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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 in Fall River, Attleboro, New Bedford, and Taunton. Check out our state-of-the-art classrooms, visit our computer labs, and see for yourself how you can connect. Come learn about the opportunities we can offer you. Campus tours provide a thorough guided tour of our classrooms and facilities as well as an opportunity to learn more about the admissions process.

Bring your questions and see how one of our many degrees and certificate programs can launch you to that great future you dream about. To take a campus tour or attend an information session, contact Admissions or call 508.678.2811, ext. 2947.

Web site

Visit Bristol Community College at 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 L109.

If you need an ASL interpreter, CART or ALD, please contact Julie.Jodoin@bristolcc.edu BCC Office of Disability Services at ext. 2568 or VP 508.689.7616. Room L109.

Produced by Bristol Community College Office of College Communications.

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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 Employment Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, color, national origin, sexual orientation, genetic information, religion, age, veteran status or disability under state or federal law in any aspect of employment, admissions, access or treatment of its programs and activities. Applicants for admission and employment, students, employees, and referrals of applicants for admission, and employment with questions or complaints about compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title VI of the Civil Rights Act of 1968, Title I and Title II of the Civil Rights Act of 1991, the Equal Pay Act of 1963, Executive Order 11246 (1965), and Title IX of the Education Amendments of 1972, should contact Lisa Tarantino, Interim Vice President of Human Resources and Affirmative Action Officer, Hudnall Administration Building, D208 at 508.678.2811, ext. 2569, lisa.tarantino@bristolcc.edu. Those with questions or complaints regarding the Americans with Disabilities Act or Sections 503 and 504 of the Rehabilitation Act of 1973 should contact, Lisa Tarantino, Interim Vice President of Human Resources and Affirmative Action Officer, Hudnall Administration Building, D208 at 508.678.2811, ext. 2569, lisa.tarantino@bristolcc.edu.

Inquiries regarding federal laws may be directed to:
Office for Civil Rights
U.S. Dept. of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491
Telephone: 617.289.0111
TTY: 877.521.2172

U.S Equal Employment Opportunity Commission
John F. Kennedy Federal Building

475 Government Center
 Boston, MA 02203
 Telephone: 617.565.3200 or 1.800.669.4000
 TTY: 617.565.3204 or 1.800.669.6820

Inquiries regarding state laws may be directed to:
 Massachusetts Commission Against Discrimination
 800 Purchase Street, Room 501,
 New Bedford, MA 02740.
 Telephone: 508.990.2390
 Fax: 508.990.4260

How can you connect?

Connect to a great future in our dramatically changing world.

Weather the uncertainty with 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* (*U.S. Census Data) more in a lifetime than those with only a high school diploma. And the jobs of the future -- the ones we don't know about yet -- require some post-secondary education.

Get more marketable, more employable, more flexible, and more able to weather economic cycles. An education can do all that.

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. Make it yours. And at Bristol Community College, we can help you do it.

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 that gets you started on that bright future -- but without mortgaging 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 community college people talk about, the place to be -- let us help connect you to your future.

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. In Fall 2012, 9,022 students enrolled here.

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 \$5,200 -- the same as last year! 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 Brown University, Northeastern University, University of Massachusetts, Bridgewater State University, 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.

How can you connect? 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.

Satellites

Evening classes are held in centers at The Friedman Middle School located at 500 Norton Avenue in Taunton and Greater New Bedford Regional Vocational Technical High School. Day classes are held at the former Cohannet School located at 120 Cohannet Street in Taunton. Day and evening classes are held at the Workforce Education Center on Davol Street in Fall River.

The Fall River Campus includes these eleven 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 Community Media, where the community can learn production and even host their own show! The service is free and open to you. BCC Radio is also based here, with a public access radio station for hosting your own radio show. 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, Dental Hygiene 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 available. You can pick up your accessBCC card in the Community Computing Lab.

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 the Writing Center.

The Hudnall Administration Building

Administrative offices, including the BCC Foundation and Campus Police, 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 real coral reef aquarium, a multidisciplinary computer lab, environmental technology learning center, community services, and an interactive lecture hall. Also located in this building is the Office of Disability Services (ODS).

The Facilities Building

Facilities, including capital projects, building and grounds operations and events scheduling; mailroom, shipping/receiving, and purchasing are located in here.

The John J. Sbrega Health and Science Technology Building

Groundbreaking Spring 2014. Building programs includes: Biology, Microbiology, Chemistry, Nursing, Dental Hygiene, and Clinical Lab Science.

BCC at Attleboro

This Campus offers day, evening and weekend classes in a bright, new state-of-the-art facility. Located near downtown Attleboro in the Attleboro Corporate Center off of Forest Street, the newly renovated site is handicap accessible, with ample and convenient parking space. All

classrooms are SMART classrooms, with biology, chemistry, and a health lab. The site includes a Learning Resources Center with computers and Internet access, an auditorium, cafeteria, bookstore, and conference room. The Campus also includes faculty offices and a combined tutoring center and writing center. Students receive full academic support services, including academic, career, and personal counseling with small classes and personal attention. Check the listing of Programs of Study for those offered in their entirety at the Attleboro Campus.

The New Bedford Campus

This full-service campus offers day, evening, and weekend classes; student support services; and an array of services that focus on college readiness and workforce training. The New Bedford Campus is also home to eHealth Careers, a flexible healthcare education option, which combines face-to-face learning in the classroom with online learning, designed to prepare students for entry into the growing healthcare field.

Located in the heart of downtown New Bedford and convenient to public transportation and public parking, the Campus includes classrooms and learning resources at 800 Purchase Street and 188 Union Street. In addition to a full-service Enrollment Center and technology-enhanced classrooms, the Campus has multidisciplinary computer labs, four science labs, a Library Learning Commons, and the Costa Academic Support Center. The New Bedford Campus is also home to state-of-the-art health science labs for the Nursing, OTA, Therapeutic Massage, Phlebotomy and Pharmacy Technician programs. Students have access to free tutoring, academic, career and transfer advisement; personal counseling, health services and disability services.

eLearning

In addition to taking face-to-face classes at one of BCC's physical locations, students can take classes virtually through the eLearning program. In addition to taking individual online or hybrid eLearning courses, students can complete a number of degree programs in an eLearning format.

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.

BCC Libraries

BCC Libraries

Comprehensive library services are offered at three 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 is located in Room 164, and the Attleboro Campus 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, and materials can be delivered to the library most convenient to you. Professional librarians work closely with the faculty to provide information literacy education, as well as comprehensive reference and resource assistance as you work on your scholarship.

Resources

- Seventy five online databases cover a wide range of disciplines.
- Patrons can access more than 22,000 electronic books and more than 7,000 streaming videos.
- The Fall River Library has more than 60,000 print titles and more than 300 journals and newspapers. Resources from the Fall River Library are sent as needed to the Attleboro and New Bedford Campuses via campus mail.
- 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 BCC Libraries.
- 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

- All three BCC Libraries offer individual assistance with research and academic assignments from professional librarians.
- Services and course reserves are available at all three campus libraries.
- Information Literacy Instruction sessions are available on request and are often part of the curriculum for individual courses.
- 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.
- Databases and ebooks can be accessed remotely for those with BCC Libraries cards.

The Tutoring and Academic Support Center

Support when you need it

The Tutoring and Academic Support Center (TASC) provides tutoring for almost every College course as well as skill-development in general study skills in Fall River, New Bedford, and Attleboro. Academic computing labs can be found for business, sciences, technology, graphic design, health sciences, and other disciplines 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 infuses practical experience to prepare you for your next step after BCC. Programs incorporate real-time learning experiences, whether you're working with a local business to develop a website, 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 in any learning space, 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.

Get connected.

Still have questions or concerns?

Come talk to us.

See how BCC can connect you to your future.

PROGRAMS OF STUDY

Alphabetical by degree

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

(A) - Also offered at Attleboro Campus

(NB) - Also offered at New Bedford Campus

(T) - Also offer at the Taunton Center

(eH) - Also offered through eHealth at the New Bedford Campus

* Note: These programs are offered 100% online

Sort Programs of Study

Topic | Alphabetically

Art Transfer

ART TRANSFER/ANIMATION AND MOTION GRAPHICS TRANSFER

Career Program

Degree offered

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

Credits required 65

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design
marisa.millard@bristolcc.edu

Program Code: AT

Concentration Code: AMG

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. 7)

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Oral Communication

DEGREE REQUIREMENTS

General Courses

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

Elective Courses

See General Education Competency Courses (p. 253) for course listings

Scientific Reasoning and Discovery Elective - Lab	4
Quan/Sym Reasoning 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 211 Drawing III 3
ART 216 Introduction to Illustration 3
ART 282 Character Animation 3
ART 285 Motion Graphics 3
ART 292 Design Studio 3
CED 210 Cooperative Work Experience 3
COM 159 Video Field Production and Editing 3
MUS 117 Sound Design for Multimedia 3
Or
an ART course approved by the program coordinator

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 Survey of Art History II: Modern 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 112 Drawing II 3
ART 151 Digital Photography 1
ART 280 Electronic Imaging 3
ART 281 Web Animation 3
ENG 102 Composition II: Writing about Literature 3
ART 122 Two-Dimensional Design II 3
Or
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 Topics in Contemporary 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 TRANSFER/FINE ARTS TRANSFER

Degree offered

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

Credits required 65

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Erik Durant, Coordinator of and Assistant Professor in Art,
erik.durant@bristolcc.edu

Program Code: AT

Concentration Code: ATF

Program 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. 236)

- 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. 265) in the fall semester of your first year, as well as ART 201 (p. 266) and ART 211 (p. 267) 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 www.BristolCC.edu/transfer

Infused General Education Competencies

Multicultural Perspective, Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
ART 205	Topics in Contemporary 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

See General Education Competency Courses, Scientific Reasoning and Discovery (p. 254) for course listings.

Scientific Reasoning and Discovery Elective - Lab	4
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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
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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 212	Drawing IV	3
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 236	Figure Sculpture I	3
ART 251	Photography II: Digital	3
ART 256	Photography I	3
ART 257	Photography II: Darkroom	3
ART 260	Computer Graphics	3
CED 210	Cooperative Work Experience	3

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

Recommended Course Sequence – Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 131	Three-Dimensional Design	3
ENG 101	Composition I: College Writing	3
ART 105	Survey of Art History I: Ancient through Renaissance Art	3

Recommended Course Sequence – Spring Semester 2

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
ART 106	Survey of Art History II: Modern Art	3

Recommended Course Sequence – Fall Semester 3

ART 211	Drawing III	3
	ADV. ART ELECTIVE	3
	ADV. ART ELECTIVE	3
ART 201	Careers in the Visual Arts	2
ART 205	Topics in Contemporary Art	3
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

ART TRANSFER/GRAPHIC DESIGN TRANSFER

Degree offered

Associate in Arts in Art Transfer
(Graphic Design Concentration)

Credits required 65

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design
marisa.millard@bristolcc.edu

Program Code: AT

Concentration Code: ATG

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. 236)

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Historical Awareness, Multicultural Perspective, Oral Communication

DEGREE REQUIREMENTS

General Courses

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

See General Education Competency Courses (p. 253) for course listings

Scientific Reasoning and Discovery Elective - Lab	4
Quan/Sym Reasoning 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	3
	Or	

an ART course approved by the program coordinator

Recommended Course Sequence – Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 105	Survey of Art History I: Ancient through Renaissance 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	Survey of Art History II: Modern Art	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

ART TRANSFER/WEB DESIGN AND MEDIA ARTS CAREER

Degree offered

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

Credits required 65

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design
marisa.millard@bristolcc.edu

Program Code: AT

Concentration Code: ATM

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. 236).

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Historical Awareness, Multicultural Perspective, Oral Communication

DEGREE REQUIREMENTS

General Courses

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

Elective Courses

See General Education Competency Courses (p. 253) for course listings

Scientific Reasoning and Discovery Elective - Lab	4
Quan/Sym Reasoning 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 282	Character Animation	3
ART 285	Motion Graphics	3
ART 292	Design Studio	3
CED 210	Cooperative Work Experience	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	Survey of Art History II: Modern Art	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	Topics in Contemporary 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**BUSINESS ADMINISTRATION
CAREER/ACCOUNTING CAREER****Degree offered**

Associate in Science in Business Administration
(Accounting Concentration)

Credits required 64/66**Dean**

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant
Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: ACC

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- The faculty have years of practical experience that makes your education relevant to the workplace.

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.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

Elective Courses

	Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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

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 258	Auditing	3
ACC 259	Analysis of Financial Statements	3
	ELECTIVE	3

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 155	Business Ethics	3
BUS 253	Corporation Finance	3
BUS 260	International Business	3
MAN 152	Purchasing	3
MAN 251	Human Resources Management	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
CSS 101	College Success Seminar	1
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	3
COM 101	Fundamentals of Public Speaking	3
	Or	
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
	Science Elective	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

BUSINESS ADMINISTRATION CAREER/ENTREPRENEURSHIP CAREER

Degree offered

Associate in Science in Business Administration
(Entrepreneurship Concentration)

Credits required 65/66

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant
Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: ENT

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- BCC is the home of the Academic Center for Entrepreneurship. It works to assist people starting a business as well as 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.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

Elective Courses

Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
COM 101	Fundamentals of Public Speaking	3
Or		
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
	Science Elective	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

BUSINESS ADMINISTRATION CAREER/FINANCIAL SERVICES – BANKING CAREER

Degree offered

Associate in Science in Business Administration (Financial Services Banking)

Credits required 64/65

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: BNK

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- 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.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

Elective Courses

	Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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
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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	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
CSS 101	College Success Seminar	1
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

BNK 101	Principles of Banking	3
BUS 251	Business Law	3
ECN 251	Money and Banking	3
	Science Elective	3-4
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

BUSINESS ADMINISTRATION CAREER/FINANCIAL SERVICES - FINANCIAL MANAGEMENT CAREER

Degree offered

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

Credits required 64/65

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: MAN

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- 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. 262), BUS 111 (p. 276), and ENG 101 (p. 311) 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.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

Electives Courses

Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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	3
	Or	
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
CSS 101	College Success Seminar	1
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
Science Elective	3-4	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

BUSINESS CAREER

ADMINISTRATION/FINANCIAL SERVICES - REAL ESTATE AND INSURANCE CAREER

Degree offered

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

Credits required 64/65

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: REI

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- 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 www.BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

Elective Courses

Science Elective 3-4

See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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
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BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
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
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
	Science Elective	3-4
MAR 253	Sales Management	3

BUSINESS ADMINISTRATION CAREER/GENERAL MANAGEMENT CAREER

Degree offered

Associate in Science in Business Administration (General Management Concentration)

Credits required 64/65**Dean**

William Berardi, william.berardi@bristolcc.edu

Program Contact

Dorris Perryman, Department Chair and Assistant Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: GEN

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- 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. 276), ENG 101 (p. 311), RMN 118 (p. 350), and ACC 101 (p. 262) 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. 276) and ENG 101 (p. 311).
- 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.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS**General Courses**

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

	Science Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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	3
MAN 152	Purchasing	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
CSS 101	College Success Seminar	1
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
	Science Elective	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	3
COM 101	Fundamentals of Public Speaking	3
	Or	
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

**BUSINESS ADMINISTRATION
CAREER/LEISURE SERVICES
MANAGEMENT SPORT CAREER**

Degree offered

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

Credits required 62/63**Dean**

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: LSMS

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- Students can prepare for positions in private club sport, amateur sport, or service agencies such as camps,

YMCA's, Boys and Girls clubs, and other recreational organizations.

After BCC

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

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

Elective Courses

Science Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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	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
CSS 101	College Success Seminar	1
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	3
ECN 111	Principles of Economics-Macro	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

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

BUSINESS ADMINISTRATION

CAREER/MARKETING MANAGEMENT

CAREER

Degree offered

Associate in Science in Business Administration
(Marketing Management Concentration)

Credits required 63/64

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant
Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: MAR

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- 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.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

Elective Courses

Elective - Science	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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

Choose two from the following

ELECTIVE	3
ELECTIVE	3

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
CSS 101	College Success Seminar	1
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
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CIS 111	Introduction to Business Information Systems	3
	Science Elective	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
BUS 253	Corporation Finance	3
	Or	
MAN 152	Purchasing	3

BUSINESS ADMINISTRATION CAREER/RETAIL MANAGEMENT CAREER

Degree offered

Associate in Science in Business Administration (Retail Management Concentration)

Credits required 64/65

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BC

Concentration Code: RMN

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. 236).

Program Information

- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.
- 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.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

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

Elective Courses

Elective - Science 3-4

See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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 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
	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
CSS 101	College Success Seminar	1
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
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
	Science Elective	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
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BUSINESS ADMINISTRATION TRANSFER

Degree offered

Associate in Arts in Business Administration Transfer

Credits required 65

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: BT

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. 236).

Program Information

- The transfer program is designed for students who plan to transfer to a four-year institution to complete their baccalaureate program.
- Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.

Recommendations

- Take MTH 131 (p. 337), ENG 101 (p. 311), and ACC 101 (p. 262) 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. 337) and ENG 101 (p. 311) 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 www.BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
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

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

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 (p. 118)

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
CSS 101	College Success Seminar	1

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	3
COM 101	Fundamentals of Public Speaking	3
Or		
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

Degree offered

Associate in Science in Clinical Laboratory Science

Credits required 70

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Debra St. George, Department Chair and Associate Professor of Clinical Laboratory Science, debra.stgeorge@bristolcc.edu

Program Code: CS

Program Goal Statement

Students completing the Clinical Laboratory Science (CLS) 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, medical microbiology, and immunohematology.

Student Learning Outcomes

See Learning Outcomes (p. 247).

Application review begins February 1.

Program Information

- Students develop academic knowledge, clinical skills, and professional behavior through classroom, lab, and clinical experiences.
- Clinical Laboratory Science program courses (MED) are offered during the day.
- Phlebotomy is a required component of the Clinical Laboratory Science program.
- Once enrolled in the Clinical Laboratory Science program, students are required to complete all courses in the required sequence of instruction in order to integrate theoretical and clinical education.
- Students may substitute BIO 233 (p. 275) and BIO 234 (p. 275) for BIO 154 (p. 274). **Program Benchmarks**
- The BCC CLS three year average American Society for Clinical Pathology - Board of Certification (ASCP-BOC) certification pass rate is 92%.
- The three year average graduation rate for students who began the final half of the program is 100%.
- The three year average placement rate is 100%.

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 examination offered by the American Society of Clinical Pathology Board of Certification (ASCP-BOC). The granting of the degree is not contingent upon passing an external certification or licensure examination.

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 required general education courses, such as ENG 101 (p. 311), ENG 102 (p. 311), History awareness elective, PSY 101 (p. 347), MTH 119 (p. 336), and Humanities elective prior to program admission.
- Students must attend one mandatory health science admissions information session.

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, 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.

- 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 www.Bristolcc.edu/transfer

Infused General Education Competencies

Ethical Dimensions, First-Year Experience, 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

See General Education Competency Courses (p. 253) for course listings

Historic 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	6
MED 215	Immunoematology	5
MED 216	Medical Microbiology II	4
MED 217	Clinical Biochemistry	6

Required Course Sequence - Fall Semester 1

MED 101	Introduction to Clinical Laboratory Science	3
CHM 115	Health Science Chemistry I	4
BIO 154	Human Physiology	4
MTH 119	Fundamental Statistics	3
ENG 101	Composition I: College Writing	3

	Historic Awareness Elective	3
Required Course Sequence - Spring Semester 2		
MED 102	Urinalysis	3
CHM 116	Health Science Chemistry II	4
BIO 239	Elements of Microbiology	4
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
	Humanities Elective	3
Required Course Sequence - Fall Semester 3		
MED 205	Immunology - Serology	4
MED 206	Medical Microbiology	6
MED 200	Hematology	5
Required Course Sequence - Spring Semester 4		
MED 215	Immunohematology	5
MED 216	Medical Microbiology II	4
MED 217	Clinical Biochemistry	6

Special Requirements of the Program

Admission Requirements

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 2.5. Prerequisite courses include high school or college Algebra II, chemistry, and biology with laboratory component, with a minimum grade of "C."

If a student has passed a state-approved high school equivalency credential, but does not meet the minimum score requirements, they may alternatively meet this qualification by earning the required high school GPA/minimum grade in the pre-admission requirement courses as follows:

- GPA of 2.5 in the following three courses or equivalents: Algebra II, chemistry w/lab and biology w/lab
- Student must also attend a mandatory Health Science Information Session

It is strongly recommended that students complete the science courses required for admission and program degree completion within 10 years of application 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 titre 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..

Upon admission to the CLS Program, all students must undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and a drug screen performed by a facility under contract with Bristol Community College. A positive CORI, SORI and/or drug screen may prevent students from working in contracted health facilities, which will prevent students from completing the program objectives. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

Additional Costs

Students accepted into the program are responsible for associated costs such as uniforms, books, name tags, safety supplies, transportation to and from clinical assignments, drug screen and certification exam application fees.

Grade Requirements

A minimum of "C" is required for BIO 154, BIO 239, CHM 115, CHM 116, and MTH 119 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".

A student who is dismissed from the clinical practicum or receives an unsatisfactory clinical grade due to unprofessional behavior will receive a course grade no higher than a "D".

A student who receives an unsatisfactory clinical grade due to negligent or unsafe practice will receive a final course grade of "F".

Failure to achieve the required grade in MED courses may result in dismissal from the program.

Students are eligible to reapply to the program one time only through the Admissions Office.

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.

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 instructors, 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 TRANSFER

Degree offered

Associate in Arts in Communication

Credits required 62/63

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Joyce Fernandes, Coordinator and Professor of Communication, joyce.fernandes@bristolcc.edu

Program Code: CO

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. 236)

(p. 236)

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

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 the following in addition to the Free Elective

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	State and Local Government	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

Must take one free elective

Choose 4 courses from Transfer Electives and Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 118) for course listings

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

Program Courses

COM 106	Introduction to Communication and College Success	3
COM 111	Mass Communication	3
COM 112	News Writing and Reporting	3
COM 241	Public Relations	3

COM 106: 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 three, according to transfer requirement or career goal, from among

COM 113	Interpersonal Speech	3
COM 114	Professional Speaking	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	3
	Or	
	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 106	Introduction to Communication and College Success	3
ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
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
	Communications Elective	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
COM 241	Public Relations	3

Free Elective	3
Program Elective	3
Program Elective	3
Program Elective	3

Computer Information Systems

BUSINESS INFORMATION SYSTEMS CAREER

Degree offered

Associate in Science in Computer Information Systems
(Business Information Systems Concentration)

Credits required 60/66

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIM

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

See Learning Outcomes

Program information

- Students who elect to take EGR 133 in combination with CIS 121 and CIS 160 are prepared to take the A+ Certification examination, the recognized industry standard for computer service technicians.
- The optional Cooperative Education program places students in computer-related positions, where they can earn course credit, wages, and experience.
- Note: Students may be required to obtain and use specific hardware, operating systems, or applications.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Elective Recommendations

- See Transfer Electives and Elective Recommendations, specifically the CIS plans.

