or program coordinator.

ART 256 - Photography I (3 credits)

This is a basic introductory course in black and white photography as an art form. It emphasizes developing darkroom skills as well as learning how to operate a 35mm camera. In addition to darkroom printing procedures, including developing negatives and using the enlarger, it covers the use of different films and filters for various effects, printing papers, lighting issues, and the presentation of prints for portfolio. Lectures and demonstrations cover various technical issues as well as the basics of photo history and aesthetic guidelines for photographing, developing, and critiquing work. Students are required to supply their own 35mm camera with adjustable controls. Two lecture/critique hours and four laboratory hours per week. Instructional Support Fee applies Fall, Spring, Summer

ART 257 - Photography II: Darkroom (3 credits)

In this intermediate darkroom-based photography course, the emphasis is on advanced study of composition and the elements of good photography, including use of both natural and studio lighting. Further emphasis is placed on the development of the student's ability to apply creative thinking and contemporary techniques in executing meaningful and effective photographs. Students should have a foundation in photographic practices including basic black and white darkroom techniques and use of an adjustable camera. Lectures and class discussion incorporate aesthetics, art criticism, and art history, as well as the communication of meaning through photography. Projects and group critiques help the student develop an individualized visual language, problem solving, and craftsmanship. Students must supply their own 35mm print camera with adjustable controls. Two lecture/critique hours and four darkroom hours per week. Instructional support fee applies Spring

Prerequisite: Prerequisite: Pre- or co-requisite: ART 256 or permission of the instructor or program coordinator.

ART 260 - Computer Graphics (3 credits)

This course provides an overview of page layout, scanning, illustration, and image manipulation on the computer. Industry-standard graphics programs on the Mac are used such as Adobe Illustrator, InDesign, and Photoshop. Through lectures, software demonstrations, and hands-on exercises and projects, students acquire the basic skills and knowledge to use the computer as a design tool. Class meets for two lecture hours and four lab hours a week. Instructional Support Fee applies Fall, Spring, Summer

ART 261 - Graphic Design I (3 credits)

This course introduces basic graphic design concepts, tools, and images. The intent is to strengthen visual and conceptual aspects of image making while exposing students to the graphic design field. The focus of this course is on developing a range of styles, media, and techniques for graphics creation. Two critique and four studio hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: ART 111 or permission of instructor. Pre- or co-requisite: ART 260 or permission of instructor.

ART 262 - Graphic Design II (3 credits)

This course is a continuation of ART 261. It further develops the design process through projects that explore graphic/textural relationships using the written word and visual imagery. The course focuses primarily on the development of visual language as a means of conveying information through effective methods of design. It implements contemporary and traditional skills and methods. It also covers the investigation of printing, production, and service bureaus. Six class hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: ART 261 and ART 266 are recommended.

ART 265 - Artists' Books (1 credit)

The creation of artists' books is approached through a number of fine art media. The book format as a structure for communication and art making is the primary focus. Various methods such as collage, montage, drawing, photocopy imaging, computer imaging, and printmaking are implemented. Personal anecdotes, sociopolitical perspectives, and other sources for image making are explored. Artists' books are original works of art that can be held and, therefore, provide a different experience for the viewer. Two class hours a week. Fall, Spring

ART 266 - Typography Design (3 credits)

This course introduces typography, the art of organizing letters in space and time. The course covers all aspects of typography through lectures, demonstration, and studio

work. It explores the history of the alphabet, written and drawn from primitive times, through the invention of printing from moveable type to the present. Students immerse themselves in the culture of typography and begin to understand the social and aesthetic importance of the visual word. The course further sensitizes students to the continuing evolution of letterforms, to problem-solving, and to the aesthetic use of display and text type through a series of exercises and projects. Two lecture/critique hours and four studio hours a week. Two lecture/critique hours and four studio hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Pre- or co-requisite: ART111 or permission of instructor or program coordinator; ART 260 recommended.

ART 267 - Publication Design (3 credits)

Students learn the fundamentals of designing publications, focusing on typographic systems and the hierarchy of information and using a grid for multi-page documents. The course introduces electronic page-layout using industry-standard page-software such as InDesign. Students acquire the basic skills and knowledge to design multi-page documents through lectures and hands-on exercises and projects. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Pre- or co-requisite: ART 260 and ART 266, or permission of the instructor or program coordinator.

ART 271 - Web Design I (3 credits)

This course introduces students to the process of creating a Web site with an overview of organizational issues, marketing concerns, navigation, typography on the Web, and other design considerations. It uses industry-standard imaging software and graphical interface-based Web design software such as Adobe Photoshop and Dreamweaver. The course uses lectures, software demonstrations, exploration and analysis of existing Web sites, hands-on exercises, and projects to enable students to acquire the basic skills and knowledge to create Web pages for the World Wide Web. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: ART 260 recommended, or previous Photoshop experience.

ART 272 - Web Design II (3 credits)

This course introduces the fundamentals of interactive design theories and their applications to web design. Students integrate design principles, image creation, text, video, sound, and simple animations to create dynamic web sites. The course emphasizes use of multimedia to achieve specific communication goals for a client. Scripting and storyboarding are introduced as part of the design process. Students produce an interactive multimedia web site that demonstrates their use of the basic concepts and principles of interactive design. Two lecture and four studio class hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisites: ART 271.

ART 273 - Advanced Web Design Studio (3 credits)

This course provides students with a hands-on opportunity to apply their web design skills to develop functional and effective Web sites that meet specific real-world objectives. It focuses on communication design issues related to the creation of complex Web sites, including development of content and communication strategies, information architecture, prototypes and testing site usability, and workflow management. Students integrate their application of these issues with their facility with color, image-creation, typography and composition to create a culminating portfolio-quality project. Two lecture and four studio class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: ART 271.

ART 276 - Multimedia Design (3 credits)

This course teaches students the basic conceptual, design, and technical components of creating digital multimedia projects. Good design is a key to effective interactive multimedia development. The course focuses on the creative design process, including interface design, information design, and design that occurs over time and space and incorporates images, typography, audio, video, and animation components. Lectures, demonstrations, and hands-on projects using industry-standard software such as Director and Premiere enable students to create a portfolio-quality multimedia project for the Web or CD-ROM. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ART 260 recommended.

ART 280 - Electronic Imaging (3 credits)

This course focuses on creative and technical issues related to the production of digital images for multimedia and the Web. It emphasizes concept development and application of design principles and color theory, to imaging for visual storytelling. Technical issues include storyboarding, drawing for the moving image, image creation, and photo manipulation using industry-standard imaging software such as Adobe Photoshop. Students acquire the knowledge and skills required to create compelling image sequences for linear and non-linear narratives using the digital medium through lectures, examples of professional work, and hands-on projects. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ART 260 or permission of instructor.

ART 281 - Web Animation (3 credits)

Animation is becoming an essential component of multimedia and web design. This course requires a strong foundation in drawing and design. It builds on this foundation and introduces animation design concepts such as character development, timing, sequencing, nuancing, and style. Students apply computer animation techniques, using industry-standard animation programs such as Macromedia Flash to create two-dimensional animation sequences. Completed projects demonstrate the use of typography and illustration to convey a specific concept. Two lecture and four studio class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: ART 260; ART 111 or drawing experience recommended.

ART 282 - Character Animation (3 credits)

This course examines concepts, characters, and storyboards for character animation design and production. It emphasizes creating movement and expression using hand-drawn and electronically-processed image sequences. Character animation design practice focuses on a range of screen-based applications, including animation in information design and narrative animation, as well as experimental animation. Students study the basic principles of classical animation and produce a character cameo. They learn the basics of motion perception and the principles of character animation as well as the basics of vector animation, 3-D animation, and combining animation and interactivity in graphical user interfaces. Two lecture/critique hours and four studio hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ART 112 and ART 260 or permission of the instructor or program coordinator.

ART 285 - Motion Graphics (3 credits)

From TV ads and Flash-based narratives on the Web to the opening credits of movies and TV shows, motion graphics have become an integral part of our day-to-day visual experience. Students in this course explore ways of animating static images and text, as well as compositing digitized elements. They create motion graphics projects using a combination of Adobe After Effects with other video, image, and audio manipulation software. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ART 260 or permission of the instructor or program coordinator. Recommended: ART 276 or ART 281.

ART 292 - Design Studio (3 credits)

This course provides students with hands-on opportunities to apply the design and production skills they've gained to real-world web and print projects. The class functions as a design studio with a creative director, art directors, designers, copywriters, illustrators, photographers, and production staff. Students learn and apply practical skills related to design studio work, including meeting clients, creating design briefs, creating budgets, projecting costs, and developing projects from initial research through brainstorming, thumbnails, comps, and final production (pre-press for print projects, publishing for Web projects). Students work in typical design studio teams to integrate their application of these issues with their design and production work to create client-driven projects. Two lecture/critique and four studio class hours per week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisites: ART 262 or ART 267 or ART 271 or ART 276 or COM 112 or CIT 132 or permission of instructor or program coordinator.

ASL - American Sign Language

ASL 101 - Elementary American Sign Language (3 credits)

This beginning course introduces students to American Sign Language (ASL), the language used by the American Deaf community and parts of Anglophone Canada. Students focus on developing visual-spatial orientation, using their face and body expressively, and learning basic vocabulary and grammar necessary to converse in ASL. Lessons are presented in a meaningful/functional context. Receptive (what you understand) skills are emphasized; however, expressive (what/how you sign) skills are practiced as well. Cultural aspects of the Deaf community are explored through literature and community events. Three class hours and one language lab hour per week. Instructional Support Fee applies Fall; Day Fall, Spring; Evening/Weekend

ASL 102 - Elementary American Sign Language II (3 credits)

A continuation of ASL 101, this course continues student development of visual-spatial orientation, face and body expression, vocabulary and grammar. Lessons are presented in a meaningful and functional context. Analysis of expressive (what/ how you sign) skills is explored; however, receptive (what you understand) skills are emphasized. Cultural aspects of the Deaf community are explored through literature and community events. Three class hours and one lab hour per week. Instructional Support Fee applies Spring; Day, Spring; Evening/Weekend

Prerequisite: Prerequisite: ASL 101.

ASL 181 - Visual/Gestural Communication (2 credits)

This seminar provides students with a foundation in the visual/gestural skills necessary for acquiring American Sign Language. Students engage in activities that promote visual-spatial awareness, gestural awareness and visual

processing skills. Two class hour and one lab hour per week. Instructional Support Fee applies Spring

ASL 201 - Intermediate American Sign Language I (3 credits)

This course focuses on further developing and refining basic receptive and expressive American Sign Language skills and visual-spatial orientation acquired in ASL 101 and ASL 102. More complex vocabulary and grammar are presented in context and figurative language introduced. Expressive skills are stressed. To further develop receptive and expressive competence, students are expected to attend community events and/or perform community service in an American Sign Language environment. Three class hours and one lab hour per week. Instructional Support Fee applies Fall; Day Fall; Evening/Weekend

Prerequisite: Prerequisite: ASL 102 with a grade of "C" or better.

ASL 202 - Intermediate American Sign Language II (3 credits)

This course is a continuation of ASL 201. This course further develops and refines the receptive and expressive American Sign Language skill, visual-spatial orientation, vocabulary, figurative language, and complex syntax acquired in ASL 101, ASL 102 and ASL 201. The course stresses expressive skills. Students are expected to attend community events and/or perform community service in an American Sign Language environment to further develop receptive and expressive competence. Three class hours and one lab hour per week. Instructional Support Fee applies Spring; Day, Spring; Evening/Weekend

Prerequisite: Prerequisite: ASL 201 with a grade of "C" or better.

ASL 283 - American Sign Language Seminar I (1 credit)

This course functions as an ASL student discourse community. Students analyze and discuss, collectively and independently, their (second) language development, communication skills, cultural awareness, and common ASL student experiences. In addition, students develop and implement an independent learning project. One class hour. Some additional hours for community-based learning and independent study may be required. Fall

Prerequisite: Prerequisite: ASL 102. Corequisite: Co-requisite: ASL 201.

ASL 284 - ASL/Deaf Studies Capstone Seminar (1 credit)

This is the capstone course for all Deaf Studies degree options. By course's end, students demonstrate they have met program outcomes by completing the Deaf Studies/ASL portfolio. Students are also expected to develop and reflect on their individual culminating project

(based on their chosen career path and plans). One class hour and one lab hour per week. Spring

Prerequisite: Prerequisites: ASL 201, ASL 181, DST 101, and DST 110. Pre-/co-requisite: ASL 202, DST 151 and/or DST 251.

ASL 285 - Community-based Learning in Deaf Studies (1 credit)

Students develop and demonstrate their understanding of professionalism and engage in American Sign Language and Deaf cultural norms through community-based learning and community engagement. Students are immersed in a professional environment serving the Deaf/Hard-of-hearing community. Requirements include: four to six hours weekly in a non-paid, supervised, community-based learning site, and an orientation followed by three seminar meetings with the program director and cohort for guided reflection, discussions, and readings related to these experiences. Course should be taken during the final semester of any Deaf Studies degree program. One lecture hour per week. Instructional support fee applies Spring

Corequisite: Co-requisite: ASL 284.

ASL 301 - Advanced American Sign Language I (4 credits)

This course further develops and refines the American Sign Language receptive and expressive skills and visual-gestural skills acquired in ASL 101 - ASL 202 to ensure discourse competency. This course builds the student's lexical base to include sign variations found across regions, ethnicities and generations. The course introduces formal and informal narrative styles. Students engage in a more intense study of the non-manual, linguistic features found in ASL as well as more sophisticated communication and narration, in general. This course is conducted entirely in ASL. Students are required to engage in ASL or Deaf cultural events as part of this course. Three class hours and two lab hours per week. Fall

Prerequisite: Prerequisite: ASL 202 with a "C" or better.

ASL 302 - Advanced American Sign Language II and Structure (4 credits)

This course is a continuation of ASL 301. The course builds on the skills examined and practiced in ASL 301 and provides an intense study and application of advanced American Sign Language competencies. This course also provides a survey of the linguistic structure of ASL particularly its phonology, morphology, syntax, and semantics. This course is conducted entirely in ASL. Expressive and receptive abilities are enhanced and practiced in native/immersion environments. Three class hours and two lab hours per week. Spring

Prerequisite: Prerequisite: ASL 301 with a "C" or better.

AST - Astronomy

AST 111 - Introduction to Astronomy: The Solar System (4 credits)

This course is a descriptive, conceptual introduction to astronomy as a scientific discipline, focusing on the solar system and its contents. Topics include the history of astronomy, the motions of the sky, gravity and orbits, light, telescopes, planetary interiors, surfaces, atmospheres, the origin of the solar system, the sun, and life beyond the earth. The planetarium, computer labs, and other visual aids are used extensively. This course complements the material covered in AST 112 but may be taken independently. Three class hours and two laboratory hours per week. A few meetings will be scheduled at night for observing with the College's telescope. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: High school sciences and basic algebra are highly recommended.

AST 112 - Introduction to Astronomy: Stars, Galaxies, and the Universe (4 credits)

This course is a descriptive, conceptual introduction to astronomy as a scientific discipline that focuses on the sun, stars, galaxies, and the universe as a whole. Topics include the properties of light and spectra, telescopes, gravity and orbits, the sun, the nature of stars and their evolution, galaxies and large-scale cosmic structure, and the origin of the universe and its evolution over time. Other important aspects of the course include scheduled observing sessions, discussion of recent discoveries in astronomy and cosmology, and laboratory exercises that reinforce concepts covered. Computer-based labs and other visual aids are used extensively. This course complements the material covered in AST 111 but may be taken independently. Three class hours and two laboratory hours weekly in a combined lecture/laboratory setting. A few meetings will be scheduled at night for observing with the College's telescope. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: High school sciences and basic algebra are recommended.

BIO - Biology

BIO 102 - General Biology II

A comparative study of life functions (gas exchange, excretion, reproduction, circulation, etc.) of various organisms with emphasis on the human. Laboratory includes dissections and study of physiological processes. Three class hours and two laboratory hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: BIO 111 or BIO 121.

BIO 110 - Biology of Human Reproduction (3 credits)

This is a one-semester, combined lecture/discussion course on various aspects of human reproduction. Topics include human anatomy and physiology, childbirth, fertility, fertility control, fertility impairment, birth control, V.D., sexually transmissible diseases, and pregnancy termination. Extensive use is made of films and other audio-visual materials as they relate to the above topic. Three class hours a week. Spring

BIO 111 - General Biology I (4 credits)

This course is designed for non-science and health science majors. Science majors should take BIO 121. This course is an introductory survey of biological principles and topics representing a range of levels of organization, including general background chemistry, cell biology, genetics, evolution and ecology. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: One year of laboratory science in high school or one semester of college laboratory science.

BIO 115 - Survey of Human Anatomy and Physiology (4 credits)

This course is a one-semester survey of organs and systems of the human body with regard to basic structure and function. Cells, tissues, chemistry, and abnormalities are considered. Laboratory activities reinforce information discussed in class. This course does not substitute for BIO 122, or BIO 233/BIO 234. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: high school chemistry or biology or permission of instructor.

BIO 116 - Physical Anthropology (3 credits)

An introduction to human evolution and human ecology. Emphasis is on the factors affecting human physical structure, both in the past and at present. Attempts are made to explain human behavior and social structure as functions of humans' primate heritage and evolution. Three class hours a week. Spring

BIO 117 - Physiology of Wellness (3 credits)

An introduction to the concept of wellness, basics of nutrition, exercise habits, weight control, and cardiovascular disease prevention. Topics include wellness concepts, exercise, diet and nutrition, set point theories, and environmental influences. Three class hours a week. Fall

BIO 121 - Fundamentals of Biological Science I (4 credits)

This course is designed for science majors. An examination of three areas of contemporary biological science including selected topics in chemistry necessary as background for cell biology, the structure and function of cells with emphasis on reproduction, membrane functions, and cell energetics, and the molecular mechanisms of genetic control and patterns of inheritance. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: One year of high school biology or chemistry with a grade of Cetter or CHM 090.

BIO 122 - Fundamentals of Biological Science II (4 credits)

A consideration of evolutionary theory including population genetics and a survey of major taxonomic groups of organisms with emphasis on their adaptations and ecology. Three class hours and two laboratory hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: BIO 121 or BIO 111.

BIO 126 - Introduction to Biotechnology (3 credits)

The course covers the tools of the biotechnician: gene manipulation, biotechnological applications in medicine, forensics and industry, bioethics, and biological risk assessment. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: high school chemistry and biology.

BIO 129 - Field Biology (4 credits)

This is an introduction to natural history with special emphasis on identification of Massachusetts terrestrial plants and animals in the outdoors. A wide range of topics are presented including animal behavior, map reading, geology, basic principles of natural history, biogeography, taxonomy, and collecting. Combined lecture/laboratory two meetings a week. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall

BIO 130 - The Biology and Behavior of Birds (4 credits)

This is an introduction to the biology of birds and their behavior. Special emphasis is given to species of the United States and Massachusetts. A wide range of topics is presented, including field identification; bird diversity and taxonomy; courtship and nesting; feather structure; flight and migration; physiology, including respiration; circulation and feeding strategies; and visual and vocal communication. Students are required to attend two field trips on either a Saturday or Sunday (weather permitting); one in February and one in May. Classes meet twice weekly in a combined lecture/laboratory setting. Three

class hours and two laboratory hours weekly. Instructional Support Fee applies Spring

BIO 154 - Human Physiology (4 credits)

This course acquaints the student with the biological, chemical, and physical functions of the human body. The focus of the course is on the cardiovascular system, the respiratory system, the gastrointestinal system, the endocrine system, and the excretory system. Laboratory activities include tests on blood, urine, the heart, and occasional dissections. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: High school biology and permission of the instructor. Not available for credit to students with a "C" or better in BIO 233, BIO 234.

BIO 155 - Topics in Biology (1? 3 credits)

A one-semester course on a specific topic in biology. Topic to be announced each semester. One to three class hour per week. Fall, Spring

Prerequisite: Prerequisite: Bter in one college lab science.

BIO 220 - Introduction to Nutrition (3 credits)

This course focuses on human dietary needs. The course emphasizes the health-related roles of carbohydrates, fats, proteins, and vitamins. The course also covers minerals, energy metabolism, food-product labeling, and nutritional requirements of the pregnant woman and fetus. Issues of consumer concern are considered throughout this course. Three class hours per week. Spring

Prerequisite: Prerequisite: BIO 111 or BIO 121 or BIO 233 with a grade of "C" or better; CHM 111 or higher with a grade of "C" or better.

BIO 232 - Marine Biology (4 credits)

This is a one-semester course designed to provide an introduction to the biology of the marine environment. It incorporates the study of the physical and biological components of the oceans, including the formations of the seas and land masses, physical nature of the oceans and chemistry of seawater with emphasis on types of marine organisms, the ecology of the marine environment, and man's impact on the ocean and its inhabitants. Field trips may be required as part of the lab component of the course, including one all-day trip on a whale watch boat. Three lecture and two laboratory hours per week. Instructional Support Fee applies Spring, Summer

Prerequisite: Prerequisite: high school chemistry and biology with a grade of "C" or better or BIO 111 or BIO 121 or SCI 112 or SCI 119 or any CHM course.

BIO 233 - Human Anatomy and Physiology I (4 credits)

This course studies the structure and function of human tissues, organs and organ systems. Topics include tissues;

integumentary, skeletal, and muscular systems; and the nervous system. The laboratory component includes occasional dissections. The course is intended primarily for students in the health sciences. Three class hours and two laboratory hours per week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisites: a grade of "C" or better in BIO 111 or BIO 121.

BIO 234 - Human Anatomy and Physiology II (4 credits)

This course is a continuation of BIO 233. The course covers endocrine, reproductive, digestive, cardiovascular, respiratory, and urinary systems. This course is intended for students in health sciences. The laboratory component includes occasional dissections. Three class hours and two laboratory hours per week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisites: a grade of C in BIO 233 or equivalent biology laboratory science.

BIO 239 - Elements of Microbiology (4 credits)

This course considers the general and medical aspects of microorganisms. This course discusses methods of identification, sources and modes of infection, inhibition and control of growth, and principles of sanitation. This course includes a study of bacterial physiology and genetic engineering. The laboratory component studies basic techniques. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisites: BIO 234, or BIO 154, or BIO 121.

BIO 240 - Cell Biology (4 credits)

This course considers the molecular structure of cells, cell energetics, the role of nucleic acids, cell division, and fertilization. The laboratory covers microscopic studies of cells and methods for studying macromolecules and cells. Three lecture hours, two laboratory hours, and one recitation hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: BIO 111 or BIO 121. Pre- or co-requisite: CHM 116.

BIO 241 - Pathophysiology (3 credits)

This course is an introduction to the processes of infection, injury, and other pathogenic influences, their effects on the body, and the basic responses of cells, tissues, and organ systems to these disorders. General phenomena such as inflammation, immune response, carcinogenesis, heart disease, and diabetes are considered. Three class hours per week. Fall, Spring

Prerequisite: Prerequisite: BIO 234.

BNK - Banking

BNK 101 - Principles of Banking (3 credits)

The course provides a broad perspective of the banking industry touching on nearly every aspect of bank functions. Topics include the language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, bank loans, and the banks' role in the community. Fall, Spring

BNK 111 - Installment Credit (3 credits)

This course provides an understanding of the consumer credit function by examining the role of installment credit in overall banking operations. Fall, Spring

Prerequisite: Recommend BUS 111 first.

BNK 112 - Real Estate Lending (3 credits)

This course introduces legal issues in real estate lending, property appraisal, sources of mortgage credit, federal role in the mortgage market, financing of single family condominiums, cooperative apartments, rental units, business-use properties, and real estate investment analysis. Fall, Spring

Prerequisite: Recommend BUS 111 and BUS 251 first.

BNK 113 - Commercial Credit Analysis (3 credits)

This course examines the tools and techniques necessary for the financial evaluation of a business enterprise. Fall, Spring

Prerequisite: Recommend ACC 102 first.

BNK 114 - Introduction to Commercial Banking (3 credits)

This course reviews the social and monetary aspects of commercial bank operations by investigating the principles and techniques utilized in their functional performance. Evenings/Weekends

Prerequisite: Recommend MAN 101 first.

BNK 116 - Bank Investments (3 credits)

This course examines the fundamentals of bank investments, the types of investment instruments available to commercial banks, the nature and scope of securities markets, and investment account management. Fall, Spring

Prerequisite: Recommend ACC 102 first.

BUS - Business

BUS 111 - Business and Financial Mathematics (3 credits)

This course provides a presentation of mathematical calculations related to business analysis. It includes solving

for unknowns such as present and future values. Selected accounting topics, retailing and consumer mathematics, payroll records, bank statement reconciliations, information concerning corporate stocks and bonds, mutual funds, and business statistics used to make decisions are covered. This course emphasizes critical thinking. Quantitative and Symbolic Reasoning - Business Career, Culinary Arts, and Office Administration only. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: Passing score on arithmetic placement test or MTH 011.

BUS 112 - Personal Financial Planning (3 credits)

This course provides students with the basic knowledge to manage their personal finances including basics of saving, debt management, and investing for retirement via 401k, IRAs, and annuities. Three class hours per week. Fall, Spring

BUS 113 - Introduction to Business Functions and Practices (3 credits)

This course provides a general survey of the functions and practices of a business and the external institutions and organizations that facilitate the operation of business units. The course introduces students to the various functional activities of business organizations. It provides an overview of careers in accounting, marketing, general management, human resource management, finance, purchasing, and production and operations management. College study skills, critical thinking, and time management techniques are integrated into the course presentation. Students learn how to develop a job search strategy, including how to prepare a resume and a cover letter and to prepare for job interviews. Three class hours a week. Fall, Spring

BUS 114 - Small Business Planning (1 credit)

This is an introductory course to familiarize the student with the critical aspects of small business planning through the development of a business plan. It is recommended for any individual who would like to learn, hands-on, how to start a business properly. Topics presented include the basic procedural steps to forming a business, innovative marketing strategies, the borrowing/lending process, and QuickBooks overview. Upon completion, all participants will have completed a solid business plan. One hour of lecture per week over twelve weeks. Fall, Spring, Summer

BUS 115 - Fundamentals of an Enterprise (1 credit)

This course is designed for students in majors other than Business Administration such as Information Technology, Health Sciences, and Engineering, who will likely be working within a profit or not-for profit enterprise. Topics such as global operating environments, economic systems, organizational structure, and management systems are discussed. This course is not open to students majoring in Business Administration. One class per week for 15 weeks. Fall, Spring

BUS 120 - Group Tour Planning (3 credits)

This course is designed to introduce students to the process and methodologies of planning, operating, and evaluating a group tour package. It discusses the various methods of selling, packaging, operating, and promoting a group tour to select markets and also to the general public. This course is intended to provide students with skills needed to operate a group tour movement, negotiate with suppliers, understand contractual responsibilities, handle reservations and documentation, and provide them with a working knowledge of the legal responsibilities and ramifications of group tour management. The course also covers the role and responsibility of the tour escort before, during, and after the tour.   Fall

BUS 121 - Introduction to Travel, Tourism and Hospitality (3 credits)

This course is taught in three different modules to expose students to the concentration areas of travel, tourism, and hospitality. The focus of this course is introductory in nature. It provides students with an understanding of how people use their free time, what reasons prompt them to travel, and the value they expect from their travel dollar. Each module provides students with an overview of the specific area of study with an emphasis on industry trends and future developments, terminology, and an understanding of interrelationships of the three areas. Fall

BUS 122 - Tour Destination Planning (3 credits)

This course acquaints the student with a framework to do detailed planning for visits to important tourist destinations in the United States and other nations. The course discusses the cultural, recreational, social, and economic significance of travel. Three class hours per week. Fall

BUS 123 - Meeting Planning and Convention Sales and Service (3 credits)

This course teaches students the basic elements of meeting, convention, and group sales and services. Students learn how to generate business and to provide the services necessary to create repeat business. Discussions focus on the operation of a group and convention business.   Spring

Prerequisite: Recommend MAR 101 first.

BUS 124 - Sales and Customer Service for Tourism and Hospitality (3 credits)

This course deals with the broad scope of marketing and sales activities that take place within the tourism, convention, hospitality, and casino industries. Emphasis is placed on analysis, structure, and strategy of the marketing department within the tourism, convention, hospitality, and casino businesses. Students learn about departmental

budgets, allocation of resources, market research, media selection, and the effectiveness of a marketing plan. There are case studies and assigned readings of current marketing trends.   Spring

BUS 126 - Hotel and Motel Management and Operations (3 credits)

Students gain an understanding of the operational aspects of various departments within a hotel or motel and the relationship of each department to the hotel as a whole. They explore the functions of each separate area within the hotel, its operational procedures, staffing, customer service, and changing trends. Also covered are the different employment opportunities and career paths available within the industry.   Fall

BUS 130 - Introduction to Geotourism (3 credits)

This course introduces the Geotourism approach to tourism development as all-inclusive, focusing not only on the environment, but also on the diversity of the cultural, historic, and scenic assets of a place. Geotourism is defined as tourism that sustains or enhances the geographical character of a place, its environment, culture, aesthetics, heritage, and the well being of its residents. Three hours of lecture per week. Fall

BUS 131 - Principles of Community-based Tourism (3 credits)

This course examines the range of cultural and heritage assets that can become viable tourism attractions. It looks at ways of linking quality cultural heritage tourism to community development, from effective planning and marketing to community involvement and partnership approaches. Three hours of lecture per week. Fall

BUS 132 - Geotourism Management (3 credits)

This course provides the tools needed by tourism planners, conservationists, businesses, and communities to work together to develop Geotourism plans and products that attract and accommodate the ecotourist while conserving natural resources and benefiting local people. The course also focuses on environmentally and socially responsible tourism strategies and innovations. It examines how destinations have improved competitiveness by creating environmentally and socially friendly tourism products and services. Three hours of lecture per week. Spring

BUS 133 - Strategic Geotourism Marketing (3 credits)

This course provides a systematic strategy for developing, managing, and monitoring effective customer service and for positioning a destination in the travel marketplace based on the quality of customer service. The first part of the course focuses on 18 sales trends that dramatically impact the way to sell a visitor destination now and in the future. The second part provides both basic and advanced sales skills, which every destination salesperson must own

and master to be relevant and valued by their organization. Three hours of lecture per week. Fall

BUS 134 - Geotourism Assessment (3 credits)

In this course, students learn how to conduct a tourism assessment to examine tourism potential and how to measure the potential cost and benefits of a tourism development program. Students are introduced to the basic relationships between crime, terrorism, and the tourism/travel industry. Emphasis is placed on how members of the security industry affect tourism. Three hours of lecture per week. Fall

BUS 135 - Seminar in Geotourism (3 credits)

This course provides an understanding of the nature of the business proposal process and its importance to an organization's success in geotourism activities. Practical guidance and tools needed for the development of high-quality proposals are provided. Students become aware of the growing need for managing and marketing knowledge and the role information plays in building a visitor base. The course also discusses how to effectively use the Internet, which is now the most important medium for informing and interacting with potential visitors. Three hours of lecture per week. Spring

BUS 140 - Introduction to Casino Operations (3 credit)

This is an introductory course designed to provide students with a history of the gaming industry and the basics of casino management. The course emphasizes discussions involving gaming psychology and ethics and includes an overview of popular betting games. Three hours of lecture per week. Fall

BUS 141 - Casino Loss Prevention (3 credits)

This course is designed to provide students with a working knowledge of how multiple disciplines, casino departments, and government agencies insure the protection of the casino customer and the casino's assets. The course explores and analyzes types of gamblers, investigative processes, regulatory and enforcement issues, gaming devices, taxes and casino crimes, detecting cheating, and internal controls. Three hours of lecture per week. Fall

BUS 142 - Gaming and Social Policy (3 credits)

This course provides students with knowledge of the effects of gaming on a community. Students study personal and business ethics; state, federal, and local government rules and policies; the reasons why we gamble; Indian casino operations vs. regular casino operations; and the social and cultural issues of gaming. Three hours of lecture per week. Fall

BUS 152 - Honors E-Commerce (3 credits)

This is an interdisciplinary course that presents the rudiments of e-commerce from a business and

technological perspective. Students learn the principles of marketing and selling on the Internet as well as a conceptual and practical knowledge of the necessary technology. Three class hours per week. Instructional Support Fee applies Fall

Prerequisite: Recommend: MAR 101 first.

BUS 155 - Business Ethics (3 credits)

This course is an examination of the moral, legal, and social dimensions of decision making in business-related situations. Actual business cases are analyzed in terms of morality, legality, and social considerations. The course provides students with multifaceted views, allowing them in their analysis to come to business decisions that incorporate ethical standards. Three class hours a week. Fall, Spring, Summer

BUS 171 - Principles of Insurance I (3 credits)

An introductory course covering the history and development of insurance, types and organizations of companies, insurance contracts, underwriting, sales, claim adjustment, risk management, and rate making. Three class hours a week. Fall; Evening/Weekends only

Prerequisite: Recommend MAN 101 or MAR 101 first.

BUS 172 - Principles of Insurance II (3 credits)

A continuation of the introductory course covering life, property, and casualty insurance. Topical coverage includes life, fire, workman's compensation, and general business lines. Three class hours a week. Spring; Evening/Weekends only

Prerequisite: Prerequisite: BUS 171 with Cter or permission of department chair.

BUS 175 - Introduction to Real Estate (3 credits)

A study of the principles of real estate designed to provide a clear understanding of the factors involved in real property ownership. This study involves discussion of the history of real estate development, current cyclical trends, and various instruments which may be encountered when transferring real estate. Emphasis is placed upon the concepts and terminology involved in real estate transactions as well as a basic understanding of the math generated by these transactions. Recommend BUS 111 and MAR 101 first. Three class hours a week. Fall

BUS 176 - Real Estate Practice (3 credits)

An in-depth study of the legal and financial aspects of real estate. Topics of study include brokerage operations, licensing laws, contractual aspects of listing, legal framework, closings, relevant real estate math problems, and real estate licensing examination preparation. A working knowledge of the concepts and terminology covered in BUS 175 is presumed. Three class hours a week. Spring

Prerequisite: Prerequisite: C BUS 175 or permission of department chair. Recommend MAN 101.

BUS 251 - Business Law (3 credits)

An introductory course in laws applicable to business transactions. Covers a basic study of the federal and state court systems as well as criminal, tort, and contract law. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: Sophomore standing or permission of department chair. Recommend: MAN 101 and MAR 101 first.

BUS 253 - Corporation Finance (3 credits)

A study of the forms and sources of financing available to large and small business. Emphasis is placed on financial analysis, financial planning, working capital management and source of short- and long-term financing. Basic concepts of investment analysis are introduced. Three class hours a week. Spring

Prerequisite: Prerequisite: ACC 102 or ACC 101 with C and permission of instructor. Recommend MAN 101 first.

BUS 260 - International Business (3 credits)

This course develops initial concepts in international business principles. It presents the interrelation of the economics and politics of international trade and investment. The course examines the strategies and structures of international business. Fall, Spring

Prerequisite: Prerequisite: MAN 101 and MAR 101.

CAD Computer Aided Design Drafting and Manufacturing

CAD 101 - Computer Aided Drafting (3 credits)

This course develops fundamental skills in forming, presenting, and interpreting ideas and concepts using a graphic language. The course provides practice in the use of freehand sketching and Computer Aided Drafting (AutoCAD) topics, including engineering geometry, orthographic projection, auxiliary and section views, fasteners and isometric pictorials. The course also covers the use of standards, specification and geometric tolerancing. Students in this course are expected to be computer literate. Two class hours and three laboratory hours per week. Instructional Support Fee applies Fall, Spring, Summer

CAD 111 - Advanced Computer Aided Design (3 credits)

This course utilizes the latest PC-based associative, parametric solid modeling software (SolidWorks) to produce three-dimensional models of mechanical objects and assemblies. Topics include sketching a part feature, providing dimensions and constraints to tie the features

together, converting a sketch into a solid object, and creating and editing full assemblies. Working drawings are created from the part design, including a variety of views and dimension styles. The course continually emphasizes mechanical design principles using the CAD system. In addition, students learn the integration of Computer-Aided Manufacturing (CAM) with CAD to enhance the understanding of the design to manufacturing process. Two class hours and three laboratory hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: CAD 101 is recommended.

CAD 112 - Advanced Computer Aided Design II (3 credits)

This course is a continuation of CAD 111. It uses the latest PC-based associative, parametric solid modeling software to produce advanced 3-D models of mechanical objects and assemblies. Topics include advanced sketching, assemblies, and dimensioning. Several Solid Works modules are used to analyze and demonstrate part and assembly design. This course continually emphasizes mechanical design principles using the CAD system. Two class hours and three laboratory hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CAD 111 or permission of instructor.

CAD 122 - Architectural Drawing (3 credits)

This CAD-based course presents the fundamentals of current building practices. The course introduces students to floor plans, elevations, sections, and architectural standards. Reinforced concrete, wood, steel and masonry, as well as frame trusses, methods of joints and connecting fabrication are emphasized. Two class hours and three laboratory hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CAD 101.

CAD 125 - 3D Architecture, Building, and Landscape Design (3 credits)

This course provides students with an understanding of all phases of architectural and construction design using parametric CAD software (AutoDesk Revit). Topics include building components and structures, interior designing, site features, landscaping, rendering, and walkthroughs. Scheduling and cost estimation are also introduced. Two lecture and three laboratory hours per week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: CAD 101 with a grade of "C" or better.

CAD 128 - Civil Drafting and Design (3 credits)

This course deals with the concepts of plan scales, bearings, latitudes and departures, property descriptions,

contour lines, profiles, highway layout, earthwork cut-and-fill, and runoff analysis. This course includes a laboratory/field component and students are required to complete a CAD based site design project. Two class hours and three laboratory hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: CAD 101.

CAD 172 - Computer Aided Mechanical Design (3 credits)

This course develops fundamental mechanical engineering design skills for the creative solution to problems associated with the production of useful devices. Application of Computer Aided Design software (AutoDesk Inventor) includes sketching, three-dimensional models and assemblies, drawing views, dimensioning, and both standard and geometric tolerancing. The course investigates the selection and modeling of common mechanical components and the use of finite element analysis. Students are required to complete an independent mechanical design project. Two class hours and three laboratory hours per week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: CAD 101 with a "C" or better or equivalent.

CAD 211 - Computer Aided Manufacturing (3 credits)

This course is a hands-on computer-aided manufacturing course. Students utilize the latest PC-based industrial "CAM" software to produce Computer Numerical Control machine tool programs for a CNC mill and CNC lathe. The students learn to use the CAM software to select tools, enter part geometry, and convert screen graphics into a CNC program. Topics include creating programs for milling and turning operations (ID and OD turning, threading, grooving, and back turning), communication between program and machine, and editing models to improve software utilization. In addition, the students learn the integration of Computer-Aided Design (CAD) with CAM to enhance the understanding of the design to manufacturing process. Two class hours and three laboratory hours per week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: EGR 111 or EGR 112 AND CAD 111 or CAD 172.

CED - Cooperative Education

CED 101 - Work-Based Experience (1 credit)

This course is a one-semester, introductory, work-based experience course. Students observe, participate in, and develop a mentoring relationship in an environment related to their chosen program of study for the purpose of career exploration using project-based learning. A total of 45 hours in the field during the semester and a one hour

weekly seminar is required. Students complete career assessments and develop learning goals. Self assessment is integrated using reflection assignments. All community placements must be approved by the Cooperative Education office. One lecture hour per week and 45 hour in the field during the semester. Instructional Support Fee applies Fall, Spring, Summer

CED 210 - Cooperative Work Experience I (3 credits)

This course offers students an opportunity to apply classroom learning and academic skills in a supervised work experience related to their chosen field of study. It assists students in exploring and wisely choosing a career, while promoting personal growth and development. The work-based learning component helps students develop the skills of problem solving, decision making, and reflective thinking that increases their overall success in the workforce. Students work 15-20 hours a week in their Co-op position and must participate in a one-hour weekly seminar. The Co-op seminar helps students develop an interdisciplinary perspective of the world of work by discussing related topics and sharing on-the-job concerns with peers. Faculty and employers provide professional guidance to students in setting and achieving career goals. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: Permission of Co-op office.

CED 220 - Cooperative Work Experience II (3 credits)

This course offers students an additional opportunity to gain valuable work experience in a different or advanced position. It allows for further enhancement of personal and professional development and improvement in critical thinking skills, communication skills, and self-management skills. CED 220 builds directly upon the work-based learning experience acquired through CED 210, and better prepares students for a satisfying career in the complex and challenging workplaces of the future. The seminar encourages students to seek information related to labor market trends, educational requirements needed for advancement in their careers, and professional organizations and networks in their field. Faculty and employers provide professional guidance, supervision, and assessment of established learning objectives and career goals.   Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: CED 210.

CHM - Chemistry

CHM 090 - Introduction to Chemistry (4 credits)

A course for students who have not studied chemistry. Topics included under the description of CHM 111 are considered, but in somewhat less depth to permit introduction of necessary background material in greater detail. Three class hours and three laboratory hours a week. Instructional Support Fee applies. CHM 090 may not be used to meet the General Education Science requirement nor does it carry degree credits. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included perm Fall, Spring, Summer

Prerequisite: Prerequisite: MTH 011 or pass arithmetic placement test and a "C" or better in Algebra I or MTH 021.

CHM 111 - General College Chemistry I (4 credits)

This course in fundamentals of modern chemistry is for students not planning to major in science. Topics include the metric system, exponential notation, atomic structure and the periodic table, the writing and use of chemical equations, stoichiometry of compounds and chemical reactions, the mole, chemical reactivity, properties of chemical bonds, solutions, and acids and bases. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisites: Algebra II, "C" in secondary school science, or CHM 090.

CHM 112 - General College Chemistry II (4 credits)

Topics include chemical equilibrium, use of equilibrium constants and LeChatelier's Principle, reaction kinetics, thermodynamics (enthalpy, entropy and free energy, bond energies), radioactivity and nuclear reactions, oxidation-reduction reactions, kinetic molecular theory of gases, and gas laws. Three class hours and three laboratory hours a week. Instructional Support Fee applies Spring (even year)

Prerequisite: Prerequisite: CHM 111 or equivalent.

CHM 113 - Fundamentals of Chemistry I (4 credits)

Designed for students majoring in science and engineering, this course covers measurements and dimensional analysis, the structure of matter, nomenclature, formulas, chemical equations, moles and stoichiometry, thermochemistry, the gas laws, and the quantum model of the atom. The laboratory component provides applications of concepts covered in lecture. Three class hours, one recitation hour and three laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: "C" or better in high school chemistry, "C" or better in Algebra I and II, and satisfactory performance on a placement exam.

CHM 114 - Fundamentals of Chemistry II (4 credits)

Topics include periodicity of atomic properties, theories of chemical bonding, intermolecular forces in solids and liquids, solutions and colligative properties, kinetics, equilibria, acids and bases, thermodynamics, and electrochemistry. The laboratory includes semimicroqualitative analysis along with traditional experimental procedures. Three class hours, one recitation

hour and three laboratory hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CHM 113.

CHM 115 - Health Science Chemistry I (4 credits)

This course is designed for students in the health sciences. Topics include: a survey of measurements and the metric system; energy and matter; atomic structure and its relationship to chemical bonding; nomenclature; the periodic table; chemical reactivity; the mole and stochiometric relationships; a consideration of the gas laws; solutions (molarity and % concentration); chemical equilibrium; acids and bases with an emphasis on Bronsted theory, pH, and buffers. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: One year of high school biology and one year of high school chemistry.

CHM 116 - Health Science Chemistry II (4 credits)

This course is a continuation of CHM 115. Topics include: an introduction to the chemistry of carbon; the hydrocarbons; organic functional groups (their structural and functional characteristics); the relationship of these functional groups to the chemistry of carbohydrates, lipids, proteins, and nucleic acids; protein synthesis; and metabolism. The metabolic pathways of fermentation, glycolysis, the citric acid cycle and the utilization of carbohydrates, lipids, and proteins by these metabolic pathways are discussed. Three class hours and three laboratory hours a week. Instructional Support Fee applies Spring, Summer

Prerequisite: Prerequisite: CHM 115 or its equivalent as determined by the department.

CHM 120 - Environmental Chemistry (4 credits)

A one semester course designed primarily for students in an environmental studies program. Topics covered include areas of inorganic, organic and biochemistry as they pertain to environmental issues and pollution. The formation of toxic substances in the air, water, and soil are discussed, including the methods of their formation and how to remedy the problems created by them. Current topics are included such as acid precipitation, heavy metal deposition, pesticides, polymers (PCB, PVC, etc.), and thermal pollution. Three class hours and three laboratory hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: "C" or better in CHM 111, CHM 112, CHM 113, CHM 114, or CHM 116.

CHM 155 - Directed Studies in Chemistry (1 credit)

Literature or laboratory research in chemistry in which the student undertakes a semester-long project under the guidance of a member of the faculty. Exchange of ideas is emphasized and principles and methods of research are developed. Research need not be original. Two one-hour meetings a week with the instructor and appropriate laboratory and research time. Fall, Spring, Summer

Prerequisite: Prerequisite: Approval of department chair.

CHM 225 - Biochemistry (4 credits)

This course covers the chemistry of biologically important molecules: amino acids, proteins, carbohydrates, lipids, and nucleic acids. Bioenergetics, biosynthesis, genes, chromosomes, and DNA metabolism round out the course. The lab introduces analytical and synthesis techniques for the biologically significant compounds. Three lecture hours and one laboratory hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: BIO 121, CHM 115, and CHM 116.

CHM 226 - Chemistry of Nucleic Acids (4 credits)

This course covers the nature of genes and cell division, the chemical and physical characteristics of DNA and RNA, the synthesis of DNA/RNA and proteins, and replication strategies for viruses. In the lab, students isolate, analyze, and manipulate DNA/RNA. Three lecture hours and one laboratory hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: BIO 121 or BIO 239, CHM 115, and CHM 116.

CHM 90 - Introduction to Chemistry (4 credits)

A course for students who have not studied chemistry. Topics included under the description of CHM 111 are considered, but in somewhat less depth to permit introduction of necessary background material in greater detail. CHM 090 may not be used to meet the General Education Science requirement nor does it carry degree credits. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: MTH 011 or pass arithmetic placement test and a Cer in Algebra I or MTH 021.

CIS - Computer Information Systems

CIS 100 - Introduction to Applications (1 credit)

This course teaches application packages and introduces the operating systems currently being taught in CIS 111. This course is designed for students who have mastered the material covered in CIS 111 but have learned different application packages. Upon completion of this course, the student may petition for credit for CIS 111 or in the case of Tech Prep students where an agreement has been

articulated with their high school, credit for CIS 111 is given upon the successful completion of this course. One class hour per week. Instructional Support Fee applies Fall, Summer

CIS 101 - Internet User (1 credit)

This course introduces students to the use of the World Wide Web. Some basic browser features are covered and students are introduced to a few of the numerous search engines available on the Internet. Advanced search features are covered in detail. Students also learn the basics of using email, including the use of file attachments. One class hour per week. Instructional Support Fee applies Fall, Spring

CIS 102 - Database Fundamentals (1 credit)

This course introduces students to databases and their use. The students learn some of the design concepts needed to develop a multiple table database. Many of the objectives of the Microsoft Office User Specialist are covered and the students learn to use a database as a problem-solving tool. This course is not available to students who have taken CIS 110 or CIS 111. Instructional Support Fee applies Fall

CIS 103 - Presentation and Desktop Management Fundamentals (1 credit)

This course introduces students to presentation and desktop management software using PowerPoint and Outlook. Many of the objectives of the Microsoft Office User Specialist are covered and the students learn to use these applications as problem solving tools. Instructional Support Fee applies Fall

CIS 104 - Spreadsheets Fundamentals (1 credit)

This course introduces students to spreadsheets and their use. Many of the objectives of the Microsoft Office User Specialist are covered and the students learn to use a spreadsheet as a problem-solving tool. This course is not available to students who have taken a 3-credit introductory computer course such as CIS 110, CIS 111, OFC 117 or EGR 103. Instructional Support Fee applies Fall

CIS 105 - Hardware Fundamentals (1 credit)

This course introduces the student to the fundamentals of computer hardware that lay a foundation for their other courses in computers. Students develop an understanding of the fundamentals involved in buying, building and maintaining a computer. One class hour per week. Instructional Support Fee applies Fall, Spring

CIS 106 - Operating System Scripting (1 credit)

This course teaches the student how to plan, write, and debug scripts for the purpose of automating operating system tasks. Topics include use of parameters, string comparison testing, piping, input and output redirection, file manipulation, use of environmental variables, looping, if tests, running a script from a script, and using shift. One hour of lecture per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: CIS 121 or permission of the instructor.

CIS 107 - Macromedia Director (1 credit)

This course provides an in-depth, hands-on training in Macromedia Director, a popular software package used to create interactive CDs and other multimedia presentations. Topics include assembling casts, building a score, animating sprites, playing and ref One class hour per week. Instructional Support Fee applies. Spring

CIS 108 - Macromedia Dreamweaver (1 credit)

This course provides an in-depth, hands-on training in Macromedia Dreamweaver. Topics include tools, palettes, and site management properties as well as automating and customizing Dreamweaver. One class hour per week. Instructional Support Fee applies. Spring

CIS 109 - Adobe InDesign? (1 credit)

This course provides in-depth, hands-on training in Adobe InDesign?, a popular page-layout software program. Topics include importing and creating text and images, producing publications, managing color, integrating with other products, working with table One class hour per week. Instructional Support Fee applies. Fall, Spring, Summer

CIS 110 - Basic Computing Skills (3 credits)

Students are introduced to computers and to business applications with emphasis on applications and Windows Explorer. Students learn to use applications individually and to use multiple applications to develop a project. Students learn to use email effectively and to do research on the Internet using multiple browsers and their advanced features. This course is designed for students with no prior computing experience and is not part of any CIS options. It is not open to students who have successfully completed CIS 111. Three class hours a week. Instructional Support Fee applies Fall, Spring, Summer

CIS 111 - Introduction to Business Information Systems (3 credits)

This course deals with fundamental computer concepts applicable to business and management, including software, problem solving, case studies, business models, and computer systems analysis and design, as well as basic computer applications. Students learn to work with a spreadsheet, a database management system, word processing and presentation software and to apply these skills to the functional areas of organizations. Case studies are drawn from accounting, finance, marketing, information systems, operation management, and other

areas of business. Students learn how to use the Web successfully to research information. Three class hours a week. Instructional Support Fee applies Fall, Spring, Summer

CIS 112 - Advanced Business Information Systems (3 credits)

This course includes an in-depth study of a spreadsheet package, including its database and graphic capabilities, and its logical functions and macro capabilities. A study of a leading word processing package, including its graphic/desktop-publishing features is included. Students work with an integrated office package and learn how to convert, link, and embed data between the word processor and spreadsheet programs. Other business applications are included. Basic familiarity with Word and Excel is recommended; students without this knowledge should consider taking CIS 111. Instructional Support Fee applies Fall, Spring, Summer

CIS 113 - Hospitality Management Information Systems (3 credits)

This course provides the student with basic computer skills in operating systems, word processors, and spreadsheets. In addition, the student learns to use the Internet as a tool for searching and for e-mail. The student is introduced to the wide variety of support software that is available to automate many functions that must be performed. The student learns to evaluate the functions and processing in hospitality software packages and to make knowledgeable decisions about these packages. The student works hands-on with software packages to better understand their functions and capabilities. Instructional Support Fee applies Spring

CIS 114 - Advanced Microcomputer Applications (3 credits)

This course covers the microcomputer as a business tool. The student works with typical business and application software packages and learns to evaluate the type of packages appropriate for a given business situation. The course emphasizes developing applications and using software tools to solve business problems. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CIS 112 or permission of the instructor.

CIS 120 - Programming: Logic, Design and Implementation (3 credits)

This course teaches the fundamentals of programming logic, design, and implementation. Students learn to think logically and design programs. Examples are implemented in several languages giving students an understanding of how languages work to implement the programmer's logic and design. Students with no programming background are strongly encouraged to take this course before pursuing

other languages. Three class hours per week. Instructional Support Fee applies Fall

CIS 121 - Operating Systems (3 credits)

This course gives students an understanding of popular computer operating systems. The operating systems covered include Windows and Linux. The course leads students through basic and advanced file management tasks from a command line interface as well as from a graphical interface. Topics are covered from both an end-user and an administrative standpoint. Topics covered include hard disk management, desktop security awareness, and system configuration. Three class hours a week. Instructional Support Fee applies Fall, Spring, Summer

CIS 122 - Internet Developer (3 credits)

The course emphasizes the technical design, development, and implementation of effective Web sites, and students learn what makes a Web site work effectively. The course teaches XHTML, HTML, and CSS and introduces JavaScript. It also introduces software to develop and maintain Web sites. Students develop and maintain their own Web sites using these development techniques. In addition, students learn to work effectively with Internet navigation, access tools, and analyze the techniques to attract viewers to their Web sites. Instructional Support Fee applies Spring

CIS 123 - Object-Oriented Concepts (3 credits)

This course is an introduction to the use of object-oriented concepts for software development. It prepares students for the CIS 157 Object-Oriented Java Programming course. The course concentrates on objects and discusses very little Java syntax. It discusses the object-oriented paradigm in detail with particular emphasis on classes, objects, and the use of objects in user applications and applets. The course introduces encapsulation, inheritance, arrays of objects, and polymorphism. Students learn how to design classes and display the interaction of objects in visual form using the Unified Modeling Language. The course introduces several concepts from procedural programming such as primitive data types, assignment, conditionals, and repetitive loops. Three class hours per week. Instructional Support Fee applies Fall

CIS 128 - Introduction to Digital Audio Recording (3 credits)

This course introduces students to the fundamentals of computer technologies to create audio productions for business, multimedia, and other applications. Students explore popular software applications, hardware and software compatibility, and understand their uses for MIDI programming and digital recording. By creating soundtracks, optimized voice-over recordings, and other projects, students develop an understanding of sound

recording technology. Three class hours per week. Instructional Support Fee applies Spring

CIS 130 - Introduction to Local Area Networks (3 credits)

This course provides the student with a knowledge of generic local area networks, as well as the Novell NetWare environment. Basic networking terms and concepts are defined. The fundamental differences between the stand-alone/DOS and NetWare environments are discussed. Three class hours a week. Instructional Support Fee applies Spring

CIS 131 - Windows Server Administration I (3 credits)

In this course students learn to administer a Windows network from a Windows Server. The class focuses on managing user accounts, group accounts, folders, files, and object security. Students learn to secure network resources with shared folder permissions and NTFS permissions. Students also implement user profiles, user log-on scripts, and set up and administer network printing. Students are provided with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a Windows Client-Server-based network. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: CIS 121 or permission of the instructor.

CIS 132 - Introduction to UNIX/Linux and Shell Programming (3 credits)

This course introduces students to the fundamentals of the UNIX/Linux operating system and shell programming. It provides an overview of the history of UNIX/Linux and an explanation of operating systems. The course covers in detail basic commands, the vi editor, the file structure, the shell environment, and shell scripts. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite or co-requisite: CIS 121 or permission of the instructor.

CIS 133 - UNIX/Linux System Administration (3 credits)

This course covers the installation, administration, and maintenance of a UNIX/Linux file server. The required hardware, system, and network configurations are discussed. Both LAN and WAN connections to the server are covered before the installation procedure is presented in detail. Starting, controlling, and shutting down the server are covered, and students have hands-on experience with their own servers. User administration, as well as the UNIX/Linux file system organization and security features, are introduced after the student servers are functioning on the network. Process, mail management, and performance tuning issues are also discussed near the end of the course. The course uses a computer lab where each student has individual access to a UNIX/Linux server. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CIS 132 with a Cter or permission of the instructor.

CIS 134 - Networking Technologies (4 credits)

This course introduces students to data communications and networking concepts as they relate to both local and wide area networks. The framework for the lectures is the OSI reference model. It presents data translation, transmission media, and data transmission as well as network structures, topologies, physical layouts, and communication protocols. The course discusses the popular protocol stacks, firewalls, name resolution, and proxy servers. It discusses in detail the Internet and IP addressing. It also covers the material in the current CompTIA Network+ Exam. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisites: CIS 121 or permission of the instructor.

CIS 150 - Oracle and SQL (3 credits)

This course is an introduction to the Oracle database. Students learn to work with Oracle and the structured query language SQL as they design, manipulate, and access the database. In addition, the concepts and design of relational databases are analyzed and implemented. Instructional Support Fee applies Fall

CIS 152 - Database Programming and Management with Access (3 credits)

This course teaches students the concepts of a relational database system. Students learn to work with a variety of Access components including Structured Query Language and Data Access Objects. Students analyze, design, develop, manage, and execute projects in this powerful database environment. Instructional Support Fee applies Fall

CIS 154 - Introduction to Programming (COBOL) (3 credits)

This course introduces students to programming concepts and to the widely used business language, COBOL. The students learn to analyze a simple problem, develop a programming solution, write structured COBOL programs, and execute them on a computer. Three class hours a week. Instructional Support Fee applies Fall

CIS 155 - Introduction to C++ Programming (3 credits)

Based on the C programming language, C++ is an improved version of C that takes the C language to the next evolution of programming languages. Proper program design using structured programming techniques is emphasized, as well as the C++ syntax. The course covers data basics, C++ operators, loops, branching, function, arrays, pointers, structures, and file processing. Three

class hours a week. Instructional Support Fee applies Fall, Spring

CIS 156 - Visual Basic (3 credits)

This course covers object-oriented Visual Basic. The student is taught to analyze a programming problem, design a logical solution, and write and execute the program using Visual Basic. The course emphasizes the strengths of Visual Basic and its wide variety of uses as well as covering a wide range of programming applications. Three class hours a week. Instructional Support Fee applies Spring

CIS 157 - Object-Oriented JAVA Programming I (4 credits)

The course covers basic concepts in programming and an introduction to the object paradigm. It introduces the concepts of the object paradigm and teaches students how to design and implement simple programs in an object-oriented language. The course also covers the basics of using computers and basic software tools to develop programs. Three class hours and two lab hours per week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: CIS 123 or permission of the instructor.

CIS 158 - Introduction to Procedural Programming (4 credits)

This course covers Procedural Programming (C/C++) under Unix. Data types, variable declarations, arithmetic expressions, conditional statements, macros, function prototypes, standard libraries, file processing, pointers, structures, unions and dynamic memory management are discussed. Unix file system, shell scripts, input/output redirection, piping, programming with standard I/O and Unix system calls are covered. Three class hours and two lab hours per week. Instructional Support Fee applies Spring

CIS 159 - MySQL and PHP (3 credits)

Students in this course learn to work with the open source database MySQL. They learn the concepts of creating a relational open source database using standard query techniques, including SQL and PHP and maintaining the database using SQL and PHP. Three class hours per week. Instructional Support Fee applies Spring

CIS 160 - The Microcomputer Environment (3 credits)

This course covers the operating system requirements for the CompTIA A+ certification. It concentrates on file and memory management using the diagnostic and troubleshooting tools available in the operating systems covered. The course also covers installation, configuration, and upgrading of the three operating systems. Instructional Support Fee applies Fall, Spring

Prerequisite: Pre- or co-requisite: CIS 121 or permission of the instructor.

CIS 161 - Database Design (3 credits)

This course covers database design theory and practice. Students learn to analyze a situation and use solid database design principles to develop a database solution. The course covers concepts of the relational database model, entity-relationship diagrams, data structure, and data integrity. It also introduces students to current topics in database design and development. Three class hours per week. Instructional Support Fee applies Fall

CIS 162 - Applications for Web Development (3 credits)

This course provides students with advanced Web theory and graphics. Students learn how to analyze the needs and desires of the client or company as related to its Web presence and translate these objectives and goals into appropriate Web architecture. Students also explore e-commerce issues relevant to this design. Students work with software packages for graphics and Web page creation and learn to implement the graphic and interactive needs into the Web architecture.   Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: CIS 122 or permission of the instructor.

CIS 166 - Oracle with Forms and Reports (3 credits)

This course builds on students' knowledge of SQL and PL/SQL as they learn to develop and customize forms and reports. Students work with Oracle Forms Developer and Report Developer to construct database forms and reports. They work extensively with PL/SQL to increase their knowledge of the language in support of their development activities. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 150.

CIS 181 - Advanced CIS Applications (1 credit)

This course covers an advanced topic in Computer Information Systems. The topic is announced prior to the semester in which the course is offered. This course is intended for students who are interested in pursuing a sophisticated topic in Computer Information Systems area with an instructor.   Instructional Support Fee applies Fall, Spring; not offered every semester

Prerequisite: Prerequisite: permission of the instructor.

CIS 182 - Advanced Topics in CIS (3 credits)

This is a course on a specific topic in computer information systems. Topics are announced each semester. Instructional Support Fee applies Not offered every year

CIS 184 - Selected Four-Credit Topics in CIS (4 credits)

This Distance Learning course offers students the opportunity to take selected four-credit courses via the Web. The list of courses available for a particular semester is published prior to each semester in which the course is being offered. Students select the curriculum they will complete from the published list of options. Students follow the Web-based learning criteria for the selected course and receive credit for that course. There is one optional orientation meeting at the beginning of the semester. An optional two-hour lab each week provides additional instructional support. Instructional Support Fee applies Fall, Spring, Summer

CIS 231 - Windows Server Administration II (3 credits)

In this course, students install and configure a Windows server. Topics include network protocols, active directory, and dynamic host configuration services. Students learn how to install and configure network services on the server, manage partitions, and create and administer system policies. Other topics covered include auditing system resources and events, using Windows Diagnostics and monitoring system performance. Students are provided with the knowledge and skills necessary to install, configure and maintain a Windows server in a Windows-based network.   Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CIS 131 with a Cter or permission of the instructor.

CIS 232 - Unix/Linux System Administration II (3 credits)

This course builds on the Linux server and Linux client administration skills learned in previous coursework. After installing a Linux server, students manage network services. These include DNS, DHCP, file and print services, Web services, director services, and firewall services. Samba server and Samba client is installed and configured to allow Linux and Windows computers to share resources. Students also install and configure Apache Web server on a Linux server and learn to administer the Web server. Firewall services and LDAP are installed and configured to allow secure access to services. Three hours of lecture per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 133, CIS 231 or permission of the instructor.

CIS 233 - Routing and Router Configuration (3 credits)

This course provides an in-depth examination of routing and router configuration as used on WANs and, specifically, the Internet. The course covers layers 2, 3, and 4 of the OSI Model. Students gain the basic knowledge to plan, implement, and control routers connecting several networks using a variety of protocols. TCP/IP and the protocols used to run and manage today's routers are covered in depth as well as commands used to implement, configure, and manage these protocols. Three hours of lecture per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 134 with a "C" or better or permission of the instructor.

CIS 234 - Internet Server Administration (3 credits)

In this course, students learn to establish, maintain and troubleshoot a Web server. This includes providing support for the Web site and e-mail, monitoring usage and managing traffic, handling FTP and CGI parameters, establishing and maintaining security, handling backup as well as troubleshooting problems, and handling disaster recovery.   Instructional Support Fee applies Spring

Prerequisite: Prerequisites: CIS 121, CIS 250, and CIS 132, or permission of the instructor.

CIS 235 - Advanced FlashMX (3 credits)

This course focuses on the use of FlashMX to create Rich Internet Applications (RIA) and covers Object Oriented Programming and ActionScript as well as other advanced multimedia techniques. Students learn to use the advanced features in Flash to develop a Three class hours per week. Instructional Support Fee applies. Fall, Spring

Prerequisite: Prerequisite: CIT 231, CIT 106, or permission of the instructor.

CIS 245 - eXtensible Markup Language (XML) (3 credits)

This course introduces the eXtensible Markup Language (XML) and teaches the use of XML within documents and datafiles. In addition to learning XML, students work with DTD, CSS, XSLT, Schemas, and the document object model. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 122 or permission of the instructor.

CIS 250 - Interactive Web Sites (3 credits)

This course covers the creation of interactive Web sites. Students learn about CGI (Common Gateway Interface) and CGI scripts. The course teaches Perl and the unique features it offers to make effective CGI applications. Students learn about the protocols that govern Web communication. It also teaches other languages used in server processing such as ASP.NET. The course introduces students to XML (Extensible Markup language). Students also learn to develop server-side Internet databases that can be accessed from a Web site.   Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CIS 120, CIS 122 or permission of the instructor.

CIS 254 - Advanced COBOL Programming (3 credits)

This course gives the student an in-depth understanding of the COBOL language. The student works with tables, various problems in file processing, and on-line processing. By the end of the semester, the student has learned to apply advanced programming concepts and to use the COBOL language effectively to accomplish programming goals. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 154 or permission of the instructor.

CIS 255 - C++ Object Oriented Programming (3 credits)

C++ is a widely used programming language for application development. In this course, the students learn a language that has many practical uses in the real world. The course introduces C++ syntax and functions not found in the traditional C. The fundamental concepts of the object oriented paradigm are introduced and object oriented programming is stressed in place of traditional structured programming. Object arrays, pointers to objects, and linked lists of objects are the focus of the class. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 155 or permission of the instructor.

CIS 256 - Advanced Visual Basic (3 credits)

In the second semester of Visual Basic, the student learns to program with the advanced features available in Visual Basic and to focus on the logic involved in developing professional programs. The features covered include user interfaces; controls, including ActiveX controls; databases; object-oriented programming; VBScrip; and the Internet. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CIS56 or permission of the instructor.

CIS 257 - Object-Oriented JAVA Programming II (4 credits)

The course addresses software development using advanced object-oriented concepts and JAVA. It covers concurrency and synchronization issues and advanced topics of the object paradigm such as inheritance and polymorphism. It introduces the programming of graphics using JAVA Swing classes and examines File Streams and I/O Processing in detail. It compares the procedural paradigm with the object paradigm. It also addresses issues of programming with multiple processes and programming of systems with exception-handling capabilities. These concepts are introduced in the context of developing software using software tools, including libraries of components. Three class hours and two lab hours per week. Approximately 3-5 hours per week of computer time

are required to complete the programming assignments. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 157.

CIS 258 - Advanced Interactive Programming (3 credits)

In this course, students write advanced programs and scripts for server-side Web development, building on the framework laid in CIS 250. They increase their abilities in languages learned and build their skills in languages currently used for Web site development. The Web sites they build support databases, data collection and passing, selection, and advanced Web concepts. Students also familiarize themselves with the concepts involved in programming for interactive devices other than the Web. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 250 or CIS 159 or permission of the instructor.

CIS 260 - Software Specification and Design (4 credits)

This course covers object-oriented analysis and design, methodologies, and tools. It focuses on methodologies of specification and design of software systems. It addresses the issues of user interface design and software prototyping. The course also presents the state of the art in the tool and environments supporting the front end of the software development cycle. Three class hours and two lab hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 257 or permission of the instructor.

CIS 261 - Introduction to Computer Systems (4 credits)

This course is an introduction to major components of computer systems. The course introduces fundamental concepts of computing systems such as binary arithmetic and data representation, the Von Neumann model for processing computer programs, the operation of memory, instruction set, and machine and assembly language programming. It systematically presents the levels of transformations from machine language to assembly language to high-level language. The course studies the role of such systems software components as assemblers, compilers, linkers, loaders, and operating systems. The course has a strong project component. Three class hours and two lab hours per week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: CIS 158 or permission of the instructor. Co-requisite: MTH 243.

CIS 262 - Computer Organization and Design (4 credits)

Laws of computer organization and design for RISC architectures. Interfaces between hardware and software

are studied. Influence of instruction set on performance is presented. Design of a processor with pipelining is analyzed. Computer arithmetic is studied. Memory hierarchy and their influence on performance are documented. Elements of interfacing and I/O organization are included. The course has design, implementation, and analytical components. Three class hours and two lab hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 261 or permission of the instructor.

CIS 263 - Information Systems Seminar (1 credit)

Students develop their skills in a variety of computing areas, research career options, and develop a project that demonstrates the programming, database, and other skills they have acquired. Students develop a professional level Web portfolio using a variety of computing skills. One lecture hour per week. Spring

Prerequisite: Prerequisite: Enrolled in or have taken a second-semester programming course and a database course.

CIS 270 - Systems Analysis and Design Seminar (3 credits)

This course focuses on analyzing and designing effective business systems. Emphasis is placed on today's tools for analyzing business problems, designing solutions, and documenting the results. Students learn to effectively use systems tools, use and integrate microcomputer applications, develop an effective database, and develop an understanding of the analysis and design processes. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: CIS 150 or CIS 152 or CIS 159 or permission of the instructor.

CIS 271 - Network Installation and Configuration Seminar (4 credits)

This is a hands-on capstone course. It covers installation and upgrade procedures for current server operating systems. An Internetwork is planned, designed, implemented, managed, and documented. The network includes print, file and Web hosting services as well as other current network services. Four hours of lecture per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 134, CIS 133, CIS 231 or permission of the instructor. Pre- or co-requisite: CIT 150 and CIS 232 and CIS 233.

CIS 272 - Program Development Seminar (3 credits)

Students learn to analyze difficult programming problems and develop solutions for them. The course deals with sophisticated concepts of logic, program development, and data structures. It also covers the systems life cycle and the concepts applicable to development of systems programs.

Students develop and implement an individual programming project in their language of choice. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: two of the following - CIS 254 or CIS 256 or CIS 258 or either (CIS 255 or CIS 257) or permission of the instructor.

CIS 273 - Internet Seminar (3 credits)

This is the capstone course in the Webmaster option. Students combine and integrate all they have learned about creating, maintaining, and managing a Web site and a Web host. They design a professional Web site, including graphics and interactive components, install it on the Web server host, and maintain the Web site. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 159, CIS 162, CIS 132; Pre- or co-requisite: CIS 258, or permission of the instructor.

CIS 283 - Selected Topics in CIS (3 credits)

This is a Distance Learning course that offers students the opportunity to take selected courses via the Web. The list of courses available for a particular semester is published prior to each semester when the course is being offered. Students select the curriculum they will complete from the published list of options. The student follows the Web based learning criteria for the selected course and receives credit for that course. There is one orientation meeting at the beginning of the semester. Instructional Support Fee applies Not offered every year

CIS 284 - Selected One-Credit Topics in CIS (1 credit)

This Distance Learning course offers students the opportunity to take selected one-credit courses via the Web. The list of courses available for a particular semester is published prior to each semester in which the course is being offered. Students select the curriculum they will complete from the published list of options. Students follow the Web-based learning criteria for the selected course and receive credit for that course. There is one orientation meeting at the beginning of the semester. Instructional Support Fee applies Fall, Spring, Summer

CIT - Computer Information Technology

CIT 100 - Working with Laptops (1 credit)

This one-credit course is for the non-technical laptop computer user. Features of the laptop computer are presented and students learn basic terminology and trouble-shooting techniques for typical software/hardware problems. Students learn to solve minor problems that arise and to discuss more complicated problems with technical support personnel. Students learn to deal with specified features of the operating system software as a means of optimizing the computer and preventing problems.

Methods of connecting laptops to other devices are covered. One class hour per week. Instructional Support Fee applies Fall, Spring

CIT 102 - Security Awareness (1 credit)

This course introduces students to security and data confidentiality. The course presents a broad overview to help the student become more aware of computer security. Topics include securing data, confidentiality, integrity of data, password policies, and issues related to liability. One hour of lecture per week. Instructional Support Fee applies Spring

CIT 103 - Adobe Photoshop

This course provides in-depth, hands-on training in Adobe Photoshop, the industry-standard imaging software. Topics covered include the work environment, tools and palettes, working with selections, layers, masks, channels, retouching, effects, color management, and creating images for print or the Web. One hour per week. Instructional Support Fee applies Fall

CIT 104 - Adobe Illustrator

This course provides in-depth, hands-on training in Adobe Illustrator, the vector-based drawing software. Topics covered include creating basic shapes, transforming objects, working with type, creating airbrush effects, combining Illustrator graphics and Photoshop images, and preparing graphics for Web publication. One hour per week. Instructional Support Fee applies Fall

CIT 105 - Hardware Fundamentals (1 credit)

This course provides in-depth, hands-on training in Adobe PageMaker, a popular page-layout software program. Topics include importing text and images, producing publications, managing color, integrating with Adobe Photoshop and Illustrator, merging text and images from database and spreadsheet programs, creating PDFs, and exporting to Web pages and other electronic media. One hour per week. Instructional Support Fee applies Fall

CIT 106 - Operating System Scripting (1 credit)

This course provides an in-depth, hands-on training in Macromedia Flash, a powerful animation tool. Topics include the Flash interface; basic drawing in Flash; using text; working with layers and importing artwork; symbols; the Flash library; the movie explorer; animation; using sound; adding interactivity; publishing and exporting Flash movies; printing Flash; introduction to object-oriented programming; Flash structure; mapping; movie clips with sound; and publishing, evaluating, and assessing Flash animations. One class hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 121 or permission of the instructor.

CIT 107 - Macromedia Director

This course provides an in-depth, hands-on training in Macromedia Director, a popular software package used to create interactive CDs and other multimedia presentations. Topics include assembling casts, building a score, animating sprites, playing and refining movies, drawing vector shapes, adding digital video, text and sound, creating a projector, making movies for the web, using Xtras and behaviors, and scripting Lingo. One class hour per week. Instructional Support Fee applies Spring

CIT 108 - Macromedia Dreamweaver

This course provides an in-depth, hands-on training in Macromedia Dreamweaver. Topics include tools, palettes, and site management properties as well as automating and customizing Dreamweaver. One class hour per week. Instructional Support Fee applies Spring

CIT 109 - Adobe InDesign

This course provides in-depth, hands-on training in Adobe InDesign, a popular page-layout software program. Topics include importing and creating text and images, producing publications, managing color, integrating with other products, working with tables and frames, publishing with SML, and color management. One class hour per week. Instructional Support Fee applies Fall, Spring, Summer

CIT 110 - Laptop/PC Operations

This course explores PC and laptop computer technology. Students compare and contrast features, learn to maintain a laptop/PC computer, and learn to troubleshoot common hardware and software problems. DOS, Windows 9x, and Windows NT are introduced. The installation and upgrade of hardware components, operating system software, and application software are also introduced. Methods for connecting I/O devices (printers and monitors) to a laptop/PC are covered. This course does not prepare the student for the A+ Certification exam, but it covers the subjects on the exam at the introductory level. Students that have taken CIS 160 or CIS 121 are not allowed credit for this course. Three class hours per week. Instructional Support Fee applies Spring

CIT 111 - Information Technology Foundation Concepts (3 credits)

This project-based survey course covers some of the major aspects of the Information Technology (IT) industry. Students are introduced to the core aspects of Information Technology, including network and infrastructure systems, information support and services, interactive media, and programming and software development. The focus of this course is a basic understanding of technology and how each IT area relates to and interacts with others. The course gives students a basic understanding of the impact of technology on society and organizations of all types and the knowledge to make informed choices about IT,

including how IT impacts a variety of careers. Three class hours per week. Instructional Support Fee applies Fall

CIT 121 - Information Technology Fluency I (3 credits)

This course introduces students to the technical and application concepts of information technology. The students develop a basic understanding of computing, operating systems, application packages in word processing and Excel, and the basics of developing a Web site. Students continue to acquire the intellectual knowledge as well as the concepts, skills, and the capabilities essential to a deep understanding of information technology. This course is the first of three courses needed to fulfill this objective. Three class hours per week. Instructional Support Fee applies Fall, Spring; may not be offered every semester

CIT 122 - Information Technology Fluency II (3 credits)

This course introduces students to logic and problem solving in the computing environment. Students develop a basic idea of programming, communicating with data, debugging, and solving computing problems. Students continue to acquire the intellectual knowledge as well as the concepts, skills, and capabilities essential to a deep understanding of information technology. This course is the second of three courses needed to fulfill this objective. Three class hours per week. Instructional Support Fee applies Fall, Spring; may not be offered every semester

Prerequisite: Prerequisite: CIT 121 or permission of the instructor.

CIT 123 - Object-Oriented Concepts (3 credits)

This course introduces students to the basic concepts of systems analysis and design as applicable to developing computer systems. Students also work to develop the concepts and skills to use application packages for web page and presentation development. Students then apply their skills to the development of a major project involving their field of study. Students continue to acquire the intellectual knowledge as well as the concepts, skills, and capabilities essential to a deep understanding of information technology. This course is the capstone of three courses needed to fulfill this objective. Three class hours per week. Instructional Support Fee applies Fall, Spring; may not be offered every semester

CIT 124 - Technology for Teachers Seminar I (3 credits)

This course provides an overview of the certificate program, introduces students to both PC and Mac platforms, ensures that all students have basic computer skills, and enables students to evaluate and select educational software. Students assess their knowledge and use of instructional technology and develop a plan to integrate technology into their classrooms. Three class hours per week. Instructional Support Fee applies Fall, Summer

CIT 125 - Technology for Teachers Seminar II (3 credits)

This course integrates the technology training obtained in CIT 124 with the material covered in fluency courses. In addition to gaining the skills to use technology to meet a variety of learning styles, the students gain knowledge of equity, ethical, legal, and human issues of technology as they relate to education and society. Three class hours per week. Instructional Support Fee applies Spring, Summer

Prerequisite: Prerequisite: CIT 124. Pre- or co-requisite: CIT 123, or permission of the instructor.

CIT 128 - Introduction to Digital Audio Recording (3 credits)

This course introduces students to the fundamentals of computer technologies to create audio productions for business, multimedia, and other applications. Students explore popular software applications, hardware and software compatibility, and understand Three class hours per week. Instructional Support Fee applies. Spring

CIT 131 - Business Creativity (3 credits)

Business Creativity introduces students to basic graphic design and typographic principles in a computerized business environment. The course gives students the background necessary to identify and later apply these principles to create effective and aesthetically pleasing forms of computerized visual business communications. Instructional Support Fee applies Fall, Spring, Summer

CIT 132 - Desktop Publishing (3 credits)

The course covers the most common application packages used in business communications and commercial publishing. The student learns to combine text and graphics to create effective advertisements, brochures, newsletters, newspaper pages, and other printed material. An understanding of the printing process is developed so the student knows what is needed for professionally printed documents.   Instructional Support Fee applies Fall, Spring

CIT 133 - Electronic Publishing (3 credits)

This course provides an introduction to electronic imaging, manipulating graphics, and presentation software. The class includes a module devoted to applications on the World Wide Web and covers how to combine graphics and text imported from a variety of files and applications. Emphasis is placed on designing and developing professionally finished products. Three class hours per week. Instructional Support Fee applies Fall, Spring

CIT 140 - Electronic Game Development I (3 credits)

This course is an overview of electronic game development that takes students from the conception of electronic games in the 1970s up through the next generation console and PC games of today. Students study the game design process, the research and development of the game, and prepare a game proposal. Three class hours per week. Instructional Support Fee applies Fall

CIT 141 - Visual Concepts for Game Designers (3 credits)

This course is an introduction to visual concepts and the software that supports their development. Students learn what game developers need to create the realistic visuals seen in many popular games titles. Emphasis is placed on concepts needed to create actual assets for use in actual games. Three class hours per week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: CIT 140.

CIT 142 - Computer Game Level Building (3 credits)

This course provides an introduction to planning and building game levels with a level editor. Students learn the importance of good level building and puzzle creation. Students are exposed to more than one level editor, and their strengths and weakness are discussed. Three class hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Pre- or co-requisite: CIT 140 or permission of the instructor.

CIT 143 - Programming for Game Developers I (3 credits)

This course introduces programming for game developers. Students learn the basics of game programming using a popular game programming language and start out creating simple text games and move on to Windows programming with an introduction to DirectX. The student leaves this course with a basic understanding of programming and the basic programming skills to start programming games. Three class hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: CIT 140 and CIS 120 or permission of the instructor.

CIT 150 - Network Security (3 credits)

This course introduces the principles and practices of security in computer networks. It covers the foundations of securing computer networks, including cryptography models, authentication, communications security, infrastructure security, operational, and organizational security. Students learn the risks, threats, hazards, and concerns of computer networks and enhance their abilities to perform security research. Three class hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: CIS 134 and (CIS 132 or CIS 106) or permission of the instructor.

CIT 155 - Introduction of Computer Forensics (3 credits)

This is an introductory course in computer and digital forensics. The course covers the principles, procedures, and techniques used in computer forensic crime investigations. Topics include understanding computer investigations, current computer forensics tools, processing crime and incident scenes, and digital evidence controls. Students are introduced to file systems, data acquisition, and computer forensics analysis. Three hours of lecture per week. Instructional Support Fee applies Spring

CIT 159 - MySQL and PHP (3 credits)

Students in this course learn to work with the open source database MySQL. They learn the concepts of creating a relational open source database using standard query techniques, including SQL and PHP and maintaining the database using SQL and PHP. Three class hours per week. Instructional Support Fee applies. Spring

CIT 160 - Help Desk Methods (3 credits)

This course covers the basic knowledge and skills needed to effectively work in the software service support field, including the integrated concepts of a successful help desk and the use of the help desk to support internal operations and external operations via phone or e-mail. Troubleshooting concepts are also introduced. Three class hours per week. Instructional Support Fee applies Fall

CIT 161 - Troubleshooting Applications (3 credits)

This course focuses on the technology, techniques, and software tools involved in troubleshooting. Specific popular applications help to building students skills for future use in a broader range of applications. Effective troubleshooting procedures for software applications are taught. Online resources for support are explored. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 102, CIT 160, CIS 121, or permission of the instructor.

CIT 162 - Applied Help Desk Support (3 credits)

This course allows students to apply the skills learned in computer information systems courses by working as a volunteer lab assistant. Students gain experience in troubleshooting software and hardware problems, dealing with people in a help desk/lab setting, and sharing knowledge gained in computer courses. One class meeting per week and six hours a week assisting in a computer lab. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIS 102, CIT 160, CIS 121, or permission of the instructor. Pre- or co-requisite: CIS 160, CIT 161, or permission of the instructor.

CIT 163 - Open Source Applications (3 credits)

This course covers the use of open source software to handle basic application needs including word processing, spreadsheets, and presentations. Students learn to use all of these applications effectively and understand the ideas and implications of using open source application software. Three class hours per week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite CIT 164 or permission of the instructor.

CIT 164 - Open Source Operating System (3 credits)

This course covers the use of open source operating system to handle basic OS needs, including command line and GUI desktop environments. Students learn about the major commands and features of the operating system including navigation and manipulation of the file system. Students also learn about the X Windows environment, GNOME, KDE and the use of text. Three class hours per week. Instructional Support Fee applies Fall

CIT 231 - Introduction to Multimedia Development (3 credits)

Multimedia allows the development of dynamic presentations involving sound, motion, and interactivity. In this course, students learn to prepare business presentations using specialized programs. Emphasis is placed on learning the technical skills to utilize the multimedia software effectively to create business presentations and demonstrations. Three hours of lecture per week. Instructional Support Fee applies Fall, Spring

CIT 232 - Unix/Linux System Administration II (3 credits)

This course builds on the Linux server and Linux client administration skills learned in previous coursework. After installing a Linux server, students manage network services. These include DNS, DHCP, file and print services, Web services, director servi Three hours of lecture per week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: CIS 133, CIS 231 or permission of the instructor.

CIT 233 - Routing and Router Configuration (3 credits)

This course provides an in-depth examination of routing and router configuration as used on WANs and, specifically, the Internet. The course covers layers 2, 3, and 4 of the OSI Model. Students gain the basic knowledge to plan, implement, and control rout Three hours of lecture per week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: CIS 134 with a "C" or better or permission of the instructor.

CIT 235 - Advanced FlashMX (3 credits)

This course focuses on the use of FlashMX to create Rich Internet Applications (RIA) and covers Object Oriented Programming and ActionScript as well as other advanced multimedia techniques. Students learn to use the advanced features in Flash to develop applications and Web sites as well as programs for other devices. The course includes coverage of the built-in objects, including arrays, data objects, movie clips, interaction objects, and color objects. Three class hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: CIT 231, CIT 106, or permission of the instructor.

CIT 240 - Modding I (3 credits)

A mod can be anything from a simple game modification to new levels or even to a new game. This course examines the mod community online. The goal is to understand what it takes to make a top-notch mod. Aspiring game developerscan choose from hundreds of semiformal mod groups to study. Students seek out existing mods and review them with a critical eye. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: CIT 140, CIT 141, and CIT 142 or permission of the instructor.

CIT 241 - Electronic Game Development II (3 credits)

This course is a continuation of CIT 140 and focuses on more advanced concepts of game development and production. Students work on scripting and developing characters, as well as exploring and understanding the concepts of game shells and game engines. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIT 140, CIT 141, and CIT 142 or permission of the instructor.

CIT 242 - Programming for Game Developers II (3 credits)

This course expands the knowledge base in programming that was begun in CIT 143. Students further their knowledge of programming and DirectX and focus on more complex gaming techniques. Topics include advanced use of graphics, sound, and input, and an understanding of new and emerging software technologies as they relate to game development. Three class hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: CIT 143 or permission of the instructor.

CIT 243 - Game and Sound Production (3 credits)

This is a project-oriented course. Students work together to create an end product. Students gain an understanding of sound and how to effectively incorporate it into games. At the end of the course, students develop and disseminate a

simple game. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIT 241 or permission of the instructor.

CIT 244 - Production for Game Developers (3 credits)

This course covers the commercial development life cycle involved in game production. Students examine case studies of the release of successful games, ethical issues, strategies and trends, and team building in game production. Students examine related concepts such as developing a full complement of toys, hint books, magazines, and movies. Students develop a production plan for their games. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: CIT 241, CIT 242, CIT 243, or permission of the instructor.

CIT 245 - eXtensible Markup Language (XML) (3 credits)

In this course, students create games on paper only. Understanding the history of paper games is a key to understanding game design. The course includes analysis of games ranging from Tic-Tac-Toe to Dungeons and Dragons. No computers are used in the course. Three class hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CIS 122 or permission of the instructor.

CIT 246 - Modding II (3 credits)

Students collaborate on a complete game level mod in this course, developing it from start to finish. The course emphasizes using an existing mod and adding and modifying elements with a focus on game play. Students also develop supporting materials that can be used to promote their mod. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: CIT 240 and CIT 245 or permission of the instructor.

CIT 247 - Pre-Production Game Development (3 credits)

In this project-oriented course, students work together to design and plan the development cycle of one or more games, which they develop cooperatively in CIT 276. Students learn to write a game proposal and to schedule development resources. Students examine various game development tools used to create all the necessary game assets. Three hours of lecture per week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: CIT 241 or (CIT 242 and CIT 260) or permission of the instructor.

CIT 248 - Data Structures in the Game Environment (3 credits)

This is the third of a sequence of programming courses, following CIT 143 and CIT 242. This course focuses on data structures and algorithms commonly used in computer games. Topics include tables, lists, trees, queues, and stacks, as well as algorithm analysis. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIT 242 or permission of instructor.

CIT 250 - Firewall Security (3 credits)

This course explores the role of firewalls in building a secure Local Area Network. Students learn how firewalls fit into network security, the role they play, and how they can be effectively combined with other security components to enhance network security. Topics include planning, installation, building, and maintenance of a firewall as well as decision making and trouble-shooting firewall issues. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIT 150 or permission of the instructor.

CIT 251 - Operating Systems Security (3 credits)

This course covers operating system security, including Internet and e-mail security, border security, and wireless security. It also covers a variety of operating systems to assure that the student's knowledge extends to multiple platforms. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIT 150 or permission of the instructor, CIS 131 is recommended.

CIT 252 - Information Security and Disaster Recovery (3 credits)

This course emphasizes the creation and maintenance of a secure information system. Students learn how to integrate security during the development of an information system and how to preserve the security during the complete IS life cycle. Students also learn how to create, implement, and test a disaster recovery plan and the related procedures. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIT 150 or permission of the instructor; CIS 150, CIS 152, CIS 161, or CIS 159 recommended.

CIT 255 - Advanced Computer Forensics (4 credits)

This course expands on topics covered in CIT 155 and discusses advanced topics in computer and digital forensics analysis. The course focuses on the areas of data acquisition, computer forensics analysis, recovering image files, network forensics, mobile devices, and e-mail

investigations, as well as the boot process and file system of Macintosh and Linux computers. Three hours of lecture and two hours of laboratory per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CIS 134, CIT 155 or permission of the instructor.

CIT 256 - File System Forensic Analysis (3 credits)

This course discusses how data is stored on disk and where and how digital evidence can be found on the disk. The majority of digital evidence is found on a disk and knowing how and why the evidence exists can help an investigator to provide testimony in a more knowledgeable manner. Basic concepts and theory of a volume and file system are covered and then applied to an investigation. The course also explores analysis techniques and special considerations that the investigator should make based on the file system. In addition, the data structures associated with volume and file systems are given and disk images are analyzed. The phases and guidelines of a digital investigation are also presented. Three hours of lecture per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: CIT 155, CIS 106, CIS 134, or permission of the instructor.

CIT 258 - Advanced Interactive Programming (3 credits)

In this course, students write advanced programs and scripts for server-side Web development, building on the framework laid in CIS 250. They increase their abilities in languages learned and build their skills in languages currently used for Web site dev Three class hours per week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: CIS 250 or CIS 159 or permission of the instructor.

CIT 260 - Topics in Game Programming (3 credits)

This course covers a variety of issues that are important in game development. Topics include artificial intelligence, game world dynamics, human interfaces, and supporting tools. The course incorporates new developments in the programming area as they emerge. Students use their foundation in C++ to apply each topic to a computer game program. Three class hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CIT 242 or permission of the instructor.

CIT 261 - Fundamentals of Game Engine Design (3 credits)

This course covers various components of game engine design. A well-designed game engine handles processing and reduces the unique coding requirements, making the game more efficient and effective. Students learn how to put together a game engine that can be used by multiple games. The course addresses such aspects of game engines as graphics, sound, input, and tools. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: CIT 242 or permission of the instructor.

CIT 262 - Advanced Game Analysis (3 credits)

In this course, students examine current computer and console games with a critical eye. This process solidifies their experience in mod development and game design. Students increase the depth of their understanding by continual review of a variety of games. The course also focuses on developing student awareness of the differing quality levels of games. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: CIT 246 or permission of instructor.

CIT 270 - Seminar in Desktop Publishing, Imaging and Multimedia Design (3 credits)

By working in design teams on multifaceted projects, this course allows students to apply their skills in creative design, desktop publishing, electronic imaging, and multimedia applications by developing projects needed by businesses, industries, and the community. Students master at least one suite of design and/or multimedia products and produce professional quality work, which then may be printed, distributed electronically, and/or accessed via the internet, CD, or kiosk.   Instructional Support Fee applies Spring

Prerequisite: Prerequisites: CIT 131, CIT 132, CIT 133 or permission of instructor.

CIT 274 - Security Seminar (4 credits)

This hands-on capstone course provides students with the opportunity to plan, design, implement, manage, and document an intranet work such that access to internal services, both to the LAN and the Internet, can be allowed or denied in a secure manner. It includes the implementation, configuration, and maintenance of a firewall. Students design, implement, and test a disaster recovery plan, a public key server for access to data and email encryption, and a plan for performing system updates and virus and spyware protection. Three lecture and two lab hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: CIS 133, CIS 231, CIT 250, CIT 251, and CIT 252, or permission of the instructor.

CIT 275 - Computer Forensics Seminar (4 credits)

This is a capstone course in the Computer Forensics option. It allows students to use the computer forensics skills they have developed to work on a comprehensive capstone project. The project includes case studies in which the student is expected to use forensically sound

procedures in collecting, analyzing, and documenting all digital evidence. Three hours of lecture and two hours of laboratory per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CIT 255. Pre- or co-requisite: CIT 256.

CIT 276 - Game Production (4 credits)

This project-oriented course brings together all components of the game development program to create a unique game. At the end of the course, students each have a game that they can show to prospective employers. Two class hours and four lab hours per week. Instructional Support Fee applies Spring

COM - Communication

COM 101 - Fundamentals of Public Speaking (3 credits)

In this course, students study and apply theoretical concepts of communicating in public settings to diverse audiences. Students research, organize, write, and deliver oral presentations for a variety of purposes. Techniques to address public speaking apprehension; critical thinking; information literacy and technology skills; verbal and non-verbal communication; and active listening are covered in this course. A passing score on the English Placement test or "C" or better in ENG 090 is recommended. Three class hours a week. Fall, Spring, Summer

COM 102 - Advanced Public Speaking (3 credits)

An advanced study of effective techniques in speech delivery, using longer speeches, frequent class discussions and practice in the organization and presentation of material to fit varying specific audiences, including radio and television. Three class hours a week. Fall, Spring

Prerequisite: Prerequisite: COM 101.

COM 105 - Introduction to Communication (3 credits)

This is the foundation course for Communication majors. Students explore the fundamentals of human communication, especially the process of exchanging meaning. The course examines communication theory, historical developments, communicating with self and others, nonverbal communication, communicating through the mass media and in organizations, and the impact of emerging technologies on how people communicate in the early part of the 21st century. The course also examines numerous careers in the broad field of communication. Three class hours per week. Fall

COM 111 - Mass Communication (3 credits)

This course focuses on the mass communication process and a survey of primary mass media such as books, newspapers, magazines, recordings, movies, television, radio, and the Web. The course examines the development and power of the mass media and their role in contemporary society, and explores the potential impact of media consolidation, demassification, and technology on editorial direction and mass audiences. Three class hours per week. Spring

COM 112 - News Writing and Reporting (3 credits)

Students learn principles and practices of news writing and reporting for contemporary media. The course examines the fundamentals of "good journalism," the role of reporters and editors in the news organization, and decision-making in the newsroom. Students analyze the qualities of good news writing and develop their skills in writing leads and organizing stories. The course explores differences in reporting for print, broadcast, and Web-based media, and examines how reporters cover the news on beats and specialty areas such as general assignment, police and fire, city hall, sports, health, and politics. Students consider issues related to ethics and fairness and the impact of media consolidation and rolling deadlines on news content. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: ENG 101.

COM 113 - Interpersonal Speech (3 credits)

This course provides a study of speaking and listening as it involves spoken language, nonverbal communication, and feelings, specifically within interpersonal and small group settings. Oral Communication - Early Childhood, Elementary Education, and Human Services only. Three class hours a week. Fall, Spring

COM 114 - Professional Speaking (3 credits)

This course is a study of speaking technique involving specific professional language, appropriate oral presentation, and visual aids. Speeches are delivered and evaluated. Three class hours a week. Spring

COM 116 - Speech and Drama for the Child

This course provides a study of speech and drama techniques for children, with practical experience in storytelling, speaking and listening games, creative dramatics, and media for children. Three class hours a week. Fall, Spring

COM 118 - Communication Skills (3 credits)

Students explore basic concepts of communication and develop skills to communicate effectively in interpersonal, interview, small-group, organizational, and public communication settings. Students research, organize, and deliver presentations and share feedback with peer presenters, developing verbal and nonverbal, active listening, and critical analysis skills. Students identify technologies that can serve as effective channels for communicating in specific contexts and examine

communication issues related to ethics, culture, and technology Oral Communication - Early Childhood, Elementary Education, and Human Services only. Three class hours per week. Fall, Spring

COM 120 - Argumentation and Debate (3 credits)

This course focuses on the theory, methodology, and practice of critical thinking, listening, and analysis of oral refutation. It examines both the substance and technical aspects of argumentative discourse by exploring the effective use of claims, fallacies, and rhetorical strategies. Students become well versed in a wide scope of debate formats, including parliamentary, policy, value, Lincoln-Douglas, judicial, and international. Three class hours per week. Fall, Spring

COM 157 - Television Production (3 credits)

This course addresses the fundamental principles of television production. Students produce media using both studio and field equipment, learning studio and control room operating procedures, basic lighting, camera operation, script writing, and nonlinear editing using Final Cut Pro or equivalent. Students organize materials and projects using the Mac OS operating system; backup media on external hard drives, flash drives and/or DVDs; and upload projects to an online video server. Students identify message, audience, and goal for each project and consider ethical aspects related to the field of television production. Three class hours a week. Instructional Support Fee applies Fall

COM 159 - Video Field Production and Editing (3 credits)

Students learn basic concepts of electronic field production and editing and gain hands-on experience through assignments that take them from initial planning of a project through location shooting and final editing. The course addresses preproduction planning, shot composition, lighting and audio on location, and linear and digital editing concepts and techniques. Emphasis is on pre- and post-production planning and editing and project completion. Three class hours per week. Spring

COM 160 - Intercultural Communication (3 credits)

This course focuses on the human communications process as it occurs at the intercultural level in order to assist the student to engage in successful cross-cultural interaction. Attention is given to differences and similarities in the patterns of communication across national cultures (for example, Americans and Japanese), as well as between members of different cultures within the same nation (for example, Portuguese Americans and African Americans). Oral Communication - Early Childhood, Elementary Education, and Human Services only. Fall, Spring

COM 240 - Organizational Communication

This course provides a theoretical and historical overview of the role of communication in organizations and a practical look at contemporary roles, responsibilities, and career opportunities in the broad field of organizational communication. Communication plays a significant role in the success of organizations today, whether those organizations be community service agencies, charitable organizations, major media outlets, research institutions, online enterprises, or multinational corporations. All organizations need the knowledge, expertise and skills to communicate effectively, both internally and externally. Functions for study and discussion include public relations, employee communication, event planning, print and online publications, crisis communication, marketing communication, Web site management, strategic planning, executive counseling, and ethical challenges faced by communicators working in organizations today. Three class hours per week. Fall, Spring

Prerequisite: Prerequisite: COM 105 or permission of program coordinator.