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, First Year Experience

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

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

History choice impacts other competencies. See Transfer Electives and Elective Recommendations for CIS (p. 123) plans.

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	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	3-4
Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations for CIS (p. 123) plans.

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 of the following

	ACC-MAN-or MAR Elective	3-4
CED 210	Cooperative Work Experience	3
EGR 133	Computer Configuration and Repair	4
	CIS/CIT Elective	3

Choose a CIS/CIT elective from the following

CIS 111	Introduction to Business Information Systems	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 148	Programming in C#	3
CIS 161	Database Design	3
CIS 162	Applications for Web Development	3
CIS 150	Oracle and SQL	3
CIT 136	Web Development for Mobile Devices	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	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
CIT 136	Web Development for Mobile Devices	3

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	3
	History Elective	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

CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIT 102	Security Awareness	1
CIT 131	Business Creativity	3
ENG 102	Composition II: Writing about Literature	3
ACC 101	Principles of Accounting I	4
	Or	
ACC 150	Small Business Financial Software	3

Recommended Course Sequence - Fall Semester 3

BUS 115	Fundamentals of an Enterprise	1
CIS 160	The Microcomputer Environment	3
CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	3
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
	Or	
	CIS/CIT Elective	3
	Or	
CED 210	Cooperative Work Experience	3
CIS 105	Hardware Fundamentals	1
	Or	
EGR 133	Computer Configuration and Repair	4
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 INFORMATION SYSTEMS/COMPUTER FORENSICS CAREER

Degree offered

Associate in Science in Computer Information Systems
(Computer Forensics)

Credits required 62/63

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIF

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. 236).

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.
- Note: Students may be required to obtain and use specific hardware, operating systems, or applications.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Elective Recommendations

- See Transfer Electives and Elective Recommendations (p. 118) specifically for CIS plans

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Technical Literacy, First Year Experience

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 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

History choice impacts other competencies. See Transfer Electives and Elective Recommendations (p. 123) for CIS plans.

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	0-3
Science Elective	3-4

Choose courses from Transfer Electives and Elective Recommendations (p. 123) for CIS plans.

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

	History Elective	3
CIT 150	Network Security	3
CIT 255	Advanced Computer Forensics	4
CRJ 258	Criminal Procedure	3
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Spring Semester 4

BUS 115	Fundamentals of an Enterprise	1
CIT 256	File System Forensic Analysis	3
CIT 275	Computer Forensics Seminar	4
	Science Elective	3-4
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

COMPUTER INFORMATION SYSTEMS/COMPUTER NETWORKING CAREER

Degree offered

Associate in Science in Computer Information Systems
(Computer Networking Concentration)

Credits required 62/63

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIN

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. 236).

Program information

- Program prepares students for industry certifications and develops the high proficiency skills needed to plan, implement and troubleshoot networking environments.
- Students may be required to obtain and use specific hardware, operating systems, or applications.
- Note: Adding the security certificate will increase skills in preparation for the security issues in today's world.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Elective Recommendations

- See Transfer Electives and Elective Recommendations (p. 118), specifically the CIS plans.

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Technical Literacy, First Year Experience

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 Communication Electives

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

Choose one of the following History Electives

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

General Education Electives

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	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 133	UNIX/Linux System Administration I	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
ENG 101	Composition I: College Writing	3
MTH 131	Elements of College Mathematics	3
	History Elective	3

Recommended Course Sequence - Spring Semester 2

CIS 106	Operating System Scripting	1
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
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
CIS 133	UNIX/Linux System Administration I	3
CIT 150	Network Security	3
CIS 231	Windows Server Administration II	3
EGR 133	Computer Configuration and Repair	4
	Science Elective	3-4

Recommended Course Sequence - Spring Semester 4

CIS 232	Unix/Linux System Administration II	3
CIS 233	Routing and Router Configuration	3
CIS 271	Network Installation and Configuration Seminar	4
	Communications Elective	3
	General Education Elective	3

COMPUTER INFORMATION SYSTEMS/COMPUTER PROGRAMMING CAREER

Degree offered

Associate in Science in Computer Information Systems (Computer Programming Concentration)

Credits required 61/69

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIC

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. 236).

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.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

- See Transfer Electives and Elective Recommendations (p. 118) specifically the CIS plans

After BCC

- Recent graduates have successfully started their own businesses or gone to work as programmers, programmer analysts, systems administrators, systems analysts, software developers, technicians, and consultants.
- 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

Technical Literacy, First Year Experience

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 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

Choose one of the following

MTH 131	Elements of College Mathematics	3
MTH 172	Precalculus with Trigonometry	4

Elective Courses

ELECTIVE		3-4
Ethical Dimensions Elective		0-3
Global Awareness Elective		0-3
Multicultural Perspective Elective		0-3
Science Elective		3-4
Social Phenomenon Elective		3

Choose courses from Transfer Electives and Elective Recommendations

First elective: Choose 3-4 credits from ACC, MAN, MAR, or a CIS/CIT 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 250	Interactive Websites	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 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 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 148	Programming in C#	3
CIS 152	Database Programming and Management with Access	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 250	Interactive Websites	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
CIT 136	Web Development for Mobile Devices	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 148	Programming in C#	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 Websites	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 258	Advanced Interactive Programming	3
CIT 136	Web Development for Mobile Devices	3
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3

In fulfilling the two semesters of two languages, students can only take one of the following sequences: CIS 155/CIS 255, CIS 157/CIS 257 and students may not receive programming credit for CIS 155 and CIT 143 or for CIS 255 and CIT 242.

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	3
MTH 172	Precalculus with Trigonometry	4
	Or	
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

BUS 115	Fundamentals of an Enterprise Science Elective	1 3-4
ENG 102	Composition II: Writing about Literature	3
CIS 250	Interactive Websites	3
	Or	
CIS 156	Visual Basic	3
	Or	
CIS 155	Introduction to C++ Programming	3
	Or	
CIS 157	Object-Oriented JAVA Programming I	4
	Or	
CIS 159	MySQL and PHP	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Fall Semester 3

CIS 150	Oracle and SQL	3
CIT 102	Security Awareness	1
	Global Awareness Elective	3
	Social Phenomenon Elective	3
ACC 101	Principles of Accounting I	4
ACC 150	Small Business Financial Software	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 - Spring Semester 4

	CIS/CIT Elective	3
	CIS/CIT Elective	3-4
	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 INFORMATION SYSTEMS/COMPUTER SECURITY CAREER

Degree offered

Associate in Science in Computer Information Systems (Security Concentration)

Credits required 62/63

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CISS

Program Goals Statement

Students will be prepared for critical roles in developing solutions to security problems which are a continually changing and evolving issue for businesses. Students will master theoretical concepts of information security and the methodologies to apply learning to practical problem-solving and prevention.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program information

Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

- See Transfer Electives and Elective Recommendations specifically the CIS plans

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 General Education Competencies

Technical Literacy, First Year Experience

DEGREE REQUIREMENTS

Choose one of the following

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

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

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	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	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 133	UNIX/Linux System Administration I	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 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Fall Semester 3

CIS 133	UNIX/Linux System Administration I	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
	Science Elective	3-4
	Social Phenomenon Elective	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

COMPUTER INFORMATION SYSTEMS/GAME DEVELOPMENT - GAME CREATION CAREER

Degree offered

Associate in Science in Computer Information Systems (Game Development - Game Creation Concentration)

Credits required 63/64

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIGC

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. 236)

Program information

- Students have access to a broad range of technology, including a dedicated multimedia lab.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member. Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

- See Transfer Elective and Elective Recommendations (p. 123), specifically the CIS plans.

After BCC

- BCC has established partnerships with several computer game developers. Students have been given the opportunity to do internships and paid work.

Infused General Education Competencies

Technical Literacy, First Year Experience

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

COM 101	Fundamentals of Public Speaking	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
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

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

Elective Courses

Multicultural Perspective Elective	0-3
Science Elective	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	Game Design on Paper	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
ENG 101	Composition I: College Writing	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

CIT 245	Game Design on Paper	3
CIT 246	Modding II	3
CIT 247	Pre-Production Game Development	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	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 243	Game and Sound Production	3
CIT 262	Advanced Game Analysis	3
CIT 276	Game Production	4

COMPUTER INFORMATION SYSTEMS/GAME DEVELOPMENT - GAME PROGRAMMING CAREER

Degree offered

Associate in Science in Computer Information Systems
(Game Development - Game Programming Concentration)

Credits required 63/65

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIGP

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. 236)

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.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member. Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

- See Transfer Electives and Elective Recommendations (p. 118), specifically the CIS plans.

Infused General Education Competencies

Technical Literacy, First Year Experience

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

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	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3
SOC 101	Principles of Sociology	3
	Or	
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
	Science Elective	3-4

Note: Students may be required to obtain and use specific hardware, operating systems, or applications

COMPUTER INFORMATION SYSTEMS/MULTIMEDIA AND INTERNET CAREER

Degree offered

Associate in Science in Computer Information Systems (Multimedia and Internet Concentration)

Credits required 62/63

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CII

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. 236).

Program information

- The optional Cooperative Education program places students in computer-related positions, where they can earn course credit, wages, and experience.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Note: CIT 132 and CIT 133 are pre-requisites to CIS 162.

Elective Recommendations

- See Transfer Electives and Elective Recommendations (p. 118), specifically the CIS plans.

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Technical Literacy, First Year Experience

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
ENG 215	Technical Writing	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

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
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MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Scientific Reasoning and Discovery Elective	3-4
Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations (p. 123)

Core Courses

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3
CIS 162	Applications for Web Development	3
CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
CIT 133	Electronic Publishing	3
CIT 231	Introduction to Multimedia Development	3
CIT 270	Seminar in Desktop Publishing, Imaging and Multimedia Design	3

Choose four of the following Core Program Course Electives

ART 260	Computer Graphics	3
ART 271	Web Design I	3
BUS 152	Honors E-Commerce	3
CED 210	Cooperative Work Experience	3
CIS 128	Introduction to Digital Audio Recording	3
CIS 159	MySQL and PHP	3
CIT 134	Social Media and the Web	3
CIT 136	Web Development for Mobile Devices	3
COM 159	Video Field Production and Editing	3
MAN 154	Small Business Management	3
MAR 255	Advertising Principles	3

One chosen elective must be MAN 154 or MAR 255

Recommended Course Sequence - Fall Semester 1

CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

BUS 115	Fundamentals of an Enterprise	1
CIS 105	Hardware Fundamentals	1

CIS 162	Applications for Web Development	3
CIT 133	Electronic Publishing	3
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3
	Or	
MTH 131	Elements of College Mathematics	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Fall Semester 3

CIT 231	Introduction to Multimedia Development	3
ENG 215	Technical Writing	3
	Core Programming Course	3
	Elective	
	Core Programming Course	3
	Elective	
MAN 154	Small Business Management	3
	Or	
MAR 255	Advertising Principles	3

Recommended Course Sequence - Spring Semester 4

CIT 270	Seminar in Desktop Publishing, Imaging and Multimedia Design	3
	Core Programming Course	3
	Elective	
	Scientific Reasoning and Discovery Elective	3-4
	History Elective	3
	General Education Elective	3

COMPUTER INFORMATION SYSTEMS/WEB DEVELOPER**Degree offered**

Associate in Science in Computer Information Systems (Webmaster Concentration)

Credits required 63/67**Dean**

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIW

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 Web site technology to design, develop, implement and maintain a professional Web site on a variety of devices.

Student Learning Outcomes

- See Learning Outcomes (p. 236).

Program information

- Students work in a client/server environment to develop on-line, interactive, database driven sites using a variety of devices.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

- See Transfer Electives and Elective Recommendations (p. 118) specifically the CIS plans

After BCC

- Students graduating from this program will be prepared to develop and maintain web sites. Students either join a web development firm or do consulting.

Infused General Education Competencies

Technical Literacy, First Year Experience

DEGREE REQUIREMENTS**Choose one of the following**

COM 101	Fundamentals of Public Speaking	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
HST 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3

History choice impacts other competencies.

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

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	3-4
Social Phenomenon Elective	3

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 Websites	3
CIS 258	Advanced Interactive Programming	3
CIS 273	Internet Seminar	3
CIT 102	Security Awareness	1
CIT 131	Business Creativity	3

Program Electives - Choose one of the following

CIS 128	Introduction to Digital Audio Recording	3
CIT 134	Social Media and the Web	3
CIT 136	Web Development for Mobile Devices	3

Recommended Course Sequence - Fall Semester 1

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
ENG 101	Composition I: College Writing History Elective	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
BUS 115	Fundamentals of an Enterprise	1
ENG 102	Composition II: Writing about Literature	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 3

CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 150	Oracle and SQL	3
CIS 250	Interactive Websites	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	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 4

CIS 258	Advanced Interactive Programming	3
CIS 273	Internet Seminar	3
CIT 102	Security Awareness	1
	Science Elective	3-4
	Social Phenomenon Elective	3
CIS 128	Introduction to Digital Audio Recording	3
	Or	
CIT 134	Social Media and the Web	3
	Or	
CIT 136	Web Development for Mobile Devices	3

Computer Information Systems Transfer

COMPUTER INFORMATION SYSTEMS TRANSFER/COMPUTER SCIENCE TRANSFER

Degree offered

Associate in Science in Computer Information Systems Transfer (Computer Science Transfer Concentration)

Credits required 73

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIX

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. 236).

Program information

- The first two years of a degree in Computer Science can be done within this option at BCC.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member. Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Recommendations

- Students should talk with the Transfer office for information about colleges.

Elective Recommendations

- See Transfer Electives and Elective Recommendations (p. 118), specifically the CIS plans.

After BCC

- Recent graduates have transferred to Bridgewater State College, Rhode Island College, Roger Williams University, Bryant University, University of Massachusetts Amherst 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 www.BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication, Technical Literacy, First Year Experience

DEGREE REQUIREMENTS

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

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 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 Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Humanities Elective	3
Multicultural Perspective Elective	0-3

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 123	Object-Oriented Concepts	3
CIS 157	Object-Oriented JAVA Programming I	4
ENG 101	Composition I: College Writing	3
MTH 214	Calculus I	4
HST 111	The West and the World I Or	3
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
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
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
CHM 114	Fundamentals of Chemistry II	4
	Or	
PHY 212	General Physics II	4

COMPUTER INFORMATION SYSTEMS TRANSFER/INFORMATION SYSTEMS TRANSFER

Degree offered

Associate in Science in Computer Information Systems Transfer (Information Systems Transfer Concentration)

Credits required 64/72

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: CI

Concentration Code: CIT

Program Goals Statement

Students have the flexibility to individualize this transfer program to meet the requirements of many four-year colleges and universities.

Student Learning Outcomes

- See Learning Outcomes (p. 236).

Program information

- BCC offers many technical courses frequently not available at four-year institutions.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member. Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Recommendations

- Students should consider CIS 111 (p. 281) as their first course unless they have previous computer experience or took computer courses in high school. CIS 111 (p. 281) may be a good transfer course.

Elective Recommendations

- See Transfer Electives and Elective Recommendations (p. 118) specifically the CIS plans

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Technical Literacy, First Year Experience if the student elects to take CIS 120

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

Choose two 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

Elective Courses

Ethical Dimensions Elective 0-3
Global Awareness Elective 0-3
Multicultural Perspective Elective 0-3
Science Elective 3-4
Science Elective 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 152 College Algebra 3
MTH 172 Precalculus with Trigonometry 4
MTH 214 Calculus I 4
MTH 215 Calculus II 4

MTH 251 can be substituted for MTH 132.

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 156 Visual Basic 3
CIS 155 Introduction to C++ Programming 3
CIS 157 Object-Oriented JAVA Programming I 4

Program Electives - choose one of the following

CIS 255 C++ Object Oriented Programming 3
CIS 256 Advanced Visual Basic 3
CIS 257 Object-Oriented JAVA Programming II 4

Program Electives

CIS/CIT Elective 3-4

Choose one of the following

CIS 120 Programming: Logic, Design and Implementation 3
ELECTIVE 3

Note: CIS 120 covers the first year experience - if you do not elect to take CIS 120, you will need to take another course to fulfill the first year experience criteria.

Or one of the following

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

Recommended Course Sequence - Fall Semester 1

Quantitative and Symbolic Reasoning Elective 3-4
ACC 101 Principles of Accounting I 4
ENG 101 Composition I: College Writing 3
CIS 120 Programming: Logic, Design and Implementation Or 3
CIS/CIT Elective 3
History Elective 3

Recommended Course Sequence - Spring Semester 2

Quantitative and Symbolic Reasoning Elective 3-4
ACC 102 Principles of Accounting II 4
ENG 102 Composition II: Writing about Literature 3
CIS 155 Introduction to C++ Programming Or 3
CIS 156 Visual Basic Or 3
CIS 157 Object-Oriented JAVA Programming I History Elective 3

Recommended Course Sequence - Fall Semester 3

Free Elective 3
Science Elective 3-4
CIS 150 Oracle and SQL Or 3

CIS 152	Database Programming and Management with Access	3
CIS 255	C++ Object Oriented Programming	3
	Or	
CIS 256	Advanced Visual Basic	3
	Or	
CIS 257	Object-Oriented JAVA Programming II	4
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 Science Elective	3 3-4

CRIMINAL JUSTICE CAREER

Degree offered

Associate in Science in Criminal Justice

Credits required 61/63

Dean

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

Dana Mayhew, Coordinator and Professor of Criminal Justice & Sociology, dana.mayhew@bristolcc.edu

Program Code: CJ

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. 238)

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.

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

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	State and Local Government	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

ELECTIVE Free		3-4
Scientific Reasoning and Discovery Elective		3-4

See General Education Competency Courses for Scientific Reasoning and Discovery (p. 254) course listings

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 Society	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
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
CRJ 218	Law Enforcement Management and Planning	3
	Or	
CRJ 221	Juvenile Offenders	3
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Fall Semester 3

CRJ 219	Police and Society	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
	Science Elective	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
	Free Elective	3
GVT 251	State and Local Government	3

Program Requirement

Students earning a final course grade of D+ or lower in any Criminal Justice course will be withdrawn from the Criminal Justice Program. Any student withdrawn from a Criminal Justice course by an instructor for any reason, and has a grade of D+ or lower at the time of the withdrawal will be removed from the Criminal Justice Program. Any student withdrawn from the Criminal Justice Program may apply for readmission to the Program through enrollment services after retaking and earning a grade of C- or better in the course(s) which the unsatisfactory grade was earned.

CRIMINAL JUSTICE TRANSFER**Degree offered**

Associate in Science in Criminal Justice Transfer

Credits required 62/63**Dean**

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

Dana Mayhew, Coordinator and Professor of Criminal Justice & Sociology, dana.mayhew@bristolcc.edu

Program Code: CJT

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. 238)

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.

- 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.

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 www.BristolCC.edu/transfer

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	State and Local Government	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 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

Scientific Reasoning and Discovery Elective - Lab	4
Scientific Reasoning and Discovery Elective	3-4

See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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 Society	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
HST 111	The West and the World I Or	3
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
CRJ 218	Law Enforcement Management and Planning Or	3
CRJ 221	Juvenile Offenders	3
HST 112	The West and the World II	3

	Or		
HST 114	United States History from 1877	3	
MTH 119	Fundamental Statistics	3	
	Or		
MTH 125	Modern College Mathematics	3	
Recommended Course Sequence - Fall Semester 3			
CRJ 219	Police and Society	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	
	Science Elective	3-4	
GVT 251	State and Local Government	3	

Program Requirement

Students earning a final course grade of D+ or lower in any Criminal Justice course will be withdrawn from the Criminal Justice Program. Any student withdrawn from a Criminal Justice course by an instructor for any reason, and has a grade of D+ or lower at the time of the withdrawal will be removed from the Criminal Justice Program. Any student withdrawn from the Criminal Justice Program may apply for readmission to the Program through enrollment services after retaking and earning a grade of C- or better in the course(s) which the unsatisfactory grade was earned.

Culinary Arts

CULINARY ARTS/BAKING AND PASTRY CAREER

Degree offered

Associate in Applied Science in Culinary Arts (Baking and Pastry)

Credits required 61

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

John Caressimo, Coordinator and Professor of Culinary Arts, john.caressimo@bristolcc.edu

Program Code: CUB

Program Goals Statement

The Baking and Pastry Arts concentration 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. 236)

Program Information

- Prior to being considered for admission, applicants must attend an Applicant Orientation Session (See BCC Web Page, Admission, More Information).
- Prior to being considered for admission, students must complete the College Placement Exams (or be exempt).
- Students requiring developmental courses in math, reading, or English must complete those courses prior to enrolling in any culinary lab courses.
- Culinary Arts programs are exempt from meeting General Education Competencies due to the requirements of the Associate in Applied Science degree.

Additional Costs

- Students are responsible for the costs of their uniforms, kitchen and bakeshop tools, and texts.

Essential Functions

- 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.

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.

After BCC

- Graduates can work in the 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, Paul Smith's College and Newbury College.
- 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 www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 140	Nutrition for Culinaricians	3
CIS 113	Hospitality Management Information Systems	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 226	Food in History	3
SOC 252	The Sociology of Human Relations	3

Choose one of the following

MTH 115	Culinary Math	
MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Program Courses

CUL 100	Introduction to College/Culinary Experience	3
CUL 102	Culinary Art	1
CUL 103	Culinary Photography	1
CUL 104	Culinary Ice Carving	1
CUL 140	Sanitation for Culinaricians	2
CUL 151	Essentials of Baking I	2
CUL 152	Essentials of Baking II	4
CUL 153	Baking Technologies	3
CUL 154	Introduction to Showpieces and Displays	3
CUL 240	Purchasing for Culinaricians	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
CUL 100	Introduction to College/Culinary Experience	3
CUL 102	Culinary Art	1

CUL 103	Culinary Photography	1
CUL 104	Culinary Ice Carving	1
CUL 140	Sanitation for Culinaricians	2
CUL 151	Essentials of Baking I	2
CUL 153	Baking Technologies	3

Recommended Course Sequence - Spring Semester 2

CUL 152	Essentials of Baking II	4
CUL 154	Introduction to Showpieces and Displays	3
CUL 240	Purchasing for Culinaricians	2
ENG 101	Composition I: College Writing	3
BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3
	Or	
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
HST 226	Food in History	3
ENG 102	Composition II: Writing about Literature	3
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Spring Semester 4

CUL 241	Foodservice Operations and Career Development	2
CUL 252	Advanced Pastry Arts II	6
CUL 256	The Capstone Experience for the Baker	3
BIO 140	Nutrition for Culinaricians	3

CULINARY ARTS CAREER

Degree offered

Associate in Applied Science in Culinary Arts

Credits required 67

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

John Caressimo, Coordinator and Professor of Culinary Arts, john.caressimo@bristolcc.edu

Program Code: CU

Program Goals Statement

The Culinary concentration 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. 236).

Program Information

- Prior to being considered for admission, applicants must attend an Applicant Orientation Session (see BCC Web Page, Admissions, More Information).
- Prior to being considered for admission, students must complete the College Placement Exams (or be exempt).
- Students requiring developmental courses in math, reading, or English must complete those courses prior to enrolling in any culinary lab 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.

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 food service profession.

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.

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 www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 140	Nutrition for Culinarians	3
CIS 113	Hospitality Management Information Systems	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 226	Food in History	3
SOC 252	The Sociology of Human Relations	3

Choose one of the following

MTH 115	Culinary Math	
MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Program Courses

CUL 100	Introduction to College/Culinary Experience	3
CUL 102	Culinary Art	1
CUL 103	Culinary Photography	1
CUL 104	Culinary Ice Carving	1
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 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
CUL 100	Introduction to College/Culinary Experience	3
CUL 102	Culinary Art	1
CUL 103	Culinary Photography	1
CUL 104	Culinary Ice Carving	1
CUL 111	Essentials of Culinary Arts I	4
CUL 121	Dining Room Functions I	2
CUL 140	Sanitation 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
ENG 102	Composition II: Writing about Literature	3
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Spring Semester 4

BIO 140	Nutrition for Culinarians	3
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
HST 226	Food in History	3
BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Deaf Studies

DEAF STUDIES CAREER/DEAF STUDIES: SPEECH TO TEXT SUPPORT SERVICES

Degree offered

Associate in Arts in Deaf Studies

Credits required 61

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, sandra.lygren@bristolcc.edu

Program Code: DS

Concentration Code: DSC

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 advocate members). As such, all Deaf Studies concentrations share the same ASL and Deaf Studies core courses. This career concentration also provides specialized workforce skills. C-Print Pro™ is a computerized Speech to Text system invented at the National Technical Institute for the Deaf. Students in this concentration are preparing themselves to primarily work with Deaf/HH persons in educational settings. Students in this concentration 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. Students who complete all requirements will also graduate with a certificate of completion from the National Technical Institute of the Deaf for C-Print Pro™.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information**General**

- BCC offers several Deaf Studies concentrations to meet your career and academic goals. The concentration options are: Transfer, Interpreter Transfer, Education, Human Services and Speech to Text Support Services. Students unsure of which option to choose should choose Deaf Studies: Transfer.
- This is not real time captioning (CART) as seen on TV although C-Print Pro™ but can be and is used to create open captions for the internet and real time meaning for meaning access.

- 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 Learning Assessment (PLA) opportunities.
- Students who have taken 2 or more ASL classes in high school, with a B or better, should meet with the program director for placement.
- Although individual courses may be offered on different campuses in both day/evening formats, Deaf Studies 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, DST 101 or DST 110 Deaf Culture will not be able to complete an AA Deaf Studies program and should speak to the program director about options including retaking courses in the Prep Certificate.
- 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.
- A CORI may be required for service learning, practicum or ASL 285 placements.
- 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 DSC 225 Introduction to the ASL/English Interpreting Profession as an extra elective.
- In order to meet program outcomes, students need to be able to:
 - touch type and demonstrate keyboarding speed of at least 40 wpm in a three minute timing before starting Speech to Text courses
 - use word processing software and their own lap top.

Additional Costs

- Students are responsible for associated costs such as C-Print Pro software (available only through bookstore), a laptop if not already owned, peripheral equipment desired for use with laptop, professional attire for practicum, and transportation to and from practicum.
- As stated above, Deaf Studies majors are required to attend Deaf events every semester. Most are not on campus and some options will have a registration fee or

ticket price; students are responsible for their own transportation.

- Deaf Studies majors may incur copying costs (after the BCC free allotment given per semester) associated with their Intro. to Deaf Studies course when creating their resource portfolio.

Career Pathways and Essential Functions

The Deaf Studies welcomes all interested students to our courses and programs but strives to be completely transparent with incoming students about the career pathways and essential functions required (or expected) at transfer institutions or in the workforce. The Speech to Text Support Service option prepares students for entry level work primarily in educational settings. As such, essential functions in those settings include certain cognitive, physical and sensory abilities which are necessary to perform the daily duties of a professional C-Print captionist.

These are:

cognitive abilities - ability to process spoken language and deconstruct it phonetically; ability to process images from a blackboard, whiteboard, LCD projection and laptop screen; ability to deconstruct auditory information in working memory while still actively listening to and comprehending a spoken message.

physical abilities - ability to touch type at an eventual speed of 60+ wpm; ability to transport self and equipment needed for captioning; ability to sit for extended periods.

sensory abilities - ability to access (fully) visual information on a blackboard, white board and LCD screen projection, as well as, a laptop screen; ability to access (fully) and comprehend spoken language.

If you are unsure about meeting these essential functions of employment, with or without accommodations, please contact the program director for a consult.

After BCC

- Students can work as entry level captionists, captionist/aides in a K-12 Deaf ed setting, or can transfer to the BA/BS program of their choice.
- Students who continue to develop advanced proficiency with both keyboarding and C-Print Pro™ will be employable for remote captioning, internet captioning and transcription creation.
- 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.

Infused General Education Competencies

First-Year Experience, Oral Communication

DEGREE REQUIREMENTS

General Courses

COM 113	Interpersonal Speech	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
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	1
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
DSC 221	Introduction to Speech to Text Support Services in the Deaf Community	3
DSC 235	Speech to Text for Deaf Community	3
DSC 236	Speech to Text for the Deaf Community Practicum I	1
DSC 281	Speech to Text for the Deaf Community Practicum II	1
DST 101	Introduction to Deaf Studies	4
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3

Choose one Behavioral Social Science Elective

Behavioral/Social Science Elective	3
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Elective Courses

Mathematics Elective	3
Scientific Reasoning and Discovery Elective - Lab	4

See General Education Competency Courses (p. 253) for course listings.

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	4

DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing And	3
PSY 101	General Psychology Or	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	1
COM 113	Interpersonal Speech	3
DSC 221	Introduction to Speech to Text Support Services in the Deaf Community	3
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - Summer

Students are encouraged to take a Gen Ed course (HST 111, ENG 102, Lab Science Elective, Math Elective) in the summer between semesters 2 and 3 to lighten the work load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DSC 235	Speech to Text for Deaf Community	3
DSC 236	Speech to Text for the Deaf Community Practicum I	1
ENG 102	Composition II: Writing about Literature	3
	Mathematics 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
DSC 281	Speech to Text for the Deaf Community Practicum II	1
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
HST 111	The West and the World I	3
	Science Elective	3-4

DEAF STUDIES CAREER/EDUCATION CONCENTRATION

Degree offered

Associate in Arts in Deaf Studies

Credits required 62

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies,
sandra.lygren@bristolcc.edu

Program Code: DS

Concentration Code: DSE

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 advocate members). As such, all Deaf Studies concentrations share the same ASL and Deaf Studies core courses. This program also includes specialized courses needed for transfer into a BS/BA program in the educational area of choice. Students in this concentration are considering a future working with deaf or hard-of-hearing children in early intervention or an educational setting.

Student Learning Outcomes

- See Learning Outcomes (p. 236)

Program Information

General

- BCC offers several Deaf Studies concentrations to meet your career and academic goals. The concentration options are: Transfer, Interpreter Transfer, Education, Human Services and Speech to Text Services. Students unsure of which option to choose should choose Deaf Studies: Transfer.
- Deaf Studies provides a foundation for interpreters, but, is not an interpreter training/education program (ITP/IEP). Students wanting to become professional interpreters in an educational setting should enroll in our Interpreter Transfer concentration which will prepare students to transfer on to four year institution.
- 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 Learning Assessment (PLA) opportunities.
- Students who have taken 2 or more ASL classes in high school, with a B or better, should meet with the program director for placement.
- Although individual courses may be offered on different campuses in both day/evening formats, Deaf

Studies courses are primarily offered on the Fall River campus as day enrollments. Some Deaf Studies courses may be offered completely on-line.

- Students may opt to take more ECE courses than required 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.
- EDU 220 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 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.

Standards & Expectations

- Students not earning a C or better in any ASL class, DST 101 or DST 110 Deaf Culture will not be able to complete an AA Deaf Studies program and should speak to the program director about options including retaking courses under the Prep Certificate.
- 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.
- A CORI may be required for service learning or ASL 285 placements.
- In order to meet transfer expectations and certification standards for working in a signing-based Deaf Education program, students must be able to:
 - earn grades of B or better in all ASL classes; maintain an overall GPA of 2.7.
 - Mass. certification for Deaf Education: Total Communication requires a score of Intermediate Plus or higher on the S.L.P.I offered through MCDHH and DESE at time of certification.

Additional Costs

- As stated above, Deaf Studies majors are required to attend Deaf events each semester. Most are off campus and will require transportation. Some options will have a registration fee or ticket price and costs vary.

- Deaf Studies majors may incur copying costs (after the BCC free allotment given per semester) associated with their Intro. to Deaf Studies course when creating their resource portfolio.

Career Pathway and Essential Functions

The Deaf Studies welcomes all interested students to our courses and programs but strives to be completely transparent with incoming students about the career pathways and essential functions required (or expected) at transfer institutions or in the workforce. The Education concentration prepares students primarily **for transfer** to a BA/BS Education program at a four year institution or an entry level position as an aide (subject to individual educational program standards). 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 BA/BA programs in Massachusetts. Most teachers of the Deaf hold a Master's degree in Deaf Ed.

Essential functions required include certain cognitive, physical and sensory abilities which are necessary to perform the work of a professional educator of signing children who are Deaf, hard-of-hearing or deaf-blind. (The essential functions may be different in special education working with non-verbal children who use sign vocabulary to augment communication.)

These are:

cognitive abilities - ability to process visual language; ability to read and write English

physical abilities - ability to accurately express and articulate American Sign Language (which includes fine and gross motor movement of: facial muscles, head, neck, and, both shoulders, arms, wrists, hands and ten fingers)

sensory abilities - ability to access and comprehend visual language

If you are unsure about meeting these essential functions of transfer or employment, with or without accommodations, please contact the program director for a consult.

Recommendations

- Students requiring developmental coursework should complete this in their first semester.
- Students should take ASL 101 and DST 101 in their first fall.
- Students who did not follow, or were not offered, a college prep track in high school, may find a 12 credit load or part time credit load is a successful way to adjust to the rigors of this program of study.

After BCC

- Students in this concentration 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 BA/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.

Infused General Education Competencies

First Year Experience, Oral Communication

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

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	1
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	4
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3

Concentration Courses - Early Childhood Education

ECE 111	Introduction to Early Childhood Education	3
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ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
	ELECTIVE	3
PSY 252	Child Development	3

Elective: choose from ECE 113 [to meet DEEC requirements, students should take *ECE 113* and *ECE 222*, and *ECE 234*, and *ECE 251* in the ECE certificate program], *ECE 222*, *ECE 223*, *ECE 260* [*ECE 260* is best choice for transferring]

Concentration Courses - Education

EDU 220	Foundations of Education with Teaching Pre-Practicum	3
PSY 252	Child Development	3
	ELECTIVE	3
	ELECTIVE	3

Electives: choose two from GVT 111, MTH 128, SCI 113, or SSC 101

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	4
DST 110	Deaf Culture	3
ECE 111	Introduction to Early Childhood Education	3
	ECE Elective	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	1
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	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 - Summer

Students are encouraged to take a Gen Ed course (HST 111, ENG 102, BIO 111) in the summer between semesters 2 and 3 to lighten the work load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
EDU 220	Foundations of Education with Teaching Pre-Practicum	3
HST 111	The West and the World I	3

PSY 252	Child Development	3
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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 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
HST 113	United States History to 1877	3
BIO 111	General Biology I	4
	Program Elective	3

DEAF STUDIES/HUMAN SERVICES CONCENTRATION

Degree offered

Associate in Arts in Deaf Studies

Credits required 60/62

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, sandra.lygren@bristolcc.edu

Program Code: DS

Concentration Code: DSH

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 advocate members). As such, all Deaf Studies concentrations share the same ASL and Deaf Studies core courses. This program also includes specialized courses needed for transfer into a BS/BA program in the human services area of choice. Students in this concentration 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. 236)

Program Information

General

- BCC offers several Deaf Studies concentrations to meet your career and academic goals. The concentration options are: Transfer, Interpreter Transfer, Education,

Human Services and Speech to Text Support Services. Students unsure of which option to choose should choose Deaf Studies: Transfer.

- 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 Learning Assessment (PLA) opportunities.
- Students who have taken 2 or more ASL classes in high school, with a B or better, should meet with the program director for placement.
- Although individual courses may be offered on different campuses in both day/evening formats, Deaf Studies courses are primarily offered on the Fall River campus as day enrollments. Some Deaf Studies courses may be offered completely on-line.
- Students who want to meet the MassTransfer block should take a 3 credit science as their free elective.
- Students wanting to continue on in Social Work should choose an additional program elective as their free elective.

Standards & Expectations

- Students not earning a C or better in any ASL class, DST 101 or DST 110 Deaf Culture will not be able to complete an AA Deaf Studies program and should speak to the program director about options including retaking courses in the Prep Certificate.
- 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.
- A CORI may be required for service learning or ASL 285 placements.

Additional Costs

- As stated above, Deaf Studies majors are required to attend Deaf events each semester. Most are off campus and will require transportation. Some options will have a registration fee or ticket price and costs vary.

Deaf Studies majors may incur copying costs (after the BCC free allotment given per semester) associated with their Intro. to Deaf Studies course when creating their resource portfolio.

Career Pathway and Essential Functions

The Deaf Studies program welcomes all interested students to our courses and program but strives to be completely transparent with incoming students about the career

pathways and essential functions required (or expected) at transfer institutions or in the workforce. The Human Services concentration prepares students to transfer as juniors into a baccalaureate program of their choice or into an entry level position.

Human service workers in the ASL workforce* are employed in a variety of settings and with a variety of clients. Essential functions in those settings include certain cognitive, physical and sensory abilities which are necessary.

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These are:

cognitive abilities - ability to process visual language.
physical abilities - ability to accurately express and articulate American Sign Language (which includes fine and gross motor movement of: facial muscles, head, neck, and, both shoulders, arms, wrists, hands and ten fingers)

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sensory abilities - ability to access and comprehend visual language

If you are unsure about meeting these essential functions of employment, with or without accommodations, please contact the program director for a consult.

*Those who go on to human services work with the general population will not have these essential functions.

Recommendations

- Students requiring developmental coursework should complete this in their first semester.
- Students should take ASL 101 and DST 101 in their first fall.
- Students who did not follow, or were not offered, a college prep track in high school, may find a 12 credit load or part time credit load is a successful way to adjust to the rigors of this program of study
- Students who also wish to complete the MassTransfer block should take an additional 3-4 credit science elective.

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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 www.BristolCC.edu/transfer

Infused General Education Competencies

First-Year Experience, Oral Communication

DEGREE REQUIREMENTS**General Courses**

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
SOC 101	Principles of Sociology	3

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	1
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	4
DST 110	Deaf Culture	3
DST 151	Deaf History	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

And choose two of the following

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 of Methods of Interviewing	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

Lab Science Elective	4
Mathematics Elective	3
Free Elective	1-3

Choose from MassTransfer electives, unless otherwise specified

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	4
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
SOC 101	Principles of Sociology	3
	Mathematics Elective	3
	Program Elective	3
	Free Elective	3

Recommended Course Sequence - Summer

Students are encouraged to take a Gen Ed course (HST 111, ENG 102, Lab Science Elective or Math Elective) in the summer between semesters 2 and 3 to lighten the work load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
PSY 101	General Psychology	3
	Mathematics Elective	3
	Program 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 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
	Program Elective	3
	Lab Science Elective	4

Deaf Studies Transfer**DEAF STUDIES TRANSFER****Degree offered**

Associate in Arts in Deaf Studies (Transfer)

Credits required 60/63

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies,
sandra.lygren@bristolcc.edu

Program Code: DS

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 advocate members). As such, all Deaf Studies concentrations share the same ASL and Deaf Studies core courses. 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

Program Information

General

- Students unsure of transfer or career paths in Deaf Studies should choose this concentration.
- Deaf Studies provides a foundation for interpreters, but, is not an interpreter training/education program (ITP/IEP). Students wanting to become professional interpreters should enroll in our Interpreter transfer concentration which will prepare students to transfer on to four year institution.
- 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 Learning Assessment (PLA) opportunities.
- Students who have taken 2 or more ASL classes in high school, with a B or better, should meet with the program director for placement.
- Although individual courses may be offered on different campuses in both day/evening formats, Deaf Studies 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, DST 101 or DST 110 Deaf Culture will not be able to complete an AA Deaf Studies program and should speak to the program director about options including retaking courses in the Prep Certificate.
- 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.
- A CORI may be required for service learning or ASL 285 placements.

Additional Costs

- As stated above, Deaf Studies majors are required to attend Deaf events each semester. Most are off campus and will require transportation. Some options will have a registration fee or ticket price and costs vary.
- Deaf Studies majors may incur copying costs (after the BCC free allotment given per semester) associated with their Intro. to Deaf Studies course when creating their resource portfolio.

Career Pathways and Essential Functions

The Deaf Studies program welcomes all interested students to our courses and program but strives to be completely transparent with incoming students about the career pathways and essential functions required (or expected) at transfer institutions or in the workforce. The Deaf Studies Transfer (MassTransfer program) prepares students to transfer as juniors into a baccalaureate programs of their choice - in any field related or not to Deaf people. Our strong liberal arts foundation prepares students well for the next phase of their education. They become better reader, writers, speakers, learners through our curriculum.

Those graduates who want to continue on and become professional members in the ASL workforce will need to meet language proficiency standards for ASL. Essential functions include certain cognitive, physical and sensory abilities which are necessary to acquire a second, visual language. These are:

cognitive abilities - ability to process visual language.

physical abilities - ability to accurately express and articulate American Sign Language (which includes fine and gross motor movement of: facial muscles, head, neck, and, both shoulders, arms, wrists, hands and ten fingers)

sensory abilities - ability to access and comprehend visual language

If you are unsure about meeting these essential functions of employment, with or without accommodations, please contact the program director for a consult.

Recommendations

- Students requiring developmental coursework should complete this in their first semester.
- Students should take ASL 101 (p. 271) and DST 101 (p. 300) in their first fall.
- Students who did not follow, or were not offered, a college prep track in high school, may find a 12 credit load or part time credit load is a successful way to adjust to the rigors of this program of study.

After BCC

- This concentration is part of the MassTransfer program. 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 www.BristolCC.edu/transfer

Infused Competencies

First Year Experience

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

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	1
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	4
DST 110	Deaf Culture	3
DST 151	Deaf History	3

DST 251	Deaf Literature and ASL Folklore	3
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Elective Courses

Behavioral/Social Science Elective	3
Communications Elective	3
Lab Science Elective	4
Elective - Science	3-4
Mathematics Elective	3
Electives as needed to complete 60 credits	

Choose from MassTransfer list, unless otherwise specified

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

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	4
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	1
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
PSY 101	General Psychology	3
	Mathematics Elective	3
	Communications Elective	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses (History Elective, Math Elective, Science Elective, ENG 102) 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
	Science Elective	3-4
	Behavioral/Social Science 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 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
	Lab Science Elective	4
	History Elective	3

DEAF STUDIES TRANSFER/INTERPRETER TRANSFER CONCENTRATION

Degree offered

Associate in Arts in Deaf Studies

Credits required 62

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies,
sandra.lygren@bristolcc.edu

Program Code: DS

Concentration Code: DSI

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 advocate members). As such, all Deaf Studies concentrations share the same ASL and Deaf Studies core courses. This transfer program also includes specialized course work needed to prepare for future interpreter studies. Students in this concentration 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. 236)

Program Information

General

- BCC offers several Deaf Studies concentrations to meet your career and academic goals. The concentration options are: Transfer, Interpreter Transfer, Education, Human Services and Speech to Text Support Services. Students unsure of which option to choose should choose Deaf Studies: Transfer.

- 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 Learning Assessment (PLA) opportunities.
- Students who have taken 2 or more ASL classes in high school, with a B or better, should meet with the program director for placement.
- Although individual courses may be offered on different campuses in both day/evening formats, Deaf Studies 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, DST 101 or DST 110 Deaf Culture will not be able to complete an AA Deaf Studies program and should speak to the program director about options including retaking courses in the Prep Certificate.
- 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.
- A CORI may be required for service learning or ASL 285 placements.
- In order to meet program outcomes and transfer expectations, students need to be able to:
 - earn grades of B *or better* in all ASL courses and maintain an overall GPA of 2.7 or higher.
 - speak and articulate English proficiently*.

Additional Costs

- As stated above, Deaf Studies majors are required to attend Deaf events each semester. Most are off campus and will require transportation. Some options will have a registration fee or ticket price and costs vary.
- Deaf Studies majors may incur copying costs (after the BCC free allotment given per semester) associated with their Intro. to Deaf Studies course when creating their resource portfolio.

Career Pathway and Essential Functions

The Deaf Studies program welcomes all interested students to our courses and program but strives to be completely transparent with incoming students about the career pathways and essential functions required (or expected) at transfer institutions or in the workforce. The Interpreter Transfer concentration *prepares* students to transfer as juniors into a baccalaureate Interpreter

Training/Preparation program students and for eventual entry level work as an educational or community interpreter. Strong American Sign Language and English proficiency 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". Interpreter education is a highly specialized major that is not common across four year schools. The northeast region transfer opportunities include: Framingham State University, Northeastern University, University of New Hampshire-Manchester, University of So. Maine, Rochester Institute of Technology/NTID in New York.

Interpreters work in a variety of settings. Essential functions in those settings include certain cognitive, physical and sensory abilities which are necessary to perform the work of a professional interpreter.

These are:

cognitive abilities - ability to process visual and spoken language*; ability to hold information in working memory while simultaneously processing new visual or spoken language.

physical abilities - ability to accurately express and articulate American Sign Language (which includes fine and gross motor movement of: facial muscles, head, neck, and, both shoulders, arms, wrists, hands and ten fingers); ability to accurately express and articulate intelligible spoken English; ability to transport self to a variety of indoor and outdoor settings which may include standing or sitting for long periods of time.

sensory abilities - ability to access and comprehend visual and spoken language*

*spoken language access and processing are not an essential function for culturally Deaf, native ASL users who have a goal of becoming CDIs (certified Deaf interpreters).

If you are unsure about meeting these essential functions of employment, with or without accommodations, please contact the program director for a consult.