COM 241 - Public Relations (3 credits)

This course introduces students to the principles and practices of public relations. Students review historical aspects of the discipline and the theoretical foundation that informs the practice. The course helps students identify the skills and expertise that public relations professionals develop in order to be effective for their agency, nonprofit organization, or corporation. The course examines how institutions relate to their various publics and explores traditional public relations functions such as media relations, publications, crisis communication, special events, community relations, and other areas. Course discussion addresses ethical dilemmas, "24/7" deadlines, growing global demands, and the significant effects of new technologies on the profession. This course gives students a foundation for entering careers in public relations. Three class hours per week. Spring

COM 242 - Writing for Organizations

This course explores several forms of print and online writing that are used by contemporary institutions to communicate with key stakeholders. Nonprofit agencies and international corporations produce volumes of written material every year. Students develop critical thinking and writing skills through assignments that challenge them to analyze the purpose, format, style, design, and strategic considerations of email practices, memos, reports, newsletters, media releases, proposals, and planning instruments. The course addresses ethical and global issues and reviews careers in writing for organizations. Three class hours per week. Spring

Prerequisite: Prerequisite: ENG 101 or permission of program coordinator.

COM 251 - Field Experience (3 credits)

This course provides communication students with a field experience in an area related to the mass media or organizational communication. Students develop skills and explore a career interest in a communication-related field through an internship or field-related project that complements their academic preparation. Students spend 10 to 15 hours a week for approximately 10 to 12 weeks working at their field placement or project, depending upon the requirements of the assignment. Students also attend a one-hour weekly seminar to discuss issues related to the field experience and explore related topics.   Fall, Spring

COM 260 - Special Topics in Communication (1 credit)

This course examines a contemporary issue or theme related to journalism/mass media or organizational communication. Students explore and discuss, in depth, a topic selected on the basis of timeliness, impact on society, student interest, and faculty expertise. Topics may include Ethics and Current Practices in International Media Relations, Implications of New Media on the Right to Privacy, Media Consolidation: What it Means for Consumers, Communicating with Employees of Global Corporations: Two Perspectives, Challenges of "Round the Clock" Deadlines on Journalistic Integrity. One class hour per week. Not offered every year

Prerequisite: Prerequisite: ENG 101 or permission of instructor.

CRJ - Criminal Justice

CRJ 101 - Introduction to Criminal Justice (3 credits)

This is a survey course designed to provide students with an overview of the criminal justice system. The principles and practices of police, courts, and corrections are examined. The constitutional basis of our system of justice is explored and emphasized. This course provides the foundation needed for more advanced coursework. Three class hours a week. Fall, Spring

Prerequisite: Pre- or co-requisite: ENG 101.

CRJ 113 - Criminal Law (3 credits)

Primary focus is on the substantive law. General legal principles applicable throughout the majority of the states are covered as well as the substantive law of the Commonwealth of Massachusetts. The nature and development of criminal law and legal systems, jurisdiction, the criminal act, the criminal state of mind and matters affecting responsibility are studied. Three class hours a week. Fall, Spring

Prerequisite: Pre- or co-requisite: ENG 101.

CRJ 115 - Report Writing and Information Systems (3 credits)

This course enables students to determine report content through collection, interpretation, and evaluation of data. Emphasis is placed upon interpersonal communication and its application in role-playing experiences in interviews and interrogations. Students complete many report-writing assignments, including operational and administrative reports. Implications of the individual report for an agency's total information capability are studied along with examination of several contemporary information systems, including the processes used for report review and control. Three class hours a week. Spring

Prerequisite: Pre- or co-requisite: ENG 101.

CRJ 122 - Introduction to Corrections (3 credits)

This is a survey course designed to provide students with a clear overview of each of the categories that make up our correctional system. Jails, prisons, and community corrections programs are explored. The legal process and rights of inmates are examined. CRJ 122 provides a foundation for more advanced studies in corrections. Three class hours a week. Not offered every year

CRJ 123 - Probation, Parole, and Community Corrections (3 credits)

This course is an in-depth study of the policies and practices of probation and parole. It views such concepts as risk and ethics, and how these are applied on an everyday basis in the field. Various alternatives to incarceration are also explored, in addition to a thorough examination of the discretionary powers of the probation and parole officer. Three class hours a week. Not offered every year

CRJ 124 - Contemporary Corrections (3 credits)

A survey of the evolution of corrections, developed historically, with particular emphasis on United States and Massachusetts practices, including contemporary correctional practices and alternatives to incarceration. Three class hours a week. Not offered every year

CRJ 126 - Corrections Administration (3 credits)

Correctional administration and the evolution of management theory are examined. The corrections environment, the organizational process and ethics and social influences are explored. CRJ 126 provides the student with an overall understanding of the correctional management process. Three class hours a week. Not offered every year

CRJ 128 - Offender Counseling and Rehabilitation (3 credits)

This course explores the dual demands of the correctional system: assisting offenders in establishing lifestyles which conform to the rules of society and protecting the community from harmful activities of offenders under the

supervision of the Department of Corrections. The concept of treatment vs. punishment and various treatment modalities are examined. Three class hours a week. Not offered every year

CRJ 160 - Topics in Criminal Justice (3 credits)

A one-semester course on a specific topic or current issue affecting the criminal justice system. Topic to be announced each semester. Three class hours a week. Not offered every year

CRJ 218 - Law Enforcement Management and Planning (3 credits)

Police organization and management practices are examined. Principal topics include planning and research, principles of organization, direction and leadership, police supervision, budgeting systems, personnel management, labor-management practices and collective bargaining, and patrol administration. Selected contemporary issues are also discussed. Three class hours a week. Fall, Spring

Prerequisite: Prerequisite: CRJ 101.

CRJ 219 - Police and Community Relations (3 credits)

Emphasizing the concept that each human being is unique, this course is an in-depth study of the police role in the community. Police-initiated programs directed toward improving intergroup relations are examined and discussed along with selected issues confronting the police and the public they serve. Maximizing the degree of police/community cooperation and interaction is the primary objective. Three class hours a week. Fall, Spring

Prerequisite: Prerequisite: SOC 101.

CRJ 221 - Juvenile Offenders (3 credits)

This course provides for a holistic approach to the study of the many factors that relate to juvenile delinquency. The scope and nature of delinquency, methods of prevention, environmental influences, the juvenile justice system, and juvenile corrections are among the topics examined and discussed. Three class hours a week. Spring

CRJ 251 - Criminology (3 credits)

The study of the nature of crime, the criminal, and society's approach to the crime problem; the causes of crime; research methods in criminology; the criminal justice system in theory and reality; an introduction to penology. Three class hours a week. Fall

Prerequisite: Prerequisite: SOC 101 or permission of program director.

CRJ 256 - Criminal Investigation (3 credits)

Emphasis is placed on the special techniques most appropriate for particular kinds of investigations, including arson, burglary, robbery, electronic-based crime, homicide, and other crimes. Constitutional aspects of investigative

procedures are discussed along with procedures for interviewing and recording statements of witnesses and suspects. Three class hours a week. Spring

Prerequisite: Prerequisite: CRJ 101.

CRJ 258 - Criminal Procedure (3 credits)

An intensive study and analysis of the United States Constitution and an examination of judicial interpretations of it. Particular attention is placed on the Supreme Court's decisions and impact on criminal justice processes and procedures with respect to arrest, search and seizure, interrogation and confessions, assistance of counsel, and freedom of speech. Three class hours a week. Fall, Spring

Prerequisite: Prerequisite: CRJ 101 and CRJ 113.

CRJ 259 - Introduction to Criminalistics (3 credits)

An introductory course in forensic science with emphasis on the recognition, collection, and analysis of physical evidence. Students participate in practical exercises utilizing appropriate lab equipment and field kits and investigate simulated crimes and introduce physical evidence at mock trials. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: CRJ 113, CRJ 115, and CRJ 258.

CSS - College Success Seminar

CSS 101 - College Success Seminar (1 credit)

This course facilitates the new student's transition to college through exploration of a timely, relevant topic such as diversity, the meaning of work, voter education, or the value and purpose of higher education. The course views learning as an active process based on class discussion, readings, projects and lectures. It emphasizes reading skills, writing skills, problem solving, learning styles, critical thinking, basic computer literacy skills, and time management. As students investigate personal value systems, they recognize the skills required for success in higher education. As a result, students begin to understand how college expands their views and, thus, prepare for that change. The course introduces students to fundamental computer skills for Web/net search, library research, word processing, and email. One class hour per week. Instructional Support Fee applies Fall, Spring

CSS 103 - Career Exploration and Development Seminar (1 credit)

This course encourages the student to learn career decision-making skills through a process of self awareness and individual and group exercises. The student explores various career options with the intent of narrowing down specific academic and career goals. Emphasis is placed on gaining knowledge of information resources used in career planning and gaining knowledge of the major themes of

career development and choice. One or two class hours a week. Fall, Spring, Summer

CSS 104 - Job Preparation: Your Credentials (1 credit)

A course in resume and cover letter design. Also includes instruction in job search strategies and interviewing techniques. Students are involved in mock interviewing, learning to dress for success, and appropriate work-world communication skills - everything you need to land the right job. Fall, Spring

CSS 105 - Technology Tools for College Success (3 credits)

This course is designed to foster success in college by increasing students' information technology skills. Topics include basic computer operation; trouble-shooting simple problems; survey of application types; writing papers with word processors; introduction to uses of spreadsheets, email, chat, and threaded discussion as communication tools; online etiquette; searching/navigating the Internet; assessing the credibility of Internet resources; and using college reference databases. This course is not intended for Computer Information Systems, Office Administration, or Business Administration majors. Three class hours per week. Instructional Support Fee applies Fall, Spring, Summer

CUL - Culinary Arts

CUL 101 - Art Skills for the Culinarian (3 credits)

This course develops skills that allow students to present food in an artistically pleasing manner, digitally record it, and enhance the food service area. The course emphasizes the following skill areas: art skills, which include the creation of three-dimensional plates and platters utilizing the principles of form, function, and color; photography skills, which include the use of a digital camera and image editing software to record images and correct them for improved professional appearance; and ice-carving skills, which include the art of preparing centerpieces, show pieces, and socles to enhance the appearance of food presentation. Three class hours a week for ten weeks; two class hours and three lab hours a week for five weeks. Instructional Support Fee applies Fall; Day only

CUL 106 - Art Skills for the Baker (3 credits)

This course prepares students to present breads, cakes, pastries, and other bakery-related items for both a la carte and buffet service in an artistically pleasing manner; digitally record the presentations; and enhance the bakeshop/dessert area. The course emphasizes art skills, which include the creation of three-dimensional dessert plates and platters and centerpieces using form, function, and color; photography skills, which include the use of a digital camera and image-editing software to record images and correct them for improving the professional appearance of dessert plates and platters; and ice-carving

skills, which include the art of preparing dessert buffet centerpieces, show pieces, and socles for ice creams and sorbets. Three class hours a week for ten weeks; two class hours and three lab hours per week for five weeks. Instructional Support Fee applies Fall; Day only

CUL 111 - Essentials of Culinary Arts I (4 credits)

This course covers the procedures and techniques of cooking. It develops basic skills including applicable kitchen safety and sanitation. It introduces students to the practical use of commercial kitchen equipment and hand tools as well as essential cooking principles. The course includes stocks, sauces, and soups; meat, fish, and poultry preparations; vegetables and starch products; and cold pantry and breakfast preparation. This course requires participation in evening functions. Students begin to develop their culinary portfolios in this course. Two class hours and eight lab hours a week. Instructional Support Fee applies Fall; Day only

CUL 112 - Essentials of Culinary Arts II (4 credits)

This course is a continuation of CUL 111 and builds on the essentials mastered in CUL 111. The course is a practicum in the application of the procedures and techniques of cooking. This course focuses on the individual and group preparation and presentation of meals and their components as well as on the skills to assess and critique them. It culminates in a final practical assessment. The course requires participation in evening functions and continuation of the student's culinary portfolio. Two class hours and eight lab hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: CUL 111 or permission of program director.

CUL 113 - Baking Skills for Cooks (2 credits)

This course focuses on the baking skills cooks or chefs working in smaller establishments should possess, including breads and rolls, quick breads, pies, cookies and simple pastries, and basic cake decorating. This course also covers basic decorative skills, including cornucopia, breadbaskets, and seasonal items. One class hour and four lab hours per week. Instructional Support Fee applies Spring; Day only

CUL 121 - Dining Room Functions I (2 credits)

This course introduces students to the proper dining room procedures and the relationship of the dining room to the kitchen. It covers a variety of service styles, including American, Buffet, Banquet, and Family Style. The course also covers beverage service relative to these types of service. The course requires participation in evening functions. Two class hours a week. Instructional Support Fee applies Fall; Day only

CUL 122 - Dining Room Functions II (2 credits)

This course focuses solely on the practical aspect of operating an a la carte dining room. Students develop their front-of-the-house skills by greeting customers, taking and delivering orders, and collecting cash. This course requires evening function participation. One class hour and four lab hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: CUL 121 or permission of the program director.

CUL 123 - Mixology and Bar Management (2 credits)

A major focus of this course includes "Training for Intervention Procedures by Servers of Alcohol" (TIPS), centered on a nationally recognized course, culminating in a standardized exam and certificate. Also covered are proper procedures for a bar setup, the art of drink preparation and service, and an introduction to the history, service, and storage of wine. Two class hours a week. Instructional Support Fee applies Spring; Day only

CUL 140 - Sanitation for Culinarians (2 credits)

This course focuses on the safe and sanitary operation of a restaurant and pastry shop and, using the Hazard Analysis Critical Control Point System (HACCP), focuses on the safe and sanitary purchasing, receiving, storing, cooling, and reheating of meats, produce, seafood, and baking ingredients (flours, fruits, dairy products, thickeners) to prevent food-borne illness. The course centers on a nationally certified course sponsored by the National Restaurant Association and culminates in a standardized exam and certificate. It also meets the mandatory requirement for certification in the American Culinary Federation (ACF). Two class hours a week. Instructional Support Fee applies Fall; Day only

CUL 141 - Nutrition for Culinarians (2 credits)

This course helps students develop an appreciation for and ability to understand basic nutrition when incorporating proteins, fruits, starches, and vegetables into entrees and desserts. The course focuses on a la carte preparations, specialty menus such as hospitals and nursing homes, and buffet presentations in a variety of menu styles. It employs Hazard Analysis Critical Control Point (HACCP) principles in achieving the desired dietary goals. Two class hours a week. Instructional Support Fee applies Fall; Day only

CUL 151 - Essentials of Baking I (2 credits)

This course introduces the student to basic cooking methods such as sautéing, baking, poaching, and broiling, and their relationship to the baking process. It also covers basic kitchen equipment used in bakery and pastry production, such as fundamental knife skills and cuts, which are implemented in chopping, slicing, and garnishing, and the principles of professional baking, including sanitation, safety regulations, and personal hygiene. It also covers the use and care of the bakeshop utensils and equipment. The course begins to examine the chemistry of baking through the preparation of quick breads, yeast dough, and Artisan breads. It emphasizes yeast fermentation, ingredient functions, flavors, and bread baking. The course requires two seasonal projects. One class hour and four lab hours per week. Instructional Support Fee applies Fall; Day only

CUL 152 - Essentials of Baking II (4 credits)

This course is a continuation of CUL 151 and focuses on laminated dough and pate a choux as an introduction to classical pastries. The course introduces the preparation and use of custards, creme anglaise, dessert sauces, and mousse, and emphasizes the mixing methods, shaping and portioning, filling, baking and finishing of cookies, petit fours, pies, and cakes. The course further emphasizes slicing, filling, and decorating layer cakes with a variety of techniques, including icings and pipings, and their correct plate presentation. Two class hours and eight lab hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: CUL 151 or permission of the program director.

CUL 153 - Baking Technology (3 credits)

This course focuses on and examines the principles and functions of ingredients (flours, fats, sweeteners, dairy) used in baking and pastry production. It explores the variables of bakery ingredients and the physical behavior of the product from ingredients through formulation and production. The course uses oral and written reports to emphasize the analysis of the final products. Two class hours and three lab hours per week. Instructional Support Fee applies Fall; Day only

CUL 154 - Introduction to Showpiece and Displays (3 credits)

This course explores the design and techniques of contrasting amenities, showpieces, and displays of various sizes, shapes, and themes, using a variety of media such as chocolate, ice, and floral arrangements. Students plan, execute, and maintain the Culinary Arts public display area. Two class hours and three lab hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: CUL 106 and CUL 153 or permission of program director.

CUL 211 - Advanced Culinary Techniques I (6 credits)

This course encompasses a wide variety of high-level practical preparation skills in the areas of Garde Manger, Classical French Cuisine, and Cuisine of the Americas. The section on Garde Manger builds on the basic essential skills and applies them at an advanced level to the art of presenting food in a decorative manner. The course also includes various components of the garde manger's skills,

including cheese and sausage making, appetizer and canape preparation, decorative vegetable carving and food smoking, pates, galantines, and cold food presentation. The class lessons in the Classical French Cuisine segment reflect the very foundations of formal cuisine, studying and preparing the recipes of Escoffier, Carame, and other early masters. The Cuisine of the Americas section covers the cooking of North and South America, focusing on the important culinary regions in each area. The course requires evening function participation and continued development of the student's culinary portfolio. Three class hours and twelve lab hours per week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: CUL 112 or permission of the program director.

CUL 212 - Advanced Culinary Techniques II (6 credits)

This course applies the skills acquired in CUL 111 and CUL 112. The course applies a variety of international cuisines studied through classroom lecture and practical work in the kitchen. In addition to the classroom participation in the evaluation of the products prepared, students also prepare food for sale in the Grady Dining Room for lunch one day a week. The course covers Asia, the Mediterranean/Europe, and the African continent. It requires participation in evening functions and continued development of the student's culinary portfolio. Three class hours and twelve lab hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: CUL 211 or permission of the program director.

CUL 216 - The Capstone Experience for Culinarians (3 credits)

This course is the capstone course for Culinary Arts majors and culminates in the presentation of the Senior Recognition Dinner. Students develop a menu within a given budget, determine the nutritional analysis for the menu, and plan and execute the plate presentations and beverage services. They complete their Culinary Arts Personal Portfolio by the conclusion of this course. Three class hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: CUL 101, CUL 123, CUL 140, CUL 141, CUL 221, CUL 211, CUL 122 and CUL 240; or permission of the program director.

CUL 221 - Advanced Table Service (3 credits)

This course introduces the student to French and Russian service focusing on table side menu preparations. This course culminates in a required public evening function featuring an advanced service style. Three class hours a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: CUL 121 or permission of the program director.

CUL 240 - Purchasing for Culinarians (2 credits)

This course focuses on proper purchasing techniques and their application in a well-run restaurant or bakery operation. It covers the skills necessary to correctly identify, purchase, receive, and store a variety of perishable and non-perishable products and equipment pertinent to a restaurant or bakery operation. Two class hours per week. Instructional Support Fee applies Spring; Day only

CUL 241 - Foodservice Operations and Career Development (2 credits)

This course focuses on the organization and operation of a small restaurant or pastry shop, including financial, legal, and tax matters. Students develop sound career goals in conjunction with their Culinary Arts/Baking and Pastry Arts personal portfolio and a professional working resume. Two class hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Pre- or co-requisite: CUL 216 or CUL 256 or permission of the program director.

CUL 251 - Advanced Pastry Arts I (4 credits)

This course studies the history and background of Classical cakes and tortes from various American and international regions. Students learn to deviate from the classics and create unique desserts, sauces, and garnishes with a variety of flavors, textures, and ingredients. The course emphasizes the plating of desserts created in class. It also covers frozen cakes, ice cream, and sorbet desserts. The course emphasizes scaling for individual and volume production and a la carte and dessert buffet presentation. Two class hours and eight lab hours per week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: CUL 151 and CUL 152 or permission of the program director.

CUL 252 - Advanced Pastry Arts II (6 credits)

This course focuses on decorative work and display pieces. It requires projects in marzipan, chocolate, and pastillage and focuses on the use of pastillage, sugar, and chocolate in showpieces. It also explores candy making and poured, pulled, and blown sugar. Three class hours and twelve lab hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: CUL 251 or permission of the program director.

CUL 253 - The Art of the Cake (3 credits)

This course focuses on the history of decorated cakes such as tiered wedding cakes and theme cakes. Students learn a variety of decorating and finishing techniques using media such as rolled fondant and gum paste. The course also covers the pricing, selling, decorating, and displaying of these cakes. It requires the preparation of a multi-tiered

wedding cake and a theme cake. Two class hours and three lab hours per week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: CUL 152 or permission of the program director.

CUL 256 - The Capstone Experience for the Baker (3 credits)

This course is the capstone course for Baking/Pastry Arts. It culminates in the presentation of the bakery products and dessert buffet presentation for the Senior Recognition Dinner. The students develop, within a given budget, the bread products, sorbet, chocolates, centerpieces, and Grand Dessert Buffet and determine the nutritional analysis for the products. Students complete the Baking/Pastry Arts Personal Portfolio by the conclusion of the course. Three class hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: CUL 140, CUL 141, CUL 106, CUL 240, CUL 251, and CUL 253; or permission of the program director.

CVC - Cape Verdean Creole

CVC 101 - Elementary Cape Verdean Creole (3 credits)

Students begin training in the four basic skills: reading, writing, speaking, and aural comprehension. The course also includes an introduction to Cape Verdean culture. This course is for students with no language background. Students with concerns about placement should consult the Language Department. Three class hours and one language laboratory per week. Instructional Support Fee applies Fall

CVC 102 - Elementary Cape Verdean Creole (3 credits)

In this course, students continue training in the four basic skills: reading, writing, speaking, and aural comprehension. Cultural and daily living topics are included. Students with concerns about placement should consult the Language Department. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CVC 101.

CVC 201 - Intermediate Cape Verdean Creole (3 credit)

This course is a review and continuation of Cape Verdean grammar with additional training in the four basic skills: reading, writing, speaking, and understanding. Readings and discussions are based on cultural topics, contemporary literature, newspaper articles, Internet sources, and video. Students with concerns about placement should consult the Language Department. Three class hours and one language laboratory hour per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CVC 102.

CVC 202 - Intermediate Cape Verdean Creole (continued) (3 credits)

This course focuses on further grammar review based on readings and composition, with an emphasis on intensive practice of spoken language and more advanced readings from Cape Verdean literature and culture. The course also includes frequent composition and writing exercises. Students with concerns about placement should consult the Language Department. Three class hours and one language laboratory hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: CVC 201.

DAN - Dance

DAN 101 - Modern Dance Technique I (3 credits)

A course designed to develop insight into modern dance, both as a medium and as an art form. Extending movement control, body and environmental awareness, and sensitivity to space qualities are covered in the course. Theatre elective. Three class hours a week. Instructional Support Fee applies Fall

DAN 102 - Modern Dance Technique II (3 credits)

This class is a continuation of DAN 101. The class further explores dance technique beyond the introductory level. Basic warm-ups and across-the-floor combinations become more complex. Emphasis is placed on the acquisition of rhythmic, dynamic, and kinesthetic awareness. The student is expected to demonstrate knowledge of basic dance theory relating to space, time, and energy qualities. A studio performance is given at the end of the semester. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: DAN 101 or permission of instructor.

DHG - Dental Hygiene

DHG 111 - Dental Anatomy and Oral Histology (3 credits)

This course is a study of the tooth morphology and adjoining structures of the oral cavity, including an introduction to the study of embryological processes and the microscopic anatomy of the oral cavity. In addition, the classification of different types of occlusion is studied. Three class hours a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: Open to DHG students only.

DHG 113 - Orientation to Clinical Dental Hygiene (3 credits)

This course is an introduction to the theoretical and practical aspects of all major areas of clinical dental hygiene, including dental hygiene process of care, instrument design and use, primary preventive clinical techniques, and patient education. Two class hours and six clinical hours a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: Open to DHG students only.

DHG 115 - Medical-Dental Emergencies (1 credit)

This course emphasizes the team approach to recognize and address the signs, symptoms, and treatment for common medical conditions and emergencies that might occur in the dental office or other facilities where dental hygienists may practice. One class hour a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: Open to DHG students only.

DHG 119 - Head and Neck Anatomy (2 credits)

A study of the structures of the human head and neck. The normal anatomy and physiology of the various systems which are present in the head and neck are described in order to enable the students to better recognize abnormal conditions. The study of the head and neck anatomy as it relates to dentistry is stressed. Two class hours a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: Open to DHG students only.

DHG 120 - Dental Hygiene Theory II (2 credits)

This course is a continuation of theoretical and practical aspects of dental hygiene with emphasis on infection control, pain management, ethical situations related to dental hygiene practice, cultural diversity among patients, and evidence-based clinical decision making. Students study patient management, including the child patient, and non-surgical dental hygiene treatment planning, including fluoride therapy. Two class hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: DHG 113.

DHG 122 - Clinical Dental Hygiene I (2 credits)

This course is a clinical practicum in which the student provides direct patient care that incorporates the principles of instrumentation and the dental hygiene process of care. Emphasis is placed on patient assessment, dental hygiene treatment planning, and implementation of care. Nine hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: DHG 113.

DHG 124 - Oral Radiography (2 credits)

This course is the study of the nature, physical behavior, biological effects, methods of control, safety precautions, and techniques for exposing, processing, mounting, and evaluating oral radiographs, including clinical practice of radiographic techniques. Two class hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: DHG 113.

DHG 126 - Periodontology for Dental Hygienists (3 credits)

This course is a study of the pathology of periodontal disease and the philosophy of periodontal treatments, including both surgical and non-surgical therapy procedures. The course focuses on the etiology, epidemiology, pathogenesis, methods of assessment, diagnosis, and classification of periodontal disease. The course emphasizes the relationship between periodontal health and systemic health and risk factors. Three class hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: Open to DHG students only.

DHG 128 - Pharmacology for Dental Hygienists (1 credit)

This course is a study of drugs to familiarize the student with their origin, physical and chemical properties, dosage, and therapeutic effects. Special consideration is given to those drugs affecting dental or dental hygiene procedures. One class hour a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: Open to DHG students only.

DHG 230 - Pain Management in Dental Hygiene (1 credit)

This course is a study of the theory of pain management in dental hygiene and dentistry. Topics include general anesthesia, local anesthesia, nitrous oxide-oxygen sedation, and topical anesthesia. In addition, the course includes a review of head and neck anatomy, neurophysiology, anesthetic pharmacology, management of local and systemic anesthetic complications, evaluation of the patient, mandibular and maxillary local anesthesia techniques, and infection control and exposure control protocol.   Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: DHG 119, DHG 128 and sophomore standing.

DHG 231 - Dental Hygiene Theory III (1 credit)

This course is a continuation of the theoretical aspects of dental hygiene clinical practice. Emphasis is placed on an in-depth examination of the dental hygiene process of care related to patient assessment, dental hygiene diagnosis, dental hygiene treatment plan, implementation, and

evaluation of treatment in relation to comprehensive dental hygiene care. Additional emphasis is placed on ethical decision making in the provision of care, including the treatment of patients with special needs. One class hour a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: DHG 120 and sophomore standing.

DHG 233 - Clinical Dental Hygiene III (4 credits)

This course is a clinical practicum in which students have an increased number of patient experiences that provide additional experience in the performance of a more complex dental hygiene process of care. Also, on service-learning rotations, students gain additional clinical experience at extramural sites providing care for patients with special needs. In addition, laboratory sessions are devoted to developing techniques in the administration of local anesthesia. Twelve to fourteen hours a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: DHG 122 and sophomore standing.

DHG 235 - General and Oral Pathology (2 credits)

A study of the diseases of the human body, especially those of concern to the dentist and dental hygienist. Pathological conditions of the oral cavity are examined in detail, emphasizing the comparison of normal and abnormal conditions. Two class hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: Open to DHG students only.

DHG 237 - Dental Materials (2 credits)

This course is a study of the science of dental materials, including physical, chemical, and biological properties, and the manipulation and care of materials used in the prevention and treatment of oral disease. The laboratory exercises are designed to illustrate the properties, applications, and uses of selected materials presented in lecture with special emphasis on the materials used within the scope of dental hygiene practice. Two class hours and one laboratory hour a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: Open to DHG students only.

DHG 240 - Dental Hygiene Theory IV (1 credit)

This course is a continuation of the theoretical aspects of dental hygiene practice. Emphasis is placed on legal and ethical dimensions of dental hygiene practice and current state regulations concerning the practice of dental hygiene. Also, the study of patients with special needs continues along with discussion of domestic violence and child abuse. The course prepares students for employment and the attainment of professional goals. One class hour a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: DHG 231 and second semester sophomore standing.

DHG 242 - Clinical Dental Hygiene IV (4 credits)

This course is a clinical practicum that provides the opportunity for further development of the clinical practice of dental hygiene in preparation for licensure. The focus is on the development of advanced clinical dental hygiene practice where students apply integrated, multi-disciplinary learning and a higher order of critical thinking to ensure the delivery of optimal patient care. In addition, through service-learning rotations, students gain additional clinical experience in the delivery of care for patients with special needs. Twelve to fourteen hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: DHG 233 and second semester sophomore standing.

DHG 244 - Oral Health in the Community (2 credits)

This course presents the methodology by which the dental hygienist plans programs to promote oral health in the community. While learning the principles of program planning, the student conducts a needs assessment and designs oral health programs. Programs are presented and evaluated in service-learning experiences in which students provide oral health education to various populations within the community. Two class hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: Open to DHG students only.

DST - Deaf Studies

DST 101 - Introduction to Deaf Studies (3 credits)

This is the foundation course for Deaf Studies majors. Students survey the socio-linguistic discourse communities of Deaf Studies, the diversity of membership in the Deaf community, technology supported in the Deaf world, and careers and professions involving ASL and Deaf people. Students develop their professional goals, their perspective on Deaf people as both consumer and expert, and their personal role in the Deaf community as member or ally. The course consists of lectures, projects, professional observations, and community service and/or attendance at Deaf events. Students also develop the critical thinking, reading, and writing skills of a Deaf Studies major. Technical Literacy - Deaf Studies only. Three class hours per week as well as outside hours. Fall

Prerequisite: Open to Deaf Studies degree and certificate majors, or by permission of program director for non-majors.

DST 110 - Deaf Culture (3 credits)

This course explores the culture of the American Deaf community, focusing on enculturation; values, attitudes and norms; social, political and athletic organizations; the

visual and performing arts; folklore and humor; and diversity of membership. The late 19th and 20th century of Deaf experience is studied with specific reference to cultural implications of technology, Deaf education, and (hearing) societal perspectives. Readings, lectures, discussions and videos emphasize the Deaf as a cultural and linguistic minority group. Technical Literacy - Deaf Studies only.   Fall

Prerequisite: Pre- or co-requisite: ENG 101.

DST 151 - Deaf History (3 credits)

This course examines the social, political, and cultural forces that brought together Deaf people as a cohesive, American co-culture. The course emphasizes the 19th and 20th century experiences, events, and institutions that have shaped the Deaf Community as we know it today. Deaf people are also studied as unique contributors to the heritage of the United States. Three class hours per week. Every other spring

Prerequisite: Prerequisite: DST 110 with a C or better.

DST 160 - Topics in Deaf Studies (3 credits)

This is a one-semester course on a specific topic in Deaf Studies. A topic will be announced yearly.   Spring

DST 210 - The Deaf Community in Society (3 credits)

This course provides an in-depth study of the nature and needs of the culturally Deaf, non-culturally Deaf, hard-of-hearing, and late-deafened population in the United States. It focuses on the various and diverse levels of needs found in this community which may include communication, education, daily living, support, accommodations, and assistive technology. The course also addresses social and audiological differences as well as past and present educational, advocative, rehabilitative, and political philosophies and policies that affect this group. This course gives special attention to examining societal perspectives for the deaf/hard-of-hearing, and their impact on (and merit to) this diverse community while taking into consideration each cohort's distinctive perception of self and level of need. Two class hours a week, 8-10 hours of community observations (will be expected to travel beyond greater Fall River), and three seminar dates to be announced. Fall

Prerequisite: Prerequisite: DST 110 with a C or better.

DST 221 - Introduction to the ASL/English Interpreting Profession (3 credits)

This course presents an overview of the American Sign Language/English interpreting profession for students interested in becoming interpreters as well as students who plan to go on to a related field in the Deaf community. Students develop an understanding of and appreciation for the profession, as course content focuses on the role, responsibilities, and aptitudes of interpreters; the fundamentals of their vocation, including but not limited to

ethical behavior, professional standards, business practices, setting, audience, resources, and organizations; and the history of the profession. The course examines various models of the interpreting process. Students begin to analyze and apply models to functional sight translation as well as beginning interpreting exercises. The course also requires students to observe professional interpreters. Three class hours per week. Spring

Prerequisite: Prerequisites: ASL 201 with B- or better, and DST 210. . Corequisite: Co-requisite: ASL 202 and DST 222.

DST 222 - Fundamental Pre-Interpreter Skills (3 credits)

This course provides the foundation of pre-interpreter skills and experiences. Students practice the cognitive skills used in the process of interpreting, such as visualization, prediction, listening/concentrating, dual tasking, memory, abstracting, and closure. Through numerous observations (non-interpreted), they develop and increase their awareness of and appreciation for the vocabulary, environment, and ethical considerations presented in a variety of interpreter settings such as education, human services, medicine, mental health, performance, religion, and substance abuse. Two class hours and one lab hour per week; 20 hours of observation per semester Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ASL 201 with a B- or better, and DST 213. . Corequisite: Co-requisite: ASL 202 and DST 221.

DST 251 - Deaf Literature and ASL Folklore (3 credits)

This course surveys the signed and written works of Deaf authors, storytellers, and artists; this course includes both written works (originals and English translations) and American Sign Language works that have been preserved on film or video--often these works defy standard genre classification. Students study and analyze fiction, non-fiction, poetry, drama, memoirs, anecdotes, and tales. Special attention is given to the tradition of storytelling and storytellers in ASL, folklore (which includes original ASL works such as improvisations), success stories, poetry, handshape poetry, ASL films, humor/jokes, and drum songs. Students broaden their understanding of 'literature' through examination of the Deaf cultures' oral tradition, which transmitted, developed and expanded the literature at residential schools, Deaf Clubs, "literary nights" and festivals. All works are considered in a cultural, historical, and political context to develop an understanding of Deaf people as an American co-culture.   Every other spring

Prerequisite: Prerequisite: DST 110 with a C or better.

ECE - Early Childhood Education

ECE 111 - Introduction to Early Childhood Education (3 credits)

This course introduces the student to the field of early care and education from a philosophical, historical, socioeconomic, and multicultural point of view. Major theories and models of significant early childhood programs are examined. The role of the early care teacher, professionalism, and managing successfully in the workplace are explored. The course includes field observations of different childcare programs. Three class hours a week. Fall, Spring

ECE 112 - Observing, Recording, and Analyzing Early Childhood Settings (3 credits)

Fieldwork and classroom presentations and discussions provide students the opportunity to learn, know, and apply a variety of recording techniques, such as narratives (e.g., anecdotal, running record, and journal), time sampling, event sampling, and checklists. Discussions focus on the classroom as a learning community, including the teacher as a learner and leader through reflective practice. Analysis of observations takes into account observer assumptions and theories of child and adult development. Assessment is determined by the quality of in-progress records, discussions, and a final assignment. Three class hours per week. Fall, Spring

Corequisite: Co-requisite: ENG 101.

ECE 113 - Safe and Healthy Early Childhood Learning Environments (3 credits)

The course promotes an understanding of health and safety factors in both the physical and social-emotional areas. Topics such as sanitation, infectious disease control, food preparation, classroom safety, and the safety of the facility itself form part of the physical aspect. Topics related to the emotional well-being and protection of children from abuse, neglect, isolation, and biases make up the social-emotional area. Students have the opportunity to observe, record, and discuss the strengths and weaknesses of a learning environment in relation to how it meets the needs of the children and families served by that particular community. Three class hours a week. Fall, Spring

ECE 125 - Social Emotional Development of School-Age Child (3 credits)

This course explores the many facets and contexts of the school-age (5-12 years) child's developmental process. Special attention is given to the social and emotional dimensions, including theories of friendship, Stanley Greenspan's stages of emotional development, self esteem, competition, and peer relationships. Three hours of lecture per week. Spring, Summer

ECE 221 - Guiding Young Children (3 credits)

Practical approaches to guiding young children's behavior are based on a philosophy of problem solving that emphasizes children's abilities and needs. Techniques such as active listening, negotiation, I-messages, and similar limit-setting methods help children to accept responsibility and build their communication capacity. Solutions to conflicts in early childhood settings take a child-centered anti-bias approach based on building trust and respect for each child and his/her family's cultural background. Three class hours per week. Fall, Spring

Prerequisite: Prerequisites: ECE 111 and ECE 112.

ECE 222 - Special Needs in Early Childhood (3 credits)

This course focuses on student understanding of the diverse abilities of children from birth through eight years of age with problems in any of the following areas: physical, social, emotional, and intellectual development. Students learn the role of today's teacher in an all-inclusive classroom. The objectives of this course meet Department of Early Education and Childcare (DEEC) guidelines for certification as lead teacher. Three class hours per week. Fall, Spring

Prerequisite: Pre- or co-requisite PSY 252.

ECE 223 - Infant-Toddler Development (3 credits)

After a quick review of prenatal development, the course addresses the developmental stages of infants and toddlers (birth through three years) within the context of their family. It explores different areas of development--including emotional, physical, cognitive, social, language, literacy, and behavioral--in the context of relationships. The course discusses infant-toddler caregiving principles and the day-to-day practices as reflected in different families of similar and diverse cultural backgrounds. It emphasizes the characteristics of responsive care giving and high-quality early care and education and the significant relationship between emotional development and thinking. Students learn Greenspan's theory of emotional development and Floor time. Three class hours per week. Fall

Prerequisite: Prerequisites: ECE 111 or ECE 112.

ECE 232 - Language Arts Across Preschool (3 credits)

Understanding the theoretical foundations and central role of language arts during the preschool years forms the core of instruction. Language arts include listening, speaking, reading, writing, and thinking. Communication of ideas and information through the language arts adheres to rules that govern the English language, such as phonology, morphology, syntax, and semantics. Students learn strategies to address the diverse needs of young language learners in inclusive settings, to work with parents and families, and to collaborate with professionals in other fields. Three class hours per week. Fall, Spring

Prerequisite: Prerequisites: ECE 113 and ECE 234.

ECE 234 - Preschool Curriculum Planning (3 credits)

Through a balanced and integrated approach based on multicultural education, students plan activities related to three- and four-year olds' need to discover the world around them. Activity plans include adaptations for inclusion of special-needs children with special attention to individualized education plans (IEPs), strategies for assessment of children's learning, and evaluation of planned activities. Three class hours a week. Fall, Spring

Prerequisite: Prerequisites: ECE 111, ECE 112; pre/co-requisite: ECE 222.

ECE 236 - Infant-Toddler Curriculum Planning (3 credits)

In this experiential course, students have the opportunity to explore and create activities that allow the infant-toddler to engage actively and discover the world around her/him. Students apply knowledge of infant-toddler development in developing and assessing a curriculum that supports all-around individual development of the infant-toddler. The course encourages the acquisition of skills to document appropriately, display, and describe children's work, and involve parents. Three class hours a week. Spring

Prerequisite: Prerequisites: ECE 112; pre/co-requisite: ECE 223.

ECE 238 - School Age Child Care Curriculum Planning (3 credits)

This course centers on creative curriculum planning for children of school age (5-12 years). Curriculum planning is based on observations of children's needs and knowledge of child development. Using the framework of friendships and emotional milestones, students' curriculum plans include crafts, hobbies, music, sports, games, theater, art, and other similar activities. Students develop a curriculum resource file/binder. In addition, students explore strategies for building partnerships with families of the children in the program. Three hours of lecture per week. Fall, Spring

Prerequisite: Prerequisite: ENG 101.

ECE 244 - Parent-Teacher Communications and Partnerships (3 credits)

Students develop knowledge and skills in understanding and building partnerships with parents based on the recognition that families have diverse styles of parenting. Building increased awareness and sensitivity to ethnic, racial, class, abilities, and linguistic issues is key to the affirmation of differences. Students study contemporary models and practices that support the involvement of parents in their child's education. Students learn to use appropriate oral and written communications, discover parents' priorities, and design activities and structures for ongoing collaborations with parents. Three class hours per week. Fall, Spring

Prerequisite: Prerequisite: ECE 111.

ECE 251 - Teaching Practicum I and Seminar I (4 credits)

Students select to work with either infants and toddlers or preschool children in inclusive settings that are approved by the Department of Early Education and Childcare. The group day-care services are staffed by a Lead Teacher. During this period, the student demonstrates his/her ability to work as a team member and to develop, implement, and evaluate developmentally appropriate activities for small groups of infants/toddlers or preschool children. Students develop important qualities and skills, including the ability to initiate and expand responsive communications with children and to interact in ways that help develop mutuality and trust. The accompanying seminar provides a forum for students to share reflections, raise questions, and extend their understanding of the teacher's responsibility. This student-internship is supervised by college faculty. 150 hours of field experience per semester and seven two-hour seminars per semester on alternating weeks. Instructional Support Fee applies Fall

Prerequisite: Prerequisites: Please note different requirements for different early education settings. Infant-Toddler setting: pre/co-requisite ECE 223, ECE 236, and ECE 244; Preschool setting: pre/co-requisite ECE 222 and ECE 234.

ECE 252 - Teaching Practicum II and Seminar II - Preschool Setting (4 credits)

Students continue to build upon, consolidate, and expand professional competencies acquired in ECE 251. As they take on a leading role, student-teachers participate in staff meetings; share responsibility for the education of children with special needs; and develop, prepare, and organize activities around a theme. Student-teachers are expected to demonstrate their ability to provide positive guidance to children, to take on responsibility for the physical set up of the classroom, and to implement successfully a developmentally-appropriate integrated curriculum. The 150-hour field experience is complemented by an on-going seminar that focuses on drawing the connections between child developmental theory and teaching practice. The sites selected are DEEC-approved facilities, and the supervising teacher-practitioner is lead teacher certified. Students are encouraged and supported to develop an initial understanding and knowledge of their evolving professional self/role through reflective practice. Evaluation is based on meeting the attendance requirements, the quality of teaching practice, and seminar participation. Final assessment is determined by using multiple sources to inform determination of semester grade, including faculty site observations, journals, conferences, papers, seminar participation, and a teaching

portfolio. 150 hours of field experience and one hour of seminar a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ECE 251. Corequisite: Co-requisite: ECE 232 or ECE 244.

ECE 253 - Teaching Practicum II and Seminar II - Infant-Toddler Setting (4 credits)

Students continue to build upon, consolidate, and expand professional competencies acquired in ECE 251. As they take on a leading role, student-teachers participate in staff meetings; share responsibility for the education of children with special needs; and develop, prepare, and organize activities around a theme. Student-teachers are expected to demonstrate their ability to provide positive guidance to children, to take on responsibility for the physical set up of the classroom, and to implement successfully a developmentally-appropriate integrated curriculum. The 150-hour field experience is complemented by an on-going seminar that focuses on drawing the connections between child developmental theory and teaching practice. The sites selected are DEEC-approved facilities, and the supervising teacher-practitioner is lead teacher certified. Students are encouraged and supported to develop an initial understanding and knowledge of their evolving professional self/role through reflective practice. Evaluation is based on meeting the attendance requirements, the quality of teaching practice, and seminar participation. Final assessment is determined by using multiple sources to inform determination of semester grade, including faculty site observations, journals, conferences, papers, seminar participation, and a teaching portfolio. 150 hours of field experience and one hour of seminar a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: ECE 112, ECE 222, and ECE 251.

ECE 255 - Teaching Practicum II and Seminar II: School-Age Child Care Setting (4 credits)

This course combines the on-site learning experiences in school-age child care settings with a weekly two-hour on-campus seminar. The student must complete a minimum of 150 practicum hours and participate in seminar meetings. The teaching practicum experience requires students to record and interpret observations, maintain journals, plan activities, write reflective papers, and demonstrate an increasing ability to link classroom theory to working with children. 150 hours of field experience and one two-hour seminar per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Pre- or co-requisite: ECE 125 and ECE 238.

ECE 260 - Play, Thinking, and Development in the Young Child (3 credits)

In this course, students examine the critical role of play in the young child's social, emotional, and cognitive development. Topics, discussions, and assignments related to Piaget's theory on cognitive development, Greenspan's Floor Time principles, and Ruben's Theory on Friendships. Students begin to discern the interrelation of the domains of development and become familiar with types of play and their implications for the teacher of young children. Three lecture hours per week. Fall, Spring

Prerequisite: Prerequisite: ECE 111, ECE 112, and PSY 252, all with a "C" or better.

ECE 261 - Teaching Pre-Practicum (4 credits)

Students explore the role, responsibilities, reward, and challenges in becoming a teacher of young children (pre-kindergarten through grade 2). The teaching pre-practicum occurs off campus at an educational setting that affirms diversity and is open to children with special needs. Students are required to complete a minimum of 95 on-site hours and to engage actively in an on-campus seminar. The pre-practicum experience involves observing, documenting, and analyzing classroom dynamics; assisting the teacher; engaging actively with small groups of children; and charting professional progression. Restricted to ECE Direct Transfer option students. 95 hours of field experience and one hour of seminar a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: ECE 260.

ECE 291 - Day Care Administration (3 credits)

This course is designed to promote an understanding of administrative organization and regulatory issues staffing patterns related to childcare centers. The course investigates the role of the administrator as facilitator, mediator, and resource person in promoting a safe and positive preschool environment. The objectives of this course meet Department of Early Education and Childcare (DEEC) guidelines. Three class hours per week. Spring

Prerequisite: Prerequisite: ECE 251 or permission of program director.

ECE 292 - Supervision and Personnel Management in Early Childhood (3 credits)

This course focuses on basic supervision and leadership styles. Child care supervisors learn how to enrich and mentor staff. It emphasizes techniques in staff analysis and the enhancement of interpersonal communications, organization, and supervisory styles as well as working with parents and the community. This course meets Department of Early Education and Childcare (DEEC) standards for Director Certification in Early Childhood programs. Three class hours per week. Fall

Prerequisite: Prerequisite: ECE 252/ECE 253.

ECN - Economics

ECN 111 - Principles of Economics - Macro (3 credits)

Principles underlying the organization and functioning of the economic system are presented in a broad social context embracing issues that affect business, government, and the community. Particular attention is given to the theory of the determination of the general levels of income, employment, and prices. In addition, contemporary economic issues are presented to reinforce theoretical concepts. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

ECN 112 - Principles of Economics - Micro (3 credits)

Principles underlying the organization and function of the market economy, including supply and demand, the theory of the firm, resource allocation under conditions of perfect competition, monopolistic competition and oligopoly, the relationship of government and business, pricing, employment of resources, and wages, rents, interests, and profits. In addition, contemporary economic issues are presented to reinforce theoretical concepts. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

ECN 115 - Consumer Economics (3 credits)

Designed to make the student a more intelligent consumer, the course considers basic economic concepts as they relate to the consumer decision-making process. Topics included are consumerism, the dual role of the consumer in our economy, consumer problems, consumer demand, advertising, the budget, credit savings, investing, insurance, housing, fraud and deception in the marketplace, consumer protection, and the future role of the consumer. Three class hours a week. Fall, Spring, Summer

ECN 251 - Money and Banking (3 credits)

Examination and analysis of money, structure and operation of the financial system, monetary theory, central banking, and monetary policy. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: ECN 111 or permission of instructor.

EDU - Education

EDU 220 - Foundations of Education with Teaching Pre-Practicum (3 credits)

This course provides students the opportunity to examine elementary education (grades 1-6). It requires a two-hour seminar and 45 hours of field experience. The seminar includes information on the history of education and its impact on current school systems, structures, and practices, as well as information on curriculum frameworks. The field-based experience integrates topics and issues, including child growth and development, learning theories, diversity, developmentally-appropriate practices, teaching models and approaches, professional teaching standards, and critical issues related to teaching. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: completion of 27 credits in the Elementary Education program with a GPA of 2.50 or better.