After BCC

- Past graduates have transferred or been accepted to Northeastern University, University of New Hampshire-Manchester, Florida State University, NTID and University of Southern Maine for Interpreter Training. Most interpreter programs will require relocating.
- If you plan to transfer to a four-year degree program in interpreting, go to discoverinterpreting.com and RID.org.

Infused General Education Competencies

First-Year Experience

DEGREE REQUIREMENTS

General Courses

COM 113	Interpersonal Speech	3
COM 160	Intercultural Communication	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	1
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
DSC 225	Introduction to ASL/English Interpreting	3
DST 101	Introduction to Deaf Studies	4
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3

Elective Courses

ELECTIVE (select with the assistance of an advisor)	3
Lab Science Elective	4
Mathematics Elective	3

Choose from MassTransfer electives, unless otherwise specified

Choose one of the following

PSY 101	General Psychology	3
	Or	
SOC 101	Principles of Sociology	3

Choose one of the following

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

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	4
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing And	3
SOC 101	Principles of Sociology	3
	Or	
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

ASL 101	Elementary American Sign Language I	3
ASL 181	Visual/Gestural Communication	1
COM 113	Interpersonal Speech	3
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
ENG 102	Composition II: Writing about Literature	3
	History Elective	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses (History Elective, Math Elective, Science Elective or ENG 102) 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
PHL 152	Ethics: Making Ethical Decisions in a Modern World	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

DSC 225	Introduction to ASL/English Interpreting	3
DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3
	Program Elective	3
	Mathematics Elective	3

DENTAL HYGIENE CAREER**Degree offered**

Associate in Science in Dental Hygiene

Credits required 82

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Lynne Byers, Department Chair and Professor of Dental Hygiene, lynne.byers@bristolcc.edu

Program Code: DH

Program Goal 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. 236)

Program Information

- Applicants with completed applications meeting minimum criteria submitted by February 1 will be given priority consideration for admission. <http://www.bristolcc.edu/students/admissions/applytobcc/>
- The Admissions Office reviews each applicant based on the stated criteria for preadmission requirements.
- A candidate list is ranked with the top twenty candidates that have met the preadmission requirements with the highest GPA.
- The Admissions Office notifies the top twenty candidates of their acceptance into the Program. These candidates have until May 1st to confirm their acceptance into the Program.

- 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.
- Once enrolled in the Dental Hygiene program, students are required to complete all courses in the four semesters of instruction in required sequence and without interruption in order to integrate theoretical and clinical education and to graduate.

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 CDCA/ADEX/North East Regional Clinical Board Examination.
- For 2015, the BCC pass rate for the National Board (required for licensure in Massachusetts) is 100%, and the Northeast Regional Board of Dental Hygiene is 100%.

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, First Year Experience

DEGREE REQUIREMENTS

Pre-admission Requirements

BIO 233, ENG 101, a 4-credit general college chemistry with a laboratory component with a grade of B- or better, and High School Algebra I (or a higher level mathematics in high school or college)

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
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

A 4 credit general college chemistry with a laboratory component is required.

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

Historic Awareness Elective	3
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See General Education Competency/Historic Awareness (p. 255) for course listings

Program Courses

DHG 111	Dental Anatomy and Oral Histology	3
DHG 113	Orientation to Clinical Dental Hygiene	5
DHG 119	Head and Neck Anatomy	2
DHG 120	Dental Hygiene Theory II	2
DHG 122	Clinical Dental Hygiene II	2
DHG 124	Oral Radiography	3
DHG 126	Periodontology	3
DHG 128	Pharmacology for Dental Hygienists	1
DHG 230	Local Anesthesia for the Dental Hygienist	2
DHG 231	Dental Hygiene Theory III	2
DHG 233	Clinical Dental Hygiene III	4
DHG 235	General and Oral Pathology	2
DHG 237	Dental Materials	3
DHG 240	Dental Hygiene Theory IV	2
DHG 242	Clinical Dental Hygiene IV	4
DHG 244	Oral Health in the Community	2

Required Course Sequence - Fall Semester 1

BIO 234	Human Anatomy and Physiology II	4
COM 101	Fundamentals of Public Speaking	3
DHG 111	Dental Anatomy and Oral Histology	3
DHG 113	Orientation to Clinical Dental Hygiene	5
DHG 119	Head and Neck Anatomy	2
PSY 101	General Psychology	3

Required Course Sequence - Spring Semester 2

BIO 220	Introduction to Nutrition	3
DHG 120	Dental Hygiene Theory II	2
DHG 122	Clinical Dental Hygiene II	2
DHG 124	Oral Radiography	3
DHG 126	Periodontology	3
DHG 128	Pharmacology for Dental Hygienists	1
ENG 102	Composition II: Writing about Literature	3

Required Course Sequence - Fall Semester 3

BIO 239	Elements of Microbiology	4
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DHG 230	Local Anesthesia for the Dental Hygienist	2
DHG 231	Dental Hygiene Theory III	2
DHG 233	Clinical Dental Hygiene III	4
DHG 235	General and Oral Pathology	2
DHG 237	Dental Materials	3

Required Course Sequence - Spring Semester 4

DHG 240	Dental Hygiene Theory IV	2
DHG 242	Clinical Dental Hygiene IV	4
DHG 244	Oral Health in the Community	2
MTH 119	Fundamental Statistics	3
	Global Awareness Elective	3
	Historic Awareness Elective	3

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 state-approved high school equivalency credential rather than with a high school diploma will need to take the required pre-admission courses before being considered for admission to the program. See *Minimum Requirements 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 II (or a higher level mathematics in high school or college) with a grade of B- or greater
- A 4-credit general college Chemistry with a laboratory component with a grade of B- or greater
- BIO 233 (equivalent to college Anatomy and Physiology 1) 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
- Applicants must achieve a **total composite score of 50%** or higher on the **ATI TEAS Exam**. For more detailed TEAS information, please visit our web site at www.bristolcc.edu/students/testingcenter/teas.
- Overall GPA must be 3.0+ to be considered for admission to Dental Hygiene

- Attend one mandatory health science admissions information session (seating is limited.)
- It is strongly recommended that students complete the science courses required for admission and program degree completion within 5 years of application.

Additional Requirements

Accepted applicants must have a *physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre 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. A ten-panel random drug screen is required upon entrance, yearly, and/or randomly. The fee is paid by the student.**

Upon admission to the Dental Hygiene program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A positive CORI/SORI check may prevent students from working in contracted health facilities and onsite dental hygiene clinic, 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, disposables, 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 all other DHG courses.

Essential Functions

- Communicate clearly and effectively through speech and writing in English with patients, faculty, staff and peers.
- Physical ability, sufficient mobility and motor coordination to safely provide patient care and to meet the needs of various patient populations.
- Cognitive ability to learn and apply skills necessary to meet curriculum (including clinical) requirements to attain entry-level status into the profession.
- Sufficient visual acuity, with or without correction, to safely provide patient care. Emotional stability sufficient to interact professionally with patients, faculty, staff, and peers; respect patient confidentiality; use reasonable judgment; accept responsibility for actions.

Risks of Exposure to Infectious Disease

As in any health care environment, students in the Dental Hygiene Program may have risks of exposure to infectious diseases. The Dental Hygiene Program adheres to all state and federal regulations to reduce the risk of health care associated infections. Individuals who disclose the presence of blood-borne infectious diseases will be shown the same consideration as non-infected individuals and will be offered reasonable accommodations. Information regarding health status of an individual is considered confidential and protected by the Family Education Rights and Privacy Act of 1974.

Early Childhood Education

EARLY CHILDHOOD EDUCATION CHILD CARE CAREER

Degree offered

Associate in Science in Early Childhood Education

Credits required 64

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Melissa Cardelli, C.A.G.S., Program Coordinator,
Professor of Early Childhood Education,
melissa.cardelli@bristolcc.edu

Program Code: CH

Program Goals Statement

The 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. 236)

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.

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.
- Students are required to submit to a Criminal Offender Record Investigation (CORI) check. A positive CORI check would prevent a student from engaging in field-related course work including Teaching Practicum.

Academic Expectations

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

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.

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

EDU 101	College Success Seminar for Education	1
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

See General Education Competency Courses (p. 253) for course listings

Humanities Elective	3
Scientific Reasoning and Discovery Elective - Lab	4
Quan/Sym Reasoning 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 - Choose one track

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

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

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

Recommended Course Sequence - Fall Semester 1

EDU 101	College Success Seminar for Education	1
ECE 111	Introduction to Early Childhood Education	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
	Humanities Elective	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
ECE 222	Special Needs in Early Childhood Lab Science Elective	4
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 236	Infant-Toddler Curriculum Planning	3
ECE 253	Teaching Practicum II and Seminar II-Infant-Toddler Setting Or	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 Or	4
ECE 223	Infant-Toddler Development	3
SOC 101	Principles of Sociology	3
HST 114	United States History from 1877	3

Fieldwork

During the Teaching Practicum experience and other field based experiences, Early Childhood students should be aware that meeting young children's safety, social, emotional and educational needs come first. Students must be able to competently carry out tasks and responsibilities as developmentally appropriate and 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.

EARLY CHILDHOOD LICENSURE/EARLY CHILDHOOD EDUCATION LICENSURE

Degree offered

Associate in Science in Early Childhood Education

Credits required 60/61

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Ravitha Amarasingham, Ed.D Department Chair-Program Coordinator and Professor of Early Childhood Education, ravitha.amarasingham@bristolcc.edu

Program Code: CHT

Program Goals Statement

The Early Childhood Education Licensure Transfer program enrolls individuals aspiring to become educators of preschool, kindergarten, grade 1, and grade 2 children. Successful candidates apply for preschool lead teacher certification from the Massachusetts Department of Early Education and Child Care and are eligible for transfer into the Massachusetts Educator Licensure program at a four-year 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. 236)

Program Information

- ECE 260 (p. 304) requires completion of 26 general education credits with an overall GPA of 2.75 or better and a grade of "C" or better in all ECE courses.
- Semester prior to enrolling in early Childhood Licensure Teaching Practicum students must meet with the Program Coordinator to ensure placement in the field at a public elementary school

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

EDU 101	College Success Seminar for Education	1
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
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

Biology Elective	3-4
ELECTIVE	3
ELECTIVE	3
Humanities Elective	3

Biology Elective: Choose a 3- or 4-credit biology course

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

Humanities Elective: Recommend HUM 172, HUM 254, ENG 251, ENG 252, ENG 253, ENG 254, ENG 255, ENG 256, PHL 101, PHL 152, COM 101

Program Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 222	Special Needs in Early Childhood	3
ECE 260	Play and Early Childhood Curriculum Planning	3
ECE 261	Early Childhood Licensure Teaching Practicum	5

Recommended Course Sequence - Fall Semester 1

EDU 101	College Success Seminar for Education	1
ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 102	Composition II: Writing about Literature	3
MTH 128	Mathematics for Elementary School Teachers II	3
PSY 252	Child Development	3
SCI 113	Physical Science	4

Recommended Course Sequence - Fall Semester 3

BIO 110	Biology of Human Reproduction	3
	Or	
BIO 117	Physiology of Wellness	3
	Or	
BIO 220	Introduction to Nutrition	3
ECE 222	Special Needs in Early Childhood	3
ECE 260	Play and Early Childhood Curriculum Planning	3
	Humanities Elective	3
	ELECTIVE	3
	ELECTIVE	3

Recommended Course Sequence - Spring Semester 4

	ELECTIVE	3
	ELECTIVE	3
ECE 261	Early Childhood Licensure Teaching Practicum	5
HST 113	United States History to 1877	3
SSC 101	Introduction to Geography	3

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 would prevent student from engaging in field-related work including EC Licensure Teaching Practicum.

Fieldwork

- During this program, which requires a Teaching 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.
- Prior to acceptance into a teacher education licensure program, 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. 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 TRANSFER**Degree offered**

Associate in Arts in Elementary Education

Credits required 63

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Catherine Adamowicz, Coordinator of Elementary Education and Professor of English,
catherine.adamowicz@bristolcc.edu

Program Code: ED

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. 236)

Program Information

- EDU 220 (p. 305) requires 27 credits on the transcript and an overall GPA of 2.5 or better.
- Pre-practicum placements for EDU 220 (p. 305) 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 www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
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
MUS 116	Music for the Child	3
PSY 101	General Psychology	3
PSY 252	Child Development	3
SCI 113	Physical Science	4
SSC 101	Introduction to Geography	3

Elective Courses

Multicultural Perspective Elective	3
Technical Literacy Elective	3

Multicultural Perspective: Choose from ENG 255, ENG 256, HST 252, HST 259

Technical Literacy: Choose from ART 260, CIS 110, CIS 111, CIT 110, or EGR 103. Waived for students who have successfully completed at least two online courses.

Program Electives

Foreign Language Elective 6 credits	6
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
CSS 101	College Success Seminar	1
	Foreign Language Elective	3
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

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	3
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3
	Technical Literacy Elective	3

Recommended Course Sequence - Fall Semester 3

EDU 220	Foundations of Education with Teaching Pre-Practicum	3
	Multicultural Perspective Elective	3
GVT 111	U.S. Government	3
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3
BIO 111	General Biology I	4
	Or	
SCI 113	Physical Science	4

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
SSC 101	Introduction to Geography	3
BIO 111	General Biology I	4
	Or	
SCI 113	Physical Science	4
MUS 116	Music for the Child	3

Engineering Technology

ENGINEERING TECHNOLOGY/ARCHITECTURAL AND STRUCTURAL TECHNOLOGY CAREER

Degree offered

Associate in Science in Engineering Technology (Architectural and Structural Technology)

Credits required 67/70

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, eileen.young@bristolcc.edu

Program Code: TE

Concentration Code: CES

Program Goals Statement

This concentration 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. 248).

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
CSS 101	College Success Seminar	1
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	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	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 I	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 - Choose two

Technical Elective	3-4
Technical Elective	3-4

First Technical Elective: Choose from EGR only

Second Technical 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

For students with adequate mathematic preparedness and interested in transfer, MTH 152 and MTH 172 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	3
CED 220	Cooperative Work Experience II	3

Suggested Technical Electives

Green Building		
EGR 123	Green Building Practices with	4
EGR 102	Introduction to Sustainable and Green Energy Technologies	3

Suggested Technical Electives

CHM 113	Fundamentals of Chemistry I	4
Or		
MTH 214	Calculus I with	4

MTH 152	College Algebra And	3
MTH 172	Precalculus with Trigonometry	4

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
EGR 102	Introduction to Sustainable and Green Energy Technologies Or	3
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 125	Construction Estimating	3
PHY 101	Technical Physics I	4
MTH 141	Technical Mathematics I Or	4
MTH 152	College Algebra	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 Or	4
MTH 172	Precalculus with Trigonometry	4
PHY 102	Technical Physics II Technical Elective	4 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 I	4
EGR 251	Statics	3
HST 114	United States History from 1877 Technical Elective	3 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 254	Mechanics of Materials and Structures Global Awareness Elective	4 3

ENGINEERING TECHNOLOGY/ADVANCED MANUFACTURING TECHNOLOGY CAREER

Degree offered

Associate in Science in Engineering Technology
(Automation Technology Concentration)

Credits required 66/70

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Mary Cass, Coordinator and Associate Professor of
Automation Technology, mary.cass@bristolcc.edu

Program Code: TE

Concentration Code: MET

Program Goals Statement

This concentration 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. 236)

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. 307), EGR 251 (p. 309), CHM 113 (p. 280) or MTH 214 (p. 337) (with MTH 152 and MTH 172)
- CAD/CAM: EGR 113 (p. 306), CAD 172 (p. 278), CAD 211 (p. 279)
- Cooperative Education: CED 210 (p. 279), CED 220 (p. 279)
- Sustainability/Green Energy: EGR 183 (p. 308), EGR 282 (p. 310), EGR 284 (p. 310) (w/EGR 102 (p. 305))
- Advanced Manufacturing: EGR 115 (p. 306), EGR 215 (p. 308), CAD 211 (p. 279)
- Automation & Robotics: EGR 113 (p. 306)

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 website at www.BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Elective Courses

	Humanities Elective	3
	Social Phenomenon Elective	3

Humanities Elective: Choose from ARC 201, ART 105, ART 106, COM 160, ENG 217, ENG 251, ENG 252, ENG 257, ENG 259, ENG 261, ENG 264, HST 226, HST 252, HST 257, HST 259, HST 265, HUM 160, HUM 254, PHL 101, or PHL 152

Social Phenomenon Elective: See General Education Competency Courses (p. 256) for Social Phenomenon course listings (ECN 111, ECN 112, PHL 152, PSY 271, or SOC 101 recommended)

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 111	Advanced Computer Aided Design	3
EGR 111	Fundamentals of Manual Machining	4
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 Technical Elective: Choose from EGR only

Second and Third Technical Electives: Choose two from EGR, CAD, GIS, CED, CHM 113, MTH 214 or PHY

Math Courses - Choose one sequence

MTH 141	Technical Mathematics I	4
	And	
MTH 142	Technical Mathematics II	4
	Or	
MTH 152	College Algebra	3
	And	
MTH 172	Precalculus with Trigonometry	4

For students with adequate mathematics preparedness and interested in transfer, MTH 152 and MTH 172 may be substituted for MTH 141 and MTH 142

Science Courses

PHY 101	Technical Physics I	4
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Recommended Course Sequence - Fall Semester 1

CAD 101	Computer Aided Drafting	3
CSS 101	College Success Seminar	1
EGR 111	Fundamentals of Manual Machining	4
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
MTH 141	Technical Mathematics I	4
	Or	
MTH 152	College Algebra	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
CAD 111	Advanced Computer Aided Design	3
EGR 112	Automated Machining	3
MTH 142	Technical Mathematics II	4
	Or	
MTH 172	Precalculus with Trigonometry	4
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 171	Fluid Systems	4
	Or	
	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	3
	Social Phenomenon Elective	3
	Social Phenomenon Elective	-3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

EGR 211	Programmable Control Systems	4
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3
	Social Phenomenon Elective	3
	And	
	Social Phenomenon Elective	-3
	And	
	Social Phenomenon Elective	-3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3
	Or	
EGR 171	Fluid Systems	4

ENGINEERING TECHNOLOGY/BIOMEDICAL MANUFACTURING TECHNOLOGY CAREER**Degree offered**

Associate in Science in Engineering Technology
(Biomanufacturing Technology)

Credits required 62/67

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Mary Cass, Coordinator and Associate Professor of
Automation Technology, mary.cass@bristolcc.edu

Program Code: TE

Concentration Code: EMT

Program Goals Statement

This concentration 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. 248)

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). Summer courses will reduce fall and spring semester course loads.

Recommended Electives

- Transfer: BIO 126, EGR 251, CHM 113 or MTH 214
- Automation: EGR 111, EGR 112, EGR 171 or EGR 211
- Biotechnology: BIO 126, BIO 239, BIO 240 or CHM 113

After BCC

- Graduates can enter the workforce as biomanufacturing, bioprocess or pharmaceutical manufacturing technicians.
- If you are considering transfer to a four-year institution, visit the Transfer Affairs website at www.BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Elective Courses

Humanities Elective	3
Social Phenomenon Elective	3

Humanities Elective: Choose from ARC 201, ART 105, ART 106, COM 160, ENG 217, ENG 251, ENG 252, ENG 255, ENG 256, ENG 257, ENG 259, ENG 261, ENG 264, HST 226, HST 252, HST 257, HST 259, HST 265, HUM 160, HUM 254, PHL 101 or PHL 152

Social Phenomenon Elective: See General Education Competency Courses for Social Phenomenon course listings (ECN 111, ECN 112, PHL 152, PSY 271, or SOC 101)

Core Courses

CAD 101	Computer Aided Drafting	3
	Or	
CAD 111	Advanced Computer Aided Design	3
EGR 103	Computer Skills for Engineers and Technicians	3

EGR 115	Manufacturing Processes & Measurement	3
EGR 131	Introduction to Electrical Circuits Or	4
EGR 151	Electrical Machinery	3
EGR 172	Material Science	4
EGR 215	Lean Six Sigma	3

Core Electives

Technical Elective	3-4
Technical Elective	3-4
Technical Elective	3-4

First Technical Elective: Choose from BIO, CAD, CED or EGR, or CHM 113, MTH 171, MTH 214, or PHY 102

Second and Third Technical Electives: Choose 2 from BIO 126, BIO 240, CAD 112, CAD 172, CAD 211, EGR 111, EGR 112, EGR 171, EGR 211, EGR 251 or EGR 255

Science Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 115	Survey of Human Anatomy and Physiology Or	4
BIO 233	Human Anatomy and Physiology I	4
PHY 101	Technical Physics I	4

Math Courses

MTH 141	Technical Mathematics I Or	4
MTH 172	Precalculus with Trigonometry	4
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
MTH 141	Technical Mathematics I Or	4
MTH 172	Precalculus with Trigonometry	4
PHY 101	Technical Physics I	4
ENG 101	Composition I: College Writing	3
EGR 102	Introduction to Sustainable and Green Energy Technologies	3

Recommended Course Sequence - Spring Semester 2

BIO 121	Fundamentals of Biological Science I	4
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 115	Manufacturing Processes & Measurement	3
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

BIO 115	Survey of Human Anatomy and Physiology	4
CAD 101	Computer Aided Drafting Or	3
CAD 111	Advanced Computer Aided Design	3
EGR 131	Introduction to Electrical Circuits Or	4
EGR 151	Electrical Machinery	3
ELECTIVE		3
ELECTIVE		3

Recommended Course Sequence - Spring Semester 4

EGR 215	Lean Six Sigma	3
HST 113	United States History to 1877 Or	3
HST 114	United States History from 1877	3
ELECTIVE		3
ELECTIVE		3
ELECTIVE		3

ENGINEERING TECHNOLOGY/CIVIL TECHNOLOGY CAREER

Degree offered

Associate in Science in Engineering Technology (Civil Concentration)

Credits required 66/70**Dean**

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, eileen.young@bristolcc.edu

Program Code: TE

Concentration Code: CTE

Program Goals Statement

This concentration 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. 248)

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
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	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	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

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
	Or	
	Foreign Language Elective	3

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 I	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
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EGR 103	Computer Skills for Engineers and Technicians	3
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Core Electives

Technical Elective	3-4
Technical Elective	3-4
Technical Elective	3-4

First Technical Elective: Choose from EGR only

Second and Third Technical Electives: Choose from EGR, CAD, CED, CHM 113, GIS, MTH 214, PHY

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4

For students with adequate mathematics preparedness and interested in transfer, MTH 152

and MTH 172 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	3
CED 220	Cooperative Work Experience II	3
	And	
MTH 214	Calculus I	4
	Or	
PHY 102	Technical Physics II	4
	And	
MTH 172	Precalculus with Trigonometry	4
EGR 172	Material Science	4
EGR 123	Green Building Practices	4

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
EGR 125	Construction Estimating	3
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
MTH 141	Technical Mathematics I	4
	Or	
MTH 152	College Algebra	3
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
ENG 102	Composition II: Writing about Literature	3

MTH 142	Technical Mathematics II Or	4
MTH 172	Precalculus with Trigonometry Technical Elective	4 3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

EGR 221	Surveying I	4
EGR 251	Statics	3
HST 114	United States History from 1877	3
CAD 128	Civil Drafting and Design Technical Elective	3 3

Recommended Course Sequence - Spring Semester 4

EGR 222	Surveying II	4
EGR 254	Mechanics of Materials and Structures Technical Elective	4 3
	Global Awareness Elective	3
	Humanities Elective	3

ENGINEERING TECHNOLOGY/ELECTRICAL TECHNOLOGY WITH SOLAR ENERGY CAREER

Degree offered

Associate in Science in Engineering Technology
(Electrical Technology with Solar Energy Concentration)

Credits required 66/70**Dean**

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of
Engineering and Technology, eileen.young@bristolcc.edu

Program Code: TE

Concentration Code: TES

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

See Learning Outcomes (p. 248)

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
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	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	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

Humanities Elective 3

Humanities elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 152, 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 – Choose three from

First Technical Elective: Choose from EGR only

Second and Third Technical Elective: Choose from EGR, CAD, CED, CIS 121, CIS 160, CHM 113, GIS or MTH 214

Science Courses

PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4

Math Courses

MTH 141	Technical Mathematics I And	4
MTH 142	Technical Mathematics II Or	4
MTH 152	College Algebra And	3
MTH 172	Precalculus with Trigonometry	4

For students with adequate mathematics preparedness and interested in transfer, MTH 152 and MTH 172 may be substituted for MTH 141 and MTH 142

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	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 And	3
MTH 214	Calculus I with	4
MTH 152	College Algebra And	3
MTH 172	Precalculus with Trigonometry	4

Transfer CHM 113, EGR 251, MTH 214 (with MTH 152 and MTH 172)

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

CSS 101	College Success Seminar	1
EGR 131	Introduction to Electrical Circuits	4
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
EGR 102	Introduction to Sustainable and Green Energy Technologies Or	3
EGR 103	Computer Skills for Engineers and Technicians	3
MTH 141	Technical Mathematics I Or	4
MTH 152	College Algebra	3

Recommended Course Sequence - Spring Semester 2

EGR 132	Electrical Circuits	4
EGR 137	Digital Electronics	4
PHY 102	Technical Physics II	4
MTH 142	Technical Mathematics II Or	4
MTH 172	Precalculus with Trigonometry	4

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 Global Awareness Elective Or	3
	Humanities Elective Or	3
	Technical Elective And	3
	Technical Elective And	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 Global Awareness Elective Or	4
	Humanities Elective Or	3
	Technical Elective And	3
	Technical Elective	3

ENGINEERING TECHNOLOGY/ELECTRO-MECHANICAL WITH GREEN ENERGY TECHNOLOGY CAREER

Degree offered

Associate in Science in Engineering Technology (Electro-Mechanical with Green Energy Concentration)

Credits required 62/69

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, eileen.young@bristolcc.edu

Program Code: TE

Concentration Code: EMO

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. 248)

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 www.BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
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	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	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

Humanities Elective	3
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Humanities elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 152, 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
EGR 131	Introduction to Electrical Circuits	4
	Or	
EGR 151	Electrical Machinery	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

Core Elective - Choose four from the following

Technical Elective	3-4
Technical Elective	3-4
Technical Elective	3-4
Technical Elective	3-4

Technical Elective: Choose from EGR, CAD, CED 210, CED 220, GIS, or MTH 214

Choose one Lab Science elective

CHM 111	General College Chemistry I	4
CHM 113	Fundamentals of Chemistry I	4
EGR 141	Introduction to Environment	3
PHY 102	Technical Physics II	4

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4

PHY 101 Technical Physics I 4

For students with adequate mathematics preparedness and interested in transfer,

MTH 152 and MTH 172 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

Transfer EGR 132, EGR 172, EGR 254, MTH 214 (with CHM 113, MTH 171 & MTH 173)

Cooperative Education CED 210, CED 220

Solar Energy EGR 132, EGR 255, EGR 183, EGR 284 (w/ EGR 102, EGR 131 & PHY 102)

Wind Power CAD 172, EGR 124, EGR 183, EGR 282 (w/ EGR 102, EGR 151 & PHY 102)

Recommended Course Sequence - Fall Semester 1

CSS 101 College Success Seminar 1

ENG 101 Composition I: College Writing 3

PHY 101 Technical Physics I 4

MTH 141 Technical Mathematics I 4

Or

MTH 172 Precalculus with Trigonometry 4

EGR 102 Introduction to Sustainable and 3

Green Energy Technologies

Or

EGR 103 Computer Skills for Engineers and 3

Technicians

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

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 3

Literature

EGR 211 Programmable Control Systems 4

EGR 251 Statics 3

Global Awareness Elective 3

Or

Humanities Elective 3

Or

Lab Science Elective 4

Or

Technical Elective 3

And

Technical Elective 3

Recommended Course Sequence - Spring Semester 4

HST 114 United States History from 1877 3

Global Awareness Elective 3

Or

Humanities Elective 3

Or

Lab Science Elective 4

Or

Technical Elective 3

And

Technical Elective 3

And

Technical Elective 3

And

Technical Elective 3

ENGINEERING

TECHNOLOGY/ENVIRONMENTAL

TECHNOLOGY CAREER

Degree offered

Associate in Science in Engineering Technology
(Environmental Concentration)

Credits required 67/71

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Robert Rak, Coordinator and Professor of Environmental
Technology, robert.rak@bristolcc.edu

Program Code: TE

Concentration Code: CEE

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. 248)

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.

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

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
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	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	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

Humanities Elective	3
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Humanities elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 115, or foreign language recommended)

Core Courses

CAD 101	Computer Aided Drafting	3
CED 101	Work-Based Experience	1
CHM 120	Environmental Chemistry	4
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. 279) 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	3
CED 220	Cooperative Work Experience II	3
MTH 214	Calculus I	4
	Technical Elective	3-4
	Technical Elective	3-4
	Technical Elective	3-4

Technical Elective: Any CAD, EGR, GLG or SCI

Math Courses - Choose one sequence

Math Courses - Choose one of the two sequences below

MTH 141	Technical Mathematics I	4
	And	
MTH 142	Technical Mathematics II	4
	Or	
MTH 152	College Algebra	3
	And	
MTH 172	Precalculus with Trigonometry	4

The MTH 152 and MTH 172 sequence above is for students with adequate mathematics preparedness and interested in transfer after BCC.

Science Courses

CHM 120	Environmental Chemistry	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

Suggested Technical Electives - Water Treatment

GLG 101	Introduction to Physical Geology	4
EGR 140	OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER)	3
EGR 151	Electrical Machinery	3
SCI 112	Principles of Ecology	4

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)	3
EGR 241	Wastewater Technology I	3
EGR 242	Wastewater Technology II	4

Environmental Tech (General): EGR 140 (p. 307), GLG 101 (p. 317), SCI 112 (p. 351)

Hazardous Waste: EGR 140 (p. 307), GLG 101 (p. 317), EGR 241 (p. 309)

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
CHM 111	General College Chemistry I	4
	Or	
CHM 113	Fundamentals of Chemistry I	4
	Or	
CHM 115	Health Science Chemistry I	4
MTH 141	Technical Mathematics I	4
	Or	
MTH 152	College Algebra	3
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	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
MTH 142	Technical Mathematics II	4
	Or	
MTH 172	Precalculus with Trigonometry	4
	Technical Elective	3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads. HST 114, Humanities Elective, Global Awareness Elective.

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	3
	Humanities Elective	3
	Or	
	Global Awareness Elective	3

Recommended Course Sequence - Spring Semester 4

CED 101	Work-Based Experience	1
	Or	
CED 210	Cooperative Work Experience	3
EGR 244	Water Supply and Hydrology	4
GIS 102	Applications of Geographic Information Systems	3
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3
	And	
	Technical Elective	3

ENGINEERING TECHNOLOGY/MARINE SCIENCE AND TECHNOLOGY CAREER

Degree offered

Associate in Science in Engineering Technology (Marine Science and Technology)

Credits required 66/71**Dean**

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, robert.rak@bristolcc.edu

Program Code: TE

Concentration Code: MRN

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. 248)

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 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 www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one

HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Elective Courses

Humanities Elective	3
Social Phenomenon Elective	3

Humanities: See General Education Competency Courses (ARC 201, COM 101, COM 114, COM 118 PHL 152, or foreign language recommended)

Social Phenomenon: Choose from BIO 116, ECN 111, ECN 112, HON 295, or PHL 152 (recommended)

Core Courses

EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
EGR 264	Oceanographic Technology	3
GIS 101	Introduction to Geographic Information Systems	3

Core Electives – Choose four from BIO 121, BIO 122, CED, CHM 114, EGR, GIS, MTH 214, or PHY 102

Technical Elective	3-4
Technical Elective	3-4
Technical Elective	3-4
Technical Elective	3-4

Math Courses - Choose one sequence

MTH 141	Technical Mathematics I	4
	And	
MTH 142	Technical Mathematics II	4
	Or	
MTH 152	College Algebra	3

	And	
MTH 172	Precalculus with Trigonometry	4

For students with adequate Mathematics preparedness and interested in Transfer, MTH 152 and MTH 172 can be substituted for MTH 141 and MTH 142

Science Courses

BIO 232	Marine Biology	4
CHM 113	Fundamentals of Chemistry I	4
PHY 101	Technical Physics I	4
SCI 119	Coastal Science	4
SCI 240	Introduction to Oceanography	4

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
ENG 101	Composition I: College Writing	3
MTH 141	Technical Mathematics I	4
	Or	

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
MTH 142	Technical Mathematics II	4
	Or	
MTH 172	Precalculus with Trigonometry	4
SCI 119	Coastal Science	4
BIO 121	Fundamentals of Biological Science I	4
	Or	
	Technical Elective	3
EGR 268	Fisheries Technologies and Monitoring Techniques	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

	Core Elective	3
EGR 151	Electrical Machinery	3
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

ENGINEERING TECHNOLOGY/MECHANICAL TECHNOLOGY WITH WIND POWER CAREER

Degree offered

Associate in Science in Engineering Technology
(Mechanical Technology with Wind Power)

Credits required 68/71

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of
Engineering and Technology, eileen.young@bristolcc.edu

Program Code: TE

Concentration Code: MEW

Program Goals Statement

This concentration 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. 248)

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. 311), EGR 172 (p. 307), MTH, and PHY 101 (p. 344) first.
- Summer courses will reduce fall and spring semester course loads.

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 www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
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	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	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

Humanities Elective	3
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Humanities Elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 152, 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 two from the following

Technical Elective	3-4
Technical Elective	3-4

First Technical Elective: Choose from EGR only

Second Technical Elective: Choose from EGR, CAD, CED, CHM 113, GIS, and MTH 214

Math and Science Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 115	Survey of Human Anatomy and Physiology	4
	Or	
BIO 233	Human Anatomy and Physiology I	4
MTH 119	Fundamental Statistics	3
MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4

For students with adequate mathematics preparedness and interested in transfer, MTH 152 and MTH 172 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives - Transfer

EGR 211	Programmable Control Systems And	4
CHM 113	Fundamentals of Chemistry I Or	4
MTH 214	Calculus I with	4
MTH 152	College Algebra And	3
MTH 172	Precalculus with Trigonometry	4

Suggested Technical Electives - Automation

EGR 111	Fundamentals of Manual Machining And	4
EGR 112	Automated Machining Or	3
EGR 211	Programmable Control Systems	4

Suggested Technical Electives - Cooperative Education

CED 210	Cooperative Work Experience Or	3
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

CSS 101	College Success Seminar	1
EGR 172	Material Science	4
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
EGR 102	Introduction to Sustainable and Green Energy Technologies Or	3
EGR 103	Computer Skills for Engineers and Technicians	3
MTH 141	Technical Mathematics I Or	4
MTH 152	College Algebra	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
EGR 171	Fluid Systems Or	4

	Technical Elective	3
MTH 142	Technical Mathematics II Or	4
MTH 172	Precalculus with Trigonometry	4

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 Global Awareness Elective Or	3
	Humanities Elective Or	3
	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
EGR 171	Fluid Systems Or	4
	Technical Elective Or	3
	Humanities Elective Or	3
	Technical Elective	3

Engineering Transfer

ENGINEERING TRANSFER

Degree offered

Associate in Science in Engineering Transfer (Engineering Transfer Concentration)

Credits required 65/71

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of
Engineering and Technology, eileen.young@bristolcc.edu

Program Code: ET

Concentration Code: ETS

Program Goals Statement

This concentration 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. 236)

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**

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3

Choose one of the following

HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Elective Courses

Humanities Elective	3
Social Phenomenon Elective	3

Humanities Elective: Choose from ARC 201, ART 105, ART 106, COM 160, ENG 217, ENG 251, ENG 252, ENG 257, ENG 259, ENG 261, ENG 264, HST 226, HST 252, HST 257, HST 259, HST 261, HST 265, HUM 160, HUM 254, PHL 101, or PHL 152

See General Education Competency Courses - Social Phenomenon (p. 256) for course listings: ECN 111, ECN 112, PHL 152, PSY 271 or SOC 101 recommended

Core Courses

EGR 204	Engineering Applications of MATLAB	1
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Core Electives – Choose six of the following

BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
BIO 126	Introduction to Biotechnology	3
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
CIS 260	Software Specification and Design	4
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 111	Fundamentals of Manual Machining	4
EGR 131	Introduction to Electrical Circuits	4
EGR 137	Digital Electronics	4
EGR 141	Introduction to Environment	3
EGR 151	Electrical Machinery	3
EGR 171	Fluid Systems	4
EGR 172	Material Science	4
EGR 211	Programmable Control Systems	4
EGR 221	Surveying I	4
EGR 222	Surveying II	4
EGR 231	Electrical Engineering I	3
	And	
EGR 233	Electrical Engineering I Laboratory	1
EGR 232	Electrical Engineering II	3
	And	
EGR 234	Electrical Engineering II Laboratory	1
EGR 251	Statics	3
	And	
EGR 253	Advanced Statics	1
EGR 254	Mechanics of Materials and Structures	4
EGR 255	Thermodynamics	3
EGR 272	Strength of Materials	4

EGR 231/EGR 233, EGR 232/EGR 234, EGR 251/EGR 253: Each pair (lecture/lab) counts as one course towards Core Electives requirement.

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

CSS 101	College Success Seminar	1
CHM 113	Fundamentals of Chemistry I	4
ENG 101	Composition I: College Writing	3
	Engineering Elective	3
MTH 214	Calculus I	4
	Social Phenomenon Elective	3

Recommended Course Sequence - Spring Semester 2

	Engineering Elective	3
ENG 102	Composition II: Writing about Literature	3
	Humanities Elective	3
MTH 215	Calculus II	4
PHY 211	General Physics I	4

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
MTH 253	Calculus III	4
PHY 212	General Physics II	4
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

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

BIO-ENGINEERING ELECTIVES

A rigorous, multi-disciplinary field that integrates engineering sciences, life sciences, bioresearch, and material design to prepare students for employment in the bioengineering, biomanufacturing, health care, public health and many other industries or to go on to medical or other graduate schools.

DEGREE REQUIREMENTS**Recommended electives for UMD**

BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
BIO 126	Introduction to Biotechnology	3
CHM 114	Fundamentals of Chemistry II	4
EGR 131	Introduction to Electrical Circuits	4
EGR 231	Electrical Engineering I	3

And

EGR 233	Electrical Engineering I Laboratory	1
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CIVIL AND ENVIRONMENTAL ENGINEERING ELECTIVES

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 221	Surveying I	4
EGR 222	Surveying II	4
EGR 251	Statics	3
	And	
EGR 253	Advanced Statics	1

ELECTRICAL AND COMPUTER ENGINEERING ELECTIVES

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 158	Introduction to Procedural Programming	4
CIS 260	Software Specification and Design	4
EGR 131	Introduction to Electrical Circuits	4
EGR 137	Digital Electronics	4
EGR 231	Electrical Engineering I	3
	And	
EGR 233	Electrical Engineering I Laboratory	1
EGR 232	Electrical Engineering II	3
	And	
EGR 234	Electrical Engineering II Laboratory	1

ENERGY SYSTEMS & FACILITIES ENGINEERING ELECTIVES

These programs prepare graduates for careers in the energy industry undertaking engineering planning, design, and installation of various equipment and systems required for the generation, management and distribution of electrical power and in facilities engineering, management, and operations in positions providing for the safe, economical, and sustainable operation manufacturing plants, office buildings, hospitals, and power plants.

DEGREE REQUIREMENTS

Recommended electives for Mass. Maritime

CHM 114	Fundamentals of Chemistry II	4
EGR 111	Fundamentals of Manual Machining	4
EGR 151	Electrical Machinery	3
EGR 251	Statics And	3
EGR 253	Advanced Statics	1
EGR 254	Mechanics of Materials and Structures	4
EGR 255	Thermodynamics	3

MECHANICAL ENGINEERING ELECTIVES

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 172	Material Science	4
EGR 231	Electrical Engineering I And	3
EGR 233	Electrical Engineering I Laboratory	1
EGR 251	Statics	3
EGR 253	Advanced Statics	1
EGR 255	Thermodynamics	3

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

FIRE SCIENCE TECHNOLOGY CAREER

Degree offered

Associate in Science in Fire Science Technology

Credits required 62/65

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Stephen Rivard, Coordinator of Fire Science Technology, stephen.rivard@bristolcc.edu

Program Code: FS

Program Goals Statement

This program will prepare a new student for a career in the public fire service or private Fire Science field such as the insurance industry and enhance career advancements of current firefighters. Degree gives a solid background in the Fire Science core curriculum and general education.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Courses are offered both days and evenings.
- Courses delivered via traditional classroom or online.

Recommended Electives

- CRJ 101 (p. 292) Introduction to Criminal Justice; CRJ 221 (p. 292) Juvenile Offenders; CRJ 256 (p. 293) Criminal Investigation; FIR 158 Plans Review; FIR 170 (p. 315) Emergency Care I; FIR 171 (p. 315) Emergency Care II; FIR 254 Report Writing; FIR 255 Related Fire Codes and Ordinances; FIR 260 Juvenile Fire Awareness.

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
CSS 101	College Success Seminar	1
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

SCI 116	Science, Technology, and Society: The Chemistry of Hazardous Toxic Materials	4
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Elective Courses – Choose one of the following technical literacy electives

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

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 for Fire Prevention	3
FIR 253	Firefighting Tactics and Strategy	3
FIR 261	Fire Hydraulics	3
FIR 262	Fire & Emergency Safety & Survival	3

FIR 263	Fire Protection Systems and Equipment	3
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Program Electives

	ELECTIVE	3
	ELECTIVE	3
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 from CRJ 101, CRJ 221, CRJ 256, FIR 158, FIR 254, FIR 255.

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
FIR 111	Introduction to Fire Protection	3
FIR 113	Fundamentals of Fire Prevention	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3
MTH 111	Technical Mathematics for Fire Science Or	3
MTH 141	Technical Mathematics I	4

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
FIR 150	Fire Investigation	3
SCI 116	Science, Technology, and Society: The Chemistry of Hazardous Toxic Materials	4
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3
PSY 101	General Psychology Or	3
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Fall Semester 3

COM 101	Fundamentals of Public Speaking	3
FIR 159	Building Construction for Fire Prevention	3
FIR 261	Fire Hydraulics	3
FIR 262	Fire & Emergency Safety & Survival	3
FIR 263	Fire Protection Systems and Equipment	3

Recommended Course Sequence - Spring Semester 4

	Technical Literacy Elective	3
FIR 157	Leadership and Command	3
FIR 253	Firefighting Tactics and Strategy	3
FIR 170	Emergency Care I	4
FIR 171	Emergency Care II Or	4
	Program Elective And	3

Program Elective

3

General Studies Transfer or Career

GENERAL STUDIES/APPLIED TECHNICAL STUDIES

Degree offered

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

Credits required 60

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chairperson, Engineering and Green Technologies, eileen.young@bristolcc.edu

Program Code: GS

Concentration Code: GST

Program Goals Statement

This program provides students an opportunity to explore the Applied Technology programs available at the College. Completion of an Applied Technology program can prepare students for a wide variety of careers including programming positions in business and industry with a Computer Information Systems degree, technicians and designers positions with an Engineering Technology degree or positions in the public or private insurance field with a Fire Science degree.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Students should take any required developmental courses in their first semester.
- 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.
- Students should be in a Math course every semester until they have completed their sequence.
- Courses are offered both days and evenings, are delivered via traditional classroom or online and taking summer courses can reduce fall and spring semester course loads.
- Students should consider completing certificates that contain required program courses that will complement their degree.

After BCC

- Students are encouraged to select a specific Applied Technology program including Computer Information Systems Engineering Technology, Fire Science or an Applied Technology Certificate(s).
- Graduates from these programs can:
 1. Serve as firefighters, fire inspectors, fire investigators, and insurance inspectors.
 2. Work as manufacturing and industrial technicians and designers.
 3. Start their own businesses or work as programmers, analysts, systems administrators, or software developers.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
CIT 113	Applied Technology Exploration	3
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
MTH 152	College Algebra	3
PHY 101	Technical Physics I	4
SOC 101	Principles of Sociology	3

Choose One Historical Perspectives Course

HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose One Program Exploratory Course

CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
EGR 124	Soils and Foundations	3
EGR 137	Digital Electronics	4
EGR 141	Introduction to Environment	3
EGR 172	Material Science	4
FIR 111	Introduction to Fire Protection	3

Program Electives

Consult with your advisor to select college-level courses to achieve a total of at least 60 credits. Students should complete the required General Courses as early as possible.

Recommended electives include: ARC, BIO, BUS, CAD, CED, CIS, CIT, EGR, FIR, GIS, GLG, HLT, MAN, MTH, OFC, OFP, PHY, SCI, SSC, COM 102, ENG 215, and

CHM 111 or higher.

Recommended Course Sequence - Fall Semester 1

CIT 113	Applied Technology Exploration	3
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MTH 152	College Algebra	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
PHY 101	Technical Physics I	4
SOC 101	Principles of Sociology	3
	Or	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3
	Program Exploratory Course	
BUS 115	Fundamentals of an Enterprise	1

Recommended Course Sequence - Fall Semester 3

Program Electives

Recommended Course Sequence - Spring Semester 4

Program Electives

GENERAL STUDIES CAREER OR TRANSFER

Degree offered

Associate in Arts or Associate in Science in General Studies (Career or Transfer)

Credits required 60

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Carol Martin, Coordinator of General Studies and Professor of Office Administration, carol.martin@bristolcc.edu

Program Code: GS

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. 239)

Program Information

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

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
CSS 101	College Success Seminar	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

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

Science Elective	3-4
Multicultural Perspective Elective	3
Quantitative and Symbolic Reasoning Elective	3-4
Technical Literacy Elective	0-3

- Science elective: Choose from transfer electives and elective recommendations (p. 118).
- Technical Literacy: Waived for students who have successfully completed two (2) online courses. See General Education Competency courses - Technical Literacy (p. 259) for course listings.
- Multicultural Perspective: See General Education Competency courses - Multicultural Perspective (p. 256) for course listings.
- Quantitative/Symbolic Reasoning: See General Education Competency courses - Quantitative/Symbolic Reasoning (p. 255) for course listings.