EGR - Engineering

EGR 101 - Introduction to Engineering and Technology (3 credits)

The course introduces students to each of the engineering disciplines within BCC's Engineering and Technology department. Students gain an appreciation of what each of the engineering fields is about, including specific practices associated with each field. Through team projects that emphasize camaraderie, logical thinking, and simple engineering design, students are exposed early to engineering methodologies. The course instills students with the concepts of ethics and professionalism, the need for involvement in professional organizations, and career planning critical to their growth on the way to becoming future engineers. Two lecture and three laboratory hours per week. Fall, Spring

EGR 102 - Introduction to Sustainable and Green Energy Technologies (3 credits)

This course is designed to introduce students to emerging renewable energy technologies and sustainable building design practices. Both the practical applications and underlying theories are addressed. Topics include: The Construction/Engineering Design and Implementation Process, Green Building Practices, especially those related to Energy Efficiency, Environmental Conservation, and Resource Management, Wind Turbines, Solar Energy, and other forms of renewable energy. Three lecture hours per week. Instructional Support fee applies Fall, Spring

EGR 103 - Computer Skills for Engineers and Technicians (3 credits)

This course is an introduction to the personal computer and its application to engineering and technical communication

and problem solving. Topics include Windows, e-mail communication, Web-based research, word processing, computer graphics, spreadsheets, and presentation software. Students develop the computer skills necessary for successful academic and professional careers, including the creation of effective technical messages, reports and presentations using charts, equations, graphs, scanned information, and transferred data, as well as problem solving using integrated flowchart analysis concepts. Three class hours a week in the CAD lab. Instructional Support Fee applies Fall, Spring, Summer

EGR 111 - Fundamentals of Manual Machining (3 credits)

This course covers the fundamentals of manual machine tool utilization. Topics include milling, turning, knurling, threading, surfacing grinding, tooling, feeds and speeds, blueprint reading, layout, proper tolerancing, metrology, and manufacturing processes. Two class hours and three laboratory hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: high school Algebra I and geometry recommended.

EGR 112 - Automated Machining (3 credits)

This course is a continuation of EGR 111 and covers modern advanced machining processes using Computerized Numerical Control (CNC) for both milling and turning. It also discusses best practices for safety, tooling, set-up, and process sheets. Students use industrial software simulations and feeds and speeds databases. Two class hours and three laboratory hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: EGR 111 is recommended.

EGR 113 - Introduction to Robotics (4 credits)

This is an introduction to the science of Robotics and is designed for non-engineering and engineering students. Students must understand how scientific innovation can affect their lives either directly or indirectly while researching the history of robotics and the ethical role of robotics in the modern world. Scientific inquiry is applied while building robots and testing design challenges. Students test physical constructs and analyze performance in a systematic and documented process. Physical science and programming are utilized to design and evaluate robots to complete weekly challenges. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies Fall

EGR 123 - Green Building Practices (4 credits)

This course studies the methods, materials, and equipment used in the construction of residential and commercial green buildings. It introduces fundamental concepts of building design and delivery including siting, water efficiency, energy efficiency, sustainable materials and

resources and environmental and the proper use, selection and specifications, strength and limitations, and code conformity of basic construction materials and fabrication processes. The laboratory includes fieldwork and basic construction and evaluation procedures. This course is appropriate for those seeking LEED Green Associate Certification. Three class hours and two laboratory hours a week. Instructional Support fee applies Fall

Prerequisite: Pre- or co-requisite: MTH 141 or MTH 151 or higher.

EGR 124 - Soils and Foundations (3 credits)

This course introduces students to geotechnical engineering. Engineering soil properties, mass/volume relationships, soil classification systems, and site exploration methods are included. In addition, structural foundations are explored. Three lecture hours a week. Spring

Prerequisite: Prerequisite: MTH 031 or high school algebra recommended.

EGR 125 - Construction Estimating (3 credits)

This course introduces students to common practices used in estimating construction quantities and costs, including materials, labor, equipment, overhead, and profit. Productivity, efficiency, and project scheduling are also included. Three class hours a week. Fall

Prerequisite: Prerequisite: MTH 021 or high school geometry recommended.

EGR 131 - Introduction to Electrical Circuits (4 credits)

This course is an introduction to electrical circuits. It examines physics and laws of voltage, current, and power; series and parallel circuit analysis, including equivalent circuit concepts; magnetic circuits; and electromagnetic induction. This course also introduces students to principles of capacitive and inductive reactance, phase shift and analysis of capacitor and inductor defects. Three class hours and three laboratory hours per week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: MTH 031 or "C" or better in high school Algebra II or passing score on algebra placement test.

EGR 132 - Electrical Circuits (4 credits)

Students study advanced AC and DC circuit analysis methods, network theorems, and the analysis and principles associated with capacitors and inductors. Phasers, filters, three-phase systems, transformers, motors, the power triangle, and power factor correction are also covered in this course. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: EGR 131; pre- or co-requisite: MTH 141 or MTH 171 and MTH 173.

EGR 133 - Computer Configuration and Repair (4 credits)

This hands-on course covers PC components and PC configuration. Students use system diagnostics to analyze and repair PC system faults. The course emphasizes troubleshooting and replacing individual system components such as memory, hard drives, CD/DVD-ROM drives, video cards, and network interface cards. This hardware approach provides real-world computer repair and maintenance experience. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall, Spring, Summer

EGR 135 - Computer Communications Fundamentals

This course studies the requirements of voice, data, and video transmission over wide area networks. It provides students with the basic knowledge required to install and configure wired, wireless, and fiber communications equipment using PC compatible computers. Students are required to install, set up, and configure basic home (peer-to-peer) networks. Three class hours and three laboratory hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: EGR 103.

EGR 137 - Digital Electronics (4 credits)

The course examines number systems with particular emphasis on binary, octal, and hexadecimal counting methods. The course stresses Boolean algebra with function minimization including logic design and logic circuits for all computer elements, including the arithmetic, control, memory, and I/O system sections. Particular emphasis is given to bus-structured microprocessor-based systems. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: MTH 031 or "C" or better in high school algebra I or a passing score on the Elementary Algebra placement test.

EGR 140 - OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Preparation (3 credits)

This course provides educational background and skills required by personnel involved in hazardous waste operations. It includes the required components of the 40-hour, off-site training requirement for hazardous waste site workers as defined in the Code of Federal Regulations, 29 CFR 1910.120. This level of training is required, by law, for all employees working at a hazardous waste site who are exposed to hazardous substances, health hazards, or safety hazards. Personnel who benefit from this course include equipment operators, general laborers, and others, as well as on-site management and supervisors directly responsible for or who supervise employees engaged in

hazardous waste operations. Topics covered include hazardous waste regulations, chemical, physical, and biological hazards, toxicology, medical surveillance and first-aid requirements, selection, use and care of personal protective equipment, proper handling of wastes stored in drums, confined-space entry, and other safety procedures. A field "mock up" exercise is also conducted. Students completing this course and successfully passing the certification exam given at the end of the course receive the official OSHA certification of their completion of this course. Three class hours a week. Instructional Support Fee applies Not offered every year

EGR 141 - Introduction to Environment (3 credits)

This course is designed to examine the impact of human activities on the natural world in the context of our emerging awareness of the scope of environmental problems and against the background of our understanding of normal ecosystems. It focuses on topics concerning population, agriculture, energy, air pollution, water resources, and waste management. Three class hours a week. Fall

EGR 151 - Electrical Machinery (3 credits)

This course studies the principles of AC and DC circuits including electromagnetic induction and power factor, AC motor principles including inductive and synchronous type machines and DC series, shunt, and compound wound devices. Motor starting and speed control are also covered from an operational point of view. Three class hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: MTH 008 or high school Algebra II is recommended.

EGR 161 - Introduction to the Marine Industry (3 credits)

This course provides an overview of the marine industry, including marine terminology, tools, equipment, and safety training. Site visits and demonstrations are used to familiarize students with a variety of working environments. The course covers spring preparation and repair, fall lay-up, trailering, yard equipment, and basic boat moving and handling. Three hours of lecture per week. Fall, Spring

EGR 162 - Marine Safety (1 credit)

This course is designed to provide students with the knowledge and skills needed to work safety while at sea. Students are trained to respond to various emergency situations at sea and are required to be able to swim and feel comfortable in the water, both in a pool and in the harbor. The course provides training in the use and care of immersion suits and personal floatation devices; firefighting basics; marine radios, including emergency communications and maydays; use of Emergency Position Indicating Radio Beacons (EPIRBs) and flares and other

emergency signaling devices; "abandon ship" and "man overboard" procedures; STAY rules; Seven Steps to Survival; dock safety; vessel boarding; medical emergencies and evacuations at sea; onboard safety drills; and damage control exercises. The course is conducted in the Woods Hole, MA, area over the course of two days (16 hours total). Instructional Support Fee applies Spring, Summer

Prerequisite: Prerequisite: Good health and the ability to swim 50 to 100 meters.

EGR 171 - Fluid Systems (4 credits)

This subject deals with the engineering principles associated with the control and usage of fluids. Particular emphasis is placed on the concepts of work and power and how they apply to the design and troubleshooting of hydraulic and pneumatic devices and systems (circuits). Pumps, compressors, actuators, valves, gages, conductors, and automated equipment are analyzed in both the class and laboratory. The course also covers the use of ISO Fluid Power Symbols and Standards. Three class hours and three laboratory hours a week. Instructional Support Fee applies Spring, not offered every year

Prerequisite: Prerequisite: MTH 031, high school Algebra II, or a score of 72 or higher (out of a possible 120) on the algebra placement test.

EGR 172 - Material Science (4 credits)

A study of the physical, mechanical, and chemical properties of materials. The course places particular emphasis on the interdependency of atomic structure, microstructure, material phase relationships, and solid state reactions to each other and to the modification of these properties. It investigates the use of metals, plastics, and advanced materials in economic, sustainable, and reliable design. The laboratory includes metallographic examination using light microscopy and the study of material science principles and treatments of metals. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall

EGR 183 - Energy Efficiency and Conservation Measures (3 credits)

This course is designed to give students the skills to identify and understand energy efficiency and conservation methods used to reduce energy consumption. Students analyze residential and commercial facilities for opportunities to employ these energy-saving measures. Students become familiar with the use of energy monitoring and measuring equipment used for energy auditing. Students also learn to calculate energy savings and determine environmental impacts of these energy saving methods. Three lecture hours per week. Instructional Support fee applies Fall

EGR 190 - Technical Projects

This course guides the student in the design and development of a useful technical project. The student develops a functioning design solution and generates all necessary support drawings and documentation. Three lecture hours per week. Spring

EGR 204 - Engineering Applications of MATLAB (1 credit)

This course continues the study of MATLAB and discusses the built-in commands and functions. It emphasizes the mathematical capabilities of MATLAB to solve engineering problems that students encounter in their first two years of college. The students also learn programming techniques that allow them to develop their own MATLAB application programs containing interactive prompts as well as user-defined graphic outputs. One lecture hour and one laboratory hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: MTH 214.

EGR 211 - Programmable Control Systems (4 credits)

This course provides students with the knowledge of control systems and the skills required to install, program, operate, and troubleshoot automated industrial equipment. It concentrates on the use of Programmable Logic Controllers (PLCs), robotics, and the associated sensors and actuators (motors, hydraulic, and pneumatic). Additionally, this course introduces a variety of automation methods and equipment including green process controls, microprocessors, vision systems, and motor controls. Three class hours and three laboratory hours a week. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: EGR 131 or EGR 151.

EGR 221 - Surveying (4 credits)

This course is a study of the theory and practice of plane surveying with specific applications to civil engineering. Topics include measurement theory and errors, distance measurement, leveling, bearings, azimuths, traverses, area determinations, stadia, topographic surveys, horizontal and vertical curves, and other related topics. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: MTH 171/MTH 173 or MTH 141.

EGR 222 - Surveying II (4 credits)

This course is a continuation of EGR 221 Surveying. It includes topics such as horizontal and vertical curves, control surveys, state plane coordinate systems, boundary and public lands surveys, global positioning systems, volumes, and construction stakeout. This course includes the use of total stations, data collectors, surveying software, and AutoCAD. Three class hours and three

laboratory hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: EGR 221.

EGR 224 - Elements of Structural Design (3 credits)

This course introduces students to the analysis and design of structural members made of wood, steel, and reinforced concrete such as beams, columns, walls, slabs, foundations and trusses. Three lecture hours per week. Spring

Prerequisite: Prerequisite: EGR 251.

EGR 231 - Electrical Engineering I (3 credits)

Basic electrical theory and techniques of electrical circuit analysis for engineering transfer students are the focus of this course. Topics include resistive circuits, independent and dependent sources, analysis methods, network theories, energy storage elements, RC and RL circuits, second-order circuits, sinusoidal excitation and phasers. Three class hours and one recitation hour a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: MTH 215 with a "C" or better and co-enrollment in EGR 233. Recommendation: Completion of EGR 131, EGR 132.

EGR 232 - Electrical Engineering II (3 credits)

This course continues Electrical Engineering I (EGR 231). Topics include AC steady state power, three-phase circuits, complex frequency, network functions, frequency response, transformers, Fourier series, Laplace transforms, and Laplace transform application. Three class hours and one recitation hour a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: EGR 231 with a Cter and co-enrollment in EGR 234.

EGR 233 - Electrical Engineering I Laboratory (1 credit)

This course provides experience in experimental techniques, laboratory report preparation, familiarization and use of instrumentation, passive circuit investigations, and computer modeling experiments. Three laboratory hours per week. Fall

Prerequisite: Prerequisites: Co-enrollment in EGR 231.

EGR 234 - Electrical Engineering II Laboratory (1 credit)

Students gain hands-on experience with experimentation in passive circuit investigations, steady-state and transient analysis, electrical instruments, magnetic and logic circuit investigations, and computer modeling experiments. Three laboratory hours per week. Spring

Prerequisite: Prerequisite: Co-enrollment in EGR 232.

EGR 235 - Electronic Theory I

Studies in the theory of semiconductor diodes; bipolar and field effect transistors, including biasing; classes of amplified operation; methods of analysis and design to include Miller's theorem; hybrid parameters; and frequency effects are the focus of this course. Three class hours and three laboratory hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: EGR 132.

EGR 236 - Renewable Energy Applications

This course introduces students to renewable sources of energies and technologies. The benefits, limitations and environmental impacts of various technologies are examined. Students also learn how to perform an economic and environmental analysis of proposed systems. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: EGR 101, pre/co-requisite MTH 141 or MTH 171 and MTH 214.

EGR 241 - Wastewater Technology I (3 credits)

This course introduces the student to the physical, chemical, and biological processes associated with water quality, pollution, and the treatment of municipal wastewater. Topics covered include basic environmental concerns, hydrology, water quality, wastewater characteristics, wastewater treatment processes, and water monitoring and sampling procedures. The course prepares the student for the State Wastewater Treatment Plant Operator Certification Examination. Three class hours a week. Fall

EGR 242 - Wastewater Technology II (4 credits)

This course is a continuation of Wastewater Technology I (EGR 241) and prepares the student in the design, operation and maintenance of advanced wastewater treatment facilities. Topics covered include environmental concerns, chronic and acute toxicity of waste streams, instrumentation of specialized treatment procedures, and biological and chemical observations with hands-on treatment observations. The student is expected to attend tours of local facilities (domestic/industrial). The program also prepares the student for the State Operator's Certification Examination - Intermediate Levels. Three class hours per week and two laboratory hours per week. Spring

Prerequisite: Prerequisite: EGR 241.

EGR 244 - Water Supply and Hydrology (4 credits)

This course prepares students for entry into the field of water supply management and the operation of drinking water treatment facilities. The principles of hydrology associated with groundwater and surface water supply management are studied, including the hydrologic cycle,

precipitation type and measurement, aquifer types and groundwater flow measurements, surface water flow measurements, and surface water and well sampling. Students study source water supplies and protection, regulations, physical and chemical treatment processes, and operator safety. This class includes field trips and preparation for taking the State Drinking Water Treatment Plant Operator Certification Examination. Three class hours and three laboratory hours a week. Instructional Support Fee applies Spring

EGR 245 - Hazardous Waste/Waste Management (4 credits)

This course examines the various components of the hazardous waste and solid waste management field. Emphasis is placed on the examination, evaluation, and cleanup of hazardous waste sites as well as on providing an introduction to solid waste management and disposal. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CHM 111 or CHM 113 or CHM 115.

EGR 251 - Statics (3 credits)

This course considers the effects of forces on rigid bodies in two and three dimensions. Students apply engineering concepts of force vectors, moments, and static equilibrium to solve engineering design problems. The course investigates techniques for structural analysis of beams, columns, mechanisms, trusses and shafts. Topics include friction, torsion, centroids, center of gravity, moment of inertia, and shear and moment diagrams. Three class hours per week. Fall

Prerequisite: Prerequisites: PHY 101 or PHY 211, and MTH 141 or MTH 171 and MTH 173.

EGR 253 - Advanced Statics (1 credit)

This course is to be taken concurrently with EGR 251 and covers advanced rigid body analysis techniques utilizing calculus. Students apply the engineering concepts of force vectors, moments and static equilibrium to solve engineering design problems for common engineering structures. They use these techniques to solve problems associated with friction, torsion, centroids, centers of gravity, moments of inertia, shear and moment diagrams, and Mohr's Circle. Two laboratory hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: MTH 215; Pre- or co-requisite: EGR 251 and PHY 212.

EGR 254 - Mechanics of Materials and Structures (4 credits)

In this course, the concepts of stress and strain caused by tensile, compression, shear and bending forces and the associated material behavior are studied. Classical and computer methods are used to analyze beams, trusses, and structures. Students also study torsion, column action and the strength of bolted and welded joints. The design of structural members made of wood, steel, and reinforced concrete is introduced. In the laboratory, students perform testing techniques used to analyze the mechanical properties of materials and evaluate structures. Three class hours and three laboratory hours per week. Instructional Support fee applies Spring

Prerequisite: Prerequisite: EGR 251.

EGR 255 - Thermodynamics (3 credits)

This is an introductory course in the fundamentals of classical thermodynamics, covering such topics as the First Law of Thermodynamics, heat engines, the Second Law of Thermodynamics, the internal combustion engine, gas turbines, steam power generation, the Rankin Cycle, and heat transfer. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: PHY 102 or PHY 212, MTH 215, or permission of the instructor.

EGR 261 - Marine Systems (4 credits)

This courses introduces the basic components and principles of fluidic, electrical, and mechanical systems used in the marine industry. Topics include hydraulics and pneumatics, the internal combustion engine, and electrical and battery systems. In addition, fuel and ignition systems are presented as well as basic troubleshooting for each system. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: EGR 161.

EGR 263 - Marine Communication-Navigation Systems (4 credits)

This course covers the installation, operation, and maintenance of electronic communication and navigation equipment typically found on pleasure and commercial vessels. The course begins with the reading of nautical charts and basic navigation to provide students with an understanding of the importance and meaning of information that the electronic navigation and communication equipment provides. A combination of lecture and hands-on laboratory experiences present and provide practice in the installation and troubleshooting skills required of marine technicians. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies Spring, Summer

Prerequisite: Prerequisite: EGR 261, EGR 131 or EGR 151.

EGR 265 - Marine Outboard Motors (4 credits)

This course covers the various parts of and processes involved in installation, repair, and maintenance of outboard engines. Instructions include the fuel, electrical,

lubrication, and cooling systems of two- and four-stroke outboards, and both carbureted and injected engines. The course also covers lower units and propulsion, power tilt/trim, tune-up, troubleshooting, and preventative maintenance. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: EGR 261.

EGR 266 - Marine Inboard Motors (4 credits)

This course covers the theory, design, operation, controls, installation, and maintenance of and troubleshooting skills for marine inboard, inboard/outboard, stern drive, and diesel engines. The course presents the design differences among the engines, as well as their various cooling, lubrication, exhaust, gearing, propulsion, transmission, and hydraulic systems. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies Spring, Summer

Prerequisite: Prerequisite: EGR 265.

EGR 267 - Marine Fisheries Resources (4 credits)

This course provides the student with the information and skills required to identify and obtain biological information and samples from marine organisms important to the study of marine fisheries in the northwest Atlantic Ocean. The course includes the study of basic terminology and the basic body forms and structures used to identify the common species of bony fish, cartilaginous fish, marine mammals, sea turtles, invertebrates, and sea birds. The basic biology and ecological significance of these species is addressed as well as the methods of collection of biological information and samples. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies Fall

EGR 268 - Fisheries Technologies and Monitoring Techniques (4 credits)

This course is designed to provide students with an understanding of the commercial fishing industry in the northwest Atlantic Ocean from the Gulf of Maine to Cape Hatteras, North Carolina. Students study the various fisheries and gain an understanding of the regulations and management practices that govern them. Student also learn about the various fishing gear and practices used to catch commercial marine fish, crustaceans, and shellfish. The concept of geographic and statistical fishing areas is taught. The collection of samples and data is critical to the management of the industry, and students learn the necessary sampling protocols and the proper completion of various data logs. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies Spring, Summer

EGR 272 - Strength of Materials (4 credits)

A study of the stresses and strains caused by tensile, compression and shearing forces is the focus of this course. The course includes stress strain curves and the mechanical properties of engineering materials and investigates shear and bending moment diagrams and stresses due to beam loading. Students also study the strength of bolted and welded joints, torsion and column action. The laboratory includes the study of the general material testing techniques used to analyze the mechanical properties of materials. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: EGR 251.

EGR 282 - Wind Power (4 credits)

This course provides an in-depth introduction to wind as a sustainable form of energy. It examines the history, current applications, and future of wind power. The course looks at the process for siting, developing, constructing, operating, and maintaining wind energy projects of different scales-- from home and small commercial turbines to large municipal and utility scale wind farms. In the classroom, students gain a basic understanding of the fundamental science of wind and an up-to-date knowledge of the equipment and techniques used in industry. While in the laboratory, students develop the hands-on skills necessary to support the safe and effective harnessing of wind power. Three class hours and three laboratory hours per week. Instructional Support fee applies Spring

Prerequisite: Prerequisite: EGR 131 or EGR 151 or permission of the instructor.

EGR 284 - Solar Power (4 credits)

This course provides an in-depth introduction to solar energy as a sustainable form of power and how it can be utilized for a variety of energy demand applications in residential, commercial, and municipal buildings. The benefits and limitations of various common solar energy technologies used to produce heat, hot water, and electricity are examined. The course looks at the process of siting, sizing and designing of solar hot water and solar photovoltaic electric systems and how to perform an economic and environmental analysis of proposed systems. In the classroom, students gain a basic understanding of the fundamental science of heat and energy and an up-to-date knowledge of the equipment and techniques used in the solar industry. While in the laboratory, students develop the hands-on skills necessary to evaluate, install and maintain solar power systems. Three lecture and three laboratory hours per week. Instructional Support fee applies Spring

Prerequisite: Prerequisite: EGR131 or EGR 151 or permission of the instructor.

EGR 299 - Engineering Projects

This capstone course allows students to use the engineering skills they have developed to solve an actual engineering design project. Students work onsite with a company's engineering department, participating in all aspects of the design process, from initial identification of the design problem through the implementation of the design solution. Students use a variety of design, evaluation and manufacturing tools to complete this process. Design projects cross disciplines and cover a variety of engineering subject areas, including civil, electrical, environmental, manufacturing, and mechanical. Two class hours and three laboratory hours per week. Spring

Prerequisite: Prerequisite: 30+ credits completed in major or prior approval by the instructor.

ENG - English

ENG 090 - Basic Writing Skills (3 credits)

This course is for students who need to improve their ability to express themselves in writing and to accomplish common writing tasks. Basic principles of spelling, punctuation, usage, sentence structure, paragraph, and essay development are stressed. Sma Instructional Support Fee applies. ENG 090 may not be used to meet the General Education English requirement, nor do the credits apply toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be incl Fall, Spring, Summer

Prerequisite: Prerequisite: passing score on the College's reading placement test or concurrent enrollment in/prior completion of RDG 080 or RDG 090. ESL students may substitute ESL 123 for RDG 080.

ENG 101 - Composition I: College Writing (3 credits)

This college-level composition course provides students an opportunity to develop their writing through various stages of composing, revising, and editing. In addition, students learn how to formulate and support a thesis using a number of rhetorical strategies, to conduct research, and to integrate a variety of sources according to the Modern Language Association guidelines. Students write in Standard English with consideration given to audience, purpose, and context. Three class hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: Satisfactory performance on the writing skills test or C Passing score on the College's reading placement test or concurrent enrollment in/or prior completion of RDG 090.

ENG 102 - Composition II: Writing about Literature (3 credits)

Students read and respond to diverse literary texts while continuing to build on the critical thinking and writing skills developed in ENG 101. This course provides a foundation for the study of literary genres, including poetry, drama, the novel, and the short story. Students apply literary terminology and theory and use evidence to support their responses through a variety of writing assignments. In so doing, they make connections between their lives and the world. Three class hours a week. Instructional support fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: ENG 101.

ENG 214 - Critical Writing and Academic Research (3 credits)

This course builds on the expository writing and research foundation of ENG 101 with an increased emphasis on critical evaluation of sources in the media, in print, and on the World Wide Web. The course serves to strengthen academic writing through assignments that include essay development, argumentation strategies, and research writing. The culminating project is a formal, argumentative, 5-8 page research paper that incorporates five or more sources and follows MLA guidelines. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: ENG 101.

ENG 215 - Technical Writing (3 credits)

This course emphasizes the style of writing used in business and industry. Students examine and then prepare the kinds of documents called for in these fields, including letters and other correspondence, reports, and proposals, with special attention focused on audience analysis, format, and editing.   Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: ENG 101.

ENG 217 - Contemporary American Writers (3 credits)

This course surveys modern American writers from diverse backgrounds: Asian American, Black American, Hispanic American, Native American, Jewish American, and White American. Texts include the essay, memoir, interview, novel, short story, drama, and poetry. Discussions range across historical, mythical, regional, religious, cultural, and contemporary issues. Three class hours a week. Fall

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 230 - Film (3 credits)

In this introductory course, students apply the language of film, photography, mise en scene, movement, montage, and sound, to theories of meaning-making and aesthetics in

movies. Students analyze the dynamics between viewer and image by applying a variety of critical thinking approaches to selected films from within and outside of the Hollywood tradition. Moreover, students explore the ways a film may reflect and influence a society and culture. Topics for reading, writing, and discussion may include masculinity/femininity, sexuality, race, class, ethics, and genre. Four class hours per week to accommodate screenings. Fall, Spring

ENG 233 - Beginning Poetry Writing (3 credits)

This course provides an introduction to the craft of poetry via intense practice in writing original poetry and in analyzing poetic techniques employed by notable contemporary poets. Three class hours a week. Spring

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 250 - Puerto Rican Literature

This course focuses on poetry, drama, short fiction, essays, and memoirs produced in the past 30 years by Puerto Ricans on the island and in the continental United States. The course reviews the cultural, historical, and political contexts for this body of writing. Issues of identity, language, family, community, nationalism, migration, and activism are explored. The class examines where these writers fit into the American literary tradition and how they are transforming America's consciousness, literature, and language(s). Comfort in reading and speaking English required. No knowledge of Spanish necessary, as Spanish texts are available in translation. Three class hours a week. Offered alternate Fall semesters

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 251 - World Literature I (3 credits)

This writing-intensive seminar introduces students to the origins and evolution of world literature through 1700. Students examine how texts such as "The Epic of Gilgamesh" and the Bible emerged as products of a society's oral tradition. Students further explore how the oral tradition influenced authors such as Homer, Virgil, Dante, Chaucer, and Milton. Emphasis is placed on poetry, drama, traditional and literary epics, tragedies, fabliaux, satires, and romances as students consider how these texts influenced the development of modern literature. Three class hours a week. Fall

Prerequisite: Prerequisite: ENG 102.

ENG 252 - World Literature II (3 credits)

This writing-intensive seminar introduces students to the evolution of world literature from 1700 to the 21st Century. Representative works of neoclassicism, romanticism, Gothicism, realism, and naturalism are considered. Authors such as Daniel Defoe, Henrick Ibsen, Gaston Leroux, Fyodor Dostoevsky, Thomas Mann, Albert Camus, Elie Wiesel, Toni Morrison, F. Scott Fitzgerald, William Gibson, Salman Rushdie, and Jhumpa Lahari are examined. Emphasis is placed on the rise of the novel, modern theatre, and poetry. Three class hours a week. Spring

Prerequisite: Prerequisite: ENG 102.

ENG 253 - English Literature (3 credits)

A survey of the seminal authors who wrote in English from the medieval period to the mid-eighteenth century such as Chaucer, Shakespeare, Donne, Milton, Congreve and Swift. Besides the Middle Ages, the Renaissance and the Enlightenment are studied for their generic developments (in comedy, lyric and satire) and their cultural history. Some emphasis on reading aloud. Fall

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 254 - English Literature (3 credits)

Concentrating on Romantic poetry and the novel, this second semester deals with English writers from Wordsworth to D.H. Lawrence. Topics include women and society, individualism versus industrialism, and the novel from Jane Austen through V.S. Naipaul. Periods include the Romantic, the Victorian and the Twentieth Century. Three class hours a week. Spring

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 255 - American Literature (3 credits)

This course studies the significant writers and trends in American literature from the pre-colonial period through the mid-nineteenth century and also explores the literature's historical and cultural contexts and its development. Included are writers such as Dekanawidah, Anne Bradstreet, Benjamin Franklin, Phillis Wheatley, Samson Occom, Frederick Douglass, Harriet Jacobs, Edgar Allan Poe, Henry David Thoreau, Louisa May Alcott, and Walt Whitman. Three class hours a week. Fall

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 256 - American Literature II (3 credits)

This course studies the significant writers and trends in American literature from the Civil War through the end of the twentieth century and also explores the literature's historical and cultural contexts and its development. Included are writers such as Mark Twain, Kate Chopin, Robert Frost, Langston Hughes, H. D. (Hilda Doolittle), Edith Wharton, Countee Cullen, Ernest Hemingway, Zora Neale Hurston, Elizabeth Bishop, Arthur Miller, Allen Ginsberg, Ralph Ellison, Flannery O'Connor, Louise Erdrich, Tennessee Williams, and N. Scott Momaday. Three class hours a week. Spring

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 257 - Contemporary African-American Women's Writing (3 credits)

Students read short stories, novels, autobiographies, speeches, essays, poems, memoirs, and plays by some of the most celebrated writers in the world today. In reading literature written in the past two decades by and about African-American women, students examine the historical, cultural, and social dimensions of African-American women's experiences. These writers-winners of National Book Awards, Pulitzer Prizes, and Nobel Prizes for Literature-raise fundamental issues relevant to men and women of all races and ethnicities. The course explores the writings of Maya Angelou, Octavia Butler, Rita Dove, Audre Lorde, Terry McMillan, Toni Morrison, Gloria Naylor, Ntozake Shange, Alice Walker, and others. Three class hours a week. Offered alternate Spring semesters

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 258 - Shakespeare: His Plays (3 credits)

This writing-intensive seminar focuses exclusively on the comedies, histories, and tragedies of William Shakespeare. Historical and biographical contexts are considered as students examine the texts from diverse critical perspectives. Writing assignments include analyses of filmed interpretations, live performances, and/or literary criticism. Students may be required to attend one live Shakespearean performance during the semester. Three lecture hours per week. Spring

Prerequisite: Prerequisite: ENG 102.

ENG 259 - Native American Novels (3 credits)

Students read widely different novels by award-winning writers who touch on common themes and concerns of Native American experience, while simultaneously suggesting the diversity of that experience. These Blackfeet, Cherokee, Cheyenne, Chickasaw, Chippewa, Creek, Gros Ventre, Kiowa, Modoc, and Pueblo writers take control of their own image-making as they explore Native American experiences from before the European invasion to the present. Writers include Michael Dorris, Louise Erdrich, N. Scott Momaday, Leslie Marmon Silko, Gerald Vizenor, James Welch, and others. Three class hours a week. Offered alternate Fall semesters

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 260 - Topics in English (3 credits)

This is a one-semester course on a specific topic in English. Topics are announced each semester. Three class hours a week. Not offered every year

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 261 - Topics in English (3 credits)

This is a one-semester course on a specific topic in English, which has been given a cultural diversity designation by the College. Topics are announced each semester. Three class hours a week. Not offered every year

Prerequisite: Prerequisite: ENG 102 or permission of instructor.

ENG 262 - Tutoring in a Writing Center: A Practicum and Honors Course (3 credits)

This course provides both a theoretical perspective and hands-on experience in the tutoring of writing in a writing center setting. Topics of discussion cover the full tutoring process, from helping tentative writers generate ideas to providing strategies for working with teacher's comments as well as reflection on the meaning of "peer tutoring" and the role of writing centers. A considerable amount of time is spent reading samples of student writing (representing a range of writers' ability and subjects) and responding to them as well as engaging in role playing scenarios. Students are expected to apply what they learn to actual tutoring sessions in the College's Writing Center. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: ENG 102. Open to Commonwealth Honors Program students and others with permission of the instructor. Participants will include, but not necessarily be limited to, students currently working in the Writing Center.

ENG 264 - Remembering the Holocaust in Literature and History: An Honors Interdisciplinary Seminar (3 credits)

The Holocaust, or as it has come to be known, the Shoah, is one of the most horrific events in all of world history. Even more than 50 years after the fact, the world continues to struggle with the enormity of this human catastrophe. Nevertheless, a body of writing--both historical and literary--exists that enables us to confront this key moment in world history. This course serves as an introduction to this work. Students gain an understanding of the historical facts, including circumstances leading up to the Holocaust itself and the event's critical aftermath. In addition, students reflect on the role of literature, principally through accounts of that time written by survivors and the children of survivors, in the struggle to represent an event that many have described as beyond the limits of language to capture. Fall

Prerequisite: Prerequisite: ENG 101 and ENG 102. Open to Commonwealth Honors Program students and others with permission of instructor.

ENG 283 - Creative Writing Seminar (3 credits)

This seminar provides intense practice in writing prose or fiction and may focus on any of the following according to the instructor's expertise: short stories; longer fiction (novels/novellas), screenwriting, biography (including memoir or autobiography), and other writing forms (experimental fiction, graphic novels, hypertext, etc.) A background in writing fundamentals related to the seminar's focus is included. Readings may be assigned to provide theory and models of the form being written. Three class hours per week. Not offered every year

Prerequisite: Prerequisite: ENG 102 or permission of the instructor.

ENG 90 - Basic Writing Skills (3 credits)

This course is for students who need to improve their ability to express themselves in writing and to accomplish common writing tasks. Basic principles of spelling, punctuation, usage, sentence structure, paragraph, and essay development are stressed. Small group instruction supplements classroom activity. Students must take this course before ENG 101 unless exempted by the writing skills test. ENG 090 may not be used to meet the General Education English requirement, nor do the credits apply toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: passing score on the College's reading placement test or concurrent enrollment in/prior completion of RDG 080 or RDG 090. ESL students may substitute ESL 123 for RDG 080.

ENV - Engineering Technology

ENV 101 - Introduction to Geographic Information Systems (3 credits)

This course introduces students to the concepts required to run Geographic Information Systems (GIS). Topics include a basic understanding of what GIS is; elements of cartography, including scale, projection, coordinate systems, digitizing, geography, and Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. Fall

Prerequisite: Pre- or co-requisite: EGR 103.

ENV 102 - Applications of Geographic Information Systems (3 credits)

Geographic Information Systems (GIS) are powerful tools that allow the user to study the relationship among data that can be presented spatially, such as on a map. GIS allows the user to create dynamic electronic maps that can be modified at the user's wi Two lecture hours and two

laboratory hours per week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: GIS 101.

ENV 140 - OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Preparation (3 credits)

This course provides educational background and skills required by personnel involved in hazardous waste operations. It includes the required components of the 40-hour, off-site training requirement for hazardous waste site workers as defined in the Code Three class hours a week. Instructional Support Fee applies. Not offered every year

ENV 141 - Introduction to Environment (3 credits)

This course is designed to examine the impact of human activities on the natural world in the context of our emerging awareness of the scope of environmental problems and against the background of our understanding of normal ecosystems. It focuses on topi Three class hours a week. Fall

ENV 201 - Site Evaluation and GIS (3 credits)

The environmental principles learned in Earth Science are applied to the evaluation of a site. A series of sites is chosen and a building project or hazardous material spill proposed on the site. Working in groups, students survey the site, evaluate groun Two class hours and two laboratory hours a week. Instructional Support Fee applies. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: EGR 141.

ENV 241 - Wastewater Technology I (3 credits)

This course introduces the student to the physical, chemical, and biological processes associated with water quality, pollution, and the treatment of municipal wastewater. Topics covered include basic environmental concerns, hydrology, water quality, was Three class hours a week. Fall

ENV 242 - Wastewater Technology II (4 credits)

This course is a continuation of Wastewater Technology I (EGR 241) and prepares the student in the design, operation and maintenance of advanced wastewater treatment facilities. Topics covered include environmental concerns, chronic and acute toxicity of Three class hours per week and two laboratory hours per week. Spring

Prerequisite: Prerequisite: EGR 241.

ENV 244 - Water Supply and Hydrology (4 credits)

This course prepares students for entry into the field of water supply management and the operation of drinking water treatment facilities. The principles of hydrology associated with groundwater and surface water supply management are studied, including Three class hours and

three laboratory hours a week. Instructional Support Fee applies. Spring

ENV 245 - Hazardous Waste/Waste Management (4 credits)

This course examines the various components of the hazardous waste and solid waste management field. Emphasis is placed on the examination, evaluation, and cleanup of hazardous waste sites as well as on providing an introduction to solid waste management Three class hours and two laboratory hours a week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: CHM 111 or CHM 113 or CHM 115.

ESL - English as a Second Language

ESL 012 - Intermediate English Grammar (3 credits)

This course is designed to prepare students for ESL 122 through an introduction to the basic structures of the English language in both written and spoken forms. ESL 012 does not count toward a degree. Three class hours a week. Instructional Support Fee applies. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Fall, Spring

Prerequisite: Prerequisite: Permission of the instructor.

ESL 013 - Intermediate English Vocabulary and Reading Skills (3 credits)

This course is designed to prepare students for ESL 123 by developing reading vocabulary and reading comprehension skills. ESL 013 does not count toward a degree. Three class hours a week. Instructional Support Fee applies. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Fall, Spring

Prerequisite: Prerequisite: Permission of the instructor.

ESL 014 - Intermediate English Writing Skills (3 credits)

This course is designed to introduce students to the basic patterns of English sentences and to begin paragraph writing in preparation for ESL 124. As part of the final evaluation students must demonstrate their readiness for ESL 124 by an in-class writin Three class hours a week. Instructional Support Fee applies. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Fall, Spring

ESL 015 - Intermediate English Conversation Skills (3 credits)

This course is designed to develop students' oral/aural skills in preparation for ESL 125 and to review the basic sound system of English. ESL 015 does not count toward a degree. Three class hours a week. Instructional Support Fee applies. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Fall, Spring

ESL 12 - Intermediate English Grammar (3 credits)

This course is designed to prepare students for ESL 122 through an introduction to the basic structures of the English language in both written and spoken forms. ESL 012 does not count toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: Permission of the instructor.

ESL 13 - Intermediate English Vocabulary and Reading Skills (3 credits)

This course is designed to prepare students for ESL 123 by developing reading vocabulary and reading comprehension skills. ESL 013 does not count toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: Permission of the instructor.

ESL 14 - Intermediate English Writing Skills (3 credits)

This course is designed to introduce students to the basic patterns of English sentences and to begin paragraph writing in preparation for ESL 124. As part of the final evaluation students must demonstrate their readiness for ESL 124 by an in-class writing sample. A student who completes ESL 014 must complete ESL 124 before registering for ENG 090 or ENG 101 or achieve the required score on the college's writing placement test. ESL 014 does not count toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Three class hours a week. Instructional Support Fee applies Fall, Spring

ESL 15 - Intermediate English Conversation Skills (3 credits)

This course is designed to develop students' oral/aural skills in preparation for ESL 125 and to review the basic

sound system of English. ESL 015 does not count toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Three class hours a week. Instructional Support Fee applies Fall, Spring

ESL 122 - Advanced English Grammar Review (3 credits)

This course is designed to review the basic structures of the English language and to foster mastery of those structures in both written and spoken form. As part of the final evaluation of this course, students demonstrate proficiency on the ESL Grammar Test. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: ESL 012 with a C-ter or permission of the instructor.

ESL 123 - Advanced English Vocabulary and Reading Skills (3 credits)

This course is designed to develop students' English vocabulary and reading comprehension skills to prepare the student for college-level work. As part of the final evaluation of this course, students demonstrate their proficiency on a reading comprehension test. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: Completion of ESL 013 with a C-ter or permission of the instructor.

ESL 124 - Advanced English Written Expression (3 credits)

This course is designed to prepare students for ENG 090 or ENG 101. As part of the final evaluation, students demonstrate their proficiency through a writing sample. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: ESL 014 with a C-ter or permission of the instructor.

ESL 125 - Advanced English Conversation (3 credits)

This course is designed to develop students' oral/aural skills through the use of group discussion, presentations and pair practice. As part of the final evaluation, students demonstrate proficiency in a ten minute oral interview. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: ESL 015 with a C-ter or permission of the instructor.

ETK - Engineering Technology

ETK 102 - Introduction to Sustainable and Green Energy Technologies (3 credits)

This course is designed to introduce students to emerging renewable energy technologies and sustainable building design practices. Both the practical applications and underlying theories are addressed. Topics include: The Construction/Engineering Design Three lecture hours per week. Instructional Support Fee applies. Fall, Spring

ETK 103 - Computer Skills for Engineers and Technicians (3 credits)

This course is an introduction to the personal computer and its application to engineering and technical communication and problem solving. Topics include Windows, e-mail communication, Web-based research, word processing, computer graphics, spreadsheets, Three class hours a week in the CAD lab. Instructional Support Fee applies. Fall, Spring, Summer

ETK 111 - Fundamentals of Manual Machining (3 credits)

This course covers the fundamentals of manual machine tool utilization. Topics include milling, turning, knurling, threading, surfacing grinding, tooling, feeds and speeds, blueprint reading, layout, proper tolerancing, metrology, and manufacturing proces Two class hours and three laboratory hours per week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: high school Algebra I and geometry recommended.

ETK 112 - Automated Machining (3 credits)

This course is a continuation of EGR 111 and covers modern advanced machining processes using Computerized Numerical Control (CNC) for both milling and turning. It also discusses best practices for safety, tooling, set-up, and process sheets. Students use Two class hours and three laboratory hours per week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: EGR 111 is recommended.

ETK 113 - Introduction to Robotics (4 credits)

This is an introduction to the science of Robotics and is designed for non-engineering and engineering students. Students must understand how scientific innovation can affect their lives either directly or indirectly while researching the history of robot Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Fall

ETK 123 - Green Building Practices (4 credits)

This course studies the methods, materials, and equipment used in the construction of residential and commercial

green buildings. It introduces fundamental concepts of building design and delivery including siting, water efficiency, energy efficiency, su Three class hours and two laboratory hours a week. Instructional Support Fee applies. Fall

Prerequisite: Pre- or co-requisite: MTH 141 or MTH 151 or higher.

ETK 124 - Soils and Foundations (3 credits)

This course introduces students to geotechnical engineering. Engineering soil properties, mass/volume relationships, soil classification systems, and site exploration methods are included. In addition, structural foundations are explored. Three lecture hours a week. Spring

Prerequisite: Prerequisite: MTH 031 or high school algebra recommended.

ETK 125 - Construction Estimating (3 credits)

This course introduces students to common practices used in estimating construction quantities and costs, including materials, labor, equipment, overhead, and profit. Productivity, efficiency, and project scheduling are also included. Three class hours a week.   Fall

Prerequisite: Prerequisite: MTH 021 or high school geometry recommended.

ETK 131 - Introduction to Electrical Circuits (4 credits)

This course is an introduction to electrical circuits. It examines physics and laws of voltage, current, and power; series and parallel circuit analysis, including equivalent circuit concepts; magnetic circuits; and electromagnetic induction. This course Three class hours and three laboratory hours per week. Instructional Support Fee applies. Spring

Prerequisite: Pre- or co-requisite: MTH 031 or "C" or better in high school Algebra II or passing score on algebra placement test.

ETK 132 - Electrical Circuits (4 credits)

Students study advanced AC and DC circuit analysis methods, network theorems, and the analysis and principles associated with capacitors and inductors. Phasers, filters, three-phase systems, transformers, motors, the power triangle, and power factor corre Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: EGR 131; pre- or co-requisite: MTH 141 or MTH 171 and MTH 173.

ETK 133 - Computer Configuration and Repair (4 credits)

This hands-on course covers PC components and PC configuration. Students use system diagnostics to analyze and repair PC system faults. The course emphasizes troubleshooting and replacing individual system components such as memory, hard drives, CD/DVD-RO Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall, Spring, Summer

ETK 135 - Computer Communications Fundamentals (4 credits)

This course studies the requirements of voice, data, and video transmission over wide area networks. It provides students with the basic knowledge required to install and configure wired, wireless, and fiber communications equipment using PC compatible co Three class hours and three laboratory hours per week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: EGR 103.

ETK 137 - Digital Electronics (4 credits)

The course examines number systems with particular emphasis on binary, octal, and hexadecimal counting methods. The course stresses Boolean algebra with function minimization including logic design and logic circuits for all computer elements, including t Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall

Prerequisite: Pre- or co-requisite: MTH 031 or "C" or better in high school algebra I or a passing score on the Elementary Algebra placement test.

ETK 151 - Electrical Machinery (3 credits)

This course studies the principles of AC and DC circuits including electromagnetic induction and power factor, AC motor principles including inductive and synchronous type machines and DC series, shunt, and compound wound devices. Motor starting and speed Three class hours a week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: MTH 008 or high school Algebra II is recommended.

ETK 171 - Fluid Systems (4 credits)

This subject deals with the engineering principles associated with the control and usage of fluids. Particular emphasis is placed on the concepts of work and power and how they apply to the design and troubleshooting of hydraulic and pneumatic devices and Three class hours and three laboratory hours a week. Instructional Support Fee applies. Spring, not offered every year

Prerequisite: Prerequisite: MTH 031, high school Algebra II, or a score of 72 or higher (out of a possible 120) on the algebra placement test.

ETK 172 - Material Science (4 credits)

A study of the physical, mechanical, and chemical properties of materials. The course places particular emphasis on the interdependency of atomic structure, microstructure, material phase relationships, and solid state reactions to each other and to the m Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall

ETK 190 - Technical Projects (3 credits)

This course guides the student in the design and development of a useful technical project. The student develops a functioning design solution and generates all necessary support drawings and documentation. Three lecture hours per week.   Spring

ETK 204 - Engineering Applications of MATLAB (1 credit)

This course continues the study of MATLAB and discusses the built-in commands and functions. It emphasizes the mathematical capabilities of MATLAB to solve engineering problems that students encounter in their first two years of college. The students also One lecture hour and one laboratory hour per week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: MTH 214.

ETK 211 - Programmable Control Systems (4 credits)

This course provides students with the knowledge of control systems and the skills required to install, program, operate, and troubleshoot automated industrial equipment. It concentrates on the use of Programmable Logic Controllers (PLCs), robotics, and t Three class hours and three laboratory hours a week. Instructional Support Fee applies. Spring

Prerequisite: Pre- or co-requisite: EGR 131 or EGR 151.

ETK 221 - Surveying (4 credits)

This course is a study of the theory and practice of plane surveying with specific applications to civil engineering. Topics include measurement theory and errors, distance measurement, leveling, bearings, azimuths, traverses, area determinations, stadia, Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: MTH 171/MTH 173 or MTH 141.

ETK 222 - Surveying II (4 credits)

This course is a continuation of EGR 221 Surveying. It includes topics such as horizontal and vertical curves, control surveys, state plane coordinate systems, boundary and public lands surveys, global positioning systems, volumes, and construction stakeo Three class hours and three laboratory hours per week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: EGR 221.

ETK 224 - Elements of Structural Design (3 credits)

This course introduces students to the analysis and design of structural members made of wood, steel, and reinforced concrete such as beams, columns, walls, slabs, foundations and trusses. Three lecture hours per week.   Spring

Prerequisite: Prerequisite: EGR 251.