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

CSS 101	College Success Seminar	1
	ELECTIVE	3

	Quantitative and Symbolic Reasoning Elective	3-4
ENG 101	Composition I: College Writing	3
	History Elective	3

Students should complete required developmental courses without delay.

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
	Free Elective	3
	Science Elective	3-4
	Multicultural Perspective Elective	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 - Fall Semester 3

	Electives	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 4

	Electives	
	Technical Literacy Elective	3

GENERAL STUDIES/HEALTH & LIFE SCIENCES STUDIES

Degree offered

Associate in Science in General Studies (Health & Life Sciences Studies)

Credits required 60

Dean

Sarmad Saman, Mathematics, Science and Engineering,
sarmad.saman@bristolcc.edu

Program contact

Michael Sipala, michael.sipala@bristolcc.edu

Program Code: GS

Concentration Code: GSH

Program Goals Statement

This program provides students an opportunity to explore the Health & Life Sciences programs available at the College. It can also help prepare students for application to the College's Health Sciences programs. It does not guarantee admission to any competitive admission program but does guide students in choosing courses that provide sound preparation for admission to those programs. Completion of a Health or Life Sciences degree can prepare students for a wide variety of careers in health,

biotechnology or veterinary-related fields or for transfer to a four-year college or university Life Science program.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Students should take any required developmental courses in their first semester. College level reading and math skills are necessary to be successful in this program. Failure to complete these in a timely manner could adversely impact student performance and admission into competitive admission programs.
- Students have access to outstanding state-of-the-art laboratories and learn from faculty in touch with the needs of local healthcare providers. Courses reflect current clinical and scientific trends.
- Many courses are offered days and evenings and delivered in traditional face to face or online delivery formats. It is strongly advised to take summer courses to reduce fall and spring semester course loads.
- Students should consider completing certificates that contain required program courses that will complement their degree.

After BCC

- Students are encouraged to select and apply for a specific Health or Life Science program Biology, Biotechnology, Dental Hygiene, Nursing Occupational Therapy, Clinical Lab Science, Health Information Management, Veterinary Healthcare Assistant and/or a Health or Life Sciences Certificate(s).
- While enrollment in this program does NOT guarantee admission to any competitive admission program, 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 better prepared candidates. Refer to the specific program description elsewhere in the catalog for Admissions standards for your program of interest.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at www.bristolcc.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 233	Human Anatomy and Physiology I	4
CSS 101	College Success Seminar	1
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
SOC 101	Principles of Sociology	3

Choose one of the following

BIO 111	General Biology I	4
BIO 121	Fundamentals of Biological Science I	4

For Career Programs, take BIO 111.
 For Transfer Programs, take BIO 121.

Choose one Historical Perspectives Course

HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one Humanities Course

COM 101	Fundamentals of Public Speaking	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
SCI 125	Social and Ethical Issues in Science, Technology, and Health Science	3

Choose one Program Exploratory Course

ANS 101	Introduction to Animal Care & Management	3
BIO 127	Introduction to Biotechniques	4
CHM 111	General College Chemistry I	4
CHM 113	Fundamentals of Chemistry I	4
CHM 115	Health Science Chemistry I	4
HLT 106	Medical Language	3
HLT 116	Introduction to Healthcare	3
MAA 101	Medical Terminology	3
PSY 252	Child Development	3

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

Technical Literacy Elective

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

Program Electives

Ordinarily, students should complete the required General Courses as early as possible.

Recommended Electives (provided the Admissions requirements and other prerequisites have been met) include: ANS, BIO, CED, FIR, HLT, MAA, OFC, SCI, SOC, and CHM 111 or higher

- Consult with your advisor to select college-level courses to achieve a total of at least 60 credits.
- Ordinarily, students should complete the required General Courses as early as possible

- *Recommended Electives (provided the Admissions requirements and other prerequisites have been met) include: ANS, BIO, CED, FIR, HLT, MAA, OFC, SCI, SER, SOC and CHM 111 or higher.*

Recommended Course Sequence - Fall Semester 1

MTH 119	Fundamental Statistics	3
CSS 101	College Success Seminar	1
BIO 111	General Biology I	4
	Or	
BIO 121	Fundamentals of Biological Science I	4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3

Students should complete required developmental courses without delay.

Recommended Course Sequence - Spring Semester 2

BIO 233	Human Anatomy and Physiology I	4
	Or	
BIO 111	General Biology I	4
	Or	
BIO 121	Fundamentals of Biological Science I	4
ENG 102	Composition II: Writing about Literature	3
SOC 101	Principles of Sociology	3
COM 101	Fundamentals of Public Speaking	3
	Or	
SCI 125	Social and Ethical Issues in Science, Technology, and Health Science	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
	Or	
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Fall Semester 3

HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3
	Technical Literacy Elective	3
	Program Electives	

Recommended Course Sequence - Spring Semester 4

Program Electives

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.

GENERAL STUDIES/MASSTRANSFER

Degree offered

Associate in Arts in General Studies (MassTransfer Concentration)

Credits required 61

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Carol Martin, Coordinator of General Studies and Professor of Office Administration, carol.martin@bristolcc.edu

Program Code: GS

Concentration Code: GSM

Program Goals Statement

This program is designed to meet the requirements of MassTransfer.

Student Learning Outcomes

See Learning Outcomes (p. 239)

Program Information

- See Transfer Electives and Elective Recommendations (p. 118)

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 www.BristolCC.edu/transfer

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

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 one Global Awareness elective

GVT 111	U.S. Government	3
GVT 112	Comparative Government	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

Choose one Mathematics elective

Mathematics Elective 3

All Math (except MTH 011, MTH 021, MTH 031, MTH 111, and MTH 151)

Choose one Multicultural Perspective Elective

COM 160	Intercultural Communication	3
DST 110	Deaf Culture	3
ENG 217	Writings from the Margins of Contemporary American Literature	3
ENG 255	American Literature Precolonial to 1865	3
ENG 256	American Literature Post Civil War to Present	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
ENG 261	Topics in English-Diversity	3
ENG 276	Science Fiction Literature	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 291	Honors Seminar in Postmodern Studies	3

Elective Courses

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

Choose from Transfer Electives and Elective Recommendations (p. 118)

Choose one Technical Literacy Elective

ART 240	Introduction to Visual Communication	3
ART 271	Web Design I	3
ART 276	Multimedia Design	3
CAD 101	Computer Aided Drafting	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
COM 157	Television Production	3
COM 159	Video Field Production and Editing	3
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 133	Computer Configuration and Repair	4

Technical Literacy Elective: Waived for students who have successfully completed at least two online courses.

Program Electives

All electives, as required, should be chosen from the approved list of electives in Transfer Electives and Elective Recommendations (p. 118)

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Global Awareness Elective	3
	Mathematics Elective	3
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

Recommended Course Sequence - Spring Semester 2

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

Recommended Course Sequence - Fall Semester 3

	Lab Science Elective	4
	Electives	

Recommended Course Sequence - Spring Semester 4

	Electives	
	Technical Literacy Elective	3

HEALTH INFORMATION MANAGEMENT

IMPORTANT: THIS PROGRAM DID NOT ACCEPT STUDENTS FOR THE 2016-2017 ACADEMIC YEAR, BUT WILL ACCEPT APPLICATIONS FOR THE 2017-2018 ACADEMIC YEAR THAT BEGINS SEPTEMBER 2017.

Degree offered

Associate in Science in Health Information Management

Credits required 70

Dean

Lynne Brodeur, lynne.brodeur@bristolcc.edu

Program contact

Kelly Doyle, RHIA, Department Chair & Assistant Professor of Health Information Management and Medical Coding, kelly.doyle2@bristolcc.edu

Program Code: HC

Program Goal Statement

The goal of the Health Information Management 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.

Student Learning Outcomes

See Learning Outcomes

Applicants with completed applications meeting minimum criteria by Feb. 1 will be given priority consideration for admission.

Pre-Admission Requirements

- English (high school or college) with a minimum grade of B
- Algebra II (high school or college) with a minimum grade of B
- Chemistry with a lab or Biology with a lab (high school or college) with a minimum grade of B
- Students must complete the math and science courses required for admission and program degree completion within 5 years of application to the program.

Applicants must have a grade point average (GPA) of 3.0 or higher in the aforementioned pre-admission courses.

Students must complete the math and science courses required for admission and program degree completion within 5 years of application to the program.

Program Information

- The Health Information Management 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.

- Once accepted into the Health Information Management Career Program, students must complete the courses in the required sequence. Students must complete the math and science courses required for admission and program degree completion within five (5) years of application to the program.
- The program specific courses other than the Professional Practice Experiences (PPEs) are primarily offered online.
- During the second year of the program students are assigned to Professional Practices Experiences (PPEs) at healthcare provider organizations throughout southeastern Massachusetts and Rhode Island. Students are responsible for providing their own transportation.

Program Accreditation

- The Health Information Management Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Program graduates are eligible to apply to sit for the National Qualifying Examination for Certification as a Registered Health Information Technician.
- The 2013-2014 Graduate Satisfaction Rate and Employer Satisfaction Rate was 100%.

After BCC

- Graduates have worked in such positions as Health Information Management Department Managers, Supervisors, Medical Coding and Reimbursement Specialists and Coding Validators, Health Information Technicians, Electronic Medical Record Project Managers, and Data Integrity/Quality Specialists.

Infused General Education Competencies

Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
BIO 115	Survey of Human Anatomy and Physiology	4
CIS 150	Oracle and SQL	3
COM 160	Intercultural Communication	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HLT 106	Medical Language	3
MAN 101	Principles of Management	3
MTH 119	Fundamental Statistics	3
SOC 101	Principles of Sociology	3

Program Courses

HCI 111	Introduction to Healthcare Information Management	3
HCI 120	Healthcare Statistics	1
HCI 122	Medical Ethics and Jurisprudence	3
HCI 124	Survey of Medical Coding and Billing	1
HCI 140	International Classifications of Disease CM/PCS	2
HCI 211	Healthcare Delivery Systems and Reimbursement	2
HCI 213	Current Procedural Terminology (CPT) and Healthcare Common Procedural Coding System (HCPCS)	2
HCI 215	Healthcare Quality Management	1
HCI 217	Health Information Systems	3
HCI 219	Health Information Security	3
HCI 237	Human Disease Processes and Procedures	3
HCI 249	Advanced Medical Coding(Short)	3
HCI 262	HIM Management	3
HCI 264	Healthcare Data Analysis	3
HCI 266	RHIT Exam Preparation	1
HCI 268	HIM Professional Practice Experience (PPE)	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MTH 119	Fundamental Statistics	3
BIO 115	Survey of Human Anatomy and Physiology	4
HLT 106	Medical Language	3
HCI 111	Introduction to Healthcare Information Management	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
SOC 101	Principles of Sociology	3
CIS 150	Oracle and SQL	3
HCI 122	Medical Law and Ethics	3
HCI 140	International Classifications of Disease CM/PCS	2
HCI 237	Human Disease Processes and Procedures	3
HCI 120	Healthcare Statistics	1

Recommended Course Sequence - Fall Semester 3

COM 160	Intercultural Communication	3
MAN 101	Principles of Management	3
HCI 211	Healthcare Delivery Systems and Reimbursement	2
HCI 213	Current Procedural Terminology (CPT) and Healthcare Common	2

	Procedural Coding System (HCPCS)	
HCI 215	Healthcare Quality Management	1
HCI 217	Health Information Systems	3
HCI 219	Health Information Security	3
Recommended Course Sequence - Spring Semester 4		
GVT 111	U.S. Government	3
HCI 262	HIM Management	3
HCI 264	Healthcare Data Analysis	3
HLT 124	Basic Pharmacology for Health Sciences	3
HCI 249	Advanced Medical Coding	3
HCI 266	RHIT Exam Preparation	1
HCI 268	HIM Professional Practice Experience (PPE)	3

Additional Requirements and Costs

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre 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 of healthcare providers to accept students. Contracted healthcare sites may have additional requirements.

Criminal Offender Record Information and Sex Offender Registry Information Checks

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A CORI will be required for each PPE site in addition to the CORI upon admission. A positive CORI/SORI check may prevent individuals from working in contracted health facilities, which could prevent students from completing the program objectives.

Essential Functions in the Health Information Management Program

Graduates from the Health Information Management 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 HIPAA 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 Health Information Management courses (HCI), ENG 101, HLT 106, HLT 124, , BIO 115 and MTH 119. Failure to earn a "C" or better in required courses will require a repeat of that course. 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.

Hospitality Management

HOSPITALITY MANAGEMENT/CASINO

Degree offered

Associate in Applied Science in Hospitality Management -
Casino Management Concentration

Credits required 61-64**Dean**

William Berardi, william.berardi@bristolcc.edu

Program contact

John Caressimo, Director of CATCH (Culinary Arts,
Tourism, Casino, and Hospitality) Program,
john.caressimo@bristolcc.edu

Program Code: HMC

Program Goals Statement

The Hospitality Management degree helps prepare students for careers in their area of specialization. Hospitality is the world's largest employment field. Upon completion of the degree, the student will be able to seek employment in hotels, bed and breakfasts, inns, or other lodging operations, senior living facilities, restaurants, night clubs, managed services facilities, private clubs, cruise ships, casinos, airline, railroad, theme parks, destination attractions, meeting, convention and exposition facilities, Convention and Visitors Bureau or special event planning companies.

Program Information

- Prior to being considered for admission, applicants must attend an Applicant Orientation Session (See BCC Web Page, Admission, More Information).
- Prior to being considered for admission, students must complete the College Placement Exams (or be exempt).
- Students requiring developmental courses in math, reading or English, must complete those courses prior to entering the concentration of their choice.
- This program offers students the opportunity to develop strong communications, organizational, and critical thinking skills, as well as practical preparation for entry into the growing hospitality career field.
- Job opportunities include tour escort, convention and visitors bureau coordinator, hotel sales and marketing, lodging concierge, casino dealer, tour destination guide, hotel desk clerk, cruise ship employee 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, Six

Flags Theme Park, and the New Bedford Whaling Museum.

- All courses are taught by experienced hospitality, tourism, casino or food service industry professionals.

After BCC

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

- Tour escorts
- Convention and Visitors Bureau Coordinator
- Hotel Sales and Marketing Manager
- Lodging Concierge
- Casino Dealer or Floor Supervisor
- Tourism Destination Guide
- Hotel Front Desk Clerk or Housekeeping Supervisor
- Cruise Ship Employee
- Dining Room Supervisor

DEGREE REQUIREMENTS**General Courses**

CED 210	Cooperative Work Experience	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

History Elective	3
Science Elective	3-4

Choose two of the following

HOS 251	Casino Dealing: Poker	3
HOS 252	Casino Dealing: Black Jack	3
HOS 253	Casino Dealing: Roulette	3
HOS 254	Casino Dealing: Craps	5

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 155	Business Ethics	3
CUL 160	Introduction to Hospitality Food Services	3
HOS 121	Introduction to Travel, Tourism and Hospitality	3
HOS 137	Event Management and Marketing	3
HOS 140	Introduction to Casino Operations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

HOS 141	Casino Loss Prevention	3
HOS 142	Gaming and Social Policy	3
HOS 150	Introduction to Casino Games	2

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
CUL 160	Introduction to Hospitality Food Services	3
ENG 101	Composition I: College Writing	3
HOS 121	Introduction to Travel, Tourism and Hospitality	3
HOS 140	Introduction to Casino Operations	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
ENG 102	Composition II: Writing about Literature	3
MAN 101	Principles of Management	3
HOS 137	Event Management and Marketing History Elective	3

Recommended Course Sequence - Fall Semester 3

BUS 111	Business and Financial Mathematics	3
ECN 111	Principles of Economics-Macro	3
HOS 141	Casino Loss Prevention	3
HOS 150	Introduction to Casino Games	2
MAR 101	Principles of Marketing Science Elective	3-4

Recommended Course Sequence - Spring Semester 4

BUS 155	Business Ethics	3
CED 210	Cooperative Work Experience	3
HOS 142	Gaming and Social Policy	3
	And choose two of the following	
HOS 251	Casino Dealing: Poker	3
HOS 252	Casino Dealing: Black Jack	3
HOS 253	Casino Dealing: Roulette	3
HOS 254	Casino Dealing: Craps	5

HOSPITALITY MANAGEMENT/TOURISM**Degree offered**

Associate in Applied Science in Hospitality Management - Tourism Management Concentration

Credits required 62-63**Dean**

William Berardi, william.berardi@bristolcc.edu

Program contact

John Caressimo, Director of CATCH (Culinary Arts, Tourism, Casino, and Hospitality) Program, john.caressimo@bristolcc.edu

Program Code: HM

Concentration Code: HMT

Program Goals Statement

The Hospitality Management degree helps prepare students for careers in their area of specialization. Hospitality is the world's largest employment field. Upon completion of the degree, the student will be able to seek employment in hotels, bed and breakfasts, inns, or other lodging operations, senior living facilities, restaurants, night clubs, managed services facilities, private clubs, cruise ships, casinos, airline, railroad, theme parks, destination attractions, meeting, convention and exposition facilities, convention and visitors bureau or special event planning companies.

Program Information

- Prior to being considered for admission, applicants must attend an Applicant Orientation Session (See BCC Web Page, Admissions, More Information).
- Prior to being considered for admission, students must complete the College Placement Exams (or be exempt).
- Students requiring developmental courses in math, reading or English must complete those courses prior to entering the concentration of their choice.
- This program offers students the opportunity to develop strong communications, organizational, and critical thinking skills, as well as practical preparation for entry into the growing hospitality career field.
- Job opportunities include tour escort, convention and visitors bureau coordinator, hotel sales and marketing, lodging concierge, casino dealer, tour destination guide, hotel desk clerk, cruise ship employee 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, Six Flags Theme Park, and the New Bedford Whaling Museum.
- All courses are taught by experienced hospitality, tourism, casino or food service industry professionals.

After BCC

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

- Tour escorts
- Convention and Visitors Bureau Coordinator

- Hotel Sales and Marketing Manager
- Lodging Concierge
- Casino Dealer or Floor Supervisor
- Tourism Destination Guide
- Hotel Front Desk Clerk or Housekeeping Supervisor
- Cruise Ship Employee
- Dining Room Supervisor

DEGREE REQUIREMENTS

General Courses

ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
CED 210	Cooperative Work Experience	3

Elective Courses

History Elective	3
Science Elective	3-4

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 155	Business Ethics	3
CUL 160	Introduction to Hospitality Food Services	3
HOS 121	Introduction to Travel, Tourism and Hospitality	3
HOS 137	Event Management and Marketing	3
HOS 140	Introduction to Casino Operations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
HOS 220	Group Tour Planning	3
HOS 222	Tour Destination Planning	3
HOS 223	Convention Sales and Service	3
HOS 224	Hospitality Sales and Customer Service	3
HOS 231	Principles of Community Based Tourism	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
CUL 160	Introduction to Hospitality Food Services	3
ENG 101	Composition I: College Writing	3
HOS 121	Introduction to Travel, Tourism and Hospitality	3
HOS 140	Introduction to Casino Operations	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
ENG 102	Composition II: Writing about Literature	3
HOS 137	Event Management and Marketing	3

MAN 101	Principles of Management	3
	History Elective	3

Recommended Course Sequence - Fall Semester 3

BUS 111	Business and Financial Mathematics	3
ECN 111	Principles of Economics-Macro	3
HOS 220	Group Tour Planning	3
HOS 222	Tour Destination Planning	3
HOS 224	Hospitality Sales and Customer Service	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Spring Semester 4

BUS 155	Business Ethics	3
CED 210	Cooperative Work Experience	3
HOS 223	Convention Sales and Service	3
HOS 231	Principles of Community Based Tourism	3
	Science Elective	3-4

HOSPITALITY MANAGEMENT/HOTEL

Degree offered

Associate in Applied Science in Hospitality Management - Hotel Service Concentration

Credits required 60-61

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

John Caressimo, Director of CATCH (Culinary Arts, Tourism, Casino, and Hospitality) Program, john.caressimo@bristolcc.edu

Program Code: HM

Concentration Code: HMH

Program Goals Statement

The Hospitality Management degree helps prepare students for careers in their area of specialization. Hospitality is the world's largest employment field. Upon completion of the degree, the student will be able to seek employment in hotels, bed and breakfasts, inns, or other lodging operations, senior living facilities, restaurants, night clubs, managed services facilities, private clubs, cruise ships, casinos, airline, railroad, theme parks, destination attractions, meeting, convention and exposition facilities, convention and visitors bureau or special event planning companies.

Program Information

- Prior to being considered for admission, applicants must attend an Applicant Orientation Session (See BCC Web Page, Admissions, More Information).
- Prior to being considered for admission, students must complete the College Placement Exams (or be exempt).
- Students requiring developmental courses in math, reading or English must complete those courses prior to entering the concentration of their choice.
- This program offers students the opportunity to develop strong communications, organizational, and critical thinking skills, as well as practical preparation for entry into the growing hospitality career field.
- Job opportunities include tour escort, convention and visitors bureau coordinator, hotel sales and marketing, lodging concierge, casino dealer, tour destination guide, hotel desk clerk, cruise ship employee 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, Six Flags Theme Park, and the New Bedford Whaling Museum.
- All courses are taught by experienced hospitality, tourism, casino or food service industry professionals.

After BCC

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

- Tour escorts
- Convention and Visitors Bureau Coordinator
- Hotel Sales and Marketing Manager
- Lodging Concierge
- Casino Dealer or Floor Supervisor
- Tourism Destination Guide
- Hotel Front Desk Clerk or Housekeeping Supervisor
- Cruise Ship Employee
- Dining Room Supervisor

DEGREE REQUIREMENTS

General Courses

CED 210	Cooperative Work Experience	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 155	Business Ethics	3
CUL 160	Introduction to Hospitality Food Services	3
HOS 121	Introduction to Travel, Tourism and Hospitality	3
HOS 137	Event Management and Marketing	3
HOS 140	Introduction to Casino Operations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
HOS 224	Hospitality Sales and Customer Service	3
HOS 226	Hotel and Accommodations Management	3
HOS 228	Property Management Systems and Revenue Management	3
HOS 229	Hospitality Managerial Accounting	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Elective Courses

History Elective	3
Science Elective	3-4

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
CUL 160	Introduction to Hospitality Food Services	3
ENG 101	Composition I: College Writing	3
HOS 121	Introduction to Travel, Tourism and Hospitality	3
HOS 140	Introduction to Casino Operations	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
ENG 101	Composition I: College Writing	3
HOS 137	Event Management and Marketing	3
MAN 101	Principles of Management	3
	History Elective	3

Recommended Course Sequence - Fall Semester 3

BUS 111	Business and Financial Mathematics	3
ECN 111	Principles of Economics-Macro	3
HOS 224	Hospitality Sales and Customer Service	3
HOS 228	Property Management Systems and Revenue Management	3
HOS 229	Hospitality Managerial Accounting	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Spring Semester 4

BUS 155	Business Ethics	3
CED 210	Cooperative Work Experience	3

HOS 226	Hotel and Accommodations Management	3
RMN 118	Workshop in Team Development and Managerial Communications Science Elective	1 3-4

HOSPITALITY MANAGEMENT/FOOD SERVICE

Degree offered

Associate in Applied Science in Hospitality Management - Food Service Concentration

Credits required 61-62

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

John Caressimo, Director of CATCH (Culinary Arts, Tourism, Casino, and Hospitality) Program, john.caressimo@bristolcc.edu

Program Code: HM

Concentration Code: HMS

Program Goals Statement

The Hospitality Management degree helps prepare students for careers in their area of specialization. Hospitality is the world's largest employment field. Upon completion of the degree, the student will be able to seek employment in hotels, bed and breakfasts, inns, or other lodging operations, senior living facilities, restaurants, night clubs, managed services facilities, private clubs, cruise ships, casinos, airline, railroad, theme parks, destination attractions, meeting, convention and exposition facilities, convention and visitors bureau or special event planning companies.

Program Information

- Prior to being considered for admission, applicants must attend an Applicant Orientation Session (See BCC Web Page, Admissions, More Information).
- Prior to being considered for admission, students must complete the College Placement Exams (or be exempt).
- Students requiring developmental courses in math, reading or English must complete those courses prior to entering the concentration of their choice.
- This program offers students the opportunity to develop strong communications, organizational, and critical thinking skills, as well as practical preparation for entry into the growing hospitality career field.

- Job opportunities include tour escort, convention and visitors bureau coordinator, hotel sales and marketing, lodging concierge, casino dealer, tour destination guide, hotel desk clerk, cruise ship employee 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, Six Flags Theme Park, and the New Bedford Whaling Museum.
- All courses are taught by experienced hospitality, tourism, casino or food service industry professionals.

After BCC

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

- Tour escorts
- Convention and Visitors Bureau Coordinator
- Hotel Sales and Marketing Manager
- Lodging Concierge
- Casino Dealer or Floor Supervisor
- Tourism Destination Guide
- Hotel Front Desk Clerk or Housekeeping Supervisor
- Cruise Ship Employee
- Dining Room Supervisor

DEGREE REQUIREMENTS

General Courses

CED 210	Cooperative Work Experience	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

History Elective	3
Science Elective	3-4

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 155	Business Ethics	3
CUL 160	Introduction to Hospitality Food Services	3
HOS 121	Introduction to Travel, Tourism and Hospitality	3
HOS 137	Event Management and Marketing	3
HOS 140	Introduction to Casino Operations	3

MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
CIS 113	Hospitality Management Information Systems	3
CUL 121	Dining Room Functions I	2
CUL 123	Mixology and Bar Management	2
CUL 140	Sanitation for Culinarians	2
CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
CUL 160	Introduction to Hospitality Food Services	3
ENG 101	Composition I: College Writing	3
HOS 121	Introduction to Travel, Tourism and Hospitality	3
HOS 140	Introduction to Casino Operations	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
ENG 102	Composition II: Writing about Literature	3
HOS 137	Event Management and Marketing	3
MAN 101	Principles of Management History Elective	3

Recommended Course Sequence - Fall Semester 3

BUS 111	Business and Financial Mathematics	3
CUL 121	Dining Room Functions I	2
CUL 123	Mixology and Bar Management	2
CUL 140	Sanitation for Culinarians	2
CUL 240	Purchasing for Culinarians	2
ECN 111	Principles of Economics-Macro	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Spring Semester 4

BUS 155	Business Ethics	3
CED 210	Cooperative Work Experience	3
CIS 113	Hospitality Management Information Systems	3
CUL 241	Foodservice Operations and Career Development	2
RMN 118	Workshop in Team Development and Managerial Communications Science Elective	1 3-4

HUMAN SERVICES CAREER**Degree offered**

Associate in Science in Human Services

Credits required 64/65**Dean of Behavioral and Social Sciences**

Kathleen Pearle, Ext. 2207

Program contact

Kevin J. Garganta, Coordinator and Professor of Human Services, ext. 2001

Program Code: HS

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. 238)

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. 328)/SER 292 (p. 328) 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. 327)/SER 251 (p. 328)/SER 290 (p. 328)/SER 291 (p. 328)/SER 292 (p. 328) 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.

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

DEGREE REQUIREMENTS

General Courses

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
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 - Science	3-4
Humanities Elective	3
Lab Science Elective	4
Restricted Elective	3-4

Restricted elective: Choose one 3-credit course from PSY, SOC, SER, or DST 110

Program Courses

SER 101	Introduction to Social Welfare	3
SER 251	Principles of 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

CSS 101	College Success Seminar	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	3
	History Elective	3

Recommended Course Sequence - Spring Semester 2

	Science Elective	3-4
ENG 102	Composition II: Writing about Literature	3
SER 251	Principles of Methods of Interviewing	3
SER 290	Pre-Internship Planning Workshop	1
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	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	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 Humanities Elective Or	5 3
	Health Elective	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 Humanities Elective Or	6 3
	Health Elective	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

LIBERAL ARTS AND SCIENCES/BEHAVIORAL AND SOCIAL SCIENCES TRANSFER

Degree offered

Associate in Arts in Liberal Arts & Sciences (Behavioral and Social Sciences Transfer)

Credits required 61

Dean

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

Colleen Avedikian, colleen.avedikian@bristolcc.edu

Program Code: AA

Concentration Code: LABH

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 in the Behavioral or Social Sciences. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Choosing Electives

- Select electives from Transfer Electives and Elective Recommendations (p. 118)

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 www.BristolCC.edu/transfer

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
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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 One

Choose from MTH 119 or higher Mathematics elective

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 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

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

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking	3
	Behavioral/Social Science Elective	3
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3
	Multicultural Perspective Elective	3

Recommended Course Sequence - Spring Semester 2

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

Recommended Course Sequence - Fall Semester 3

	Technical Literacy Elective	3
	Lab Science Elective	4
	Program Electives	

Recommended Course Sequence - Spring Semester 4

	Lab Science Elective	4
	Global Awareness Elective	3
	Program Electives	

LIBERAL ARTS AND SCIENCES/HUMANITIES TRANSFER

Degree offered

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

Credits required 61

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Catherine Adamowicz, Coordinator of Liberal Arts and Sciences and Professor of English,
catherine.adamowicz@bristolcc.edu

Program Code: LA

Concentration Code: LAH

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. 236)

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. 118).

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 www.BristolCC.edu/transfer

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

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
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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 online courses

Elective Courses – Choose one ENG 200 level literature elective

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

Select 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.

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

Recommended Course Sequence - Fall Semester 1

	Behavioral/Social Science Elective	3
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
	Foreign Language Elective	3
	History Elective	3

Recommended Course Sequence - Spring Semester 2

	Quantitative and Symbolic Reasoning Elective	3-4
	Foreign Language Elective	3
	Behavioral/Social Science Elective	3
ENG 102	Composition II: Writing about Literature	3
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	3
Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

Foreign Language Elective	3
Humanities Elective	3
Lab Science Elective	4
ELECTIVE(S) as required	

LIBERAL ARTS AND SCIENCES/MATH AND SCIENCE TRANSFER

Degree offered

Associate in Arts in Liberal Arts & Sciences (Math and Science)

Credits required 62

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Dan Avedikian, Department Chair of Mathematics and Professor of Mathematics, dan.avedikian@bristolcc.edu

Program Code: LA

Concentration Code: LAB

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. 236)

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. 349) or RDG 090 (p. 349) 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. 279) 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 www.BristolCC.edu/transfer

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

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 152	College Algebra	3
MTH 172	Precalculus with Trigonometry	4
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

Multicultural Perspective Elective	0-3
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See General Education Competency Courses - Multicultural Perspective (p. 256) for course listings

(May be met by Behavioral/Social Science - See Transfer Electives - Behavioral and Social Science (p. 118) for course listings)

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
CAD 101	Computer Aided Drafting	3

EGR 103	Computer Skills for Engineers and Technicians	3
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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. 118)

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

Math and Science Elective	4
Math and Science Elective	4

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

Program Electives

ELECTIVE(S) as required

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)

Program Electives

ELECTIVE(S) as required

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

Behavioral/Social Science Elective	3	
CSS 101	College Success Seminar	1
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
History Elective	3	
Mathematics Elective	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	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
Science Elective	3-4
Lab Science Elective	4
Multicultural Perspective Elective	3

Recommended Course Sequence - Spring Semester 4

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

CHEMISTRY A2B TRANSFER COURSES**Contact**

Kelemu Woldegiorgis, Department Chair of Natural Science and Professor of Chemistry, kelemu.woldegiorgis@bristolcc.edu

Chemistry is the study of matter and changes in matter. Chemists conduct research and experiments to discover new concepts about the universe and to try to solve society's problems. Graduates are well-equipped for chemistry/biochemistry careers in education, forensics, government, law, industry, medicine, or research.

Chemistry is a MassTransfer A2B Mapped Program with Massachusetts State Universities and Universities of Massachusetts. When choosing electives, complete an A2B Program Search at www.mass.edu/masstransfer to determine available transfer institutions and to ensure all credits will be transferred and applied to your degree.

REQUIREMENTS

To complete the Chemistry A2B Program, students should complete the requirements for the Liberal Arts - Math & Science Concentration including the following required **Foundational Courses**:

Foundational Courses

CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4
CHM 235	Organic Chemistry I	4
CHM 236	Organic Chemistry II	4
MTH 214	Calculus I	4
MTH 215	Calculus II	4
PHY 211	General Physics I	4

PHY 212	General Physics II	4
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ECONOMICS A2B MASSTRANSFER**Contact**

Rebecca Benya-Soderbom, Department Chair of History and Social Sciences and Assistant Professor of History, rebecca.benya-soderbom@bristolcc.edu

Economics is a social science that studies how individuals, firms, and societies make decisions to maximize their well-being given the limitation of resources. Economics as a discipline also helps us understand historical trends, interpret today's headlines, and make predictions about how people and markets will behave.

Economics is a MassTransfer A2B Mapped Program with Massachusetts State Universities and Universities of Massachusetts. When choosing electives, complete an A2B Program search at www.mass.edu/masstransfer to determine available transfer institutions and to ensure all credits will be transferred and applied to your degree.

REQUIREMENTS

To complete the Economics A2B Program, students should complete the requirements for the Liberal Arts - Behavioral & Social Sciences Concentration, including the following required **Foundational Courses**.

Foundational Courses

ECN 111	Principles of Economics-Macro	3
ECN 112	Principles of Economics-Micro	3

In addition, students are required to complete **One of the Following Courses** to satisfy the A2B requirements.

MTH 131	Elements of College Mathematics	3
MTH 251	Fundamental Business Statistics	3

HISTORY A2B MASSTRANSFER**Contact**

Rebecca Benya-Soderbom, Department Chair of History and Social Sciences and Assistant Professor of History, rebecca.benya-soderbom@bristolcc.edu

History is a comparative study of past societies and cultures. It examines the major forces, personalities, events, and institutions that have shaped our world to the present. Through critical thinking and analysis, historians strive to understand the principles of group behavior and social organizations and how power is wielded in society.

History is a MassTransfer A2B Mapped Program with Massachusetts State Universities and Universities of Massachusetts. When choosing electives, complete an A2B Program search at www.mass.edu/masstransfer to determine available transfer institutions and to ensure all credits will be transferred and applied to your degree.

REQUIREMENTS

To complete the History A2B Program, students should complete the requirements for the Liberal Arts - Behavioral & Social Sciences Concentration, including the following required **Foundational Courses**.

Foundational Courses

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

POLITICAL SCIENCE A2B MASSTRANSFER

Contact

Rebecca Benya-Soderbom, Department Chair of History and Social Sciences and Assistant Professor of History, rebecca.benya-soderbom@bristolcc.edu

Political Science is the study of the origins, principles, and provisions of constitutions, the role of the mass media and public opinion, voting and elections, the institutions of government, and the liberties and rights of citizens. It examines how power is wielded in society, the responsibilities and rights of the individual in human society, differing points of view on the same issue and the importance of considering the ramifications of decisions.

Political Science is a MassTransfer A2B Mapped Program with Massachusetts State Universities and Universities of Massachusetts. When choosing electives, complete an A2B Program search at www.mass.edu/masstransfer to

determine available transfer institutions and to ensure all credits will be transferred and applied to your degree.

REQUIREMENTS

To complete the Political Science A2B Program, students should complete the requirements for the Liberal Arts - Behavioral & Social Sciences Concentration, including the following required **Foundational Courses**.

Foundational Courses

GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	State and Local Government	3

PSYCHOLOGY A2B MASSTRANSFER

Contact

Mary Zahm, Department Chair and Professor of Psychology, mary.zahm@bristolcc.edu

Psychology is the scientific study of behavior and mental processes. Psychologists use rigorous, scientific methods to conduct research studies and experiments with the goals of describing a behavior or mental process, explaining the underlying causes of it, predicting conditions under which it is likely to occur, and applying psychological knowledge to help people change behavior and mental processes to bring about desired goals. Graduates are well-equipped to transfer and complete a Bachelor of Arts or Science degree in psychology and prepare for a career in a variety of areas including counseling, education, health, research, school psychology, and social work.

Psychology is a MassTransfer A2B Mapped Program with Massachusetts State Universities and Universities of Massachusetts. When choosing electives, complete an A2B Program Search at www.mass.edu/masstransfer to determine available transfer institutions and to ensure all credits will be transferred and applied to your degree.

REQUIREMENTS

To complete the Psychology A2B Program, students should complete the requirements for the Liberal Arts - Behavioral & Social Sciences Concentration, including the following required **Foundational Courses**.

Foundational Courses

PSY 101	General Psychology	3
PSY 252	Child Development	3
PSY 253	Adolescent Psychology	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3

Life Sciences**LIFE SCIENCES/BIOLOGY****Degree offered**

Associate in Science in Life Sciences (Biology)

Credits required 66 - 67**Dean**

Sarmad Saman, sarmad.saman@bristolcc.edu

Program Contact

Michael Sipala, Coordinator of Life Sciences,
michael.sipala@bristolcc.edu

Program Code: LFBI

Concentration Code: BI

Program Goals Statement

This program is designed for students who plan to transfer to a 4-year institution and major in Biology or another Life Science field. The goal is to provide students with the necessary skills and background to be successful at a 4-year institution.

Student Learning Outcomes

See Learning Outcomes.

Program Information

- This program is designed to prepare students for transfer to a 4-year institution to major in Biology or another Life Science Field, and will give them a foundation for work in Pre-med, Pre-vet and other Health Science fields.
- Students will take a variety of transferable General Studies courses, as well as select Biology Elective courses in their area of interest.
- After completion of the degree, students have a strong foundation in Biology that will allow them to be successful in their next program.

After BCC

- With an Associates in Science - Life Science/Biology degree, students will be able to transfer to a 4-year

institution with a solid background in Biology that will allow them to take upper level Biology classes at their next institution. Also, they will have completed many General Studies requirements that should transfer to their new school.

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

DEGREE REQUIREMENTS**Program Courses**

BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
BIO 230	Seminar in Scientific Literature and Research Design	3
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
PSY 101	General Psychology	3
	And choose two of the following	
MTH 152	College Algebra	3
MTH 172	Precalculus with Trigonometry	4
MTH 214	Calculus I	4
	And	
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

Program Electives - Choose 12 credits from the following (at least 2 must be lab courses)

AGR 114	Sustainable Agriculture I	4
BIO 126	Introduction to Biotechnology	3
BIO 127	Introduction to Biotechniques	4
BIO 129	Field Biology	4
BIO 130	The Biology and Behavior of Birds	4
BIO 154	Human Physiology	4
BIO 205	Animal Behavior	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 235	Fundamentals of Ecology	4

BIO 239	Elements of Microbiology	4
BIO 240	Cell Biology	4
BIO 241	Pathophysiology	3
BIO 250	Introduction to Immunology	4
CHM 225	Biochemistry	4
PHY 211	General Physics I	4
PHY 212	General Physics II	4
SCI 115	Science and Care of Plants	4
SCI 119	Coastal Science	4
SCI 240	Introduction to Oceanography	4

Elective Courses - Choose 2 Behavioral/Social Sciences

GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 216	Food, Famine, and Farming in the Global Village	3
SOC 226	Sustainability and Humankind's Future: Life on a Tough New Planet	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses - Choose 1 Technical Literacy

CIS 110	Basic Computing Skills	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

Elective Courses - Choose 1 Multicultural Perspective

ENG 217	Writings from the Margins of Contemporary American Literature	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	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 265	Immigration and Ethnicity in American History	3

MassTransfer A2B Courses

Life Sciences Biology is a MassTransfer A2B Mapped Program with some Massachusetts State Universities. When choosing electives, complete an A2B Program Search at www.mass.edu/masstransfer to determine available transfer institutions and to ensure all credits will be transferred and applied to your degree. To complete the Life Sciences Biology A2B Program, the following **Foundational Courses** are required:

BIO 121 I	Fundamentals of Biological Science 4 credits
BIO 122 II	Fundamentals of Biological Science 4 credits

CHM 113 I	Fundamentals of Chemistry 4 credits
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CHM 114 II	Fundamentals of Chemistry 4 credits
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MTH 172	Precalculus with Trigonometry	4 credits
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In addition, students are required to take a minimum of **Seven (7) Major Elective Credits** from the list below to satisfy the A2B requirements.

CHM 235	Organic Chemistry I	4
CHM 236	Organic Chemistry II	4
PHY 211	General Physics I	4
PHY 212	General Physics II	4
MTH 214	Calculus I	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
CHM 113	Fundamentals of Chemistry I	4
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
BIO 122	Fundamentals of Biological Science II	4
CHM 114	Fundamentals of Chemistry II	4
MTH 152	College Algebra Or	3
MTH 172	Precalculus with Trigonometry Technical Literacy Elective	4 3

Recommended Course Sequence - Fall Semester 3

BIO 230	Seminar in Scientific Literature and Research Design	3
	History Elective	3
	Behavioral/Social Science Elective	3
MTH 172	Precalculus with Trigonometry Or	4
MTH 214	Calculus I Program Elective	4 3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
	Program Elective	3
PSY 101	General Psychology	3
	Multicultural Perspective Elective	3
	Behavioral/Social Science Elective	3

**LIFE SCIENCES/BIOTECHNOLOGY AND
FORENSIC DNA**

Degree offered

Associate in Science in Life Sciences (Biotechnology and Forensic DNA)

Credits required 66 - 69

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Katie Lefebvre, Coordinator of Biotechnology,
katie.lefebvre@bristolcc.edu

Program Code: LFBT

Concentration Code: BT

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 the biotechnology/biomedical sectors.

Student Learning Outcomes

See Learning Outcomes.

Program Information

- This program is designed to prepare students for employment as a laboratory technician in the biotechnology/biomedical sector.
- BCC offers several tutoring services and developmental courses to meet your career and academic goals.
- Students should consider the following courses that will enhance their knowledge of the Biomedical/Biotechnology field: BIO 241, MED 205, MTH 251, or MTH 252. Please be aware that these do not apply to the degree requirements, however.

After BCC

- With the continually growing biotech industry in Massachusetts, there is an ever-increasing need for laboratory technicians. The BCC Biotechnology and Forensic DNA degree prepares students for work in both industrial and academic laboratories.
- BCC participates in the Statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantees admission and credit transfer.

- For a complete listing of eligible MassTransfer programs and current articulation agreements, visit the Transfer Affairs website at www.bristolcc.edu/transfer.

DEGREE REQUIREMENTS

Program Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
BIO 127	Introduction to Biotechniques	4
BIO 239	Elements of Microbiology	4
BIO 240	Cell Biology	4
CED 210	Cooperative Work Experience	3
BIO 250	Introduction to Immunology	4
CHM 115	Health Science Chemistry I	4
CHM 116	Health Science Chemistry II	4
CHM 225	Biochemistry	4
SCI 125	Social and Ethical Issues in Science, Technology, and Health Science	3

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
ENG 215	Technical Writing	3
MTH 119	Fundamental Statistics	3
PSY 101	General Psychology	3

Elective Courses - Choose 1 Behavioral/Social Sciences

SOC 101	Principles of Sociology	3
SOC 257	Social Issues in Loss	3

Elective Courses - Technical Literacy

EGR 103	Computer Skills for Engineers and Technicians	3
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Waived if student takes two online courses.

Elective Courses - Choose 1 Multicultural, Global and Historic Awareness

HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
ENG 101	Composition I: College Writing	3
MTH 119	Fundamental Statistics	3
CSS 101	College Success Seminar	1
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 2

CHM 115	Health Science Chemistry I	4
ENG 102	Composition II: Writing about Literature	3
HST 113	United States History to 1877	3

	Or		
HST 114	United States History from 1877	3	
	Behavioral/Social Science Elective	3	
BIO 127	Introduction to Biotechniques	4	

Recommended Course Sequence - Fall Semester 3

CHM 116	Health Science Chemistry II	4	
BIO 240	Cell Biology	4	
ENG 215	Technical Writing	3	
SCI 125	Social and Ethical Issues in Science, Technology, and Health Science	3	
BIO 239	Elements of Microbiology	4	

Recommended Course Sequence - Spring Semester 4

PSY 101	General Psychology	3	
CHM 225	Biochemistry	4	
BIO 250	Introduction to Immunology	4	
CED 210	Cooperative Work Experience Technical Literacy Elective	3 3	

LIFE SCIENCES/ENVIRONMENTAL SCIENCE TRANSFER**Degree offered**

Associate in Science in Life Sciences (Environmental Science Transfer)

Credits required 63/68**Dean**

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, robert.rak@bristolcc.edu

Program Code: AS

Concentration Code: LFES

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. 236)

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 www.BristolCC.edu/transfer

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
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 152	College Algebra	3
MTH 172	Precalculus with Trigonometry	4
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	Writings from the Margins of Contemporary American Literature	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3

Choose one Technical Literacy elective from the following

CIS 110	Basic Computing Skills	3
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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 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
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing History Elective	3

Recommended Course Sequence - Spring Semester 2

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

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
SCI 112	Principles of Ecology	4
	Program elective 1 or 2	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Program elective 1 or 2	3
	Other Electives	3

LIFE SCIENCES/SUSTAINABLE AGRICULTURE

Degree offered

Associate in Science in Life Sciences (Sustainable Agriculture)

Credits required 61

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

James Corven, Professor of Biology, james.corven@bristolcc.edu

Program Code: AS

Concentration Code: LFSA

Program Goals Statement

The Sustainable Agriculture program is designed to address the issues of a safe, reliable food supply and the environmental relationships of agriculture with resource use, energy consumption and climate change. The goal of this program is to provide the practical training and experience for sustainable farming and gardening and is directed towards new farmers, gardeners, landscapers, nursery producers, and farm managers. Graduates will be prepared to enter farming, gardening, community organizations, agricultural businesses, or to continue their education in sustainable food production and agricultural professions.