ETK 231 - Electrical Engineering I (3 credits)

Basic electrical theory and techniques of electrical circuit analysis for engineering transfer students are the focus of this course. Topics include resistive circuits, independent and dependent sources, analysis methods, network theories, energy storage Three class hours and one recitation hour a week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: MTH 215 with a "C" or better and co-enrollment in EGR 233. Recommendation: Completion of EGR 131, EGR 132.

ETK 232 - Electrical Engineering II (3 credits)

This course continues Electrical Engineering I (EGR 231). Topics include AC steady state power, three-phase circuits, complex frequency, network functions, frequency response, transformers, Fourier series, Laplace transforms, and Laplace transform applica Three class hours and one recitation hour a week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: EGR 231 with a "C" or better and co-enrollment in EGR 234.

ETK 233 - Electrical Engineering I Laboratory (1 credit)

This course provides experience in experimental techniques, laboratory report preparation, familiarization and use of instrumentation, passive circuit investigations, and computer modeling experiments. Three laboratory hours per week.   Fall

Prerequisite: Prerequisites: Co-enrollment in EGR 231.

ETK 234 - Electrical Engineering II Laboratory (1 credit)

Students gain hands-on experience with experimentation in passive circuit investigations, steady-state and transient analysis, electrical instruments, magnetic and logic circuit investigations, and computer modeling experiments. Three laboratory hours per week.   Spring

Prerequisite: Prerequisite: Co-enrollment in EGR 232.

ETK 235 - Electronic Theory I (4 credits)

Studies in the theory of semiconductor diodes; bipolar and field effect transistors, including biasing; classes of amplified operation; methods of analysis and design to include Miller?s theorem; hybrid parameters; and frequency effects are the focus of t Three class hours and three laboratory hours per week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: EGR 132.

ETK 236 - Renewable Energy Applications (4 credits)

This course introduces students to renewable sources of energies and technologies. The benefits, limitations and environmental impacts of various technologies are examined. Students also learn how to perform an economic and environmental analysis of pro Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: EGR 101, pre/co-requisite MTH 141 or MTH 171 and MTH 214.

ETK 251 - Statics (3 credits)

This course considers the effects of forces on rigid bodies in two and three dimensions. Students apply engineering concepts of force vectors, moments, and static equilibrium to solve engineering design problems. The course investigates techniques for str Three class hours per week. Fall

Prerequisite: Prerequisites: PHY 101 or PHY 211, and MTH 141 or MTH 171 and MTH 173.

ETK 253 - Advanced Statics (1 credit)

This course is to be taken concurrently with EGR 251 and covers advanced rigid body analysis techniques utilizing calculus. Students apply the engineering concepts of force vectors, moments and static equilibrium to solve engineering design problems for c Two laboratory hours per week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: MTH 215; Pre- or co-requisite: EGR 251 and PHY 212.

ETK 255 - Thermodynamics (3 credits)

This is an introductory course in the fundamentals of classical thermodynamics, covering such topics as the First Law of Thermodynamics, heat engines, the Second Law of Thermodynamics, the internal combustion engine, gas turbines, steam power generation, Instructional Support Fee applies. Spring

Prerequisite: Prerequisite: PHY 102 or PHY 212, MTH 215, or permission of the instructor.

ETK 272 - Strength of Materials (4 credits)

A study of the stresses and strains caused by tensile, compression and shearing forces is the focus of this course. The course includes stress strain curves and the mechanical properties of engineering materials and investigates shear and bending moment d Three class hours and two laboratory hours a week. Instructional Support Fee applies. Fall

Prerequisite: Prerequisite: EGR 251.

ETK 299 - Engineering Projects (3 credits)

This capstone course allows students to use the engineering skills they have developed to solve an actual engineering design project. Students work onsite with a company's engineering department, participating in all aspects of the design process, from in Two class hours and three laboratory hours per week. Spring

Prerequisite: Prerequisite: 30+ credits completed in major or prior approval by the instructor.

FIR - Fire Science

FIR 111 - Introduction to Fire Protection (3 credits)

The objective of this course is to provide the student with an overview of the fundamental methods of fire protection, prevention, and suppression. Among the basic topics covered are fire behavior, fire hazards of buildings and materials, protection systems and equipment, fire prevention, and firefighting forces and operations. Three class hours a week. Fall, Spring; Evening/Weekend only

FIR 113 - Fundamentals of Fire Prevention (3 credits)

This course is designed to introduce the student to the principles and practices of fire prevention and to develop a better understanding of the new role that fire prevention should occupy in the fire prevention field. The course shows the relationship between the private sector and the fire service. Course content emphasizes fire inspecting procedures, related codes and ordinances, in-service fire inspection, reports, and public fire education. Fall, Spring; Evening/Weekend only

FIR 150 - Fire Investigation (3 credits)

This course covers the fire/arson problem, responsibility for investigation, laws, motives, insurance, chemistry, cause determination, evidence, interview, reports, court presentation, and fire/arson prevention. Profiles of fire setters are also studied, including the juvenile fire setter. Three class hours a week. Fall, Spring; Evening/Weekend only

FIR 157 - Leadership and Command (3 credits)

This course assists fire company officers and potential fire company officers and firefighters for supervisory functions of command, planning, organizing, staffing, directing, and fire ground control leadership and command procedures. This course is intended to give the student an insight into being an effective fire company officer with emphasis on

leadership qualifications and effective command procedures.   Fall, Spring; Evening/Weekend only

FIR 158 - Plans Review and Building Codes (3 credits)

This course enables firefighters to read blueprints and to apply provisions of the Building Code to the drawings. It also assists firefighters in recognizing code applications related to fire protection on building plans for new construction and reconstruction of commercial, industrial, and residential buildings.   Fall, Spring; Evening/Weekend only

FIR 159 - Building Construction (3 credits)

This course is designed to inform and instruct the student about the characteristics of building design in relation to the structural integrity of buildings and how that integrity is compromised during fires. It also attempts to show how different natural and human-made forces work together to weaken a building, especially one that has been or is being remodeled. A discussion of the need and purpose of strong building codes and their corresponding enforcement is also included. By use of case studies of major high rise fires, conclusions are drawn that buildings designed and depicted as fire resistive are by their very nature not fire safe. Three class hours a week. Fall, Spring; Evening/Weekend only

FIR 170 - Emergency Care I (4 credits)

This is the first part of a two-course sequence that enables the student to take the state of Massachusetts Emergency Medical Technicians Exam. Topics covered under this section include introduction to emergency care, medical and legal issues, basic life support CPR, infection control, anatomy and physiology, lifting and moving patients, airway management, and patient assessments. The class meets twice each week for four hours for half the semester. Instructional Support Fee applies Fall, Spring; Evening/Weekend only

FIR 171 - Emergency Care II (4 credits)

This is a continuation of FIR 170 covering the following topics: cardiac and respiratory emergencies, diabetic conditions, poisoning/overdoses/environmental emergencies, behavioral emergencies, allergies/anaphylactic shock, obstetrics, bleeding and shock issues, head and spine injuries, trauma skills, pediatric emergencies, and ambulance operations. The class meets twice each week for four hours for half the semester. Instructional Support Fee applies Fall, Spring; Evening/Weekend only

FIR 216 - Hazardous Materials: Incident Management (3 credits)

This course discusses the legal responsibilities placed on the fire service by the Superfund Amendment and Reauthorization Act of 1986 (SARA). Topics focus on the role of the fire service at hazardous material incidents, which outline the need for site management and control;

hazard and risk analysis; information management and resource control; methods of product control; confinement; and containment. Firefighter safety principles in regard to training, personal protective clothing and equipment, decontamination procedures, and written standard operating procedures are also discussed. Three class hours a week. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: SCI 116.

FIR 253 - Firefighting Tactics and Strategy (3 credits)

This course covers the techniques and procedures of firefighting with emphasis on the fire officer's role at the fire scene. Emphasis is placed on today's incident command system for successful control of firefighting personnel and equipment. Topics of discussion include methods of extinguishing fires in different types of buildings, life-safety procedures, rekindling prevention, and overall fireground objectives under the control of the incident commander. Three class hours a week. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: FIR 111, FIR 113, FIR 159.

FIR 254 - Report Writing (3 credits)

In this course, reporting procedures are presented with emphasis on the use of microcomputers. Word processing is utilized in the preparation of reports such as NFIRS, investigative, and narratives. In addition, business letter and memo writing are covered. Three class hours a week. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: ENG 101.

FIR 255 - Related Fire Codes and Ordinances (3 credits)

Inspection practices as they pertain to fire prevention, storage of explosive flammables, codes and fire ordinances, examination of heating systems, fire investigation, collection and presentation of arson evidence, arson laws, interrogation of witnesses, and applications of photographs are examined. Students prepare reports and study adjustment of insured losses. Three class hours per week. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: FIR 113.

FIR 256 - Organization and Management of Fire Departments (3 credits)

The course is designed to provide fire officers, and those who aspire to such positions, with a better understanding of supervisory, leadership, and effective management skills specific to the modern fire service. Topics include principles of management, management by objectives, decision making, and management of fireground operations. Three class hours a week. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: FIR 111, FIR 113.

FIR 260 - Juvenile Fire Awareness (3 credits)

This course introduces students to the growing concern for children who are merely curious about fire, making a cry for help, or engaging in delinquent behavior. Evaluation techniques and intervention alternatives are identified and summarized for classification. Three lecture hours per week. Evening/Weekend only

FIR 261 - Fire Hydraulics (3 credits)

This course presents hydraulic theory and principles in a classroom setting, using formula calculations with reference to fireground rule-of-thumb application. Topics covered include principles of water at rest, the theory of water in motion and under pressure, water distribution systems, pump testing and pump capacity, formulas to determine friction loss, and back pressure and forward pressure of water with relevance. Three class hours a week. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: MTH 141 or MTH 111.

FIR 263 - Fire Protection Systems and Equipment (3 credits)

This course presents a study of all types of fire protection systems, including various types and uses of extinguishing systems, fire detection systems, and fire alarm systems. Also included are discussions on codes and ordinances related to these systems. It provides the student with a working understanding of a complete fire protection concept and enables the student to make comparisons and decisions for the future. Three class hours a week. Instructional Support Fee applies Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: FIR 111, FIR 255, FIR 261.

FRN - French

FRN 101 - Elementary French (3 credits)

This course offers beginning training in the four skills: reading, writing, speaking, and aural comprehension. An introduction to Francophone culture is included. One hour of laboratory practice is required. Only for students with no language background or one to two years of high school French with a "C" average. Students with an "A" or "B" average are encouraged to enroll in the 102 level. Students with concerns about placement should consult the Language Department. Three class hours and one language laboratory hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

FRN 102 - Elementary French (continued) (3 credits)

This course is a continuation of training in the four basic skills: reading, writing, speaking, and aural comprehension. Cultural and daily living topics are

included. Students with concerns about placement should consult the Language Department. Three class hours and one lab hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: FRN 101 or two years of high school French with an "A" or "B" average.

FRN 201 - Intermediate French (3 credits)

This course offers a review and continuation of French grammar plus additional training in the four skills: reading, writing, speaking, and aural comprehension. Readings and discussions are based on cultural topics, contemporary literature, newspaper articles, Internet sources, and video. Students with concerns about placement should consult the Language Department. Three class hours and one language lab per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: FRN 102 or three years of high school French with a "C" average.

FRN 202 - Intermediate French (continued) (3 credits)

This course is a continuation of FRN 201. Further grammar review based on readings and compositions, and intensive practice of spoken language is included. More advanced readings from Francophone literature and culture are studied. Frequent compositions and written exercises are part of the course. Students with concerns about placement should consult the Language Department. Three class hours and one language lab hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: FRN 201 or four consecutive years of high school French with a "C" average.

GIS - Geographic Information Systems

GIS 101 - Introduction to Geographic Information Systems (3 credits)

This course introduces students to the concepts required to run Geographic Information Systems (GIS). Topics include a basic understanding of what GIS is; elements of cartography, including scale, projection, coordinate systems, digitizing, geography, and spatial and statistical analysis; GIS capabilities; and case studies. The course introduces students to the ArcGIS software package. Two lecture hours and two laboratory hours per week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: EGR 103.

GIS 102 - Applications of Geographic Information Systems (3 credits)

Geographic Information Systems (GIS) are powerful tools that allow the user to study the relationship among data that can be presented spatially, such as on a map. GIS

allows the user to create dynamic electronic maps that can be modified at the user's will to present desired data. Students use the concepts learned in GIS 101 and apply them to projects that help them gain hands-on experience in the use of ArcGIS software. Students also choose a project where they demonstrate their ability to use GIS to analyze data, create a map, add features to a map, and create a high-quality layout for the presentation of a class project. Two lecture hours and two laboratory hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: GIS 101.

GIS 201 - Site Evaluation and GIS

The environmental principles learned in Earth Science are applied to the evaluation of a site. A series of sites is chosen and a building project or hazardous material spill proposed on the site. Working in groups, students survey the site, evaluate groundwater flow patterns, weather patterns, vegetative cover, soils and topography. All of the information is mapped into a GIS system. Students then evaluate the impact of the project or spill on the site, evaluating areas of critical environmental concern such as wetlands, wildlife, water supply, flood control, storm damage prevention, and many others. Two class hours and two laboratory hours a week. Instructional Support Fee applies Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: EGR 141.

GLG - Geology

GLG 101 - Introduction to Physical Geology (4 credits)

An introduction to the study of the Earth as a dynamic, changing planet. The course considers the structure of the Earth, properties of the materials that compose it, the nature of the landscape, and processes that have contributed to its development. Also covered are the concept of geologic time, the interpretation of Earth's history, and current problems and recent advances in geology (including the theory of plate tectonics). Students must be able to visualize sequences of events as they occur in space and time. Three class hours and two laboratory hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: One year of lab science in high school or one semester of college lab science.

GVT - Government

GVT 111 - U.S. Government (3 credits)

This course is a study of the constitutional, ideological, and cultural factors that influence the political and governmental institutions of the United States. It examines the origin, principles, and provisions of the U.S. and Massachusetts Constitutions; the role of the mass media and public opinion;, voting and elections; the institutions of national government; and the Constitutional liberties and rights of citizens. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through an analysis of the U.S. government from its inception to the present. This course aids students in their efforts to understand how power is wielded in society and the responsibilities and rights of the individual in human society. Students also develop an understanding of differing points of view on the same issue and the importance of considering the ramifications of decisions. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

GVT 112 - Comparative Government (3 credits)

This course is a comparative analysis of the political culture, governmental structure, political systems, and public policies of selected Western and non-Western nations. It examines the historical origin and political culture of each nation, the institutions of government, political parties and elections, and current governmental policies and challenges. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through an analysis of selected Western and non-Western governments. This course aids students in their efforts to understand the principles of group behavior and social organizations, how power is wielded in society, and the responsibilities and rights of the individual in human society. Three class hours a week. Spring

GVT 251 - Urban Government and Politics (3 credits)

This course is an inquiry into the modern urban community and the political problems of city people in the United States. It examines the image of the city in U.S. culture; American political ideology; the heritage of machine and reform politics; voting and elections; the institutions of state and local government; intergovernmental relations between the national, state, regional, and local levels; the evolution of modern urban America; and the challenges and opportunities facing modern urban government. Students develop the ability to think, read, and write critically and analytically and to understand various forms of human interaction through an analysis of urban government and politics from its inception to the present. This course aids students in their efforts to understand how power is wielded in society and the responsibilities and rights of the individual in human society. Students develop an understanding of differing points of view on the same issue and the importance of considering the ramifications of decisions. Three class hours a week. Spring

HCI - Health

HCI 106 - Medical Language (3 credits)

This course is an introduction to the language used in the medical and allied health professions. Terms that identify diseases, disorders and conditions as well as diagnostic and treatment procedures are introduced and correlated to the function and anato Three class hours a week. Instructional Support Fee applies. Fall

HCI 111 - Introduction to Healthcare Information (3 credits)

This course is the first in a series designed to instruct students in theory and principles of medical records technology. The course includes the history of medicine and hospitals, the organization and functions of the medical record department, the organization, content, and format of medical record forms, and numbering and filing systems used. Three class hours a week. Instructional Support Fee applies Fall

HCI 122 - Medical Ethics and Jurisprudence (3 credits)

This course focuses on the legal aspects of the medical record. It introduces legal terminology and procedures, the court system, policies and procedures for the control and release of medical information, healthcare legislation and regulations relating to the maintenance of confidentiality and the appropriate use of medical records, ethical standards for medical record practice, and development of informed consent. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: HCI 111.

HCI 124 - Survey of Medical Coding and Billing (1 credit)

This course introduces the student to medical insurance coding using the International Classification of Diseases (ICD-9-CM) and Current Procedural Terminology (CPT-4) codes for physician services and outpatient procedures. Students develop knowledge and skill in working with the physician to receive maximum reimbursement; demonstrating sensitivity in communicating with providers and patients; and applying managed-care policies, third party guidelines, and billing and collection practices. This course runs for seven weeks and includes one lecture hour and three laboratory hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: HLT 101 or HLT 106, and BIO 115 or BIO 234.

HCI 145 - Medical Coding/Billing Externship and Seminar (1 credit)

This course provides students the opportunity to apply coding principles in a healthcare facility. Externship sites may include a hospital health information department, physician's practice, free-standing clinic, long-term care facility, or home-health agency. The 18-hour externship is arranged between the student and worksite supervisor. Students are required to keep a reflective journal of their externship activities and complete a course project. The eight-hour seminar includes discussion of classroom theory as applied to the externship experience. Eighteen externship hours and eight seminar hours per semester. Instructional Support Fee applies Spring

Prerequisite: Pre- or co-requisite: MAA 204, HCI 237, HCI 239, HCI 242, MAA 209, or permission of the instructor.

HCI 233 - Retrieving and Reporting Medical Data (3 credits)

This course focuses on the statistical reports created by health information professionals, maintenance requirements of various indexes and registries, data abstracting, entry and retrieval techniques, and exploration of recent reimbursement schemes and their effect on the health information profession. Three class hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: HCI 122.

HCI 235 - Directed Clinical Practice I (4 credits)

This course provides students with the supervised practice of entry-level, acute, and long-term care inpatient and outpatient procedures within the Health Information Management profession. The students spend 75 percent of the semester learning and practicing these functions on site in the HCI Laboratory and 25 percent of the semester applying these skills in the healthcare organizations affiliated with the HCI program at Bristol Community College. One class hour and nine hours of clinical placement a week (two days). Instructional Support Fee applies Fall

Prerequisite: Prerequisite: HCI 122.

HCI 237 - Human Disease Processes and Procedures (3 credits)

This course presents commonly-encountered diseases, disorders, and conditions affecting human body systems. Students study etiology, physiology, tests and procedures used to diagnose the conditions studied. Methods of treating the diseases and disorders are also studied. Three class hours a week. Fall, Spring

Prerequisite: Prerequisite: BIO 115 or BIO 233/BIO 234 or permission of instructor.

HCI 239 - International Classification of Disease Coding (3 credits)

This course introduces the characteristics and conventions of the latest version of the International Classification of Disease as used in the United States. Students learn how to use alphabetic indexes and tabular lists to locate precise

diagnosis codes to identify diseases, disorders, and conditions for patients in all healthcare settings. Students also learn how to provide procedure codes for hospital inpatients. Three hours of lecture per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: HLT 106, and BIO 115 or BIO 234. Pre- or co-requisite: HCI 237.

HCI 242 - Coding of Procedures and Healthcare Reimbursement (3 credits)

The primary emphasis of this course is on HCPCS coding, especially the CPT or its successor coding system. Students learn how to use alphabetic indexes and tabular lists to locate exact codes to identify the procedures and services performed by healthcare providers in all types of care settings. Students also learn how codes are processed and communicated to payers for provider reimbursement. Three hours of lecture per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: HLT 106, and BIO 115 or BIO 234. Pre- or co-requisite: HCI 237.

HCI 244 - Information Systems Regulation and Management (3 credits)

This course explores the various roles of the medical record professional through the study of quality assurance and utilization review, the tumor registry, and medical staff committee support functions. Forms design and the Problem-Oriented Medical Record are examined, as are medical records in long-term care, ambulatory care, and mental health facilities. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: HCI 233.

HCI 246 - Directed Clinical Practice II (4 credits)

This course provides students with the supervised practice of advanced acute care inpatient and outpatient procedures within the Health Information Management profession. The students spend 75 percent of their time learning and mastering these functions on site in the HCI Laboratory, and 25 percent of their time applying these skills in the healthcare organizations affiliated with the Healthcare Information Program at Bristol Community College. Twelve hours of clinical placement a week (three days). Instructional Support Fee applies Spring

Prerequisite: Prerequisites HCI 233, HCI 239, co-requisite HCI 242.

HLT - Healthcare Information

HLT 101 - Medical Language Module I (1 credit)

This is a one-semester, one-credit course to introduce students to the language used in the medical and allied health professions. Word building using medical word roots, prefixes, and suffixes is the primary emphasis of the course. Terms that identify diseases, disorders, and conditions as well as diagnostic tests and treatment procedures are taught. The terms relate to the function and anatomy of the overall body structure and the musculoskeletal and nervous systems. Pronunciation is emphasized to facilitate the learner's communication with other members of the healthcare delivery team. One class hour a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: high school biology or permission of instructor.

HLT 102 - Medical Language Module II (1 credit)

This is a one-semester, one-credit course to introduce students to the language used in the medical and allied health professions. Word building using medical word roots, prefixes, and suffixes is the primary emphasis of the course. Terms that identify diseases, disorders, and conditions as well as diagnostic tests and treatment procedures are taught. The terms relate to the function and anatomy of the integumentary, respiratory, and cardiovascular/lymphatic systems. Pronunciation is emphasized to facilitate the learner's communication with other members of the healthcare delivery system. One class hour a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: high school biology or permission of instructor.

HLT 103 - Medical Language Module III (1 credit)

This course studies the language used in health care professions and builds on content previously learned in HLT 101 and/or HLT 102. It emphasizes new terms, diseases, conditions, and disorders as they apply to the digestive, reproductive, urinary, and endocrine systems. The course covers related anatomy and physiology, diagnostic tests, treatment modalities, and abbreviations and continues to focus on pronunciation in order to facilitate communication within the healthcare fields. One hour of lecture per week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: HLT 101 or HLT 102.

HLT 106 - Medical Language (3 credits)

This course is an introduction to the language used in the medical and allied health professions. Terms that identify diseases, disorders and conditions as well as diagnostic and treatment procedures are introduced and correlated to the function and anatomy of the various body systems. Pronunciation is emphasized. Students learn word building, commonly used abbreviations, and the use of medical dictionaries and other reference materials. Three class hours a week. Instructional Support Fee applies Fall

HLT 115 - Personal and Community Health (3 credits)

This course helps the student develop standards and principles of good health for the adult based on scientific research. It provides for study in attitudes and practices as they influence effective living, common adult health problems, significant diseases and public health responsibilities, community health and services, and special problems of concern in the area of community health to a democratic society. Three class hours a week. Fall, Summer

HLT 124 - Basic Pharmacology for Health Sciences (3 credits)

This course is designed to familiarize the student with a framework of drug terminology and information commonly used or encountered in healthcare settings. Students learn important safety measures and drug regulations in handling medications. The drugs are presented in both the generic and trade names according to the specific classifications and their effects on body systems. The course focuses on safety, purpose, mode of action, side and adverse effects, interactions, and patient teaching. Dosage calculations are taught using the metric system along with the methods of administration. Additional attention is given to abbreviations, prescriptions, and drug forms. Immunization and emergency drugs are also included. The course addresses the issue of drug abuse. Three lecture hours per week. Instructional Support Fee applies Spring, Summer

Prerequisite: Prerequisites: BIO 115 or BIO 154; pre- or co-requisite: BIO 234.

HLT 131 - Muscle Structure and Function (3 credits)

This course introduces the student to normal human body movement as related to skeletal and muscular systems, while emphasizing the relationship between biomechanical principles of anatomy (structure) and movement (function). The student learns the anatomy, function, and relationship of human skeletal muscles. Three class hours per week. Not offered every year

Prerequisite: Prerequisite: BIO 115, BIO 154 or BIO 233; or Pre or co-requisite: BIO 234.

HLT 162 - Selected Topics in Health Sciences (3-6 credits)

This is a one-semester course on a specific topic or a health/medical specialty in the Health Sciences. Course topics are announced each semester. Three to six hours of lecture, and/or two to four hours of lab as specialty requires. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: to be determined by the course specialty offered.

HLT 251 - Community Health Problems (3 credits)

A comprehensive study of the scope and magnitude of the problems of maintaining health in a particular segment of the population. Current mental and physical health problems such as tuberculosis, venereal diseases, and other diseases that pose a threat to community resources as well as prevention identification, treatment, and rehabilitation are examined. Three class hours a week. Not offered every year

Prerequisite: Prerequisite: Sophomore standing.

HON - Honors

HON 260 - Culminating Honors Project (1 credit)

This course is an honors experience open only to students in the BCC Honors Program. A student develops project activities and objectives with a faculty mentor who oversees the project. A contract describing the project must be submitted to the Honors Program for approval. Students are encouraged to present honors projects at appropriate conferences. Each culminating honors project will be unique, focusing on an area of particular interest to the individual student. The number of class meetings per week will vary by contract. Fall, Spring

Prerequisite: Prerequisite: current enrollment in the Honors Program.

HON 290 - Honors Seminar in Business and Information Management (3 credits)

This course allows Honors program students from the Business Administration, Computer Information Systems, and Office Administration and other departments to develop projects needed by businesses, industries, and the community. By working in teams on multifaceted projects, students bring their expertise to evaluate a concept and propose a solution involving experts from the college and the community as needed. In this writing-intensive course, the students plan, implement, and/or assess the project. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Open to Commonwealth Honors Program students and others with permission of the instructor.

HON 295 - Honors Seminar in Community Leadership (3 credits)

In this interdisciplinary course, students review the scholarly literature on leadership to gain a concise grounding in major leadership concepts and theories, including a contemporary approach for leadership in groups, communities, and organizations. Wor Three hours of lecture per week. Spring

Prerequisite: Prerequisite: Enrollment in the Commonwealth Honors Program or permission of the instructor.

HST - History

HST 111 - The West and the World I (3 credits)

This course is a comparative study of societies and cultures from prehistory through the Renaissance. It emphasizes the interaction between the West and the world in order to understand the current world. Three class hours per week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of'C' or better in RDG 080.

HST 112 - The West and the World II (3 credits)

This course is a comparative study of societies and cultures from the Renaissance to the present. It emphasizes the interaction between the West and the world in order to understand the current world. Three class hours per week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

HST 113 - United States History to 1877 (3 credits)

This course is a survey of the American past from the Age of Exploration to the end of Reconstruction. It examines the major forces, personalities, events, and institutions that shaped the American experience through 1877. Topics include the development of colonial society, the American Revolution, the Constitution (Federal and the Commonwealth of Massachusetts), the growth of the new nation, westward expansion, the rise of sectionalism, and the Civil War and Reconstruction era. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the creation and growth of the United States through 1877. The course aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. Three class hours per week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

HST 114 - United States History from 1877 (3 credits)

This course is a survey of the American past from 1877 to the present. It examines the major forces, personalities, events, and institutions that have shaped the American experience to the present. Topics include westward expansion, industrialization, urbanization, mass immigration, race relations, and the global role of the United States in the 20th and 21st centuries. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the growth of the United States since 1877. The course aids students in their efforts to understand the principles of group behavior and how power is wielded in society. Three class hours per week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

HST 115 - Twentieth Centurey Social History - 1919 to the Present (3 credits)

This course consists of a critical analysis of the major American domestic values, beliefs, and institutions as they changed over the 20th century with a special emphasis on the post-1945 era. Students develop the ability to use historical information to understand the current state of the U.S. and to explain the social and historical circumstances that led to major initiatives and events of the twentieth century. Students identify the forms of human interaction as they evolved in the increased demands for justice and fairness and the varied responses to the restructuring of the U.S. economy in the post-industrial age. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

HST 116 - American Foreign Policy - 1898 to the Present (3 credits)

This course provides a critical analysis of the major United States foreign policy trends of the 20th century with an emphasis on the historical roots of the nation's foreign policy and its diplomatic, political, and economic, and military engagements with foreign nations. The issues are discussed in a global perspective and connections between historical and recent events are emphasized. This course aids students in their efforts to understand the principles of group behavior and how power is wielded among nations and how key groups in the U.S. weigh in on foreign policy decisions. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

HST 162 - Reading in History (1 credit)

A seminar course in which students discuss a topic or topics based on selected readings. One class hour a week. Not offered every year

Prerequisite: Prerequisite: Three credits in HST or AMC.

HST 164 - The History of Southern New England (1 credit)

This course offers a general overview of the history of Southeastern New England from pre-contact to the present and concentrates on Massachusetts, Rhode Island, and Connecticut with an emphasis on public history (history that is visible to people in their daily lives). Major topics include a consideration of the indigenous peoples of the area, the colonial development of Southeastern New England, the ethnicity of the region, and the importance of the Southeastern New England area to the social, cultural, political, and economic development of the United States. Students develop the ability to think, write, and read critically and analytically and to understand the various forms of human interaction through a study of the unique history of the southeastern regions of New England. This course also aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. One lecture hour per week. Fall, Spring

HST 220 - Roots of Human Societies (3 credits)

This course is an introduction to the origins and development of human culture from prehistory to the decline of the dominant European and Asian empires in the 4th century. Students learn the spiritual, political, philosophical, technological, and economic systems that laid the foundations for many contemporary global patterns. Three class hours a week. Fall, Spring, Summer

HST 221 - The Peoples of the Middle Ages (3 credits)

This course examines civilization in Europe and the Middle East, emphasizing the spiritual, intellectual, political, social, and economic forces that shaped these societies. The course begins with the decline and breakup of the Roman Empire in the 4th and 5th centuries and continues to the time of the Renaissance in the 13th and 14th centuries at the beginning of the early modern period. The course uses brief biographical sketches of the peoples of the Middle Ages across the broad social, political, intellectual, and economic spectrum of the period from 476 to 1500 to illustrate this fascinating, challenging, and transitional time in the West and the world. Three class hours a week. Fall, Spring, Summer

HST 222 - The Age of Revolutions (3 credits)

This course examines the growth and development of early modern Europe from the Renaissance to 1815 and its relationship to the world. Topics include the Reformation, the world system prior to European hegemony, the results of European exploration and conquest, the settlement of the Americas and its impact on Native Americans, the emergence of slavery, the rise of a European middle class and its conflict with feudalism, the Enlightenment movement and the development of science, and the French Revolution. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction during this key transitional period in human history. The course aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. Three class hours a week. Fall, Spring, Summer

HST 223 - From the Industrial Age to the Information Age (3 credits)

This course is a one-semester study of the last three centuries of the evolution of Western society and its interactions with the rest of the world. The course begins with and focuses on the development and on-going impact of the Industrial Revolution. The rapid change from a rural, agricultural economy and society to an urban, industrial economy and society provide the framework for studying the various developments that have produced the modern world. The course examines the growth of big business and modern market capitalism, the rapid expansion of the middle class and the growth of Parliamentary democracy, the rise and evolution of the modern nation-state system, the rise of nationalism and other globally organizing ideologies, such as Marxism, Fascism, and mass democracy, within the context of a rapidly evolving foundation of science, technology, and economic development. The course concludes with an examination of the growing militarization of world politics as manifested in two world wars in the first half of the 20th century and the intense ideological competition and conflict since 1945 as reflected in the Cold War and the post-Cold War tensions. Three class hours a week. Fall, Spring, Summer

HST 226 - Food in History (3 credits)

Everything we eat is the result of the collective human experience: that story is called history. This course begins with the first human groups and continues to the food practices and challenges of the present day. The development of distinctive cuisines in Europe, Africa, Asia, and the Western Hemisphere (including regional North American cuisine) are embedded in the larger story of human experience. What, when, where, and how we eat reflect the geography, climate, religion, social status, and the interaction of cultures through trade, migration, and conflict. This course is offered as an elective for students in the Culinary Arts program and for any student who needs to fulfill a humanities distribution requirement. Three hours of lecture per week. Fall, Spring

HST 251 - The Social History of American Women (3 credits)

This course is a survey of women's lives in America from the beginning of English settlement to the present. The course considers marriage, family, childbearing and childrearing, work, religion, and politics. Readings, lectures, and discussions emphasize the diversity of women's lives according to age, race, ethnicity, social class, and place of residence. Three class hours a week. Fall

HST 252 - African-American History (3 credits)

This course examines the history, traditions, and culture of African-Americans, beginning with African civilizations before slavery, the slave trade, slavery in the United States, and the various stages in the development of African-American history. Students use the historical information to understand the current world, to appreciate the richness of beliefs, values, and traditions of people from diverse groups, and to heighten awareness of how power is wielded in society. Three class hours a week. Spring

HST 254 - Twentieth Century Russian and Soviet History (3 credits)

This course is survey of Russian, Soviet, and post-Soviet political, social, economic, and intellectual history from 1890 to the present. Emphasis is placed on the legacy and traditions of the Czarist Empire, on the development of Russian Marxism, on the origins, course and affect of the Bolshevik (Communist) Revolution, and on the major changes within the former Soviet Union since 1991. Three class hours a week. Fall

Prerequisite: Prerequisite: HST 222 or HST 223 or by permission of instructor.

HST 256 - History of World War II (3 credits)

This course is a one-semester study of the origins, causes, events, and consequences of World War II (1939-1945). The course considers the war from a variety of perspectives and examines the political, diplomatic, military, economic, technological, and intellectual developments related to the war. Three class hours a week. Spring

HST 257 - History of Modern East Asia (China and Japan) (3 credits)

This course is a survey of 19th and 20th century Asian history with a special emphasis on China and Japan. The course focuses on the political, social, economic, and cultural development of China since the Qing dynasty with an emphasis on the development of modern Chinese nationalism and the theory and practice of Maoism; the background and significance of the Meiji Restoration and Japanese modernization; the fall of the Japanese empire, and the emergence of Japan as an "economic superpower." Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the unique culture of East Asia during the modern period. The course aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. Three class hours a week. Spring

HST 259 - History of North American Indian Peoples (3 credits)

This course examines the history of the indigenous people of North America from archaic times to the present. Students study the unique culture and civilizations of the Amerindian peoples north of the Rio Grande River before and after contact with other cultures and societies. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the unique cultures of native nations of North America. The course aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. Three class hours a week. Fall

HST 260 - Topics in History (3 credits)

This is a one-semester course on a specified topic or period of history. Topic to be announced each semester. Three class hours a week. Not offered every year

HST 261 - Topics in History (3 credits)

This is a one-semester course on a specified topic or period of history, which has been given a cultural diversity designation by the College. Topic to be announced each semester. Three class hours a week. Not offered every year

HST 265 - Immigration and Ethnicity in American History (3 credits)

This course examines the cultural, economic, and political significance of immigration in American history. Students study those forces that have fostered immigration to the United States and how mass immigration has created a multi-ethnic, multi-racial, and culturally diverse society. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the creation and growth of the United States. The course aids students in their efforts to understand the principles of group behavior and how power is wielded in society. Three class hours per week. Spring

HST 266 - Seminar on United States Government and Public History (3 credits)

This course is a study of the unique cultural, historical, and governmental heritage of the United States. It examines the historical origin, the principles and the theories of the U.S. Constitution from its inception to the present as well as the historical role of the mass media and public opinion in the social, political, economic, and intellectual life of the

Republic; the evolution of voting and elections over time; and the Supreme Court decisions that expanded or restricted civil liberties throughout American history. This course helps students understand how power is wielded in society and the responsibilities and rights of the individual in human society. Students develop an understanding of differing points of view on the same issue and the importance of considering the ramifications of decisions. Participation in Service-Learning reinforces course topics and ethical issues. Three lecture hours per week. Fall

HUM - Humanities

HUM 156 - Fundamentals of Interpreting and Translating (3 credits)

This course presents an in-depth study of the interpreting and translating profession, beginning with the underlying differences between the interpreting and translating process. Students examine various models of the interpreting process for consecutive and simultaneous interpreting as well as the best practices for sight and written translation. The course focuses on both roles of interpreter/translator and the fundamentals of their vocation, including ethical behavior, professional standards, business practices, cross-cultural mediation, settings, audience, and special populations. Students explore the various professional associations and literature available, pertinent laws, opportunities for further study or employment, and/or the procedures and requisites of credentialing. Three class hours per week. Instructional support fee applies Fall, Spring

Prerequisite: Prerequisite: ENG 101.

HUM 157 - Old Testament (3 credits)

This course I an introductory study of the major books, ideas, and historical context of the Old Testament. Three class hours a week. Fall

HUM 158 - New Testament (3 credits)

This course is an introductory study of the major books, ideas, and historical context of the New Testament. Three class hours a week. Spring

HUM 159 - Azorean Literature in Translation (3 credits)

This interdisciplinary course considers major authors of the Azores, the history of the Islands, and writings by American Consuls and their families. A central theme of these writings is the immigrant experience amid the Azorean diaspora. Authors studied include Onesimo Almeida, Jose Costa, Francisco Fagundes, Emanuel Felix, Frank Gaspar, Vitorino Nemesio, Eduardo B Pinto, and Katherine Vaz. Readings also include letters, diaries, and memoirs from American Consuls based on Fayal in the nineteenth century. Three hours of lecture per week. Fall, Spring

Prerequisite: Prerequisite: ENG 102 orpermission of the instructor.

HUM 160 - The Criminal in Literature and the Arts (3 credits)

This course is an interdisciplinary approach to the study of crime, criminality, and society's reaction to it. Particular attention is directed at the manner in which the criminal is portrayed in literature, the fine arts, and other media. This course presents an opportunity to examine this social problem through the works of such varied writers and artists as Dostoyevsky, Camus, Capote, and others. Three class hours a week. Spring

HUM 172 - Coping with Life and Death (3 credits)

This course provides a literary approach to the way humans cope with life and death through writings and the arts, including such writers and artists as Kubler-Ross, Emily Dickinson, Tolstoy, and Woody Allen. Three class hours a week. Fall

HUM 251 - Topics in the Humanities and the Arts (3 credits)

This is a one-semester course on a specified topic or period in the arts, literature, philosophy, or the humanities. Topics or major themes are announced each semester. Three class hours a week. Fall, Spring

Prerequisite: Prerequisite: ENG 102.

HUM 252 - Honors Study of Ethnic Cultures in Massachusetts

Using cross-disciplinary modes of inquiry to approach case studies, this course offers students a range of methods and tools for exploring and researching the ethnic and regional history of the Commonwealth and the histories of specific ethnic groups within it. Students examine the following topics: (im)migration; identity, acculturation and assimilation; technology and work; and religious identity and practice. This course pays special attention to the experiences of African Americans, Cambodians, Cape Verdeans, French Canadians, Irish, Mi'kmaq, Portuguese, Puerto Ricans, and Wampanoag in southeastern New England. Three class hours per week. Spring

Prerequisite: Prerequisite: Open to Commonwealth Honors Program students and others with permission of instructor.

HUM 254 - Civil Rights and Women'sRights Movements: Made in Massachusetts (3 credits)

This course recognizes Massachusetts' significance historically and currently for the movements of African-Americans and women for accessibility, equality, opportunity, and social change. The course studies the development of and division within these "communities," as well as their evolving and divergent concepts of identity and membership, concerns and goals, rhetoric, strategies for organizing and effecting change, leadership and

grassroots activism, and institutionalization. Students consider the cultural, social, educational, and legal ramifications of these movements, within and for Massachusetts, and with Massachusetts as model or motivator for the nation. Three class hours per week. Spring

Prerequisite: Prerequisite: Open to Commonwealth Honors Program students and others with permission of the instructor.

HUM 275 - Myth in the Human Experience (3 credits)

This interdisciplinary course studies the basic myths that have been part of the human race from time immemorial and their relationship to cultural values, religious beliefs, and great literary works. It examines the role these myths have played in the rites of passage of the human race. The course looks upon myth as an image language, expressive of metaphysical, psychological, and sociological truth. Not offered every year

Prerequisite: Prerequisite: PSY 101 and HST 220 or HST 221.

HUM 291 - Honors Seminar in Postmodern Studies (3 credits)

This interdisciplinary humanities course introduces postmodern theory as it applies to contemporary popular art, architecture, literature, philosophy, music, film, and the Web. Considered as both a reaction to modernism and an extension of American civil rights and counterculture movements, postmodern texts challenge culturally oppressive notions of Absolute Truth through the practice of deconstruction. Students create a final project that may be showcased at a state-wide conference. Practitioners may include The Beatles, Jorges Luis Borges, Caryl Churchill, Don Delillo, Jacques Derrida, Matt Drudge, Philip Glass, Michael Graves, Marshall McLuhan, Camille Paglia, Suzi-Lori Parks, Art Spiegelman, and Andy Warhol. Three hours of lecture per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: Enrollment in the Commonwealth Honors Program or permission of the instructor.

IAD - Instructional Aide

IAD 111 - Introduction to Instructional Aide I (1 credit)

This course provides an introduction to the roles and responsibilities of the instructional aide in early education, with special emphasis on teacher-aide relations, techniques for observation, instructional skills, materials preparation, and classroom pr   No credit will be given until both semesters have been satisfactorily completed.

IAD 112 - Introduction to Instructional Aide II (1 credit)

This course provides an introduction to the roles and responsibilities of the instructional aide in early education, with special emphasis on teacher-aide relations, techniques for observation, instructional skills, materials preparation, and classroom pr   No credit will be given until both semesters have been satisfactorily completed.

IAD 113 - Roles and Responsibilities of the Instructional Paraprofessional (3 credits)

This course provides an overview of the diverse roles of the instructional paraprofessional as a member of the educational team. Students learn strategies and develop skills to increase their competency in the areas of student support, curriculum implemen Three lecture hours per week.   Fall, Spring

IAD 114 - Teaching Elementary School Mathematics (3 credits)

This course introduces students to a wide variety of effective teaching procedures and instructional materials, acquaints them with the basic concepts underlying elementary school mathematics, and provides a rationale and a strategy for teaching elementar Three class hours a week.   Not offered every year

LGL - Legal Studies

LGL 160 - Law Office Technology (3 credits)

This course is an introduction to the use of computers and legal specialty computer software programs in the contemporary law office and courthouse and the ethical considerations related to the use of technology in the law. The course includes hands on computer exercises using professional software programs frequently used in the law office. Three class hours per week. Fall, Spring

LGL 180 - Introduction to Law (3 credits)

This course provides the basic foundation for further legal studies. Topics include the sources of U.S. law, the U.S. court system, the difference between civil law and criminal law, and the differences between substantive law and procedural law. Other topics include an introduction to litigation, torts, contracts, ethics, and legal research. Three class hours per week. Fall, Spring

LGL 281 - Law Office Procedures (3 credits)

This course emphasizes the administrative duties of the legal administrative assistant. Topics cover professional certification, ethics, oral and written communication, using the Internet for research, working with office equipment and basic office functions of answering the telephone, handling mail, filing, calendaring, and keeping financial records. Microsoft Outlook and Excel are used to develop core-level competencies and prepare the student to take the

Microsoft Office Outlook and Excel Specialist certificate exams. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisites: OFC 113 and OFC 117 with a grade of "C" or better or permission of the instructor.

LGL 282 - Legal Document Processing (3 credits)

This course presents the fundamentals of legal document preparation. Students develop the formatting and editing skills needed for processing a variety of both court and non-court legal documents commonly used in law offices. The course develops further keyboarding speed and accuracy. The course requires a minimum keyboarding speed of 40 wpm to pass the course. Three class hours per week. Spring

Prerequisite: Prerequisites: OFC 113 and OFC 117 with a grade of "C" or better or permission of the instructor.

LGL 284 - Legal Transcription (3 credits)

This course develops skills in legal transcription, where documents are converted from the spoken word to printed form. Students apply communication skills, problem-solving skills, and technical skills as they learn to transcribe legal documents, correspondence, and instruments using correct formatting, punctuation, and spelling. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: LGL 282 and OFC 120 with a grade of "C" or better or permission of the instructor.

LGL 290 - Legal Studies Seminar (3 credits)

This capstone course prepares students for employment within the legal profession as a paralegal or legal administrative assistant. Skills in oral and written communication, using technology to find a job, problem solving, and working collaboratively are enhanced. Each student prepares an employment portfolio highlighting the achievement of program outcomes. Three class hours per week. Fall, Spring

Prerequisite: Prerequisite: LGL 180 and LGL 160 with a grade of C or better, or permission of the instructor.

LSM - Leisure Services Management

LSM 101 - Introduction to Sport Management (3 credits)

This course explores and analyzes sport and recreation from philosophical, historical, and organizational perspectives. It also introduces the student to the field of sport management, examining professional opportunities available, resume writing, and professional networking in the field. Three class hours per week. Fall

LSM 123 - Sport as Popular Culture (3 credits)

This course covers a broad range of topics that explore sport as a significant part of popular culture. These topics include the analysis of the production and consumption of sport and leisure as an aspect of contemporary popular culture; the relationship between sport and leisure and the economy, the media, and politics; and the impact of class, race, gender, ethnicity, and nationality. Three class hours per week. Spring

LSM 231 - Facility Design and Event Management (3 credits)

This course examines the processes for managing sport and event enterprises. It gives specific attention to the design and management of a sport facility as well as the skills and processes associated with administration of a sport event, whether it be participant-centered or spectator-centered. Three class hours per week. Fall

Prerequisite: Prerequisite: LSM 101 or permission of instructor.

LSM 233 - Sport Marketing and Sales (3 credits)

This course provides an in-depth analysis of the various techniques and strategies of marketing and sales in the sport environment. It examines basic marketing and sales concepts with applications to the uniqueness of the sport and leisure industry: event marketing, sponsorship, licensing, sport information, sales and public relations. Three class hours per week. Fall

Prerequisite: Prerequisites: LSM 101 and MAR 101, or permission of instructor.

LSM 241 - Legal and Ethical Aspects of Sport (3 credits)

This course provides an analysis of the legal and ethical aspects of the sport environment. Topics discussed include negligence; liability; control of amateur, professional, and school sport; violence/crowd control; product liability; risk management; and selected current issues. Three class hours per week. Spring

Prerequisite: Prerequisites: LSM 101 and LSM 231, or permission of instructor.

LSM 243 - Budgeting and Financing Sport (3 credits)

This course analyzes financial concepts and theories and their application in the professional, intercollegiate, recreational, and commercial sport environments. Topics include revenues and expenses of professional, intercollegiate and private sport industries; issues impacting these revenues and expenses; budgeting methods; economic impact; fundraising at the intercollegiate level; ownership in sport; and public and private funding for non-profit sport programs. Three class hours per week. Spring

Prerequisite: Prerequisites: LSM 101 and LSM 231, or permission of instructor.

MAA - Medical Administrative Assistant

MAA 101 - Medical Terminology (3 credits)

This course teaches the basic design of medical terminology as used in academic, business, and health institutions. Applying a unique instructional system of memory technology, the student learns to interpret and understand thousands of complex medical terms using root words, prefixes, and suffixes. Comprehensive presentations of various body systems and anatomical structures provide a powerful foundation for technical language used in medical practices. No previous knowledge of biology, anatomy, or physiology is needed. Three class hours per week. Fall, Spring

MAA 102 - Medical Transcription (3 credits)

This course includes a unique combination of authentic physician dictation, coordinated readings and exercises by medical specialty, and supplementary information vital to every medical transcriptionist. Dictated reports, including chart notes, consultations, history and physical examinations, emergency room reports, and procedural notes are transcribed using word processing software and state-of-the-art transcription equipment. Student must receive a grade of "C" or better and obtain a keyboarding speed of 45 wpm to progress to MAA 203. Three class hours a week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: OFC 214, MAA 101, and OFC 120 with a grade of "C" or better or permission of the instructor.

MAA 103 - Medical Assisting Administrative Procedures (3 credits)

This comprehensive course prepares Medical Assisting students to perform administrative procedures in the medical office. Students develop skills using computer software to schedule and manage appointments and to execute data management using electronic medical records (EMR). The course also covers telephone techniques, records and office management, managing practice finances, professionalism, medical law, ethics, and effective communication with patients and staff. Two lecture hours and three lab hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: Medical Assisting students only. Other students interested in Medical Assisting may register for this course with the approval of the instructor or program coordinator.

MAA 203 - Advanced Medical Transcription (3 credits)

The course prepares the student for entry-level employment using various medical software programs to strengthen and expand medical transcription skills, to reinforce the techniques of transcribing, and to build transcription speed and accuracy. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: MAA 102 with a grade of "C" or better and a minimum keyboarding speed of 45 wpm.

MAA 204 - Medical Insurance Forms Preparation (3 credits)

This course provides students with an understanding of medical insurance. It also covers collecting patient information, coding procedures, audit trails, insurance claims, and preparing insurance forms within the scope of HIPAA and medical ethics. Training is provided on a billing/accounting software program. Three lecture hours per week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: CIT 121 or OFC 113 or permission of the instructor.

MAA 205 - Medical Office Procedures (3 credits)

This course emphasizes the duties required of a medical administrative assistant in an office setting. Students develop critical thinking skills through practice with interactive software, appointment scheduling software, index and filing, office finances, and telephone techniques. The course emphasizes medical standards, medical ethics, and medical law. Students also participate in a job shadow experience. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFC 113 with a grade of "C" or better or permission of the instructor.

MAA 209 - Medical Office Portfolio Development (1 credit)

This course prepares medical office students for employment. Students identify their short- and long-term goals and work on developing their strengths and minimizing weaknesses. Students attend workshops for career research and "dressing" for success. Students create a resume, cover letter, and reference list, and practice job interviewing techniques. A comprehensive portfolio is created to include the above topics as well as sample work from various courses taken in their program, activities in critical thinking, communication skills, and current events in job placement. One class hour per week. Spring

Prerequisite: Pre- or co-requisite: MAA 204 or MAA 205 or permission of the instructor.

MAN - Management

MAN 101 - Principles of Management (3 credits)

This course emphasizes the global perspective in management principles. The overall objective is to introduce the student to the world of the modern first-line

and middle-level manager. The course focuses on the behavioral and functional nature of management and presents contemporary management challenges related to cultural diversity and the global business environment. Three class hours a week. Fall, Spring, Summer

MAN 152 - Purchasing (3 credits)

A survey of procurement functions, the course deals with definition of function, responsibilities, and relationship to the organization, considering relevant purchasing personnel and assisting them in handling responsibilities. Recommended MAN 101 and BUS 111. Three class hours per week. Fall

MAN 154 - Small Business Management (3 credits)

This course is designed to supply prospective and current small business managers with the essential concepts of starting and operating small businesses. The course includes problems in initiating the business; financial and administrative control; marketing programs and policies; and economic, legal, and social relationships. The course discusses case studies involving actual business situations. Recommended MAN 101 and MAR 101 Three class hours per week. Fall, Spring, Summer

MAN 155 - Basic Quality Control (3 credits)

This basic control course covers the jobs of the quality control function: control of purchased materials, quality during manufacture, outgoing quality, and organization for quality improvement. Three class hours per week. Spring; Evening/Weekend only

Prerequisite: Prerequisite: Pass algebra placement or Cetter in MTH 021.

MAN 251 - Human Resources Management (3 credits)

This course is a study of the philosophy and policy considerations that are basic in sound personnel practices. Emphasis is placed on the components of a full human resource management program including recruitment, selection, training, evaluation, compensation and labor relations. Behavioral science contributions to the personnel function are an integral part of the course. Three class hours a week. Spring

Prerequisite: Prerequisite: MAN 101, with "C" or better or permission of department chair.

MAN 256 - Inventory/Production Control (3 credits)

This course covers organizing, forecasting, inventory fundamentals, inventory replenishment, aggregate inventory management, planning/controlling capacity, and scheduling and control of input and output. Three class hours a week. Fall; Evening/Weekend only

Prerequisite: Prerequisite: Cn MAN 101; passing score on algebra placement test; C MTH 021 or instructor permission. Recommended MAR 101.

MAN 290 - Managing an Enterprise (3 credits)

This course covers the essential concepts of managing a wide range of for-profit and non-profit enterprises. Course material is presented within the context of a global-operating environment. It includes, but is not limited to, three dimensions of the successful practice of management: managing an existing enterprise, preparing for the future, and managing oneself. Research involving actual organizational situations is used. Completion of ACC 102 and MAR 101 prior to enrollment is recommended. Three class meeting per week. Fall, Spring

Prerequisite: Prerequisite: MAN 101 or permission of the Business Administration department chair.

MAR - Marketing

MAR 101 - Principles of Marketing (3 credits)

This course emphasizes the global perspective in marketing principles. The course presents basic marketing concepts, marketing functions, institutions, policies, and marketing systems as they relate to the challenges of diverse cultures and the global business environment. Three class hours a week. Fall, Spring, Summer

MAR 114 - Sales Principles (3 credits)

This course focuses on the changing, dynamic nature of professional selling and the people who choose a career in it. The course emphasizes the salesperson, the company, and sales techniques. Recommend MAR 101 first. Three class hours a week. Fall, Spring

MAR 253 - Sales Management (3 credits)

The course is designed to provide students with the background that enables them to be more effective managers at all levels in a firm. Emphasis is placed on the planning function of management involving methods used in sales analysis and planning. Principles of management as they relate to the sales organization are reviewed and sales management activities involved in maintaining an effective sales force are detailed. Three class hours a week. Spring

Prerequisite: Prerequisite: "C" or better in MAR 101, and MAN 101 or permission of department chair.

MAR 255 - Advertising Principles (3 credits)

An introduction to advertising, including types of advertising, planning and preparation of advertising, and evaluation and selection of media. Recommend MAR 101 first. Three class hours a week. Fall, Spring, Summer

MAR 256 - Credit Management

Credit and collection policies and procedures are detailed as a departmental responsibility and as they relate to the entire business organization. Types of credit, originating

credit, installment accounts and credit sales promotion are emphasized. Three class hours a week. Spring

Prerequisite: Prerequisite: CACC 102 or permission of department chair. Recommend MAR 101 first.

MAS - Medical Assisting

MAS 101 - Medical Assisting Clinical Procedures I (3 credits)

This course is an introduction to basic procedures to assist in the examination and treatment of patients in the medical office. Students develop knowledge and skills in standard precautions, infection control, measurement of vital signs, and use and pronunciation of medical terms. Student learn to record medical histories, to assist with general and specialized exams, vision and hearing acuity testing, respiratory testing, displaying a professional image, and to utilize basic principles of applied psychology and medical ethics. Communication is emphasized with respect for individual diversity by incorporating awareness of one's own biases in areas including gender, race, religion, age, and economic status. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies Fall; Day only

Prerequisite: Pre- or co-requisite: BIO 115 or BIO 234 and MAS 121.

MAS 102 - Medical Assisting Clinical Procedures II (3 credits)

This course further develops the student's ability to utilize basic procedures independently to perform patient screening and to assist with patient care, examination and treatment of body systems, pharmacology, math, and administration of medications. Special emphasis is placed on epidemiology, global awareness, and the pharmacologic war against infectious diseases. Basic principles of nutrition and the application of electronic healthcare records such as the EMR are also included. This course runs for seven weeks and includes four lecture hours and six laboratory hours per week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: BIO 115 or BIO 234 and MAS 101 and MAS 121.

MAS 121 - Medical Assisting Laboratory Procedures I (3 credits)

This course explores the laboratory procedures and techniques used in the modern medical office. The primary focus is on safety, quality assurance, quality control, laboratory equipment, supplies, and CLIA waivered tests performed in urinalysis, hematology, and coagulation. The course also includes emergency preparedness, CPR, procurement of specimens, laboratory math, recordkeeping, and effective communication with patients

and staff. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisites: BIO 115 or BIO 234, and MAS 101.

MAS 122 - Medical Assisting Laboratory Procedures II (3 credits)

This course continues to stress protective practices and infection control. It also explores laboratory procedures and techniques in microbiology, serology, immunohematology, and chemistry. Procurement of specimens is emphasized with adaptations based on individual needs (i.e. cultural and environmental), developmental life stages, language, and physical threats to communication. Students learn to screen patient results and executive data management using electronic healthcare records such as the EMR. This course runs for seven weeks and includes four lecture hours and six laboratory hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: BIO 115 or BIO 234 and MAS 101, MAS 121.

MAS 200 - Medical Assisting Practicum and Theory (4 credits)

Students are assigned supervised clinical experiences to practice medical assisting duties and responsibilities learned in class and college laboratories. Various sites are utilized, including medical offices, outpatient clinics, laboratories, and surgical centers. The course includes a weekly seminar to correlate practice and theory and to develop workplace readiness practices. This class includes 166 clinical hours at a clinical affiliate site and 21 seminar hours. Twenty-one (21) seminar hours and 166 clinical externship hours; offered in the second half of the semester. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: MAA 103. Corequisite: Co-requisites: HLT 102, HCI 124, MAS 102, MAS 122.

MAT - Therapeutic Massage

MAT 110 - Introduction to Therapeutic Massage (1 credit)

This course provides an overview of the field of massage therapy and the philosophies of complementary healthcare. Topics covered include the history of massage, various forms of bodywork, movement techniques, holistic medicine, natural healing, licensure requirements, education, employment opportunities, and professional organizations. The Standards of Practice and the Code of Ethics for the massage therapist will be discussed. The student is required to receive at least one full body massage by a licensed massage therapist during the semester. One lecture per week. Instructional Support Fee applies Fall, Spring, Summer

MAT 111 - Therapeutic Massage I (4 credits)

The course includes the indications, contraindications, and physiological effects of therapeutic massage. Students develop competency in the performance of basic Swedish Massage techniques including effleurage, petrissage, friction, tapotement and vibration for full body and chair massages. Emphasis is placed on the safe application of these techniques including hygiene procedures and requirement, draping, client assessment, palpation, positioning, and good body mechanics. An in-depth study of the musculoskeletal and neuromuscular systems, fascial layers, and sensory receptors is included. In addition to required laboratory hours, students will complete 30 hours of chair and full body massage under the direct supervision of faculty. Two class and four lab hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Pre- or co-requisite: MAT 112.

MAT 112 - Musculoskeletal Anatomy for the Massage Professional (3 credits)

This course provides the student with a comprehensive study of the musculoskeletal anatomy including basic kinesiology. The course presents basic anatomical information as it pertains to massage therapy with emphasis on the origin, insertion, and action of major muscle groups. Two lecture and two laboratory hours per week. Fall, Spring, Summer

Prerequisite: Pre- or co-requisite: BIO 115 for the Therapeutic Massage certificate; pre- or co-requisite of BIO 233 for the Complementary Healthcare degree.

MAT 113 - Survey of Complementary Care (2 credits)

This course presents an overview of the history, philosophy and approaches of complementary care. The course emphasizes the holistic approach to health as a complement to conventional medicine. The categories covered include: Bodywork, energy balancing, movement techniques, holistic psychotherapy, holistic medicine, and natural healing. Two class hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: admission to either Complementary Healthcare degree or Therapeutic Massage certificate programs.

MAT 120 - Therapeutic Massage II (4 credits)

This course emphasizes the techniques of neuromuscular massage, lymphatic massage, deep tissue techniques, and trigger point therapy. Students learn treatment options, specific techniques, procedures, indications and contraindications and the appropriate application of these approaches for various conditions. Theory and treatments for specific conditions are examined. Foundational hydrotherapy applications are explored. Additionally, this course provides students with an understanding of basic medical terminology and the relationship between anatomy

and physiology and the practice of therapeutic massage. Research skills are implemented utilizing online and library resources. Research and case study projects solidify critical clinical therapeutic massage skills. In addition to required laboratory hours, students complete 30 hours of chair and full body massage under the direct supervision of faculty. Two class hours and four lab hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: MAT 111.

MAT 124 - Massage Therapy Practice Management (2 credits)

This course presents the skills necessary to succeed in therapeutic massage practice. The course covers practice planning, practice development, ethics, practice management, marketing, and the writing of a business plan. Two class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: admission to either Complementary Healthcare degree or Therapeutic Massage certificate programs.

MAT 126 - Therapeutic Massage Clinical Practicum (3 credits)

This course focuses on professional practice and community service. One hundred of the 150 course hours are required for supervised clinical practice in the "On Campus Massage Clinic." Under direct faculty supervision, students set up and run a clinic at Bristol Community College and provide massage services to clients from the community. Students also provide massage therapy services in the clinic or at community settings for 50 hours under faculty supervision. Students gain experience relative to massage office practice, marketing, record maintenance, scheduling, accounting procedures, and compliance with OSHA and HIPAA standards, professionalism and ethics. Two hours of lectue a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: ENG 101, MAT 110, MAT 111, MAT 112, MAT 113, and BIO 115 (Therapeutic Massage Certificate) or BIO 233 (Complementary Healthcare degree). . Corequisite: Co-requisites: HCI 237, MAT 120, MAT 124, and BIO 234 (Complementary Health degree).

MAT 233 - Oriental Bodywork (3 credits)

This course introduces students to the Oriental and Asian Bodywork approach to the areas of mind/body medicine, its scientific principles, its application to specific diseases, and the physiological mechanisms that connect the brain and nervous system with the hormonal and immune systems. The course addresses therapeutic practices of acupressure in dealing with change, and stress and the utilization of conventional and complementary medicine.

Two class hours and two lab hours per week. Instructional Support Fee applies Not offered every year

Prerequisite: Prerequisite: MAT 113 and BIO 233. Pre- or co-requisite: BIO 234 and HCI 237.

MAT 244 - Therapeutic Massage III (3 credits)

This course covers specialized massage techniques using techniques of clinical decision-making and psychomotor skills to achieve specified outcomes related to the promotion of wellness and the remediation of the impairments, functional limitations, and disability associated with clinical conditions. The course provides students with a conceptual framework and concrete methodology for using massage techniques to achieve specified clinical outcomes. Two class hours and six lab hours per week. Instructional Support Fee applies Fall, Spring, Summer, Not offered every year

Prerequisite: Prerequisites: MAT 120, BIO 234, and HCI 237.

MAT 246 - Special Topics in Therapeutic Massage (3 credits)

This course focuses on a specific advanced topic related to therapeutic massage. Training includes advanced study and application of clinical, complementary, and holistic styles of massage technique. Course topics are announced each semester. One to two lecture hours and two laboratory hours per week as specialty requires. Instructional Support Fee applies not offered every semester

Prerequisite: Prerequisite: MAT 120 and MAT 124 or permission of the program director.

MED - Clinical Laboratory Science

MED 101 - Introduction to Clinical Laboratory Science (3 credits)

This course explores the nature and scope of clinical laboratory work. The primary focus is the role of the laboratory in the delivery of health care in various settings, emphasizing types of health care facilities; regulatory agencies affecting laboratory operations; responsibilities, duties, and professional conduct expected of clinical laboratory technicians; standard precautions; safety in the laboratory; laboratory mathematics; quality assessment; and medical terminology and procurement of blood specimens. A phlebotomy workshop develops the fundamental skills required to procure and prepare blood specimens for testing. A field trip will be scheduled to a clinical laboratory. Three hours of lecture per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CLS and Phlebotomy students only.

MED 102 - Urinalysis (3 credits)

This course consists of integrated instruction between the College and an affiliated hospital laboratory. The principles and procedures of the routine urinalysis are studied as well as the normal and abnormal physiological functions of the renal system. Two hours of lecture and two laboratory hours per week. At the end of the semester the students will spend one week (30 hours) in an affiliated laboratory. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: Clinical Laboratory Science student, MED 101, BIO 154, CHM 115; co-requisite: MTH 119 and CHM 116 all with a grade of "C-" or better.

MED 105 - Introduction to Histotechnology (3 credits)

The course is designed to provide an understanding of the histological techniques used in the study of human tissue. It includes an overview of basic pathology and malignant disease and the application of histological techniques used in a modern laboratory. Topics also include the structure and functions of cells and organ systems, the study of human cells using light and electron microscopy, processing and handling surgical and autopsy specimens, gross evaluation of tissues, embedding and sectioning of tissues by microtomy, preparation of frozen sections, instrumentation, slide preparation, routine and special staining, safety procedures, quality assurance procedures, and immunohistochemistry applications. The course provides the fundamental background necessary for clinical practice in a modern histology laboratory. Three lecture hours per week. Instructional Support Fee applies Not offered each year

Prerequisite: Prerequisite: BIO 154 or equivalent, or current work experience in histology, or instructor approval. Corequisite: Co-requisite: MED 106.

MED 106 - Histology Techniques I (2 credits)

This is a 45-hour laboratory course taught on campus. The course allows students an opportunity to practice histology procedures and techniques prior to assignment to clinical fieldwork placement. The student performs routine laboratory procedures that simulate the procedures performed in a modern clinical histology laboratory. Forty-five laboratory hours. Instructional Support Fee applies Not offered every year

Prerequisite: Prerequisite/co-requisite: MED 105.

MED 107 - Histology Practicum I (7 credits)

The Histology Practicum I course is comprised of 420 hours of clinical fieldwork experience during a 14-week period at one of the affiliating histology laboratories. The student performs routine and special procedures under the direction of a clinical supervisor. Four hundred twenty (420) clinical fieldwork hours. Instructional Support Fee applies Not offered every year

Prerequisite: Prerequisite: MED 105 and MED 106.

MED 200 - Hematology (5 credits)

This course consists of integrated instruction between the College and an affiliated hospital laboratory. The theory and practice of routine hematology is studied. Topics include the collection and handling of clinical specimens; the origin, development, and function of human blood cells in health and disease; hemostasis and coagulation; automation; computerization; and quality control. Routine hematology and coagulation testing is emphasized. This course includes 30 hours of lecture and 30 hours of teaching laboratory to be completed at the College during the first half of the fall semester, and 120 hours of clinical laboratory experience at an affiliate hospital laboratory and 6 hours of clinical seminar at the College during the second half of the semester. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: BIO 239, CHM 116, MED 102, and MTH 119 all with a grade of "C-" or better.

MED 205 - Immunology-Serology (4 credits)

The course introduces theoretical principles of immunology which involve the structure, function and interactions of the immune system. The serological techniques useful in the diagnosis of many diseases are reviewed and performed at the College. This course includes 45 hours of lecture and 30 hours of laboratory. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: CHM 116, BIO 239, MED 102, and MTH 119 all with a grade of "C-" or better.

MED 206 - Medical Microbiology I (6 credits)

The course consists of integrated instruction between the College and an affiliated hospital laboratory. This is a comprehensive study of both theory and practical aspects of clinical microbiology. Emphasis is placed on the collection and handling of clinical specimens as well as the primary isolation and identification of the most frequently encountered bacteria pathogenic to humans. Other topics discussed include antimicrobial chemotherapy and host resistance. This course includes 35 hours of lecture and 42 hours of teaching laboratory to be completed at the College during the first half of the semester. The clinical laboratory experience consists of 120 hours to be completed at an affiliate hospital laboratory and 6 hours of clinical seminar during the second half of the semester. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: BIO 239, CHM 116, MED 102, and MTH 119 all with a grade of "C-" or better.

MED 215 - Immunohematology (5 credits)

The course consists of integrated instruction between the College and an affiliated hospital laboratory. Emphasis is placed on the genetic basis and immunological interaction of the major blood group antigens and antibodies. Topics include compatibility testing, antibody screen and identification techniques, blood donations and transfusion therapy, record keeping, and quality control techniques. This course includes 30 hours of lecture and 30 hours of teaching laboratory to be completed at the College during the first half of the spring semester and 120 hours of clinical laboratory experience at an affiliate hospital laboratory and 6 hours of clinical seminar at the College during the second half of the semester. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: MED 205 with a grade of "C-" or better.

MED 216 - Medical Microbiology II (4 credits)

This course is a continuation of MED 206. The micro organisms studied are those which require specialized techniques in both collection and identification. These pathogens include those organisms belonging to the following groups: anaerobic bacteria, mycobacteria, fungi, and parasites. Many of the diseases caused by these organisms produce chronic infections that have plagued humanity. Society and traditional social behaviors are explored as they relate to health and disease progression across the globe. This course includes 45 hours of lecture and 45 hours of teaching laboratory at the College. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: MED 206 with a grade of "C-" or better.

MED 217 - Clinical Biochemistry (6 credits)

The course consists of integrated instruction between the College and affiliate hospital laboratory. The primary focus of the course is the biochemical analysis of blood and body fluids in health and disease. Topics include routine manual and automated testing methods, electrophoreses, safety practices, and quality control. The course includes 45 hours of lecture and 30 hours of teaching laboratory to be completed at the College during the first half of the semester, 120 hours of clinical laboratory experience at an affiliate hospital laboratory, and 6 hours of clinical seminar at the College during the second half of the semester. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: MED 200 with a grade of "C-" or better.

MED 218 - Selected Topics in Clinical Laboratory Science (1-3 credits)

This course offers students an opportunity to study a specific topic in Clinical Laboratory Science. Course topics are announced each semester. One to three class hours per week. Instructional Support Fee applies Not offered each year

Prerequisite: Prerequisite: to be determined by the course offered.

MTH - Mathematics

MTH 011 - Foundations of Mathematics (3 credits)

This course is a study of arithmetic and pre-algebra. Topics include whole numbers, fractions, decimals, percents, square roots, signed numbers, solving elementary equations, basic geometry, elementary statistics and measurement using the metric system. Forty-two class hours per semester. Instructional Support Fee applies. MTH 011 may not be used to meet the General Education Mathematics competency, nor does it carry degree credit.Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included pe Fall, Spring, Summer

Prerequisite: Prerequisite: MTH 011 is a prerequisite for all other MTH courses, BUS 111, and for students who do not achieve a passing score on the arithmetic placement test.

MTH 021 - Foundations of Algebra I (3 credits)

This course is designed for students who have not previously passed an algebra course. The topics included are: operations with signed numbers, evaluating algebraic expressions and formulas, polynomials, linear equations and inequalities in one variable, Forty-two class hours per semester. Instructional Support Fee applies. MTH 021 may not be used to meet the General Education Mathematics competency, nor does it carry degree credit. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included p Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011.

MTH 031 - Foundations of Intermediate Algebra (3 credits)

This is a second course in algebra. Topics studied are operations with real numbers, first degree equations and inequalities, applications, graphs, problem solving, basic methods of algebraic factoring, and systems of equations. Forty-two class hours per semester. Instructional Support Fee applies. MTH 031 may not be used to meet the General Education Mathematics competency, nor does it carry degree credit. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included p Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C-" or better in MTH 021, or a grade of "C-" or

better in both high school Algebra I and in high school geometry.

MTH 11 - Foundations of Mathematics (3 credits)

This course is a study of arithmetic and pre-algebra. Topics include whole numbers, fractions, decimals, percents, square roots, signed numbers, solving elementary equations, basic geometry, elementary statistics and measurement using the metric system. MTH 011 may not be used to meet the General Education Mathematics competency, nor does it carry degree credit.Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Forty-two class hours per semester. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: MTH 011 is a prerequisite for all other MTH courses, BUS 111, and for students who do not achieve a passing score on the arithmetic placement test.

MTH 111 - Technical Mathematics for Fire Science (3 credits)

This course provides the necessary mathematical tools for solving problems encountered in physics, chemistry, and fire science courses. This course or MTH 141 is required of Fire Science students. Topics included are operations with whole numbers, fractions and decimals, percents, ratio and proportion, graphing, powers and roots, basic algebra, basic geometry and measurement, including metrics. Examples of mathematics applied to fire science are given. Quantitative and Symbolic Reasoning - Fire Science only. Forty-two class hours per semester. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better MTH 011; a passing score on the elementary algebra placement test and high school Algebra I or MTH 021.

MTH 119 - Fundamental Statistics (3 credits)

This course provides a survey of statistical methods, with examples taken from sociology, psychology, education, and related fields. A minimum background in mathematics is assumed. Topics include descriptive statistics, measure of central tendency and variability, probability, binomial and normal distributions, estimation, correlation, and regression. Forty-two class hours per semester. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a passing score on the elementary algebra placement test and a grade of "C-" or better in high school Algebra I; or a grade of "C-" or better in MTH 021; or a passing grade in MTH 031.

MTH 125 - Modern College Mathematics (3 credits)

This course gives the student a better appreciation and understanding of mathematics with a minimum of algebraic manipulation. Topics may be selected from the following: sets, logic, congruencies, elementary number theory, and number systems. Forty-two class hours per semester. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a passing score on the elementary algebra placement test and a grade of "C-" or better in high school Algebra I; or a grade of "C-" or better in MTH 021; or a passing grade in MTH 031.

MTH 127 - Mathematics for Elementary School Teachers I (3 credits)

This course provides prospective elementary school teachers with a background in mathematics so they can teach elementary school mathematics confidently and knowledgeably. Topics include critical thinking, sets and whole numbers, numeration and computation, number theory, integers, fractions and rational numbers, decimals, and real numbers. Forty-two class hours per semester. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a passing score on the elementary algebra placement test and a grade of C- or better in high school Algebra I and in high school geometry; or a passing grade in MTH 031.

MTH 128 - Mathematics for Elementary School Teachers II (3 credits)

This course is a continuation of MTH 127. Topics include algebraic reasoning and representation, statistics, probability, geometry, and measurement. Forty-two class hours per semester. Spring

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of C- or better in MTH 127 or permission of the instructor.

MTH 131 - Elements of College Mathematics (3 credits)

Topics for this course include linear, quadratic, exponential and logarithmic functions; break-even analysis; matrix algebra; simplex method of linear programming; and mathematics of finance. Forty-two class hours per semester. Fall, Summer

Prerequisite: Prerequisite: a passing grade in MTH 011 or a passing score on the arithmetic placement test; and a grade of "C" or better in MTH 031, or a grade of "C" or better in both high school geometry and high school Algebra II and a score of 82 (out of a possible 120) or higher on the Algebra placement test.

MTH 132 - Calculus with Applications (3 credits)

This course is a continuation of MTH 131. Topics include limits, continuity, differential calculus, applications of differential calculus, integral calculus, and applications of integral calculus. Forty-two class hours per semester. Spring, Summer

Prerequisite: Prerequisite: a passing score on arithmetic placement test or a grade of "C-" or better in MTH 011; MTH 131 or equivalent.

MTH 141 - Technical Mathematics I (4 credits)

This course provides engineering technicians with the necessary mathematical tools to solve engineering problems. Topics covered are: scientific notation, units of measurement, review of algebra, functions, the trigonometric functions, right angle trigonometry, and vectors and oblique triangles. Fifty-six class hours per semester. Fall

Prerequisite: Prerequisite: a passing grade in MTH 011 or a passing score on the arithmetic placement test; and a grade of "C" or better in MTH 031, or a grade of "C" or better in both high school geometry and high school Algebra II and a score of 82 (out of a possible 120) or higher on the Algebra placement test.

MTH 142 - Technical Mathematics II (4 credits)

This course is a continuation of MTH 141. Topics included are graphs of the trigonometric functions, radicals, the j-operator, exponential and logarithmic functions, systems of equations, analytic geometry, and additional topics in trigonometry. Fifty-six class hours per semester. Spring

Prerequisite: Prerequisite: a passing score on arithmetic placement test or a grade of "C-" or better in MTH 011; MTH 141.

MTH 151 - College Algebra (3 credits)

Topics in this course include operations with rational expressions, radicals, rational exponents, systems of equations and inequalities, quadratic equations, complex numbers, elementary functions, and exponential and logarithmic functions. This course may not be used to meet any General Education competency nor as the Mathematics requirement for any program. It may be used as elective college credit. Forty-two class hours per semester. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; or a grade of "C-" or better in MTH 031, or a grade of "C-" or better in both high school geometry and high school Algebra II and a score of 72 (out of a possible 120) or higher on the algebra placement test.

MTH 160 - Topics in Mathematics (3 credits)

This is a one-semester course on a specific topic in mathematics. Topics are announced each semester that the course is offered. Forty-two class hours per semester. Not offered every year

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a passing score on the algebra placement test and a grade of "C-" or better in high school Algebra I; or a grade of "C-" or better in MTH 021; or a passing grade in MTH 031.

MTH 171 - Precalculus - Functions (3 credits)

This course is designed to present those topics necessary for the later study of calculus. Topics include the real number system, relations and functions, logarithmic and exponential equations, and analytic geometry. Forty-two class hours per semester. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C-" or better in MTH 151; or a grade of "C-" or better in both high school geometry and high school Algebra II and a score of 82 (out of a possible 120) or higher on the algebra placement test.

MTH 173 - Trigonometry (3 credits)

This course is a study of the trigonometric functions. Topics covered include definitions of the trigonometric functions, graphs of trigonometric functions, trigonometric identities, the inverse trigonometric functions, right triangle trigonometry, vectors and solutions to trigonometric equations. Forty-two class hours per semester. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C-" or better in MTH 151; or a grade of "C-" or better in both high school geometry and high school Algebra II and a passing score of 82 (out of a possible 120) or higher on the algebra placement test.

MTH 21 - Foundations of Algebra I (3 credits)

This course is designed for students who have not previously passed an algebra course. The topics included are: operations with signed numbers, evaluating algebraic expressions and formulas, polynomials, linear equations and inequalities in one variable, word problems, factoring, algebraic fractions and graphs of linear equations in two variables. MTH 021 may not be used to meet the General Education Mathematics competency, nor does it carry degree credit. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Forty-two class hours per semester. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011.

MTH 214 - Calculus I (4 credits)

This course is an introduction to calculus and provides students with initial exposure to limits, continuity, the derivative, and differentiation and integration of algebraic and trigonometric functions. Fifty-six class hours and fourteen computer laboratory hours per semester. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; MTH 171 and MTH 173; or equivalent high school courses and a passing score on the elementary algebra placement test.

MTH 215 - Calculus II (4 credits)

This course is a continuation of MTH 214. Topics covered are differentiation and integration of logarithmic, exponential, and inverse trigonometric functions; applications of the definite integral; techniques of integration; indeterminate forms; improper integrals; and infinite series. Fifty-six class hours and fourteen computer laboratory hours per semester. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: a passing score on arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C" or better in MTH 214.

MTH 243 - Discrete Structures I (3 credits)

This course provides the topics from discrete mathematics and logic needed in the study of computer science. Included in this course are set theory, propositional logic, methods of proof, counting, relations, digraphs and functions. Forty-two class hours per semester. Fall

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C" or better in MTH 171; or a grade of "C" or better in an equivalent course and a passing score on the elementary algebra test.

MTH 244 - Discrete Structures II (3 credits)

This course is a continuation of MTH 243. Topics include order relations and structures, lattices, Boolean algebra, trees, graph theory, groups and semi-groups, languages, finite state machines and coding. Forty-two class hours per semester. Spring

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C" or better in MTH 243.

MTH 251 - Fundamental Business Statistics (3 credits)

This course, an introduction to statistics, includes methods of collecting, tabulating and graphically representing data, averages, measures of dispersion skewness and kurtosis,

probability, binomial and normal distributions, sampling distribution and problems of estimation. Forty-two class hours per semester. Fall, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C" or better in MTH 031, or a passing score on the elementary algebra placement test and a grade of "C" or better in high school geometry and in high school Algebra II.

MTH 252 - Statistics for Decision Making (3 credits)

This course brings statistical methods to bear on decision-making situations. Topics included are estimation, test of hypothesis, sampling, linear regression, correlation, contingency tables, and statistical quality control. Forty-two class hours per semester. Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011, MTH 251.

MTH 253 - Calculus III (4 credits)

This course is a continuation of MTH 215. Topics include conic sections, polar coordinates, parametric equations, two- and three-dimensional vectors, differential calculus of several variables, multiple integration, and applications. Fifty-six class hours and fourteen computer lab hours per semester. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; MTH 215.

MTH 254 - Ordinary Differential Equations (3 credits)

This course covers the methods of solving ordinary differential equations and applications in engineering and the sciences. Topics include equations of the first order, higher order equations, power series solutions and applications. Forty-two class hours per semester. Spring

Prerequisite: Prerequisite: a passing score on arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C" or better in MTH 215.

MTH 31 - Foundations of Intermediate Algebra (3 credits)

This is a second course in algebra. Topics studied are operations with real numbers, first degree equations and inequalities, applications, graphs, problem solving, basic methods of algebraic factoring, and systems of equations. MTH 031 may not be used to meet the General Education Mathematics competency, nor does it carry degree credit. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Forty-two class hours per semester. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score on the arithmetic placement test or a grade of "C-" or better in MTH 011; a grade of "C-" or better in MTH 021, or a grade of "C-" or better in both high school Algebra I and in high school geometry.

MTH 4 - Algebra and Essential Geometry

The skills acquired in MTH 021 are used to complete the study of elementary algebra topics and introduce essential plane geometry. Topics included are: polynomials, linear equations and inequalities in one variable, variation, factoring, algebraic fractions, graphing linear equations, exponents and radicals, angles, triangles, parallel lines, polygons, circles, perimeter, area, volume and deductive reasoning. MTH 004 may not be used to meet the General Education Mathematics requirement, nor does it carry degree credit. Grade points earned in this course will be included permanently in the student's cumulative GPA and SPI. Three class hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: Passing score on arithmetic placement test or MTH 011 as a pre- or co-requisite. A grade of Cr in MTH 021 or permission of instructor.

MTK - Engineering Technology

MTK 161 - Introduction to the Marine Industry (3 credits)

This course provides an overview of the marine industry, including marine terminology, tools, equipment, and safety training. Site visits and demonstrations are used to familiarize students with a variety of working environments. The course covers spring Three hours of lecture per week.   Fall, Spring

MTK 162 - Marine Safety (1 credit)

This course is designed to provide students with the knowledge and skills needed to work safety while at sea. Students are trained to respond to various emergency situations at sea and are required to be able to swim and feel comfortable in the water, bot The course is conducted in the Woods Hole, MA, area over the course of two days (16 hours total). Instructional Support Fee applies. Spring, Summer

Prerequisite: Prerequisite: Good health and the ability to swim 50 to 100 meters.

MTK 261 - Marine Systems (4 credits)

This courses introduces the basic components and principles of fluidic, electrical, and mechanical systems used in the marine industry. Topics include hydraulics and pneumatics, the internal combustion engine, and electrical and battery systems. In additi Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Fall, Spring

Prerequisite: Prerequisite: EGR 161.

MTK 263 - Marine Communication-Navigation Systems (4 credits)

This course covers the installation, operation, and maintenance of electronic communication and navigation equipment typically found on pleasure and commercial vessels. The course begins with the reading of nautical charts and basic navigation to provide Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Spring, Summer

Prerequisite: Prerequisite: EGR 261, EGR 131 or EGR 151.

MTK 265 - Marine Outboard Motors (4 credits)

This course covers the various parts of and processes involved in installation, repair, and maintenance of outboard engines. Instructions include the fuel, electrical, lubrication, and cooling systems of two- and four-stroke outboards, and both carbureted Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Fall, Spring

Prerequisite: Prerequisite: EGR 261.

MTK 266 - Marine Inboard Motors (4 credits)

This course covers the theory, design, operation, controls, installation, and maintenance of and troubleshooting skills for marine inboard, inboard/outboard, stern drive, and diesel engines. The course presents the design differences among the engines, as Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Spring, Summer

Prerequisite: Prerequisite: EGR 265.

MTK 267 - Marine Fisheries Resources (4 credits)

This course provides the student with the information and skills required to identify and obtain biological information and samples from marine organisms important to the study of marine fisheries in the northwest Atlantic Ocean. The course includes the s Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Fall

MTK 268 - Fisheries Technologies and Monitoring Techniques (4 credits)

This course is designed to provide students with an understanding of the commercial fishing industry in the northwest Atlantic Ocean from the Gulf of Maine to Cape Hatteras, North Carolina. Students study the various fisheries and gain an understanding of Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Spring, Summer

MUS - Music

MUS 111 - History of Music I (3 credits)

Major forms and styles from the Middle Ages to the present as seen against sociological and cultural backgrounds are studied. The course includes lectures, recordings, live music in the classroom, and attendance at concerts. Three class hours a week. Fall, Spring, Summer

MUS 112 - History of Music II (3 credits)

A continuation of the study of major forms and styles from a variety of ethnic cultures, including jazz and popular music throughout the world as seen against sociological and cultural backgrounds. The course includes lectures, recordings, live music in the classroom, and attendance at concerts. Three class hours a week. Fall, Spring, Summer

MUS 113 - Introduction to Music Theory (3 credits)

This course is a practical introduction to the fundamentals of music. Class work emphasizes ear training, including rhythmic and melodic dictation, and the acquisition of keyboard skills with an emphasis on chords and harmonizing melodies. Some improvisation techniques are also included. Three class hours a week. Fall, Spring

MUS 114 - Music Theory II (3 credits)

This course is a continuation of Music Theory I. Students study four-part harmony, modulation, 7th chords of all types, appropriate elements of analysis for various musical styles, basic species counter point (first species), voice leading, and two- and three-part forms. Three hours of lecture per week. Spring

Prerequisite: Prerequisite: MUS 113 or permission of instructor.

MUS 116 - Music for the Child (3 credits)

A practical approach to presenting music to children, including nursery and folk songs, musical games, rhythm bands, simple folk dances and the staging of puppet shows learned through student group performance in class. The student compiles musical materials that can be used in future employment. Three class hours a week. Fall, Spring

MUS 117 - Sound Design for Multimedia (3 credits)

This hands-on course shows students how sound can be employed to underscore, to provide spatial dimension, to contextualize, to provide emotional dimension, and to provide subtext in media. Students produce soundtracks to visual media. Students are also introduced to outstanding examples of soundtracks and sound designs from the world of cinema, as well as other media. Three lecture hours and one laboratory hour per week. Instructional Support Fee applies Fall, Spring

- **Accounting Elective (3 credits)**
- **ADV. ART ELECTIVE (3 credits)**
- **ADV. ART ELECTIVE (3 credits)**
- **ADV. ART ELECTIVE (3 credits)**
- **All ECN**
- **AMC/HST Elective (3 credits)**
- **an ART course approved by the program coordinator**
- **And**
- **And**
- **And**
- **And**
- **Art Elective (3 credits)**
- **Behavioral/Social Science Elective (3 credits)**
- **Behavioral/Social Science Elective (3 credits)**
- **Behavioral Social/Science Elective (3 credits)**
- **Biology Elective (8-19 credits)**
- **B/SS Elective (3 credits)**
- **Business Elective (3 credits)**
- **Business Elective (3 credits)**
- **Business Elective (3 credits)**
- **Business-related Elective (3 credits)**
- **Chemistry Elective (3 credits)**
- **CIS/CIT Elective (3 credits)**
- **CIS/CIT Elective (3 credits)**
- **CIS Elective (3 credits)**
- **CIT Elective (3 credits)**
- **College Chemistry**
- **Communications Elective (3 credits)**
- **Core Elective (3 credits)**
- **ECE Elective (3 credits)**
- **ELECTIVE (3 credits)**
- **ELECTIVE (3 credits)**
- **ELECTIVE (3 credits)**
- **ELECTIVE (3 credit hours)**
- **ELECTIVE (3-4 credits)**
- **ELECTIVE Free (3-4 credits)**

- **ELECTIVE Free (3-4 credits)**

- **ELECTIVE Free (3-4 credits)**

- **Elective (PSY/SOC/SER/DST 110)**

- **Electives**

- **Elective(s) (3-4 credits)**

- **Elective(s) (3-4 credits)**

- **Electives as needed to complete 60 credits**

- **ELECTIVE(S) as required**

- **Elective - Science (3-4 credits)**

- **ELECTIVE   (select with the assistance of an advisor) (3 credits)**

- **Engineering Elective (3 credits)**

- **Engineering Elective (3 credits)**

- **Ethical Dimensions Elective (3 credits)**

- **Foreign Language Elective (6 credits)**

- **Free Elective (3 credits)**

- **Free Elective (3 credits)**

- **Global Awareness Elective (3 credits)**

- **Health Elective (3 credits)**

- **Health/Human Service Elective (3 credits)**

- **Higher-Level Science Elective (3-4 credits)**

- **High School Algebra 2**

- **High School Chemistry, Algebra**

- **Historical Awareness Elective (3 credits)**

- **History Elective (3 credits)**

- **Humanities Elective (3 credits)**

- **Humanities Elective (3 credits)**

- **Lab Science Elective (4 credits)**

- **Lab Science Elective (4 credits)**

- **Mathematics Elective (3 credits)**

- **Medical Language Elective (3 credits)**

- **Multicultural Perspective Elective (3 credits)**

- **Multicultural Perspective Elective (3 credits)**

- **Music Elective**

- **Or**

- **Or**

- **Or**

- **Or**

- **Or**

- **Or**

- **Or**

- **or any CIS or ART course**

- **or higher**

- **PHILOSOPHY ELECTIVE (3 credits)**

- **Production Elective (3 credits)**

- **Program Elective (3 credits)**

- **Program elective (3 credits)**

- **Program Elective (3 credits)**

- **Programming Elective (3 credits)**

- **PSY/SOC Elective (3 credits)**

- **Quan/Sym Reasoning Elective (3 credits)**

- **Quantitative/Symbolic Reasoning Elective (3-4 credits)**

- **Elective - Science (3 -4 credits)**

- **Elective - Science (3-4 credits)**

- **Social Phenomenon Elective (3 credits)**

- **SOCIOLOGY ELECTIVE (3 credits)**

- **Technical Elective (3 credits)**

- **Technical Elective (3 credits)**

- **Technical Elective (3 credits)**

- **Technical Elective (3 credits)**

- **Technical Elective (3-4 credits)**

- **Technical Elective (3-4 credits)**

- **Technical Elective (3-4 credits)**

- **Technical Literacy Elective (3 credits)**

- **Thanatology Elective (3 credits)**

- **Theater Elective**

- **with**

NUR - Nursing

NUR 100 - Introduction to Professional Nursing (1 credit)

This course provides opportunities for students to explore a variety of factors and issues that influence contemporary nursing practice. These include an introduction to professional nursing practice, historical perspectives of nursing, contemporary models of nursing education and practice, health care delivery systems, and an introduction to Publication Manual of the American Psychological Association (APA) and informatics. One class hour a week.1 credit Fall; Day only Fall, Day only

Prerequisite: Co-requisite: NUR 101 or permission of the instructor. Students must receive a C NUR 100 and NUR 101 to continue in the program.

NUR 101 - Fundamentals of Nursing (8 credits)

This course focuses on basic human needs. It emphasizes the care of persons threatened by simple homeostatic deviances that interfere with basic human needs. Students are introduced to the nursing process as they develop basic nursing skills in the college and clinical laboratories. Day, evening, and weekend hours are used for clinical teaching. Students must receive a "C" or better to continue in the program. Four class hours and twelve practice hours a week in hospitals and health agencies. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: ENG 101, PSY 101, BIO 233 all with a grade of "B-" or better.

NUR 102 - Parent-Child Health Nursing (8 credits)

This course focuses on the developmental needs of the growing family during the child bearing and child rearing phases. It emphasizes assisting the members of the growing family to maintain the ability to meet their developmental needs and/or to regain this ability when threatened by homeostatic deviances. Students continue to use the nursing process and to develop basic nursing skills in the college and clinical laboratories. Day, evening, and weekend hours are used for clinical teaching. Four class hours and twelve practice hours a week in hospitals and health agencies. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: NUR 101 with a grade of "C" or better. Pre- or co-requisite: PSY 252, BIO 234.

NUR 201 - Nursing Care of the Adult I (9 credits)

This course focuses on the nursing care of adults with common health problems. Students apply the nursing process by identifying client problems, selecting interventions and administering care to adults experiencing homeostatic deviances in the areas of food, fluid, and oxygen balance; sexuality; and emotional equilibrium. Day, evening, and weekend hours are used for clinical teaching. Four class hours and fifteen practice hours a week in hospitals and health agencies. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: NUR 101 and NUR 102 with a grade of "C" or better, PSY 252. Pre- or co-requisite: BIO 239.

NUR 202 - Nursing Care of the Adult II (9 credits)

This course continues to address the nursing care of adults with common health problems as initiated in NUR 201. The focus is on nursing care of adults with homeostatic deviances related to metabolic balance, activity, sensation, neurologic integrity, and emotional equilibrium. The course provides a variety of community-based learning experiences. Day, evening, and weekend hours are used for clinical teaching. Four class hours and fifteen practice hours a week in hospitals and health agencies. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: NUR 201 with a grade of "C" or better; BIO 239. Pre- or co- requisite: NUR 203.

NUR 203 - Trends in Nursing (1 credit)

This course provides opportunities for students to explore a variety of factors and issues that influence contemporary nursing practice. These include legal and ethical issues, leadership and management concepts, role transition, community practice concepts, and continued development into the nurse role. One class hour a week. Fall; Day only

Corequisite: Co-requisite: NUR 202. Students must receive a C NUR 202 and NUR 203 to continue in the program.

OFC - Office Administration

OFC 102 - Computer Keyboarding (1 credit)

This course helps students achieve greater efficiency and productivity through touch-method keyboarding. Computer keyboarding software is used to teach the alpha-numeric standard keyboard and to build speed and accuracy. A minimum speed of 20 word per minute based on a three-minute supervised timing with three or fewer errors is required to receive a passing grade for this course. One class hour per week. Instructional Support Fee applies Fall, Spring, Summer

OFC 104 - Computer Keyboard Skillbuilding (1 credit)

This course uses specialized computer software to increase speed and accuracy on the computer keyboard. The course objective is to increase current keyboarding speed by 10+ words per minute while maintaining a 95 percent level of accuracy. One class hour per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: Minimum keyboarding speed of 15 words per minute, based on a three-minute timing with no more than three errors, or OFC 102.

OFC 106 - Introduction to Microsoft Word (1 credit)

In this course, students learn to use Microsoft Word to produce letters, reports, research papers, resumes, and other documents for personal or professional use. This course is not open to Office Administration students. One

class hour per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: Minimum keyboarding speed of 20 words per minute, based on a three-minute timing with no more than three errors, or OFC 102 with a grade of "C" or better.

OFC 107 - Introduction to Speech Recognition (1 credit)

Learn to use your voice and continuous speech recognition software to create documents and handle application functions without using a computer keyboard. Increase your personal productivity with faster input than that allowed by touch typing; improve writing, reading, and speaking skills by learning to enunciate correctly and speak clearly; and prevent repetitive stress injuries caused by overuse of the computer keyboard. It is recommended that students taking this course and wishing to use the software outside of the course have access to a computer outside the College.   Instructional Support Fee applies Fall, Spring

OFC 111 - Principles of Speedwriting Shorthand (3 credits)

Speedwriting is a shorthand system based on using the alphabet to represent sounds that make up the English language. This course focuses on learning the Speedwriting abbreviation system so students can take notes, build speed, and transcribe dictation spoken at 50 to 70 words per minute. Three class hours per week. Fall, Spring, Summer; Evening only

Prerequisite: Prerequisite: For Office Administration majors only - a passing score on the Office Administration department keyboarding placement test or a "C" or better in OFC 102.

OFC 113 - Introduction to Microsoft Word (3 credits)

This course focuses on using Microsoft Word to create business documents and develop core-level competencies using Microsoft Office Specialist guidelines. Students apply developing skills to create memos, letters, simple reports, and tables. The course includes intensive speed development drills to increase speed and accuracy. A minimum speed of 30 words per minute, based on a supervised three-minute timing with three or fewer errors, is required to receive a passing grade for the course. Three class hours per week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: A passing score on the Office Administration department keyboarding placement test or a "C" or better in OFC 102.

OFC 117 - Introduction to Microsoft Office (3 credits)

Students learn to use a personal computer for personal or professional productivity. Using both lecture and hands-on

applications, this course presents computer hardware and software at an introductory level. Students learn to use the Microsoft Windows operating system and become familiar with Microsoft Office suite applications (Word, Excel, Access, PowerPoint, Outlook). Use of the Internet and e-mail is also presented. Three class hour per week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: OFC 102 or a demonstrated keyboarding speed of 20 words per minute.

OFC 120 - Text Editing (3 credits)

Editing and proofreading documents involves more than using the spell check on your computer. This course reviews sentence structure, grammar usage, punctuation, capitalization, and number style. Frequently misspelled words and confusing words are also covered. Students' skills are enhanced through proofreading and editing business documents. Three class hours a week. Fall, Spring

OFC 130 - Microsoft Office Word Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to create, edit, and format documents; apply styles and design; use spell check and thesaurus; create headers, footers, and fields; manage documents; work with basic tables and formulas; use graphics and pictures; create footnotes and endnotes; and create mail merges. Three hours of lecture per week. Instructional Support Fee applies Fall, Spring, Summer

OFC 131 - Microsoft Office Excel Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to enter, format, and analyze data; create and work with formulas and functions; and move, export, manage, and integrate data. Three hours of lecture per week. Instructional Support Fee applies Fall, Spring, Summer

OFC 132 - Microsoft Office PowerPoint Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to create presentations, as well as to enhance slides with graphics and objects, sound and animation, object linking, and embedding. Students increase their efficiency in developing effective presentations as they create electronic slide shows. Microsoft NetMeeting software is introduced in this course. Three hours of lecture per week. Instructional Support Fee applies Fall, Spring, Summer

OFC 133 - Microsoft Office Access Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to use tables and datasheets, display information in reports from a database, integrate Access with other programs, organize and manage a database, create relationships, create queries, secure and customize Access, and share Access data with other applications. Three hours of lecture per week. Instructional Support Fee applies Fall, Spring, Summer

OFC 134 - Microsoft Office Outlook Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn the features of Outlook for e-mail, manage schedules using calendars, manage folders and contacts, organize work using tasks and notes, and customize Outlook using advanced features. Students learn to manage time and information and connect across boundaries. Three hours of lecture per week. Instructional Support Fee applies Fall, Spring, Summer

OFC 135 - C-Print Basics (3 credits)

This is an introductory course for the person seeking to use computer technology and C-Print principles to assist deaf or hard-of-hearing students and students with other disabilities in classrooms or other settings. It covers computer basics of file management, word processing, and e-mail. The course is supported by NTID (National Technical Institute for the Deaf) online training and covers an introduction to C-Print training, the abbreviation system, and condensing and summarizing strategies. Speed-building activities promote the development of captioning skill. Three lecture hours per week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: a demonstrated keyboarding speed of at least 40 words per minute based on a three-minute timing.

OFC 150 - Speech Recognition with Microsoft Office XP (3 credits)

This course introduces students to speech recognition and emphasizes its usefulness in improving personal productivity. Students learn to transform verbal communications directly into a typewritten format, thereby eliminating the need for data input via the keyboard. Speech recognition techniques improve students' efficiency in performing daily tasks in the workplace. Three lab hours a week. Instructional Support Fee applies Fall, Spring

OFC 212 - Speedwriting Dictation/Transcription (3 credits)

This course is a review of the basic principles of Speedwriting with intensive dictation practice to develop speed and accuracy. Speed requirements are 60 to 90 words per minute. Proficiency in producing mailable letters and transcription skills integrating the language arts are developed on IBM-compatible computers. Three class hours and two lab hours a week. Instructional Support Fee applies Fall, Spring; Evening only

Prerequisite: Prerequisite: OFC 111 and OFC 113 with a grade of Cbetter or equivalent.

OFC 214 - Advanced Microsoft Word (3 credits)

This course focuses on document mastery and advanced word processing functions using Microsoft Word. Students advance to the expert level of word processing and apply functions to business correspondence, mail merges, memos, tables, complex reports, and newsletters. The course also includes graphic and design enhancement functions, which give students the skills they need to produce professional and appealing documents and business communications. A minimum speed of 40 words per minute, based on a supervised five-minute timing with five or fewer errors, is required to receive a passing grade for the course. Three class hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: OFC 113 with a grade of "C" or better; OFC 117 with a grade of "C" or better or concurrent enrollment; or permission of the instructor.

OFC 215 - Records Management (3 credits)

This course is a comprehensive introduction to the complex field of records management with emphasis on the management of paper and non-paper business records including automated, microimage, and electronic records. It includes the study of filing systems, storage and retrieval procedures, records analysis, and records classification from creation through disposition. Microsoft Access is used to develop core-level competencies and to prepare the student to take the Microsoft Office Specialist Access Certification exam. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisites: OFC 117 with a grade of "C" or better or permission of the instructor.

OFC 239 - Microsoft Office Specialist Topics (3 credits)

This course offers students the opportunity to take selected courses relating to the Microsoft Office Application Specialist program. The list of courses available for a particular semester is published prior to each semester when the course is being offered. Students select the curriculum they will complete from the published list of options. Students follow the learning criteria for the selected course and receive credit for that course. Three lecture hours per week. Spring, Summer

OFC 240 - C-Print Captioning Skill Development (3 credits)

This course develops captioning skills using classroom simulated lecture materials. Students learn condensing strategies and develop summarizing skills. The course emphasizes glossary creation and management along with editing and formatting of keyed notes. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFC 135 with a grade of "C" or better.

OFC 245 - C-Print Captioning Practicum (3 credits)

This course provides a one-semester, on-the-job experience for students in the C-Print field. Students spend 15-20 hours captioning either in actual classrooms on campus or in a placement at a remote location. Students also meet for a one-hour, classroom-based weekly seminar. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFC 135 with a grade of "C" or better; pre- or co-requisite: OFC 240.

OFC 255 - Executive Office Procedures (3 credits)

Students become familiar with the various duties and responsibilities of an administrative assistant. Emphasis is placed on developing critical thinking skills in an office setting. Students are given an overview of the duties within an office, including scheduling appointments, handling mail and financial tasks, telephone etiquette, corresponding with e-mail, responding to requests made by both internal and external groups, making travel arrangements using the Internet, and office organizational skills. Three class hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: OFC 113 and OFC 117 with a grade of "C" or better or permission of the instructor.

OFC 262 - Desktop Publishing Projects and Web Design (3 credits)

Students use various applications to create Web documents, newsletters, brochures, and flyers in this Office Administration core capstone course. Students develop the critical thinking involved in developing and maintaining a business Web site and use Microsoft Publisher to create professional designed business documents. Students create a Web site and several published documents. The Internet and e-mail are also used. Three class hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFC 113 and OFC 117 with a grade of "C" or better or permission of the instructor.

OFC 264 - Administrative Transcription (3 credits)

Students develop machine transcription skills and integrate language arts principles to produce mailable business

documents from dictated material. Students apply communications skills, editing skills, and technical skills as they transcribe documents. Specialized dictation focuses on various industries, i.e. hotel, marketing, insurance, media and entertainment, banking, real estate, etc. Students use word processing software and state of the art transcription equipment. Three class hours and two lab hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFC 214 and OFC 120 with a grade of "C" or better or permission of the instructor.

OFC 266 - Administrative Office Management (3 credits)

This course provides a comprehensive introduction to office management and focuses on what office managers actually do on the job. Topics include the office environment; selecting, developing, supervising, motivating, and evaluating employees; systems analysis; and functions of the office. Microsoft Excel is used to develop core-level competencies and prepare the student to take the Microsoft Office Specialist Excel Certification exam. Three class hours a week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: OFC 117 with a grade of "C" or better or permission of the instructor.

OFC 294 - Office Administration Colloquium (3 credits)

This seminar course prepares Office Administration students for employment and also enhances their communication skills. It covers researching a career; writing a resume, cover letter, and reference listing; practicing job interviewing techniques; working in teams to solve problems; assessing on-the-job situations; and enhancing professional communication skills. Students create a portfolio in the course. Three class hours per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFC 113 with a grade of "C" or better; OFC 214 with a grade of "C" or better or concurrent enrollment; permission of the instructor.

OFP - Organic Farming

OFP 114 - Organic Farming Practices I (4 credits)

This is the first course of a two-semester sequence focusing primarily on sustainable organic principles and practices. Topics include sustainable agriculture principles and outlook, soil fertility, tillage, management, composting, crop rotation, cover crops, propagation, weed management, pest and disease control, and season extension techniques. Five hours of combined lecture/lab per week. Instructional Support Fee applies Fall

OFP 115 - Organic Farming Practices II (4 credits)

This is the second course of a two-semester sequence focusing primarily on sustainable organic principles and practices. Topics include farm management and economics, sustainable crop production for specific annuals and perennials, tree crops/fruits, greenhouse production, small livestock, on-farm processing, and marketing strategies. Some fieldwork is outdoors and there are off-campus trips. Five hours of combined lecture/lab per week. Instructional Support Fee applies Spring

Corequisite: Co-requisite: SCI 115 or permission of the instructor.

OFP 116 - Water Acquisition and Conservation (2 credits)

This course is designed to give students an understanding of the science of water, including its chemistry, its movements in the environment, and its use in agriculture. The course introduces students to traditional and alternative ways of accessing water for agricultural use as well as methods to conserve this most precious resource. Two hours of lecture per week. Spring

OFP 120 - Solar Greenhouse Production (1 credit)

This course is designed to teach students how to construct and maintain a solar greenhouse and to manage the production of food crops using organic techniques that consume minimal fossil fuels. Attention is given to methods that are sustainable by reducing the use of non-renewable sources of energy. This course is designed for students in the Organic Farming program or for the general public. This course is not intended to fulfill any science requirement. One hour of lecture and one hour of laboratory per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFP 114. Corequisite: Co-requisite: OFP 115 or permission of the instructor.

OFP 122 - Natural Beekeeping Practices (1 credit)

The course is an introduction to the basic principles and practices of natural beekeeping that emphasizes organic methods. The course prepares new beekeepers to understand the basics well enough to begin their own beekeeping as a hobby or small enterprise. Topics include biology and life cycle of honey bees, equipment and supplies, starting a new hive, seasonal hive management, hive pests and diseases, and harvesting and marketing. Students have the opportunity to purchase new hives, equipment, and bees to establish their own hive in the spring. At least one field day demonstrates installation, feeding, and beginning steps of establishing a new hive. One hour of lecture per week. Spring, Evening/Weekend only

OFP 123 - Pest and Disease Control (1 credit)

This course focuses on crop pests. Pest control and deterrents are examined as well as identification of pests both large and small. Students are shown how to use safe, organic pest controls and to formulate their own controls. This course cannot be used to satisfy a science requirement. One lecture and one laboratory hour per week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFP 114. Corequisite: Co-requisite: OFP 115 or permission of the instructor.

OFP 217 - Organic Farming Practicum (Spring) (2 credits)

The spring practicum is comprised of on-farm or field experience that focuses on the typical agricultural practices of the season, including farm planning, soil preparation, plant propagation, season extension, transplanting, record keeping, and livestock care, if available. The specific practices and skills will vary according to the particular host. Approved attendance to relevant professional meetings may also be used as part of the practicum. Students are expected to complete 2 hours of discussion/seminar per week and submit regular reports, a log of their on-site hours, and complete a final report. This practicum requires at least 80 hours of supervised fieldwork experience at an approved host site. Two lecture hours per week and 80 hours of supervied fieldwork per semester. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: OFP 114 or OFP 115 or permission of instructor.

OFP 218 - Organic Farming Practicum (Summer) (4 credits)

The summer practicum is comprised of on-farm or field experience that focuses on the typical agricultural practices of the season, including farm management, soil amendments, plant propagation, transplanting, pest and weed control, harvesting, on-farm processing, marketing, record keeping, and livestock care, if available. The specific practices and skills will vary according to the particular host. Approved attendance to relevant professional meetings may also be used as part of the practicum. Students are expected to complete up to two hours of discussion/seminar per week and submit regular reports, a log of their on-site hours, and complete a final report. This practicum requires at least 160 hours of supervised fieldwork experience at an approved host site Two lecture hours per week and 160 supervised fieldwork hours per semester. Instructional Support Fee applies Summer

Prerequisite: Prerequisite: OFP 114 or OFP 115 or permission of instructor.

OFP 219 - Organic Farming Practicum (Fall) (2 credits)

The fall practicum is comprised of on-farm or field experience that focuses on the typical agricultural practices of the season, including farm management, late season soil amendments, harvesting, on-farm processing, produce storage, season extension techniques, marketing, record keeping, and livestock care, if available. The specific practices and skills will vary according to the particular host. Approved attendance to relevant professional meetings may also be used as part of the practicum. Students are expected to complete two hours of discussion/seminar per week and submit regular reports, a log of their on-site hours, and complete a final report. This practicum requires at least 80 hours of supervised fieldwork experience at an approved host site Two lecture hours per week and 80 supervised fieldwork hours per semester. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: OFP 114 or OFP 115 or permission of instructor.

OTA - Occupational Therapy Assistant

OTA 111 - Introduction to Occupational Therapy (3 credits)

This course provides the foundation of occupational therapy principles and practice, which promotes engagement in occupation to support participation in context(s). The foundations, history, and philosophical base of the profession and its personnel are explored. Emphasis is placed on the collaborative role of the Occupational Therapy Assistant and the Registered Occupational Therapist within the larger health care delivery system. The effects of age, gender, race, culture, and environment are discussed. The lab portion of the course provides students with opportunities to clarify their values, learn core values and attitudes, and develop the communication skills and professional behaviors necessary for a career in occupational therapy. The underlying principles of collaboration and lifelong learning are firmly established. Two class hours and two laboratory or three clinical hours a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: Admission to the OTA program or prior approval of the program director. Corequisite: Co-requisite: BIO 233, HLT 101 or HLT 102. HLT 106 or MAA 101 may be substituted for this requirement.

OTA 117 - Psychosocial Performance (4 credits)

This course explores the role of the Occupational Therapy Assistant in various service delivery models in the psychosocial area of occupational therapy practice. Students learn selected frames of reference, concepts of mental health and mental illness across the life span, and the effects of psychosocial dysfunction on areas of

occupation. Client factors, therapeutic interaction concepts and skills, and occupational therapy processes and methods are studied. Lab sessions incorporate the theoretical principles presented in lecture. Students learn to analyze activity demands relative to performance skills and contexts in areas of occupation. The therapeutic media component of the lab provides additional opportunities to demonstrate understanding of the meaning and dynamics of occupation by leading and/or evaluating activity groups utilizing purposeful activity. Three lecture hours and two laboratory hours. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: Admission to the OTA program or permission of the program director. Pre- or co-requisite: PSY 101.

OTA 121 - Cognitive and Sensorimotor Performance (4 credits)

This course demonstrates how performance skills, performance patterns, context, activity demands, and client factors influence areas of occupation. The course explores the collaborative role of the COTA and OTR in the occupational therapy process. The lab emphasizes therapeutic intervention related to activities of daily living, education, work, play, leisure, and social participation and develops skills in family/caretaker training, environmental adjustments, adaptive equipment, assistive technology, and neuromuscular techniques. Three class hours and two lab hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: OTA 111 and OTA 117. Pre- or co-requisite: BIO 234.

OTA 125 - Movement in Human Performance (3 credits)

In this course, students incorporate their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Clinical application of kinesiology and biomechanics to purposeful activity is explored. Students learn therapeutic applications of activity across the occupational performance areas. Fundamentals of the activity analysis process are emphasized. Prevention, health maintenance, and safety programs are integrated into the course. Students develop competencies in analysis and intervention related to range of motion, muscle testing, orthotics, and prosthetics in the lab. Two class hours and two lab hours a week. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: OTA 111 and OTA 117, BIO 234 as a pre- or co-requisite; or OTA 111 or OTA 117, BIO 233 and permission of the program director.

OTA 127 - Psychosocial Therapeutic Modalities (4 credits)

In this course, students apply their knowledge of psychosocial performance and use their ability to analyze tasks relative to areas of occupation, performance skills, performance patterns, activity demands, context(s), and client factors to implement intervention plans in mental health and geriatric services. Students develop skills in therapeutic use of self, environment, and purposeful activity. The collaborative OTR/COTA relationship in the occupational therapy process is emphasized. The course studies community programming and treatment of populations via site visits and fieldwork opportunities. Students participate in laboratory to study the application and evaluation of advanced psychosocial group process. Two hours of lecture, two hours of laboratory, and three hours of fieldwork. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: OTA 111 and OTA 117; or OTA 117 and permission of the program director.

OTA 233 - Common Conditions of Physical Dysfunction (4 credits)

This course is presented in the third semester and builds on the student's foundation in movement in human performance, performance skills, performance patterns, activity demands, contexts, and client factors. Students learn to apply this knowledge to problem solve various therapeutic interventions for specific commonly referred conditions affecting adults. The COTA role in the occupational therapy process is emphasized. Three class hours and two lab hours per week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisites: OTA 121, OTA 125 and OTA 127.

OTA 235 - Professional Practice Skills (4 credits)

This course focuses on the OTA role in the delivery and management of occupational therapy services. It covers departmental operations, supervisory requirements, personnel development and supervision, quality assurance, documentation of OT services, compliance with regulations, reimbursement, and national and state credentialing requirements. Students discuss legal and ethical responsibilities and integrate values, attitudes, and behaviors congruent with the profession of occupational therapy. The lab component provides experience in clinical reasoning, documentation of the OT process of evaluation, intervention planning, implementation and review, and consumer and professional advocacy skills. Students formulate, analyze, and compare interventions through documentation of clients' engagement in occupation. Two class hours and two lab hours and three fieldwork hours a week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisite: OTA 121, OTA 125 and OTA 127 or prior approval of the program director.

OTA 237 - Developmental / Pediatric OT Practice (4 credits)

Human development and the occupational therapy process in the treatment of developmental concerns are foundational concepts of this course. Normal development of the infant and child is explored within the context of environmental, community, and social and cultural influences and is compared with delayed development. Students learn pediatric practice skills to address sensorimotor, cognitive, and psychosocial performance. The lab component incorporates theoretical principles and provides opportunities to develop assessment, intervention planning and implementation, and documentation skills. Students demonstrate adaptation of the environment, tools, materials, and occupations to meet the needs of the pediatric population. Three lecture and two laboratory hours per week. Instructional Support Fee applies Fall; Day only

Prerequisite: Prerequisites: OTA 111, OTA 117, OTA 121, OTA 125, and OTA 127.

OTA 241 - Level II Occupational Therapy Clinical Practice - A (5 credits)

The student is assigned to a psychiatric, long-term care or alternate agency under the supervision of a Registered Occupational Therapist or Certified Occupational Therapy Assistant. The student is given the opportunity to apply his/her knowledge and skills to occupational therapy practice in sensorimotor, cognitive and/or psychosocial performance areas. Students actively participate in a collaborative and supervisory relationship and experience being a part of the rehabilitation team.   Instructional Support Fee applies Spring; Day only

Prerequisite: Pre-requisites: OTA 233, OTA 235, and OTA 237. Eight-week, full-time placement.

OTA 243 - Level II Occupational Therapy Clinical Practice - B (5 credits)

The student is assigned to a second clinical agency under the supervision of a Registered Occupational Therapist or Certified Occupational Therapy Assistant. The student is given the opportunity to apply his/her knowledge and skills to occupational therapy practice in sensorimotor, cognitive and/or psychosocial performance areas. Students actively participate in a collaborative and supervisory relationship and experience being a part of the rehabilitation team. Instructional Support Fee applies Spring; Day only

Prerequisite: Pre-requisites: OTA 233, OTA 235, and OTA 237. Eight-week, full-time placement.

OTA 244 - Seminar in Occupational Therapy (2 credits)

The seminar component addresses practice-related experiences and questions. The course provides opportunities to reflect and clarify ongoing fieldwork experiences. The application of didactic knowledge and laboratory experience along with an opportunity for clarification during the seminar component provides integration of the entire four semesters. Two class hours per week. Instructional Support Fee applies Spring; Day only

Prerequisite: Pre- or co-requisites: OTA 233, OTA 235, and OTA 237 or prior approval of the program director.

PHL - Philosophy

PHL 101 - Introduction to Philosophy (3 credits)

An introductory study of some of the most important problems of philosophy, including knowledge and reality, ethics, religious belief, freedom and determinism. Some consideration is given to the development of the Western philosophical tradition from Plato to twentieth century existentialism. Three class hours a week. Fall, Spring

PHL 111 - Introduction to Logic (3 credits)

This course is designed to assist the student in learning the fundamental principles for distinguishing sound arguments from fallacious ones. Arguments are studied as abstract patterns of reasoning and as a particular use of ordinary language. The course is intended not only for the serious philosophy student, but also for students who wish to develop the critical thinking skill needed to formulate sound arguments of their own and to evaluate the arguments of others.   Fall, Spring

PHL 152 - Ethics: Making Ethical Decisions in a Modern World (3 credits)

This course presents the various systems which philosophers in the Western World have devised for making ethical decisions. The course examines modern ethical problems, i.e., abortion, divorce, euthanasia, extramarital sex, war, and capital punishment in the light of these systems. It encourages the student to form reasoned solutions to the ethical problems of our day. Three class hours a week. Fall, Spring

PHL 153 - Philosophy of Education (3 credits)

This course is an introductory study of American education. The character and abilities that make a good professional teacher are discussed and educational theorists of Western Civilization are studied. Emphasis is placed on traditionalist and experimental approaches to modern education. Three class hours per week. Fall

PHY - Physics

PHY 101 - Technical Physics I (4 credits)

This is a noncalculus-based introduction to the principles of physics and their applications. Emphasis is placed on understanding through problem solving. This course is not transferable to most four-year engineering degrees. Topics include vectors, Newton's law of motion, work, energy, and machines. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Pre- or co-requisite: MTH 173 or MTH 141.

PHY 102 - Technical Physics II (4 credits)

This is a continuation of PHY 101. Topics include circular motion, hydrodynamics, thermodynamics, optics, and electrostatics. Three class hours and two laboratory hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: a Cr 101 and concurrent registration in MTH 142 or permission of instructor.

PHY 211 - General Physics I (4 credits)

This course and PHY 212 are a one-year calculus-based introduction to the principles of physics and their applications. Emphasis is placed on understanding through problem solving. This course is transferable to four-year engineering degrees. Topics include vectors, Newton's law of motion, work, energy, rotational motion, and simple harmonic motion. Three class hours and two laboratory hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: MTH 214 or concurrent registration in it or permission of instructor.

PHY 212 - General Physics II (4 credits)

This is the second semester continuation of PHY 211. Topics include the laws of gravity and satellite motion, optics, and electromagnetism. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: a "C" or better in PHY 211 and MTH 215 or concurrent registration in it, or permission of instructor.

PLB - Phlebotomy

PLB 102 - Principles and Methods of Phlebotomy (4 credits)

This course explores the history of phlebotomy and related topics necessary for the phlebotomist to work in a clinical laboratory or other medical setting. A continuation of MED 101, it covers a variety of topics at a more advanced and in-depth level, including anatomy and physiology of the vascular system; CPR training and certification; computer applications; arterial, venous and capillary specimen procurement; as well as maintenance of equipment used in specimen collection. Also covered are difficult draws, ECG testing, microbiological specimen processing, blood donor collection, glucose POC testing, and routine computer applications. This course includes 45 hours lecture/lab to be completed at the College during the first half of the semester, and 120 hours of phlebotomy experience at an affiliate agency during the second half of the semester. Instructional Support Fee applies Spring; Day only

Prerequisite: Prerequisite: MED 101. Open to students enrolled in Phlebotomy Certificate Program only.

PLS - Paralegal Studies

PLS 101 - Civil Litigation and Procedure (3 credits)

This course presents an overview of the stages of civil litigation and the rules of civil procedure. Students learn how to gather information and evidence in a civil lawsuit. Students gain a thorough understanding of the discovery process and prepare appropriate discovery materials and respond to discovery requests. Students draft complaints, answers, and motions and file and obtain service of court documents. Three hours of lecture per week. Fall

Prerequisite: Pre- or co-requisite: LGL 180.

PLS 120 - Basic Legal Research (3 credits)

This course presents a practical, hands-on approach to developing basic legal research skills and understanding relevant legal terminology. Students are introduced to a wide array of primary and secondary law resources, first using law books and then moving to electronic resources. Assignments require students to refine their skills by focusing on specific legal issues and finding key points of law. The course emphasizes the use of legal citators and cite checking. Three hours of lecture per week. Spring

Prerequisite: Prerequisite: ENG 101, LGL 160, and LGL 180 with a grade of "C" or better.

PLS 121 - Family Law and Procedure (3 credits)

This course presents an overview of family law with particular emphasis on the procedural aspects of the marriage contract, property rights of the parties, legal roles of husband and wife, adoption, protection from abuse, alimony, child support, and termination of marriage. The role of the paralegal in a family law office is studied. Three lecture hours per week. Spring

Prerequisite: Pre- or co-requisite: LGL 180.

POR - Portuguese

POR 101 - Elementary Portuguese (3 credits)

This course provides beginning training in the four basic skills: reading, writing, speaking, and aural comprehension. An introduction to Lusophone culture is

included. One hour of laboratory practice is required. This course is only for students with no language background or one to two years of high school Portuguese with a "C" average. Students with an "A" or "B" average are encouraged to enroll in the 102 level. Students with concerns about placement should consult the Language Department. Three class hours and one language laboratory hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

POR 102 - Elementary Portuguese (continued) (3 credits)

This course is a continuation of training in the four basic skills: reading, writing, speaking, and aural comprehension. Cultural and daily living topics are included. Students with concerns about placement should consult the Language Department. Three class hours and one lab hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: POR 101 or two years of Portuguese in high school with an Ar Baverage.

POR 201 - Intermediate Portuguese (3 credits)

This course is a review and continuation of Portuguese grammar plus additional training in the four skills: reading, writing, speaking, and aural comprehension. Readings and discussions are based on cultural topics, contemporary literature, newspaper articles, Internet sources, and video. Students with concerns about placement should consult the Language Department. Three class hours and one language lab per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: POR 102 or three years of high school Portuguese with a Caverage.

POR 202 - Intermediate Portuguese (continued) (3 credits)

This course is a continuation of POR 201. Further grammar review is based on readings and compositions. Intensive practice of spoken language and more advanced readings from Lusophone literature and culture are a main focus. Frequent compositions and written exercises are also included. Students with concerns about placement should consult the Language Department. Three class hours and one language lab hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: POR 201 or four consecutive years of high school Portuguese with a Caverage.

POR 321 - Portuguese for Interpreters (3 credits)

This course develops Portuguese language skills to ensure oral competency in a variety of interpreting settings. Students refine their extensive Portuguese vocabulary and acquire abilities in terminology research, dictionary usage, and glossary building. Students engage in practical

communication activities found in various community settings. This course covers medical terminology and also covers basic terminology used in the fields of human services and education. The course is taught primarily in Portuguese. Three class hours per week. Fall, Spring

Prerequisite: Prerequisite: a passing score on the oral and written entrance examination for the Portuguese/English Community Interpreting program.

POR 322 - The Portuguese Language in the World: An Introduction to the Lusofonia (3 credits)

This course is a general overview of the Portuguese language in the world, the birth of the Portuguese idiom, the evolution of the language throughout the centuries, and its place in today's society. The instruction focuses on the following basic aspects of the language: the study of the diversity of the communities that speak the language in today's world, which include Portugal (mainland and the islands of The Azores and Madeira), Brazil, Cape Verde, Angola, Mozambique, Guine-Bissau, St. Tome e Principe, and East Timor; and the interpretation of the chronology of this romance language as an organized linguistic system. Special attention is given to the Portuguese language in immigrant communities. Texts used to study the language include fiction, poetry, critical essays, and audio-visual materials (films, CDs). Three lecture hours per week. Fall, Spring; Not offered every year

Prerequisite: Prerequisite: POR 321 or permission of the instructor.

POR 352 - Written and Sight Translation for English and Portuguese (3 credits)

This course focuses on the theory, process, and techniques of written and sight translation. Students engage in a variety of hands-on experiences with translation and editing. Materials may include government and other agency forms such as applications; reports; certificates; and school, social service, and medical documents. The course prepares students for practical, community-based translations. Students review the English and Portuguese skills necessary to produce clear and polished written and sight translations. Three class hours per week. Fall, Spring

Prerequisite: Prerequisite: HUM 156.

POR 353 - Interpreting Portuguese/English (3 credits)

This course examines the process of interpreting through hands-on experiences with both Portuguese and English as target and source languages in the process of interpreting. Starting with consecutive interpreting and ending with simultaneous interpreting, students apply interpreter theory, exercise process tasks, and practice fundamental interpreting skills and standards in a variety of simulated settings. Students discuss, develop, and practice strategies to deal with problematic linguistic and cross-cultural

situations. Three lecture hours and one laboratory hour per week. Instructional Support Fee applies Fall, Spring; Not offered every year

Prerequisite: Prerequisite: POR 321, POR 322, HUM 156.

POR 390 - Fieldwork in Interpreting (3 credits)

This capstone course provides students with actual field experience in the interpreting/translating field in combination with a one-hour professional development seminar in class. Students spend 90 supervised hours in their pre-approved placements. Students are expected to spend approximately 20 hours shadowing a professional interpreter and 70 hours interpreting/(sign) translating in a community hospital, medical office, human services agency, legal office, court, or other institution. The seminar provides students with a safe environment to analyze and reflect on their experiences, performance and process as well as to prepare for employment.   Fall, Spring; not offered every year

Prerequisite: Prerequisite: POR 352, POR 353 with a grade of "C" or better; COM 160 AND CRJ 101 or CRJ 113 or MAA 101.

PSY - Psychology

PSY 101 - General Psychology (3 credits)

This course is an examination of the nature of psychology, its fields and divisions, the biological bases of behavior, individual differences, intelligence, the dynamics of behavior, emotions, sensory and motor functions, learning, remembering and forgetting, personality, mental hygiene, and social psychology. Specific reference is made to the problems of human adjustment. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

PSY 165 - Psychology of Learning, Motivation, and Achievement (3 credits)

This course examines the scholarly literature concerning nonintellectual factors related to student success in college and career. The facets covered include the literature on psychological factors, skills, and behaviors that have been found to be positively associated with Grade Point Average (GPA); graduation from college with a baccalaureate degree in a timely manner; and attaining fulfilling work in a professional job upon graduation from college. The relevance of these factors, skills, and behaviors to each student's own success in college and selection of a college major and career is explored through critical analysis and evaluation of them. The primary focus is on factors affecting each student's own learning, motivation, achievement, selection of a college major, and definition of a tentative career path. Another focus is on learning strategies for helping oneself and others become more successful students. Three hours of lecture per week per week. Fall

PSY 168 - Psychology of Work (3 credits)

This course examines work from a psychological perspective. Students gain insight into the vital link between work and mental health, defined as the capacity to work, play, and love. The fields of industrial, organizational, and personnel psychology are explored. Students dissect major aspects of the work environment: workers, workforce relations, the workplace, and working ways. The course examines scientific methods and findings from culturally diverse, global, and interdisciplinary studies. The course considers external factors that influence work productivity, adaptation, and satisfaction, along with internal factors such as personality, learning, and motivation. The course emphasizes the impact of current trends upon workers (i.e., information technology, telecommuting, socio-economics, collaborations, cultural diversity, and globalization). Students tackle ethical, legal, and psychosocial issues such as harassment, discrimination, conflict, abuse, violence, social injustice, corruption, stress, burnout, and workaholism. The course analyzes workplace dilemmas via cases, examples, and exercises. Students articulate the meaning of work for themselves and others, globally, in terms of mental health. Three class hoursl per week. Fall

PSY 252 - Child Development (3 credits)

This course provides a study of the development of human behavior from conception to adolescence with special emphasis on childhood. Special attention is given to the physical, social, and cultural factors as well as the child's interpersonal relationships. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: PSY 101.

PSY 253 - Adolescent Psychology (3 credits)

This course focuses on the development of the adolescent. The major theories regarding adolescents are studied with emphasis on their attitudes, values, motives, and problems of adjustment. Three class hours a week. Spring

Prerequisite: Prerequisite: PSY 101.

PSY 254 - Psychology of Personality (3 credits)

This course examines various theories of personality and how they have contributed to our understanding of human behavior. Constitutional, physiological, social, and cultural factors in the development of the individual are studied. Emphasis is placed on the normal individual and adjustment to change in terms of ego processes. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: PSY 101.

PSY 255 - Abnormal Psychology (3 credits)

This course focuses on a wide range of ways in which personality may become disordered. Emphasis is placed on normal human development as highlighted by psychopathology and on problems of treatment. Three class hours a week. Fall, Spring

Prerequisite: Prerequisite: PSY 101.

PSY 257 - Social Psychology

This course provides in-depth study of interpersonal behavior, focusing on such factors as socialization and personality, attitude formation and change, perception of self and others, interpersonal attraction, "the self-fulfilling prophecy," conformity and deviance, altruism, conflict and aggression, authoritarianism, prejudice, and behavior in groups. The course examines the scientific research in the field and methods of investigating interpersonal behavior. Three class hours a week. Fall, Spring

Prerequisite: Prerequisite: PSY 101 or SOC 101.

PSY 258 - Introduction to Behavior Modification (3 credits)

This course is designed to help the student develop an understanding and appreciation of behaviorism in psychology. Emphasis is placed on the various techniques used in a clinical or hospital setting to modify patient behavior. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: PSY 101.

PSY 259 - Psychology of Personal Adjustment (3 credits)

This course provides an opportunity for students to gain insight into their own behavior as well as that of others. Goals for this course include understanding personal adjustment and growth across the life span, dealing with life changes and developing adequate coping mechanisms for making self-affirming life choices, maintaining health, managing stress, relating to others in social environments, and developing effective interpersonal relationships. Strategies for exploring life options and making effective decisions are emphasized. Importance is placed on the role of beliefs and values in the decision-making process and the problems that arise out of value conflicts. Three class hours a week. Spring

Prerequisite: Prerequisite: PSY 101.

PSY 260 - Topics in Psychology (3 credits)

A one-semester course on a specific topic in psychology. Topic to be announced each semester. Three class hours a week. Not offered every year

Prerequisite: Prerequisite: PSY 101.

PSY 261 - Topics in Psychology (3 credits)

A one-semester course on a specific topic in psychology, which has been given a cultural diversity designation by the College. Topic to be announced each semester. Three class hours a week. Not offered every year

Prerequisite: Prerequisite: PSY 101.

PSY 262 - Introduction to Thanatology (3 credits)

This course is a survey of the numerous loss experiences in the human condition with special attention to dying issues, the demography of death, grief, funeralization, and memorialization. Attention is given to special types of grief, children's education, and afterlife theories. Three class hours per week. Fall

PSY 263 - Honors Seminar in Empowering Women (3 credits)

This course examines the development of women throughout the lifespan as well as the psychological and social barriers that prevent them from achieving their desired life goals. Special attention is given to the cognitive, physical, social, and cultural factors affecting the development of girls and women as well as their interpersonal relationships. The importance of cross-cultural research for interpreting data on women's development is stressed. Three class hours a week. Fall

Prerequisite: Prerequisite: Enrollment in Honors Program or permission of instructor.

PSY 264 - Psychology of Grief (3 credits)

The course is an in-depth experience into the myriad facets of the grieving process. It is designed to enlighten the student cognitively and affectively about the components, determinants, manifestations and specific reactions of various losses and the consequent grieving process. The differences between normal and unresolved grief the tasks of grieving and the holistic impact are addressed. Special attention is given to traumatic death grief. Three class hours a week. Fall, Spring, Summer

PSY 266 - Introduction to Grief Counseling (3 credits)

The course focuses on the qualities and skills as well as the functions and goals of the grief facilitator. Pre-need, at need, aftercare intervention, and healing techniques are addressed for a variety of loss experiences. An in-depth analysis of counseling theories will be presented as well as resources for referral counseling. Three class hours a week. Spring

PSY 267 - Introduction to Gerontology: The Study of Aging (3 credits)

Society as a whole is rapidly aging at an unprecedented rate. Using a multi-disciplinary approach, the aging process is examined from a variety of perspectives, including contemporary biological, psychological, and

social theories. Various problems facing today's elders -- and those in care-taking roles for older adults -- are examined, including health, social, economic, political, and other age-related issues. Three hours of lecture per week. Spring

PSY 269 - Geropsychology (3 credits)

This course offers an in-depth, holistic examination of the biological, emotional, and mental components of the human person in the aging process and how they impact the health, lifestyle, and social life of elders. Special attending is given to Alzheimer disease as well as emotional and personality disorders encountered by elders. Three hours of lecture per week. Fall, Spring

PSY 270 - Sports Psychology: A Multicultural Approach (3 credits)

The course offers a psychological perspective on sports, emphasizing the experience of those who have broken barriers or who seek to. After a general introduction to the field of sports psychology, students read case studies, autobiographical and biographical accounts, and scholarly research related to issues of gender, race/ethnicity, and disabilities. Topics illustrate common psychological concepts such as stereotype threat and identity formation. Three lecture hours per week. Spring

Prerequisite: Prerequisite: PSY 51.

PSY 271 - Global Leadership (3 credits)

This course provides students the opportunity to identify and develop some of the interpersonal competencies and skills that are important for success as a leader in a global workforce. Students assess their global leadership potential and identify strengths and areas in need of improvement. They learn needs assessment and project design skills, problem-solving strategies, and team-building skills and practice them while either serving at a non-profit organization in the community or leading peers on a community service project. Students reflect on their service experience and identify some possible projects for which they could apply their education to address social problems in their communities in the future. Three hours of lecture per week Spring

PSY 295 - Honors Seminar in Community Leadership

In this interdisciplinary course, students review the scholarly literature on leadership to gain a concise grounding in major leadership concepts and theories, including a contemporary approach for leadership in groups, communities, and organizations. Working in groups, students practice problem-solving strategies and leadership skills by developing a project plan to help a nonprofit organization provide a service needed in the community, leading service-learning students to implement it, and assessing the project and their personal growth

using guided-reflection techniques. Three hours of lecture per week. Spring

Prerequisite: Prerequisite: Enrollment in the Commonwealth Honors Program or permission of the instructor.

RAD - Pre-Radiology Technology

RAD 101 - Orientation to Radiology Technology (3 credits)

This course is designed to provide the student with an overview of the foundations of radiology technology and the practitioner's role in the health care delivery system. It examines the principles, practices, and policies of the educational program, health care organizations, and principles of radiation, health safety, and professional responsibilities of the radiology technologist. Three lecture hours per week. Instructional Support Fee applies Not offered every year

Prerequisite: Prerequisites: BIO 233, CIT 121, HLT 101, MTH 173, PHY 101. . Corequisite: Co-requisites: BIO 234, CIT 122, HLT 102.

RDG - Reading and Study Skills

RDG 070 - Study Skills: Learning How to Learn (1 credit)

This course is designed to help students succeed in college by emphasizing techniques that encourage understanding and retention of course material. Topics include establishing a proper study environment, listening skills, time management, note taking, re One or two class hour(s) per week. Instructional Support Fee applies. RDG 070 credit cannot be applied toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Fall, Spring, Summer

RDG 080 - Fundamentals of Reading Development (3 credits)

This competency-based course provides students with an understanding of their reading strengths and weaknesses. Emphasis is placed on fundamental reading skills: word-analysis, vocabulary development, and reading comprehension. Students practice these ski Two class hours and two lab hours a week. Instructional Support Fee applies. RDG 080 credit cannot be applied toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Fall, Spring, Summer

RDG 090 - College Reading and Learning Strategies (3 credits)

This competency-based course is designed to improve students' critical reading, thinking and learning strategies. Emphasis is placed on the critical reading skills necessary to understand complex college textbook materials: to identify main ideas and supp Three class hours a week. Instructional Support Fee applies. RDG 090 credit cannot be applied toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Fall, Spring, Summer

Prerequisite: Prerequisite: C- or better in RDG 080 or appropriate score on the college's placement test; ESL students may substitue ESL 123 for RDG 080.

RDG 101 - Critical Reading and Thinking: Interdisciplinary and Intercultural Perspectives (3 credits)

This course is intended for students who have completed or who are exempt from RDG 090 who wish to develop critical reading and thinking skills across the disciplines and gain perspectives on many cultures. Emphasis is placed on the critical reading and thinking skills of analysis, problem solving, identification of supporting evidence and underlying assumptions, logic, and reasoning. Students apply these skills through the reading and discussion of selections chosen from the humanities, social sciences, natural sciences, and contemporary periodicals. Works by African-Americans, Latinos, Asians, and Native Americans as well as European authors are included. This course has been given the cultural diversity designation by the College. Three class hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: "C-" or better in RDG 090 or passing score on the College's reading placement test.

RDG 70 - Study Skills: Learning How to Learn (1 credit)

This course is designed to help students succeed in college by emphasizing techniques that encourage understanding and retention of course material. Topics include establishing a proper study environment, listening skills, time management, note taking, reading a textbook, taking examinations, and ways of drawing on personal and environmental resources for academic success. RDG 070 credit cannot be applied toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. One or two class hour(s) per week. Instructional Support Fee applies Fall, Spring, Summer

RDG 80 - Fundamentals of Reading Development (3 credits)

This competency-based course provides students with an understanding of their reading strengths and weaknesses. Emphasis is placed on fundamental reading skills: word-analysis, vocabulary development, and reading comprehension. Students practice these skills through group and individual instruction using newspapers, magazines, textbooks, and literature. After completing RDG 080, with a "C -" or better, students enroll in RDG 090. Only students who demonstrate competency on a college reading test may waive RDG 090. RDG 080 credit cannot be applied toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Two class hours and two lab hours a week. Instructional Support Fee applies Fall, Spring, Summer

RDG 90 - College Reading and Learning Strategies (3 credits)

This competency-based course is designed to improve students' critical reading, thinking and learning strategies. Emphasis is placed on the critical reading skills necessary to understand complex college textbook materials: to identify main ideas and supporting details, make inferences, draw conclusions, appreciate figurative language, and analyze and synthesize information. As part of the final evaluation of RDG 090, students must demonstrate competency on a college reading test before enrolling in courses requiring higher order reading skills. RDG 090 credit cannot be applied toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Three class hours a week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: - or appropriate score on the college's placement test; ESL students may substitue ESL 123 for RDG 080.

RES - Business

RES 175 - Introduction to Real Estate (3 credits)

A study of the principles of real estate designed to provide a clear understanding of the factors involved in real property ownership. This study involves discussion of the history of real estate development, current cyclical trends, and various instrumen Three class hours a week. Fall

RES 176 - Real Estate Practice (3 credits)

An in-depth study of the legal and financial aspects of real estate. Topics of study include brokerage operations, licensing laws, contractual aspects of listing, legal framework, closings, relevant real estate math problems,

and real estate licensing exa Three class hours a week. Spring

Prerequisite: Prerequisite: ?C ? or better in BUS 175 or permission of department chair. Recommend MAN 101.

RMN - Retail Management

RMN 111 - Retail Management - Principles of Buying (3 credits)

This course provides the student with a primary understanding of the retail merchandising principles and terminology. Emphasis is placed on the coordination of store policies and objectives in the planning, acquisition, measurement, and control of inventory. Topics include an introduction to the crucial negotiating process; bargaining by the buyer with the vendor to buy goods and services; an awareness of the role of a buyer in relation to other store personnel; facts about the evolution and classifications of retail institutions along with a comparison of various types of retail operations by ownership, by store-based, and by non-store-based institutions; and a requisite knowledge concerning the impact of technology on relationships in retailing and on the planning, buying, and selling functions. Three class hours per week. Fall

RMN 112 - Retail Management - Merchandising Strategies (3 credits)

This course is designed to introduce students to retail merchandising principles, terminology, and basic mathematics involved in the operation of a retail enterprise. Computer spreadsheet applications are used to enhance analysis of the store merchandising. Students learn the basic merchandising equations, and become acquainted with various principles, practices, and techniques used in the planning and control of stock. Three class hours per week. Spring

RMN 114 - Retail Management - Fundamentals of Fashion and Textiles (3 credits)

This course is an introduction to fashion and textiles, presenting a history of fashion, a working knowledge of textiles and their development, as well as an understanding of the influences on fashion. Technology and computer applications are examined in relation to the development of today's fashions. This introduction to fashion and textiles includes an understanding of fashion, and a workable knowledge of textiles. An important part of this course is the study of the manner in which fashion products are conceived, produced, and finally sold to the consumer. Three class hours per week. Spring

RMN 115 - Creative Fashion Presentation, Promotion, and Visual Merchandising (3 credits)

The course is designed to introduce students to current concepts of visual merchandising. Topics include visual merchandise planning, interior and exterior displays, the use and importance of mannequins, color, lighting, and fixtures, as well as types of displays. For Fashion promotion, the students learn to prepare and present written fashion information as well as creative fashion presentations. The students explore methods and techniques of educating the consumer and promoting good design through fashion shows, clinics, or special events. Three class hours per week. Spring

RMN 116 - Retail and Fashion Merchandising Field Study (3 credits)

In this course, an internship seminar and field study components provide students on-the-job training in retail and serve as a link between the classroom and the business world. The seminar portion utilizes case studies, group discussion, and guest lecturers from the retail industry to share their background and knowledge. This course fosters transference of knowledge and skills from academia to the workplace. Students attend a one-hour per week classroom seminar and work 10-15 hours per week in their field of interest. The instructor and employer offer experienced supervision to students during their work-based learning experience. Fall

RMN 117 - Fundamentals of On-Line Retailing (1 credit)

This course provides students with an introduction to the development of electronic commerce and the basic skills necessary to start and manage a web-based business. Students analyze and compare traditional distribution systems to that of e-commerce. Students assess the direction of Business-to-Business e-commerce and the development of Business-to-Consumer e-commerce. Students analyze changes caused by the growth of e-commerce in relation to traditional retailing, including issues about market research, promotion, legal aspects, security issues, and ethics. Students attend a one-hour weekly seminar. Spring

RMN 118 - Workshop in Team Development and Managerial Communications (1 credit)

The course emphasizes the development of managerial skills through individual and team participation. Students role-play and participate in workshop activities to improve their communication skills, managerial techniques, teamwork, and leadership abilities. This course integrates aspects of retailing operations along with the skills required to be an effective leader. One class hour per week. Spring

SCI - Science

SCI 111 - Basic Science

This course is a survey of selected topics from a wide range of scientific disciplines, including chemistry, physics, geology, astronomy and biology for non-science

majors. Students should consult an advisor about the transferability of this course. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall, Spring

SCI 112 - Principles of Ecology (4 credits)

This is an introduction to basic principles of ecology. The interaction of abiotic and biotic components of ecosystems is discussed as well as the effects of human intervention. Some labs are field trips. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall

SCI 113 - Physical Science (4 credits)

This course introduces non-science majors to the physical sciences. It focuses on selected topics from chemistry, physics, geology, and astronomy. Students apply scientific method in the laboratory and learn proper laboratory safety. Three class hours and two laboratory hours per week. Instructional Support Fee applies Fall, Spring

Prerequisite: Prerequisite: MTH 021 or high-school algebra.

SCI 115 - Science and Care of Plants (4 credits)

This course is an introduction to the basic principles of plant science (structure, function, growth requirements, etc.) as a basis for consideration of topics of greater practical interest (e.g., horticultural techniques, uses of plants, identifying plants, landscaping). Three class hours and two laboratory hour per week. Instructional Support Fee applies Spring

SCI 116 - Science, Technology, and Society: The Chemistry of Hazardous Toxic Materials (4 credits)

This course is designed to inculcate knowledge to assist the student in determining the degree of toxicity of toxic material (TM), and the symptoms of ATE (acute toxic effects), and to also determine proper care and caution in the presence of T.M. Three class hours and three laboratory hours a week. Instructional Support Fee applies Fall, Spring; Evening/Weekend only

SCI 117 - History and Philosophy of Science (3 credits)

A survey of the philosophical, political, economic, and social underpinnings of science since ancient times. The major focus of the course is on the period since the sixteenth century and on the conceptual framework within which scientists in each age have had to work. Three class hours a week. Fall, Spring

SCI 118 - Science, Technology, and Society: A Chemical Perspective (4 credits)

This course surveys selected chemical principles to serve as a foundation for understanding problems facing contemporary society. Topics include nuclear reactions, energy production and consumption, food production and

preservation, toxic chemicals, and water and air pollution. Other topics based on current events may be considered. Three class hours and two laboratory hours a week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: a passing grade in a high school science course or permission of the instructor.

SCI 119 - Coastal Science (4 credits)

An overview of the physical and biological structure of our southern New England coastline and the factors, including humans, which act on it. Particular emphasis is given to consideration of the processes which shape the shoreline and to the biology and ecology of the most significant organisms of coastal communities such as salt marshes, sand dunes, rock shores, and beaches. There are several field trips to study local examples of the features and communities discussed. Two class hours and one three-hour recitation lab. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: One year of high school laboratory science or one semester of college laboratory science, preferably biology.

SCI 130 - Introduction to Aquaculture (1 credit)

This course serves as an introduction to the science of aquaculture, with heavy emphasis on the understanding of water as an environmentally and economically important factor. Topics include a general overview of the history of aquaculture, the requirements of the typical species cultured in New England, and an investigation into aquaculture as an entrepreneurial opportunity. The class meets once a week for five weeks. Fall, Spring; Evening/Weekend only

SCI 131 - Techniques in Aquaculture (2 credits)

This course introduces the student to the skills and techniques necessary for a basic competency in the science of aquaculture. These skills include mathematical computations, graphing, data recording, and analysis, as well as the presentation of a laboratory report. Students learn the history of aquaculture, become familiar with finfish, shellfish, and aquatic plants that are involved in culture, and the subtle differences between aquaculture and mariculture. Students also investigate two types of aquaculture systems, the recirculating system and the pass-through system, and become proficient in the operation and maintenance of these systems. Two class hours a week. Instructional Support Fee applies Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: A grade of Cool Algebra I or in MTH 021 or permission of the instructor. High school biology and chemistry recommended.

SCI 132 - Aquaculture: Introduction to Principles and Practices (4 credits)

This course provides students with an introduction and overview of the field of aquaculture. Topics covered include basic principles of aquaculture; examples of major animal and plant species cultured in fresh, brackish and marine systems; types of aquaculture systems (open and closed); methods employed in culture systems; aquaculture markets; government regulations; and factors adversely affecting aquaculture systems (diseases, species behavior, etc.). The objective of the course is to provide students with an introduction to the science and technology of aquaculture in preparation for further study or for entry-level jobs in this developing industry. Three lecture hours and three laboratory hours per week. Fall, Spring; Evening/Weekend only

Prerequisite: Prerequisite: completion of SCI 131 with a grade of Cter or permission of the instructor.

SCI 240 - Introduction to Oceanography (4 credits)

This course is a study of the interrelation between geological, chemical, physical, and biological processes and systems in the world's oceans. Emphasis is placed on methods of collection of oceanographic data as well as its interpretation and significance to the current world problems, including global climate change. The course is designed for students with a strong interest in the marine environment who have some preliminary background in one of the traditional areas of environmental science, namely biology, chemistry, or geology. Although the course does not require advanced mathematical skills, lab exercises may require simple computations, graphing, and map reading. Three hours of lecture and two hours of laboratory per week. Instructional Support Fee applies Fall, Spring, Summer

Prerequisite: Prerequisite: One semester of a college-level laboratory science with a grade of "C" or better, or completion of CHM 090 with a grade of "B" or better, or permission of the instructor.

SER - Human Services

SER 101 - Introduction to Social Welfare (3 credits)

This course provides an overview of social welfare in the United States from two perspectives - the development of major policies and practices from the colonial period to the present and the network of systems and services that constitute social welfare today. Three class hours a week. Fall

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

SER 212 - Special Topics in Mental Health (3 credits)

This is an introductory course consisting of a specialized lecture series presented by Human Services practitioners. The course is designed to develop the technical competence and the philosophical perspective needed for successful employment in the mental health and retardation field. It examines the field through a sociological perspective focusing on the history of treatment models and the experience of individuals in society up through contemporary times. Emphasis is based on environmental arrangements and teaching strategies that enhance a person's skills and enable an individual to function to the fullest potential. Three class hours per week. Spring

Prerequisite: Pre- or co-requisite: PSY 101, SOC 101, SER 291, or permission of the program director.

SER 251 - Principles and Methods of Interviewing (3 credits)

An introduction to the fundamental principles and basic techniques of the interviewing process. The course is conducted in small groups and in the activity-oriented atmosphere of the workshop. Three class hours a week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: SER 101 and PSY 101 or concurrent enrollment in PSY 101. Students not in Human Services program must have permission of instructor.

SER 260 - Supervision and Leadership in Human Services (3 credits)

This course is designed for current and potential supervisors, specifically in human services settings. Students gain a deeper understanding of self, strengthen time management and conflict management skills, assess different forms of leadership and supervision in human services settings, develop a strong knowledge base of how each human services supervisor fits into the organization, learn how to supervise within a team to better meet responsibilities to the agency, and understand the team process as an integral part of agency dynamics. Three lecture hours per week. Not offered every year

Prerequisite: Pre/co-requisite: SER 291 or permission of the program director.

SER 261 - Developmental Disabilities (3 credits)

This course is an introduction to the broad range of developmental disabilities, including mental retardation, autism, Down and Fetal Alcohol Syndromes, neurological and sensory impairments, and other emotional and behavioral disorders. Effective helping and intervention strategies for working with individuals with developmental disabilities is presented as well as the barriers to community integration and the impact on these individuals, their families, and support networks. Special attention is given to the exploration of societal attitudes toward people with developmental disabilities. Students examine their

own biases and beliefs toward this population and the possible roles they may play as change agents in society. Three lecture hours per week. Not offered every year

Prerequisite: Pre/co-requisite: PSY 101 or permission of the program director.

SER 290 - Pre-Internship Planning Workshop (1 credit)

In this interactive workshop, students research and select an appropriate agency site for their required Human Services internship. Considerable attention is paid to examining one's own values and motivations, determining preferred work style and setting, and selecting desired client population(s). Actual agency visits and in-person interviews with prospective internship supervisors are required. A significant amount of out-of-class time is needed for interviews, tours, orientations, and/or screening that are an important part of most agencies' intern selection process. One lecture hour per week. Spring

Prerequisite: Pre/co-requisite: SER 251 or SER 261 or permission of the program director.

SER 291 - Field Experience and Seminar I (5 credits)

Fieldwork placement allows students to gain direct and supervised on-the-job experience in the human services field. Theories relevant to social services are tested in the reality of actual agency practice and are further analyzed in a classroom-based and/or Web-based discussion seminar. All fieldwork placements are arranged with and approved by the program director. A minimum of 12 and a maximum of 16 contact hours per week (total - 125 supervised agency hours) in an approved fieldwork agency and up to 2 hours of seminar/discussion each week. Instructional Support Fee applies Fall

Prerequisite: Prerequisite: SER 290 or permission of the program director.

SER 292 - Field Experience and Seminar II (6 credits)

This course is a continuation of SER 291 and continues the student's agency-based Human Services internship placement and the accompanying classroom-based and/or Web-based discussion seminar. A minimum of 12 and a maximum of 16 contact hours per week (total - 175 supervised agency hours) in an approved fieldwork agency and up to 2 hours of seminar/discussion each week. Instructional Support Fee applies Spring

Prerequisite: Prerequisite: SER 291 or permission of the program director.

SOC - Sociology

SOC 101 - Principles of Sociology (3 credits)

This is an introductory course which presents the basic processes of human interaction and the concepts which describe their operation in everyday life. It studies the impact of culture, how we learn and conform to culture, and why deviance occurs. Principles of group behavior and social organization are viewed in the context of American culture and subcultures. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

SOC 212 - The Sociology of Social Problems (3 credits)

This course focuses on the structure and dimensions of social problems confronting populations both in the United States and across the globe. Emphasis is placed on the problems of global poverty, work and unemployment, gender and racial inequities, environmental degradation, crime and drug addictions, disease and health care delivery, civil conflicts, and terrorism. The course attempts to understand the social structural causes of these problems and explores potential solutions. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

SOC 216 - Food, Famine, and Farming in the Global Village (3 credits)

This course analyzes the social-structural forces that shape the global food system with particular focus on societal problems emanating from the fossil-fuel-based, industrial agricultural model that now dominates world-wide food production, distribution, and consumption. Areas covered include an historical overview of subsistence strategies, the Green Revolution, threats to food security and water access, first-world obesity and third-world famine, the impact on food systems due to climate change and fossil fuel depletion, population swells, food-based social movements, and alternative food systems. Three hours of lecture per week. Fall

SOC 226 - Sustainability and Humankind's Future: Life on a Tough New Planet (3 credits)

This course focuses on fundamental sustainability problems confronting humankind in the face of climate change, peak oil, resource depletion, species extinction, and societal collapse. Areas covered include social structural conditions driving overshoot; threats to natural systems; population and Earth's carrying capacity; the political economy of globalization; complexity and systemic collapse; systems analysis; transitioning to post-carbonism; and transnational sustainability movements Three lecture hours per week. Spring

SOC 251 - Marriage and the Family (3 credits)

This course attempts to give the student a realistic view of marriage. It explores marital expectations, mate selection, patterns of intimate communication, and problems of adjustment, showing how different societies influence these behaviors. Attention is given to the changing patterns of sex roles and family in American society today. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

SOC 252 - The Sociology of Human Relations (3 credits)

This course explores the social-structural, social-psychological, and socio-political dimensions of human relations evolving in the midst of rapid social transformations occurring throughout the contemporary world. Focus is placed on the changing character of human relations within the context of work, family, and civil society as traditional social patterns give way to globalization. Potential developments of future societies and patterns of interaction are explored. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

SOC 254 - Alcohol Use and Abuse (3 credits)

This course provides the student with a basic understanding of the nature of alcoholism and the problems it generates for alcoholics and their families. It also analyzes the kinds of social pressures that affect the development of alcoholism. Students are introduced to text materials and audiovisual presentations on the subject and participate in actual visits to agencies such as halfway houses and detoxification units that provide services to alcoholics and their families. Three class hours a week. Spring

SOC 255 - Social Psychology (3 credits)

This course provides in-depth study of interpersonal behavior, focusing on such factors as socialization and personality, attitude formation and change, perception of self and others, interpersonal attraction, the self-fulfilling prophecy, conformity an Three class hours a week. Not offered every year

Prerequisite: Prerequisite: SOC 101.

SOC 256 - Race Relations (3 credits)

This course provides an examination of the realities and causes of racial inequality in jobs, incomes, schooling, crime, families, the media, and housing. The course investigates the nature and effects of racial stereotyping and the negative affect of racism on the majority as well as minority groups. Considerable attention is placed on historical and current efforts to combat racial inequality. The primary focus of the course is on contemporary forms of racism in the United States. Three class hours a week. Fall

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C' or better in RDG 080.

SOC 257 - Social Issues in Loss (3 credits)

This course is designed to address social issues that are impacting loss experiences such as divorce and single parenting problems, child abuse, aging issues and losses, pet death, disability, disfigurement, disenfranchisement, rape, alcoholism, unemployment, euthanasia, and new trends in technology which are bringing about new losses. The ethnic, cultural, and religious customs and traditions that are employed to deal with loss are also discussed. Three class hours a week. Fall, Spring, Summer

SOC 258 - Topics in Sociology (3 credits)

This is a one-semester course on a specific topic in sociology. Topic to be announced each semester. Three class hours a week. Not offered every year

Prerequisite: Prerequisite: SOC 101.

SOC 261 - Topics in Sociology (3 credits)

This is a one-semester course on a specific topic in sociology, which has been given a cultural diversity designation by the College. Topic to be announced each semester. Three class hours a week. Not offered every year

Prerequisite: Prerequisite: SOC 101.

SOC 262 - Social Issues in Aging (3 credits)

This course actively engages the student with a myriad of issues in the aging process with on-site programs at service agencies and presentations by senior care representatives. An in-depth study of the social trends effecting lifestyles examines such issues as senior living arrangement, health care programs and benefits, senior organizations and community services, elder abuse and seniors as victims of crime, stress factors, legal and end-of-life issues as well as profiles of the three aging stages with specific concerns and required responses. The course also examines career opportunities for senior assistance and guidelines for care management. Three lecture hours per week. Fall, Spring

SOC 263 - Choices and Challenges (3 credits)

This course offers an in-depth examination of a variety of resources available for seniors to live a healthy, happy, and satisfying life. The student is introduced to the numerous community organizations, activities, and educational opportunities that can engage seniors. The course addresses the new challenges of grandparenting, lifestyles, technology, and anti-aging therapies as well as preparation modes for the baby-boomer generation. The course includes a fun activity of role playing senior values and interests and a "Life Review" project of a selected family senior. Three hours of lecture per week. Fall, Spring

SPA - Spanish

SPA 101 - Elementary Spanish (3 credits)

This course offers beginning training in the four skills: reading, writing, speaking, and aural comprehension. An introduction to Hispanic culture is included. One hour of laboratory practice is required. This course I only for students with no language background or one to two years of high school Spanish with a "C" average. Students with an "A" or "B" average are encouraged to enroll in the 102 level. Students with concerns about placement should consult the Language Department. Three class hours and one language lab hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

SPA 102 - Elementary Spanish (continued) (3 credits)

This course is a continuation of training in the four basic skills: reading, writing, speaking, and aural comprehension. Cultural and daily living topics are included. Three class hours and one lab hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: SPA 101, or two years of high school Spanish with an "A" or "B" average.

SPA 201 - Intermediate Spanish (3 credits)

This course provides a review and continuation of Spanish grammar plus additional training in the four skills: reading, writing, speaking, and aural comprehension. Readings and discussions are based on cultural topics, contemporary literature, newspaper articles, Internet sources, and video. Students with concerns about placement should consult the Language Department. Three class hours and one language lab per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: SPA 102 or three years of high school Spanish with a "C" average.

SPA 202 - Intermediate Spanish (continued) (3 credits)

This course is a continuation of SPA 201. Further grammar review based on readings and compositions and intensive practice of spoken language are also included. More advanced readings from Hispanic literature and culture and frequent compositions and written exercises are a main focus. Students with concerns about placement should consult the Language Department. Three class hours and one language lab hour per week. Instructional Support Fee applies Fall, Spring; Evening/Weekend

Prerequisite: Prerequisite: SPA 201 or four consecutive years of high school Spanish with a "C" average.

SPA 213 - Spanish for Spanish Speakers (3 credits)

This course offers a offers a review and continuation of Spanish grammar plus additional training in the four skills--reading, writing, speaking, and understanding--for Hispanic bilingual students whose main language is Spanish but whose dominant and school language is English. This course includes readings and discussions based on the cultures and voices of the major Hispanic groups in the United States: Mexican-Americans, Puerto Ricans, and Cubans. It presents high-interest topics through a variety of narrative styles, voices, registers, and genres. Students practice spelling and grammar as well as study false cognates, Anglicisms, and idiomatic expressions. The course is taught in Spanish. Three lecture hours and one laboratory hour per week. Fall

Prerequisite: Prerequisite: SPA 102, or three years of high school Spanish with a "C" average, or permission of the instructor.

SPA 214 - Spanish for Spanish Speakers (continued) (3 credits)

This course offers a review and continuation of Spanish grammar plus additional training in the four skills--reading, writing, speaking, and understanding--for Hispanic bilingual students whose main language is Spanish but whose dominant and school language is English. The course includes readings and discussions based on the cultures and voices of Spain and Latin America involving such topics as human rights, feminism, and technology. It presents high-interest topics through a variety of narrative styles, voices, registers, and genres. Students practice spelling and grammar as well as study false cognates, Anglicisms, and idiomatic expression. The course is taught in Spanish. Three lecture hours and one laboratory hour per week. Spring

Prerequisite: Prerequisite: SPA 213 or SPA 201 or permission of the instructor.

SPA 321 - Spanish for Interpreters (3 credits)

This course develops students' Spanish language skills to ensure oral competency in a variety of interpreting settings. Students refine their extensive Spanish vocabulary and acquire abilities in terminology research, dictionary usage, and glossary building. Students engage in practical communication activities found in various community settings. This course covers medical terminology and

basic terminology used in the fields of human services and education. The course is taught primarily in Spanish. Three hours of lecture per week. Fall, Spring

Prerequisite: Prerequisite: SPA 202 or permission of the instructor.

SPA 322 - The Spanish Language in the World (3 credits)

This course is a general overview of the Spanish language in the world: the birth of the Spanish idiom, the evolution of the language throughout the centuries, and its place in today's society. The instruction focuses on the following basic aspects of the language: the study of the diversity of the communities that speak the language in today's world and the interpretation of the chronology of this romance language as an organized linguistic system. Special attention is given to the Spanish language in immigrant communities. Texts used to study the language include fiction, poetry, critical essays, and audio-visual materials (films, CDs). Three lecture hours per week. Fall, Spring

Prerequisite: Prerequisite: SPA 21 or permission of the instructor.

SPA 351 - Advanced Spanish Literature I (3 credits)

This course is a detailed study of a major work or works of Spanish and Latin American authors. Three class hours per week. Not offered every year

Prerequisite: Prerequisite: SPA 202 or equivalent.

SPA 352 - Advanced Spanish Literature II (3 credits)

This course is a detailed study of a major work or works of Spanish and Latin American authors. Three class hours per week. Not offered every year

Prerequisite: Prerequisite: SPA 202 or equivalent.

SPA 353 - Spanish/English Interpreting (3 credits)

This course examines the process of interpreting through hands-on experiences with both Spanish and English as target and source languages in the process of interpreting. Starting with consecutive interpreting and ending with simultaneous interpreting, students apply interpreter theory, exercise process tasks, and practice fundamental interpreting skills and standards in a variety of simulated settings. Students discuss, develop, and practice strategies to deal with problematic Spanish and cross-cultural situations. Three lecture hours per week. Fall, Spring

Prerequisite: Pre- or co-requisite: SPA 54.

SPA 354 - Written and Sight Translation for English and Spanish (3 credits)

This course focuses on the theory, process, and techniques of written and sight translation. Students engage in a variety of hands-on experiences with translation and editing. Materials may include government and other

agency forms such as applications; reports; certificates; and school, social service, and medical documents. The course prepares students for practical, community-based translations. Students review the English and second-language skills necessary to produce clear and polished written and sight translations. Three hours of lecture per week. Fall, Spring

Prerequisite: Prerequisite: HUM 156.

SPA 390 - Fieldwork in Interpreting (3 credits)

This capstone course provides students with actual field experience in the interpreting/translating field in combination with a one-hour professional development seminar in class. Students spend 90 supervised hours in their pre-approved placements. Students are expected to spend approximately 20 hours shadowing a professional interpreter and 70 hours interpreting/(sign) translating in a community hospital, medical office, human service agency, legal office, court, or other institution. The seminar provides students with a safe environment to analyze and reflect on their experiences, performance, and process, as well as to prepare for employment.   Fall, Spring

Prerequisite: Prerequisites: HUM 156 and SPA 21, SPA 50, SPA 53, and SPA 54.

SPH - Communication

SPH 101 - Fundamentals of Public Speaking (3 credits)

In this course, students study and apply theoretical concepts of communicating in public settings to diverse audiences. Students research, organize, write, and deliver oral presentations for a variety of purposes. Techniques to address public speaking app Three class hours a week. Fall, Spring, Summer

SPH 102 - Advanced Public Speaking (3 credits)

An advanced study of effective techniques in speech delivery, using longer speeches, frequent class discussions and practice in the organization and presentation of material to fit varying specific audiences, including radio and television. Three class hours a week.   Fall, Spring

Prerequisite: Prerequisite: COM 101.

SPH 113 - Interpersonal Speech (3 credits)

This course provides a study of speaking and listening as it involves spoken language, nonverbal communication, and feelings, specifically within interpersonal and small group settings. Three class hours a week. Oral Communication - Early Childhood, Elementary Education, and Human Services only. Fall, Spring

SPH 114 - Professional Speaking (3 credits)

This course is a study of speaking technique involving specific professional language, appropriate oral

presentation, and visual aids. Speeches are delivered and evaluated. Three class hours a week.   Spring

SPH 120 - Argumentation and Debate (3 credits)

This course focuses on the theory, methodology, and practice of critical thinking, listening, and analysis of oral refutation. It examines both the substance and technical aspects of argumentative discourse by exploring the effective use of claims, fallac Three class hours per week. Fall, Spring

SPH 160 - Intercultural Communication (3 credits)

This course focuses on the human communications process as it occurs at the intercultural level in order to assist the student to engage in successful cross-cultural interaction. Attention is given to differences and similarities in the patterns of commun   Oral Communication - Early Childhood, Elementary Education, and Human Services only. Fall, Spring

SSC - Social Science

SSC 101 - Introduction to Geography (3 credits)

This course is an introductory, one-semester study of the physical, cultural, and regional patterns of the Earth's surface. The course stresses fundamental geographic concepts within a study of the relationship of the physical environment and human actions over time. Three class hours a week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of C or better in RDG 080.

SSC 217 - Technology and Society (3 credits)

This course examines the economic, political, social, and environmental impacts of technological development on the modern world. Topics include the role of technology in job loss and creation, the role of fossil fuels in the advance of civilization, energy dependence, technological transfer between nations, the inventive process, the control of technology, biotechnology, and the development of weapons of mass destruction. Students develop the ability to think, read, and write critically and analytically and to understand how technological change is connected to human behavior and how power is wielded within society. Three class hours per week. Fall, Spring, Summer

Prerequisite: Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of C or better in RDG 080.

SSC 260 - Topics in Social Science (3 credits)

This is a one-semester course on a specific topic in Social Science. Topics to be announced each semester. Three class hours a week. Not offered every year

THE - Theatre

THE 101 - Introduction to the Theatre (3 credits)

This is a fundamental course designed to acquaint students with all phases of theatre. Students are involved in the basics of script analysis, directing, acting, definition of terms, a brief history, playwriting, and several aspects of play production. This course is designed as a sampling of these different elements.   Fall; Day only

THE 112 - Actors' Workshop (3 credits)

This course consists of exercises that are designed to train the actor in preparation for stage performance. Theatre games and exercises to develop concentration, relaxation, memory, flow, articulation, projection, spatial awareness, and stage presence provide the basis of this class. Movement and improvisation develop the actor's sense of discovery and range of flexibility. One three-hour class per week. Fall; Day only

THE 113 - Scene Study (3 credits)

This course is designed to prepare the actor to work with the actual text of a play. Scenes are analyzed from the actor's point of view for meaning and interpretation, character development, and emotional preparation and clarity of performance. Scenes are performed in class. One three-hour class per week. Spring

THE 114 - Playwriting (3 credits)

Through a progression of exercises, the student develops skills in the craft of writing for the stage. Techniques for character development, authentic dialogue, dramatic conflict, scene building, stage composition, and movement in space and time are taught. All work is read aloud and discussed. Some work is acted. Students are expected to produce written work. Theatre elective. One three-hour class per week. Spring; Day only

THE 115 - Director's Workshop (3 credits)

In this course, students analyze plays from a director's point of view. Rehearsal and organizational procedures are discussed from script to performance. Working techniques, scene building, blocking and movement, use of space, point of view, and interpretation provide the student with necessary skills. Directed scenes are presented in class and/or in studio theatre. Students are expected to direct scenes. Theatre elective. One three-hour class per week. Spring; Day only

THE 116 - Acting for the Camera (3 credits)

Although the foundation of acting is the same for the stage as it is for the screen, the actor needs specific techniques to adapt to the demands of video and film. This course addresses specific conditions necessary to acting for the camera. In-class exercises combined with practical experience acting in front of the camera form the basis of the class. One three-hour class per week. Fall; Day only

THE 117 - Theatre History -The Early Years (3 credits)

A survey of the development of theatre and of drama from the earliest beginnings through 1660 provide the student with a knowledge of the growth of the theatre as an institution. There is a special focus in this course on the contributions of the performer, designer, and writer, and on the interest and perspectives of the audience. Theatre elective Three class hours per week. Fall; Day only

THE 118 - Theatre History -The Modern Years (3 credits)

This course is a continuation of THE 117 that covers the development of the physical stage, drama, and theatre arts from 1660 to the present, including Restoration theatre and the establishment of national theatres. This course has a special focus on the contributions of the performer, designer and writer and on the interests and perspectives of the audience. Theatre elective Three class hours per week. Spring; Day only

THE 119 - Attending the Play (3 credits)

This course is designed for those who wish to acquire a basic understanding of how to view a play and is intended for the general student population. Students attend various types of productions ranging from college theatre to community theatre to professional theatre, followed by in-class discussion. Performing artists, theatre designers, technicians and related theatre personnel are invited to discuss their particular area of production. Students also read about and discuss theatre in its various forms. Three class hours a week. Additional time is required for attending plays. For non-theatre majors. Not offered every year

THE 120 - Costume Design for the Stage (3 credits)

This workshop covers the basics of formulating costume designs for stage productions. Students learn to analyze texts, research styles, render drawings, choose fabrics, and prepare finished costume designs. Character analysis, sewing and alteration techniques, and accessorizing are discussed. Emphasis is placed on BCC's mainstage productions for hands-on experience. One three-hour class per week Not offered every year

THE 121 - Voice Production (3 credits)

The course covers the fundamentals of vocal training, concentrating on relaxation and exercise techniques to free the voice, center breathing, expand vocal range, strengthen projection, express emotion, refine articulation, and to focus the voice into the resonating and amplifying areas of the body. Techniques to maintain vocal health during production are also taught. One three-hour class per week Fall

THE 122 - Theatre Rehearsal and Performance (Fall) (4 credits)

This hands-on course, designed to bring the actor onstage for a public performance, focuses on artistic areas of the rehearsal process. Students develop advanced acting technique by performing before an audience for an extended run, sometimes also going to other local stages. Once the play is decided, students must audition for parts. The course explores play analysis, character development, and cultural and historical setting. The final project includes a written analysis of the student's own work in relation to the production and a study of one specific aspect of the production. The course involves additional rehearsal time. It may be taken again as THE 123.   Fall

THE 123 - Theatre Rehearsal and Performance (Spring) (4 credits)

This hands-on course, designed to bring the actor onstage for a public performance, focuses on artistic areas of the rehearsal process. Students develop advanced acting technique by performing before an audience for an extended run, sometimes also going to other local stages. Once the play is decided, students must audition for parts. The course explores play analysis, character development, and cultural/historical setting. The final project includes a written analysis of the student's own work in relation to the production and a study of one specific aspect of the production. The course involves additional rehearsal time. It may be taken again as THE 122.   Spring

THE 124 - Script Analysis

Particularly aimed at Theatre students but open to the general population, this course develops skills in reading for stage interpretation. Unlike a literature course, this course enables students to translate the written word into action, character building, the architecture of plot, the development of the director's vision, the development of design ideas, and the creation of style. Directed toward both the Technical and the Artistic Theatre options, this is a required course in both areas. Three class hours per week. Fall, Spring

THE 125 - Sound Design and Production (3 credits)

This course provides a hands-on foundation in the practical and artistic use of sound to support theatre and visual arts productions. It focuses on the development of sound-scapes, the use of technical equipment in the production of sound, and the translation of visual, emotional, and written ideas into supportive sound environments. It explores sound production from various sources: natural sound,

technically-produced sound, composition from natural objects, and musical instruments. Students produce projects specifically suited to theater and visual arts. Three class hours and two laboratory hours per week. Fall, Spring

THE 127 - Scenic Design (3 credits)

This course gives students a basic understanding of scenic design for the stage. It includes hands-on work in such areas as knowledge and application of safety rules, use of tools and equipment, basic carpentry skills, design and preparation of scale models, analysis of text for design, translation of artistic concept to stage areas, and spatial relationships. Three lecture hours per week. Fall

THE 128 - Lighting Design (3 credits)

This course gives students a basic understanding of lighting design for the stage. It includes hands-on work in such areas as knowledge and application of basic safety rules; use of tools and equipment; basic knowledge of electricity; basic knowledge of lighting instruments and their specific applications; preparation from text of lighting plot; and translation of artistic concept to illumination, intensity, color, angle focus, and actualization. Three lecture hours per week. Spring

THE 132 - Theater Production (Fall) (4 credits)

This is a hands-on course where the student experiences all aspects of technical production and focuses specifically on one or two areas. Students work backstage in one or two of several theatrical areas such as set construction, lighting, sound, costume, mask-making, props, and/or running crews for two shows per semester. The student may have the opportunity to design or apprentice under the designer in addition to working tech. The course requires additional rehearsal time. Students must prepare to put in extra hours working on their respective projects. Work in more than one area may be required from each student depending on the show and the availability of additional help. The course may be taken again as THE 133. Three class hours and three laboratory hours per week. Fall

THE 133 - Theatre Production (Spring) (4 credits)

This is a hands-on course where the student experiences all aspects of technical production and focuses specifically on one or two areas. Students work backstage in one or two of several theatrical areas such as set construction, lighting, sound, costume, mask-making, props, and/or running crews for two shows per semester. The student may have the opportunity to design or apprentice under the designer in addition to working tech. The course requires additional rehearsal time. Students must prepare to put in extra hours working on their respective projects. Work in more than one area may be required from each student depending on the show and the availability of additional help. The course may be taken again as THE 132. Three class hours and three laboratory hours per week. Spring

THE 134 - Puppet/Mask Workshop (3 credits)

This is a hands-on course exploring design techniques, materials, and practical stage use in creating masks and puppets for the theatre. Students create masks and puppet characters in different styles. A variety of construction and design techniques are explored. Students learn historical contexts stemming from ritual, dance, and theatrical performance. Movement and staging is emphasized. Opportunity for work to be applied for stage productions is offered. Three hours of lecture per week Fall, not offered every year

THE 135 - Stagecraft (Fall) (2 credits)

This is a hands-on course designed to give students a practical and theoretical understanding of the tools and techniques used in the technical building of a stage production. Students gain experience by working backstage on crews concerned with set construction: basic carpentry, electric, painting, lighting, sound, costume, props, and stage management. Students learn to use Vectorworks, a basic computer drafting program used in scenic design. Students are required to work on tech crews for both the Studio Theatre and Main Stage productions, two shows per semester. Students spend 10 to 15 hours a week working backstage. Students also attend a one-hour weekly seminar to learn practical skills. The course may be taken again as Stagecraft (Spring). One class hour and 10 to 15 hours per week working backstage. Fall

THE 136 - Stagecraft (Spring) (2 credits)

This is a hands-on course designed to give students a practical and theoretical understanding of the tools and techniques used in the technical building of a stage production. Students gain experience by working backstage on crews concerned with set construction: basic carpentry, electric, painting, lighting, sound, costume, props, and stage management. Students learn to use Vectorworks, a basic computer drafting program used in scenic design. Students are required to work on tech crews for both the Studio Theatre and Main Stage productions, two shows per semester. Students spend 10 to 15 hours a week working backstage. Students also attend a one-hour weekly seminar to learn practical skills. The course may be taken again as Stagecraft (Fall). One class hour and 10 to 15 hours per week working backstage. Spring

COLLEGE ORGANIZATION

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Sixteen Abbott, Adjunct Instructor in Art; B.F.A., Rhode Island School of Design
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Joseph Accetturo, Adjunct Instructor in Business Administration; B.A., Providence College; J.D., Roger Williams University
Catherine Adamowicz, Professor and Department Chair of English and the Humanities and Faculty Coordinator of Elementary Education; B.A., University of Massachusetts Dartmouth; M.A., Northeastern University; Ph.D., University of Rhode Island
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Samad Adams, Professor of Accounting; B.S., City College of the City University of New York; M.S., Lehman College of the City University of New York
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Richard Andrade, Storekeeper III

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Stephen Borges, Maintainer I

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Veronica McConnell, Professor Emerita of Mathematics, B.S, Southeaster Massachusetts University; M.A.T., Rhode Island College

Edgar McGarvey, Professor Emeritus of Social Science and Government, B.A., M.S.Ed., Alfred University

Betty Ann Metz, Professor Emerita of Speech and Fine Arts, B.A., Wellesley College; M.F.A., Yale University; M.P.A., Ph.D., New York University

Tania Nicolet, Professor Emerita of History, B.A., Wilson College; M.A., Rhode Island College

Jules Ryckebusch, Professor Ereritus of English and Communications, A.A., Holyoke Junior College; B.A., American International College; M.A., University of Massachusetts

Margaret Ryckebusch, Professor Emerita of Speech, A.B., Stonehill College; M.A., Boston College

Ralph Sanford, Professor Emeritus of Computer Information Systems, B.A., Southeastern Massachusetts University; M.S.C.I.S., Bentley College

Morrill M. Slack, Professor Emeritus of Sociology, B.S. Harvard University; M.Ed., Boston University

Edward Sheehy, Professor Emeritus of Business Administration, A.B., Harvard University; M.B.A., Babson College Professor Emeritus of Sociology, B.S. Harvard University; M.Ed., Boston University

Robert Sherman, Professor Emeritus of Chemistry, S.B., M.S., Massachusetts Institute of Technology

Mary Swidey, Professor Emerita of Reading, B.A., Stonehill College; M.Ed., Bridgewater State College

Edith R. Thomas, R.N., Professor Emerita of Nursing, B.S., M.Ed., Boston University

Dolores Vaz, R.N., Professor Emerita of Nursing, B.S., Boston University; M.Ed., Rhode Island College; M.S.N., University of Rhode Island

Eloine Vieira, Professor Emerita of Office Administration, B.S., Salem State College; M.Ed., Boston University

Marion Wilner, Professor Emerita of Art, B.S., M.A., New York University

David Warr, Professor Emeritus of Biology and Chemistry, A.B., Dartmouth College; M.A.T., University of Massachusetts; M.A., Ph.D., Boston University

Frances Wurtz, R.D.H., Professor Emerita of Dental Hygiene, B.A., University of Rhode Island; M.Ed., Northeastern University; Ed.D., Nova University

COLLEGE PRIORITIES

Mission Statements

The Massachusetts Department of Higher Education, which governs the 29 state-assisted public colleges and the university, coordinated an effort to develop mission statements for the system and for community colleges as a whole and charged each college with developing a statement to reflect its strengths and distinctive characteristics.

Mission of the Massachusetts System of Public Higher Education

Massachusetts Public Higher Education is a SYSTEM with a distinguished past, increasing and measurable accomplishments, and dedicated to being recognized as having one of the nation's most outstanding array of institutions. It comprises 15 community colleges, nine state colleges, and five campuses of the University of Massachusetts. The system exists to provide accessible, affordable, relevant, and rigorous programs that adapt to meet changing individual and societal needs for education and employment. The public system is committed to continuous improvement and accountability in all aspects of teaching and learning. The Department of Higher Education, together with each respective Board of Trustees, expects all students, faculty, and staff to be held to exacting standards in the performance of their roles and responsibilities.

Mission of the Community Colleges

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

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

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

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

Bristol Community College

As a leading resource for education and workforce development in southeastern Massachusetts, Bristol Community College provides programs that nurture the region's economic health and well-being and enable individuals to make productive life choices. These programs are characterized by a strong foundation in liberal arts and sciences; an emphasis on practical, employment-oriented education in allied health, engineering and technology, and business; and workforce development from adult literacy to advanced technology skills. To serve a population rich in ethnic and linguistic diversity, and to address the education and training needs of an area whose economic base is shifting from unskilled manufacturing to highly-skilled service and technology industries, the College offers comprehensive developmental education and adult literacy services in a learner-centered, supportive community. The College also develops active partnerships with business and industry, public schools, colleges and universities, and social service agencies to maintain relevance and effectiveness of all credit and noncredit programming.

Strategic Goals

FY 2009 - FY 2012

Goal A

Engage Students, Faculty, and Staff in a Learning-Centered and Learner-Centered College

1. Engage learners by expanding and promoting meaningful learning, relationships, and transformation.

- Engage students through community and college service.

- Champion high expectations for student achievement.

- Establish measurable assessment of student learning outcomes.

2. Provide more opportunities to develop a culture of engaged learning.

3. Enhance and expand our systems approach to broaden participation in the development of College initiatives.

Goal B

Transform Support for Engagement

1. Develop, implement, and assess models for success that support all stages of student development for a holistic college experience.

2. Develop, implement, and assess models for success that support BCC's environments and cultures.

3. Develop, implement, and assess models for success that support all stages of faculty and staff development.

4. Develop both virtual and face-to-face social networking opportunities.

5. Enhance and expand our systems approach to support and communicate strategic allocation of resources.

Goal C

Transform Opportunity

1. Make BCC the community's first choice for education, workforce development,and opportunity.

- Increase community awareness and understanding of programs, services, and opportunities.

- Create a liaison system to link the College with external constituencies.

2. Develop, implement, and assess PK-16 partnerships.

3. Develop a continuous inquiry and feedback process with our external communities.

4. Pursue broad funding sources and opportunities that align with strategic goals.

5. Enhance and expand our systems approach to make transparent the alignment of planning with strategic goals.

Statement of Core Values

Bristol Community College supports the following Statement of Core Values as an expression of its shared beliefs and as a foundation on which to build student success and the practice of lifelong learning.

Learning

- Foster commitment to lifelong learning and personal growth through general and career-specific education

- Place the needs of learners first

- Facilitate student success by reducing barriers to educational access

- Provide support services and a physical environment that foster student success

Excellence

- Promote initiative, creativity, innovation, leadership, and outstanding performance in our educational programs and in student performance

- Practice the highest standards of teaching and learning

- Advocate and model teamwork, cooperation, and collaboration

- Improve institutional effectiveness through continuous assessment

Integrity

- Provide an environment that fosters respect, fairness, responsibility, trust, and honesty

- Maintain a governance structure that encourages shared decision making, transparency, and collegiality

- Provide stewardship and accountability to all constituents

Diversity

- Respond to the evolving educational needs of a diverse community

- Incorporate the diverse life experiences, achievements, and contributions of all members of our community into the college culture

Community

- Support cultural enrichment and advance economic partnerships throughout our community

- Collaborate with regional, educational, health   and social service, and business organizations to strengthen our community.

HOW DO I APPLY FOR ADMISSION?

Please read carefully.

1. **Completely fill out both sides of the application.** Extra copies are available by contacting the Admissions office at admissions@bristolcc.edu or by visiting the College's website at BristolCC.edu or by calling 508.678.2811, ext. 2179.

2. **Mail the completed application** form to the Admissions office, Bristol Community College, 777 Elsbree Street, Fall River, MA 02720. Include a check or money order payable to Bristol Community College for the appropriate application fee. $10 for Massachusetts residents and qualified New England Regional Student Program applicants or $35 for all others. This fee may be waived if it causes unusual financial hardship.

3. Contact the Admissions office at admissions@bristolcc.edu or 508.678.2811, ext. 2179 for details. You may apply to up to three Massachusetts community colleges with one application fee. Send your check to Bristol Community College and ask us to notify the others of your payment.
a. Have all official transcripts listed on application form sent to the Admissions office at BCC.
b. Current high school students should ask their high school guidance counselor to send Bristol Community College their official transcript as soon as first-term senior grades are recorded.
c. Other applicants should request that their high school and every college or post-secondary school attended forward official transcripts to Bristol Community College's Admissions office.

4. Clinical Laboratory Science, Complementary Healthcare, Dental Hygiene, Healthcare Information, Medical Assisting, Nursing, Occupational Therapy Assistant, and Therapeutic Massage applicants can only begin these programs in the fall semester.

5. Students may enroll in courses as a nondegree student before applying for a degree program or before receiving official notification of admission status.

6. **Application deadlines**: Clinical Laboratory Science, Complementary Healthcare, Culinary Arts, Dental Hygiene, Healthcare Information, Histology, Medical Assisting, Phlebotomy, Pre-Radiology Technology, Nursing, Occupational Therapy Assistant, Therapeutic Massage **Applications and all official transcripts should be received by the Admissions office no later than February 1**. Applications received after that date will be considered only on a space-available basis. Other programs - Applications are accepted throughout the year, but early completed application assures better course and schedule choices.

7. Financial aid is available to all matriculating students admitted to financial aid-eligible programs. Please visit BCC's website at Bristolcc.edu/financial_aid/ for more details. Those applying for financial assistance must complete the free Federal Application for Student Aid. All forms required may be obtained at BCC's Financial Aid office.

8. **Immunization, Insurance & Consent**: all full-time students and part-time Health Sciences and Early Childhood Education students must provide proof of immunization against measles, mumps, rubella, tetanus, and hepatitis B. There are other requirements for the health sciences program.

All students taking nine or more credits and all Health Science students must have health insurance. You will be enrolled and charged for the college insurance plan unless proof of coverage by another insurer is furnished to Student Accounts, located in the Enrollment Center or by accessing the Web site: www.universityhealthplans.com.You may qualify for one of the new Mass. Health plans: call 877.623.6765. If you are younger than 18 years of age, you must have your parent or guardian sign a "Consent for Treatment Form" to be treated for anything other than for emergencies. Contact Health Services, G208, ext. 2232.

ENGINEERING SCIENCE ELECTIVES

Engineering Science Disciplines

To choose the best electives for your career interests, consider the descriptions of the various disciplines and match your choices to the recommendation. When in doubt, speak to an advisor.

CIVIL AND ENVIRONMENTAL ENGINEERING

Plan, design, build, inspect and maintain a wide variety of facilities including bridges, roads and highways, industrial manufacturing, sanitation, water and wastewater treatment facilities. Civil engineers plan construction costs and materials, prepare drawings, and survey land.

Environmental engineers are involved with recycling and the prevention, control, or correction of pollution and other environmental hazards.

DEGREE REQUIREMENTS

Recommended electives for UMD

CAD 128	Civil Drafting and Design	3
CHM 114	Fundamentals of Chemistry II	4
EGR 231	Electrical Engineering I	3
EGR 233	Electrical Engineering I Laboratory	1
EGR 251	Statics	3
EGR 253	Advanced Statics	1
EGR 221	Surveying	4
EGR 222	Surveying II	4

MECHANICAL ENGINEERING

Perhaps the broadest of all engineering disciplines, mechanical engineering is generally combined into three areas: energy, structures and motion in mechanical systems, and manufacturing used in combination to design, develop, test, and manufacture industrial machinery, consumer products, and other equipment.

DEGREE REQUIREMENTS

Recommended electives for UMD

CAD 111	Advanced Computer Aided Design	3
CHM 114	Fundamentals of Chemistry II	4
EGR 231	Electrical Engineering I	3
EGR 233	Electrical Engineering I Laboratory	1
EGR 232	Electrical Engineering II	3
EGR 234	Electrical Engineering II Laboratory	1
EGR 251	Statics	3

EGR 253	Advanced Statics	1
EGR 172	Material Science	4

ELECTRICAL AND COMPUTER ENGINEERING

Design, develop, test, manufacture, and operate electrical and electronic equipment such as communication equipment, radar, industrial and medical measuring or process control devices, navigational equipment, computers, and computer networks. Computer engineers work on both computer hardware and software (programming) problems.

DEGREE REQUIREMENTS

Recommended electives for UMD

CIS 260	Software Specification and Design	4
CIS 158	Introduction to Procedural Programming	4
EGR 131	Introduction to Electrical Circuits	4
EGR 137	Digital Electronics	4
EGR 231	Electrical Engineering I	3
EGR 233	Electrical Engineering I Laboratory	1
EGR 232	Electrical Engineering II	3
EGR 234	Electrical Engineering II Laboratory	1

OTHER ENGINEERING DISCIPLINES

Students in this program can prepare themselves to continue their degree at a variety of transfer institutions in the engineering discipline of their choice including:
Aerospace Automotive
Biomedical Biotechnology
Chemical and Petroleum
Industrial Facilities
Materials Biomaterials

To ensure transferability, consult with your advisor, applicable transfer agreements, and/or transfer institutions before selecting electives.

DEGREE REQUIREMENTS

TRANSFER ELECTIVES AND ELECTIVE RECOMMENDATIONS

GENERAL STUDIES, MASSTRANSFER/BUSINESS ADMINISTRATION TRANSFER ELECTIVES

Choose electives from this list.

DEGREE REQUIREMENTS

Behavioral and Social Science Electives

ANT 101	Social and Cultural Anthropology	3
All ECN		
All GVT		
All PSY		
All SSC		
All SOC		

Humanities Electives

DST 110	Deaf Culture	3
ENG 217	Contemporary American Writers	3
All ART		
AS: except ASL 181		
CVC		
FRN		
All HUM		
All MUS		
All PHL		
POR		
All THE		
All COM: Speech		
All HST		
SPA		
ENG 217: or above		

Science Electives

AST 111	Introduction to Astronomy: The Solar System	4
AST 112	Introduction to Astronomy: Stars, Galaxies, and the Universe	4
GLG 101	Introduction to Physical Geology	4
All BIO		
All CHM except CHM 090		
All PHY		

All SCI except 130, 131

General Electives

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ANT 101	Social and Cultural Anthropology	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
CAD 101	Computer Aided Drafting	3
CAD 172	Computer Aided Mechanical Design	3
CSS 103	Career Exploration and Development Seminar	1
CED 210	Cooperative Work Experience I	3
CED 220	Cooperative Work Experience II	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 218	Law Enforcement Management and Planning	3
CRJ 219	Police and Community Relations	3
CRJ 221	Juvenile Offenders	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CIS 113	Hospitality Management Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3
CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 254	Advanced COBOL Programming	3
CIS 255	C++ Object Oriented Programming	3
DST 110	Deaf Culture	3
ENG 214	Critical Writing and Academic Research	3
ENG 215	Technical Writing	3
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 133	Computer Configuration and Repair	4
EGR 141	Introduction to Environment	3
EGR 172	Material Science	4
ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3

ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3
EGR 141	Introduction to Environment	3
HLT 115	Personal and Community Health	3
HLT 251	Community Health Problems	3
SER 101	Introduction to Social Welfare	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
MAR 255	Advertising Principles	3

All COM

All DAN

All MTH: must be above 151 (except MTH 011, 021, 031, MTH 111)

ASL

CVC

FRN

POR

SPA

CED 210, 220 (work-based training)

Students may also choose from other categories of electives.

LIBERAL ARTS AND SCIENCES/TRANSFER ELECTIVES

Choose electives from this list.

DEGREE REQUIREMENTS

Behavioral and Social Science Electives

ANT 101	Social and Cultural Anthropology	3

All ECN

All GVT

All PSY

All SSC

All SOC

Humanities Electives

DST 110	Deaf Culture	3
ENG 217	Contemporary American Writers	3

All ART

All HUM

All MUS

All PHL

All THE

All COM (Speech)

All HST

Foreign languae: at the 251-252 level

ENG 217: or above

Science Electives

AST 111	Introduction to Astronomy: The Solar System	4
AST 112	Introduction to Astronomy: Stars, Galaxies, and the Universe	4
GLG 101	Introduction to Physical Geology	4

All BIO

All CHM: except CHM 090

All PHY

All SCI: except 116, 130, 131, 132

General Electives

ACC 101	Principles of Accounting I	4
ANT 101	Social and Cultural Anthropology	3
BUS 155	Business Ethics	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
CAD 101	Computer Aided Drafting	3
CAD 172	Computer Aided Mechanical Design	3
CSS 103	Career Exploration and Development Seminar	1
CED 210	Cooperative Work Experience I	3
CED 220	Cooperative Work Experience II	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 218	Law Enforcement Management and Planning	3
CRJ 219	Police and Community Relations	3
CRJ 221	Juvenile Offenders	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 254	Advanced COBOL Programming	3
CIS 255	C++ Object Oriented Programming	3
DST 110	Deaf Culture	3
ENG 214	Critical Writing and Academic Research	3
ENG 215	Technical Writing	3
EGR 103	Computer Skills for Engineers and Technicians	3

ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3
ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3
EGR 141	Introduction to Environment	3
HLT 115	Personal and Community Health	3
HLT 251	Community Health Problems	3
SER 101	Introduction to Social Welfare	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
MAR 255	Advertising Principles	3

All ASL: except ASL 181

CED 210, 220: (work-based training)

All COM:

All DAN:

All FRN: beyond option requirement

All MTH: (except MTH 011, MTH 021, MTH 031, MTH 111)

All POR: beyond option requirement

All SPA:beyond option requirement

Students may also choose from other categories of electives.

Foreign Language Proficiency Electives

ASL 101	Elementary American Sign Language	3
ASL 102	Elementary American Sign Language II	3
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
CVC 101	Elementary Cape Verdean Creole	3
CVC 102	Elementary Cape Verdean Creole	3
CVC 201	Intermediate Cape Verdean Creole	3
CVC 202	Intermediate Cape Verdean Creole (continued)	3
FRN 101	Elementary French	3
FRN 102	Elementary French (continued)	3
FRN 201	Intermediate French	3
FRN 202	Intermediate French (continued)	3
POR 101	Elementary Portuguese	3
POR 102	Elementary Portuguese (continued)	3
POR 201	Intermediate Portuguese	3
POR 202	Intermediate Portuguese (continued)	3
SPA 101	Elementary Spanish	3
SPA 102	Elementary Spanish (continued)	3
SPA 201	Intermediate Spanish	3
SPA 202	Intermediate Spanish (continued)	3

(for Humanities and Professional Options)

ELECTIVE RECOMMENDATIONS CIS

To meet the General Education competency electives, consider:

Applies to the following degree program:

Business Information System

Computer Networking

Computer Programming

Computer Security

Multimedia and Internet

Webmaster

Plan A

HST 114 (p. 333) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions. HST 111 (p. 333) or HST 112 (p. 333) or ART 105 (p. 268) or ART 106 (p. 268) or SOC 101 (p. 369) or SOC 112 or SOC 252 (p. 370) will meet Social Phenomenon and Global Awareness.

Plan B

HST 111 (p. 333) or HST 112 (p. 333) will meet Historical Awareness and Global Awareness. SOC 256 (p. 370) will meet Social Phenomenon, Multicultural Perspective, and Ethical Dimensions.

Applies to the following degree program:

Computer Information Systems

Plan A

HST 114 (p. 333) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions. HST 111 (p. 333) or HST 112 (p. 333) or ART 105 (p. 268) or ART 106 (p. 268) or SOC 101 (p. 369) or SOC 112 or SOC 252 (p. 370) will meet Social Phenomenon and Global Awareness.

Plan B

HST 111 (p. 333) or HST 112 (p. 333) will meet Historical Awareness and Global Awareness. SOC 256 (p. 370), HUM 252 or HUM 254 (p. 336) will meet Multicultural Perspective and Ethical Dimensions.

Applies to the following degree program:

Computer Forensics

HST 114 (p. 333) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions.

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