Student Learning Outcomes

See Learning Outcomes (p. 236) (p. 248)

Program Information

- Graduates are prepared with the scientific basis and technical skills necessary to pursue a career as a sustainable agriculture professional.
- Hands-on experience in laboratories and field experiences allows students to put into practice knowledge gained in the classroom.
- Graduates of this program are not only prepared to work as sustainable agricultural professionals, advisors, and managers; they also are prepared with the fundamentals for pursuing further study in the field of agriculture and related natural sciences.

Recommended Electives

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In addition to the transfer electives and elective recommendations, students may choose from the following list of recommended electives: AGR 120 or 122 or 123 -

Program Electives, EGR 141, SCI 132, SOC 101, and SOC 226.

After BCC

- Continue education at a 4-year program such as University of Massachusetts/Amherst Sustainable Food and Farming Program or University of Rhode Island (URI) Sustainable Agriculture Program.
- Pursue a career as a professional organic landscape or garden consultant.
- Pursue a career as an organic producer.
- Employment on one of over 170 S.E. Massachusetts or Rhode Island organic farms.
- Employment at a nursery, landscaper, or garden center business.
- Employment with a community development organization or school gardens program.
- Students with a 2 year Associate Degree are eligible to serve as an agricultural volunteer in the U.S. Peace Corps.

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
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
HST 114	United States History from 1877	3
MTH 119	Fundamental Statistics	3
SCI 115	Science and Care of Plants	4
SOC 216	Food, Famine, and Farming in the Global Village	3

Elective Courses

Behavioral/Social Science Elective	3
And Behavioral/Social Science Elective	3
Humanities Elective	3-4
Technical Literacy Elective	0-3

Chose from *two* Behavioral Social/Science electives: from SOC 101, SOC 226 or transfer electives and elective recommendations (p. 118)

Technical Literacy: Waived for students who have successfully completed two (2) online courses. See General Education Competency courses -Technical Literacy for course listings.

Program Courses

AGR 114	Sustainable Agriculture I	4
AGR 115	Sustainable Agriculture II	4

AGR 116	Water Acquisition and Conservation	2
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Choose at least one of the following

AGR 120	Solar Greenhouse Production	1
AGR 122	Natural Beekeeping Practices	2
AGR 123	Organic Pest and Disease Management	2

Additional courses will count towards electives in the program

Electives

Electives as needed to complete at least 61 credits

Choose electives from the approved list of transfer electives and elective recommendations (p. 118).

Recommended Course Sequence - Fall Semester 1

BIO 111	General Biology I	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
AGR 114	Sustainable Agriculture I	4

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
AGR 115	Sustainable Agriculture II	4
SCI 115	Science and Care of Plants	4
	Behavioral/Social Science Elective	3
	Program Elective	3

Recommended Course Sequence - Fall Semester 3

COM 101	Fundamentals of Public Speaking	3
MTH 119	Fundamental Statistics	3
AGR 116	Water Acquisition and Conservation	2
SOC 216	Food, Famine, and Farming in the Global Village	3
	Humanities Elective	3
	Program Elective	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Electives	
HST 114	United States History from 1877	3
	Program Elective	3
	Technical Literacy Elective	3

Transfer Electives and Elective Recommendations

GENERAL STUDIES/MASSTRANSFER ELECTIVES

COURSE TITLE	DEPT	CREDIT S	COD E
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ACCOUNTING				AMERICAN SIGN LANGUAGE		
Principles of Accounting I	ACC 101	4	GEN	All ASL		HUM
Principles of Accounting II	ACC 102	4	GEN			
Intermediate Accounting I	ACC 201	3	GEN	ASTRONOMY		
Intermediate Accounting II	ACC 202	3	GEN	All AST		SCI
Cost Accounting	ACC 253	3	GEN			
Federal Taxation I	ACC 255	3	GEN	BIOLOGY		
Federal Taxation II	ACC 256	3	GEN	All BIO		SCI
Managerial Accounting	ACC 257	3	GEN			
Auditing	ACC 258	3	GEN	BUSINESS		
Analysis of Financial Statements	ACC 259	3	GEN	Business Ethics	BUS 155	3 GEN
				Business Law	BUS 251	3 GEN
				Corporation Finance	BUS 253	3 GEN
ANTHROPOLOGY						
Social and Cultural Anthropology	ANT 101	3	BSS	CAPE VERDEAN CREOLE		
				All CVC		HUM
ARCHITECTURE						
Introduction to American Architecture	ARC 201	3	HUM	CHEMISTRY		
				All CHM except CHM 090		
ART						
All ART			HUM	COLLEGE SUCCESS SEMINAR		

Career Exploration and Development	CSS 103	1	GEN	Oracle & SQL	CIS 150	3	GEN
Technology Tools for College Students	CSS 105	3	GEN	Introduction to Programming (COBOL)	CIS 154	3	GEN
				Introduction to C++ Programming	CIS 155	3	GEN
COMMUNICATION				Visual Basic	CIS 156	3	GEN
All COM			HUM	Object-Oriented JAVA Programming	CIS 157	4	GEN
COMPUTER AIDED DRAFTING				Introduction to Procedural Programming	CIS 158	4	GEN
Computer Aided Drafting	CAD 101	3	GEN	Advanced COBOL	CIS 254	3	GEN
Advanced Computer Aided Design	CAD 111	3	GEN	C++ Object Oriented Programming	CIS 255	3	GEN
Civil Drafting & Design	CAD 128	3	GEN	Advanced Visual Basic	CIS 256	3	GEN
Computer Aided Mechanical Design	CAD 172	3	GEN	Object-Oriented JAVA Programming II	CIS 257	4	GEN
				Software Specification & Design	CIS 260	4	GEN
COMPUTER INFORMATION SYSTEMS				Introduction to Computer Systems	CIS 261	4	GEN
Basic Computing Skills	CIS 110	3	GEN	Computer Organization and Design	CIS 262	4	GEN
Introduction to Business Information Systems	CIS 111	3	GEN				
Hospitality Management Information Systems	CIS 113	3	GEN	COMPUTER INFORMATION TECHNOLOGY			
Programming: Logic, Design and Implementation	CIS 120	3	GEN	Information Technology Fluency I	CIT 121	3	GEN
Operating Systems	CIS 121	3	GEN	Information Technology Fluency II	CIT 122	3	GEN
Internet Developer	CIS 122	3	GEN	Business Creativity	CIT 131	3	GEN
Object-Oriented Programming	CIS 123	3	GEN	Electronic Game Development I	CIT 140	3	GEN

Visual Concepts for Game Designers	CIT 141	3	GEN	Special Needs in Early Childhood	ECE 222	3	GEN
Introduction to Multimedia Development	CIT 231	3	GEN	Play & Early Childhood Curriculum Planning	ECE 260	3	GEN
Seminar in Desktop Publishing	CIT 270	3	GEN	Early Childhood Licensure Teaching Practicum	ECE 261	5	GEN

COOPERATIVE EDUCATION

Cooperative Work Experience	CED 210	3	GEN
Cooperative Work Experience II	CED 220	3	GEN

CRIMINAL JUSTICE

All CRJ			GEN
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DANCE

All DAN			HUM
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DEAF STUDIES

ALL DST			HUM
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EARLY CHILDHOOD EDUCATION

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

ECONOMICS

All ECN			BSS
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EDUCATION

Diversity and Multicultural Education	EDU 225	3	GEN
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Foundations of Education with Teaching Pre-Practicum	EDU 220	3	GEN
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Language Education and Literacy	EDU 150	3	GEN
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ENGINEERING

Introduction to Sustainable and Green Technologies	EGR 102	3	GEN
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Computer Skills for Engineers and Technicians	EGR 103	3	GEN
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Introduction to Robotics	EGR 113	4	SCI
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Computer Configuration and Repair	EGR 133	4	GEN
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Introduction to Environment	EGR 141	3	SCI
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Material Science	EGR 172	4	SCI	Personal and Community Health	HLT 115	3	GEN
ENGLISH				HISTORY			
All ENG except 090, 091, 092			HUM	All HST			HUM
ENGLISH AS A SECOND LANGUAGE				HONORS			
Advanced English Grammar and Review	ESL 122	3	GEN	Culminating Honors Project	HON 260	1	GEN
Advanced English Vocabulary and Reading Skills	ESL 123	3	GEN	Honors Seminar on Business & Information Management	HON 290	3	GEN
Advanced English Written Expression	ESL 124	3	GEN	Seminar on Community Leadership	HON 295	3	GEN
Advanced English Conversation	ESL 125	3	GEN				
FRENCH				HUMAN SERVICES			
All FRN			HUM	Introduction to Social Welfare	SER 101	3	GEN
				Principles of Methods of Interviewing	SER 251	3	GEN
				Pre-Internship Planning Workshop	SER 290	1	GEN
GEOLOGY				Field Experience & Seminar I	SER 291	5	GEN
Introduction to Physical Geology	GLG 101	4	SCI	Field Experience & Seminar II	SER 292	5	GEN
GOVERNMENT				HUMANITIES			
All GVT			BSS	All HUM			HUM
HEALTH							

MANAGEMENT

Principles of Management	MAN 101	3	GEN
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PORTUGUESE

ALL POR	HUM
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MARKETING

Principles of Marketing	MAR 101	3	GEN
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PSYCHOLOGY

Advertising Procedures	MAR 255	3	GEN
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All PSY	BSS
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MATHEMATICS

All MTH except MTH 001, 002, 003, 011, 021, 031, 111 (151-General Elective Credit Only)

MTH

SCIENCE

All SCI except SCI 130, 131 (SCI 125 - General Elective Credit Only)

SCI

MUSIC

All MUS	HUM
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SOCIOLOGY

All SOC	BSS
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OFFICE ADMINISTRATIONS

Intro to Microsoft Office	OFC 117	3	GEN
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SPANISH

All SPA	HUM
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PHILOSOPHY

All PHL	HUM
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SOCIAL SCIENCE

ALL SSC	BSS
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PHYSICS

ALL PHY	SCI
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SUSTAINABILITY

All SUS	GEN
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THEATRE

All THE

HUM

BSS -
Behavioral/Social
ScienceGEN- General
Elective

HUM - Humanities

SCI - Science

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. 325) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions. HST 111 (p. 324) or HST 112 (p. 325) or ART 105 (p. 265) or ART 106 (p. 265) or SOC 101 (p. 353) or SOC 112 or SOC 252 (p. 353) will meet Social Phenomenon and Global Awareness.

Plan B

HST 111 (p. 324) or HST 112 (p. 325) will meet Historical Awareness and Global Awareness. SOC 256 (p. 354) will meet Social Phenomenon, Multicultural Perspective, and Ethical Dimensions.

Applies to the following degree program:*Computer Information Systems***Plan A**

HST 114 (p. 325) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions. HST 111 (p. 324) or HST 112 (p. 325) or ART 105 (p. 265) or

ART 106 (p. 265) or SOC 101 (p. 353) or SOC 112 or SOC 252 (p. 353) will meet Social Phenomenon and Global Awareness.

Plan B

HST 111 (p. 324) or HST 112 (p. 325) will meet Historical Awareness and Global Awareness. SOC 256 (p. 354) will meet Multicultural Perspective and Ethical Dimensions.

Applies to the following degree program:*Computer Forensics*

HST 114 (p. 325) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions.

NURSING CAREER

Degree offered

Associate in Science in Nursing

Credits required 70

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Stephen Alves, Department Chair for Nursing and Assistant Professor, stephen.alves@bristolcc.edu

Program Code: NC

Program Goal 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 homeostasis when threatened with common health problems. Graduates take the National Council Licensure Examination for licensing as a Registered Nurse.

Program Accreditation

Approved by the Massachusetts Board of Registration in Nursing, 239 Causeway Street, Suite 500, 5th Floor, Boston, MA, 02114.

Accredited by the Accreditation Commission for Education in Nursing, Inc. (formerly NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; 404-975-5000.

Program Outcomes

Annual BCC Nursing program 3 year Mean Pass Rate: 91%

Annual National 3 year Mean Pass Rate: 82%

Nursing Program completion rate 2016: 76%

Nursing job placement rate 2016: 100% ($n=25$)

Student Learning Outcomes

See Learning Outcomes (p. 236)

Applicants with completed applications meeting minimum criteria by January 5 will be given priority consideration for admission.

Program Information

- One program with 2 curriculum delivery options:
 - Traditional - face to face classroom learning.
 - EHealth - a hybrid model with online classroom learning.
 - Both options include clinical assignments at a variety of healthcare settings in Southeastern Massachusetts and Rhode Island. Clinical hours may include day, evenings or weekends.
- Computer technology is integrated into Nursing courses. Computer access is required and available at both campuses.
- Students must achieve a minimum “C” (74) in all nursing courses in order to remain in the program and graduate. Students must pass all co-requisites and electives to remain in the program and graduate.

After BCC

- Graduates take the National Council Licensure Examination for Licensing as a Registered Nurse (NCLEX-RN).
- 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, and Laboure College.
- For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at www.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
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
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
Quantitative and Symbolic Reasoning Elective	3-4

Humanities: Select a course that meets the Humanities competency

See General Education Competency Courses (p. 253) for course listings

Program Courses

NUR 100	Introduction to Professional Nursing	1
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

Preadmission

BIO 233	Human Anatomy and Physiology I	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
	High School Chemistry, Algebra	

Required Course Sequence - Fall Semester 1

NUR 101	Fundamentals of Nursing	8
NUR 100	Introduction to Professional Nursing	1
ENG 102	Composition II: Writing about Literature	3
	Quan/Sym Reasoning Elective	3

Required Course Sequence - Spring Semester 2

NUR 102	Parent-Child Health Nursing	8
PSY 252	Child Development	3
BIO 234	Human Anatomy and Physiology II	4

Required Course Sequence - Fall Semester 3

NUR 201	Nursing Care of the Adult I	9
BIO 239	Elements of Microbiology	4
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3

Required Course Sequence - Spring Semester 4

NUR 202	Nursing Care of the Adult II	9
NUR 203	Trends in Nursing	1
	Humanities Elective	3

General Admission/Nursing

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:

Completed applications received by January 5 will be considered in the initial admissions

review. Applications received after this date will be considered if spaces have not been filled.

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 or a state-approved high school equivalency credential
- High school Algebra I, equivalent or higher
- High school Chemistry with lab, equivalent or higher
- BIO 233 (Anatomy & Physiology 1) or equivalent
- ENG 101 (English Composition 1), ENG 102 or degree in the discipline
- PSY 101 (General Psychology) or higher
- CSS 101 College Success Seminar
- Applicants must achieve a **total composite score of 50%** or higher on the **ATI TEAS Exam**. For more detailed TEAS information, please visit our web site at www.bristolcc.edu/students/testingcenter/teas.
- Cumulative Grade Point Average (GPA) 3.0 or higher (all college or university level transcripts are submitted to the Admission's Office for calculation of cumulative GPA). For more information contact the Admission's Office.
- Priority will be given to qualified applicants with a GPA of 3.50 and higher
- Attend one mandatory health science admissions information session. Students applying to BCC with a state approved high school equivalency credential rather than with a high school diploma will need to take the required courses (listed above) at BCC.

Meeting these minimum criteria places the applicant in the selection pool but does not guarantee admission to the Nursing program.

SPECIAL REQUIREMENTS FOR THE PROGRAM**Requirements Upon Admission**

As a prerequisite for a clinical placement in the Nursing program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

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 and flu vaccine are required each year. Additional health requirements may be required by clinical agencies.

All students must be Basic Life Support (BLS) certified by the American Heart Association (Basic Life Support for Health Care Providers). All students upon entry to the program must show evidence of CPR certification which is valid through the completion of the program.

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.

<http://www.mass.gov/eohhs/gov/departments/dph/program/s/hcq/dhpl/nursing/education/faculty-resources/>

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:

Nursing is a practice discipline, with cognitive, sensory, affective, and psychomotor performance requirements. The functional eligibility requirements for participation in the nursing program are essential for the delivery of optimal and safe patient care and are consistent with the Massachusetts 244 CMR 3.02 Nurse Practice Act found at <http://www.mass.gov/eohhs/docs/dph/regs/244cmr003.pdf>.

Criterion: Analytical and Critical Thinking

The ability to understand, apply, analyze and evaluate information.

Examples:

- Comprehend written, verbal, and electronic information in English.
- Assess the patient's psychological, physiological, and social status.
- Interpret cause-effect relationships in clinical situations.
- Plan and prioritize nursing care.
- Evaluate patient outcomes.
- Calculate math for safe medication administration.

Criterion: Communication

The ability to effectively interact with others using verbal, non-verbal, written, and electronic communication.

Examples:

- Speak, comprehend, read, write, and type in English in a clear and understandable manner.
- Establish and maintain effective working relations with peers, faculty, patients, family and healthcare teams.
- Respect social, cultural, ethnic, and gender differences.
- Correctly convey and interpret body language.
- Observe, assess and recognize facial expression and emotion needed to detect and interpret data.
- Negotiate interpersonal conflict/s.
- Teach and convey information in an accurate and effective manner.

- Convey information to others verbally, in writing and/or electronically in an accurate, timely, professional and comprehensive manner.

Criterion: Emotional Stability

The ability to monitor one's own emotions and assume responsibility and accountability for one's own actions.

Examples:

- Emotional stability/maturity to accept constructive feedback.
- Support patients during times of stress.
- Adapt to changing situations and emergency conditions while maintaining emotional control.
- Cope with strong emotions and physical outbursts of patients while remaining calm.
- Focus attention on patient needs despite distractions, interruptions and multiple demands.
- Accept constructive feedback and accept responsibility for one's own actions.
- Ability to work effectively under stressful conditions.

Criterion: Physical Ability

The ability to demonstrate physical agility and swiftness of movement, and perform gross and fine motor skills.

The ability to sustain physical endurance necessary to provide safe and effective care.

Examples:

- Perform cardiopulmonary resuscitation.
- Move in confined spaces.
- Maintain balance in multiple positions.
- Reach below waist and above shoulders.
- Mobility of the neck and back to permit sitting and standing and the agility to bend at the waist and squat, using proper body mechanics, to perform a variety of patient care activities.
- Climb and descend stairs.
- Provide safe and therapeutic positioning and transferring of patients.
- Transfer patients who may require physical assistance.
- Move quickly in emergency situations in patient care setting.
- Stand/walk for extended periods without rest.
- Push, pull, lift or support a minimum of 25 pounds without assistance.

- Use of manual dexterity to provide patient care, manipulate and operate equipment and prepare and administer medications.
- Grasp, pinch, squeeze, and manipulate fine equipment.

Criterion: Sensory Ability

The ability to accurately perform auditory, visual, tactile, and olfactory assessments necessary to monitor and determine health needs.

Examples:

- Hear and understand monitoring devices, alarms, and emergency signals.
- Hear and understand spoken words and faint voices.
- Hear and understand faint body sounds (e.g., heartbeats, blood pressure, and abdominal sounds).
- Accurately prepare and administer oral, injectable, and intravenous medications.
- Visual acuity sufficient to reading fine print on medication labels and equipment.
- Assess a patient within a distance of 10 feet by way of visual, olfactory, or aural acuity.
- Use depth perception adequately.
- Palpate during physical exam (e.g., pulses, temperature, masses, lesions, etc.).
- Detect body odors.
- Detect smoke, gases, or noxious smells.

Licensed Practical Nurse (LPN) Transition Options

LPN-to-RN Bridge

For LPNs who have graduated **within 3 years** from one of the schools who have articulation agreements with BCC. These include: Diman Regional, Bristol-Plymouth, Upper Cape Cod Regional, Southeastern Regional Practical Nursing Program, or Tri-County RVTHS. (subject to change)

Apply by April 1st

Prospective students are eligible to apply after completing **all pre-admission criteria**.

Meeting these minimum criteria places the applicant in the selection pool but does not guarantee admission.

Qualified applicants are accepted to the Transition Course (Part II) on a space-available basis.

Part I: Complete all pre-admission and pre and co-requisite courses to be eligible. See courses below:

Pre-admission courses with a B- or better:

- High school Algebra I, equivalent or higher
- High school Chemistry with lab, equivalent or higher
- BIO 233 (Anatomy & Physiology 1) or equivalent
- ENG 101 (English Composition 1), ENG 102 or degree in the discipline
- PSY 101 (General Psychology) or higher
- CSS 101 College Success Seminar

Pre and Co-requisite Courses

- BIO 234 (Human Anatomy and Physiology II) or equivalent
- PSY 252 (Child Development) or equivalent

Part II:

After successful completion of the LPN-to-RN Bridge Transition Course (approximately 3 weeks), the applicant will be awarded **16 credits for NUR 101 and NUR 102** and is eligible for entrance into the third semester of the nursing program and the nursing courses: Nursing Care of the Adult I NUR 201 (p. 339) and NUR 100 (p. 338).

Prior Learning Assessment/LPN Challenge

For Licensed Practical Nurses (LPNs):

- Who have graduated **more than 3 years ago** from an accredited LPN school **Apply by April 1st**

Prospective students are eligible to apply after completing **all pre-admission criteria** (Part I).

Meeting these minimum criteria places the applicant in the selection pool but does not guarantee admission.

Qualified applicants are accepted to the Transition Course (Part II) on a space-available basis.

Part I: Complete all pre-admission criteria to be eligible. See below.

Pre admission courses with a B- or better:

- High school Algebra I, equivalent or higher
- High school Chemistry with lab, equivalent or higher
- BIO 233 (Anatomy & Physiology 1) or equivalent
- ENG 101 (English Composition 1), ENG 102 or degree in the discipline
- PSY 101 (General Psychology) or higher
- CSS 101 College Success Seminar Take the Excelsior “*Fundamentals of Nursing*” challenge exam and pass with a score of “C” or better. For more information: <http://www.excelsior.edu/exams/fundamentals-of-nursing>

Part II: Perform and successfully complete the two day LPN competency course. Once a passing score is attained, the applicant will be **awarded 8 credits for NUR 101** and is eligible for entrance into the second semester of the nursing program, and the nursing courses: Parent and Child Health (NUR 102 (p. 339)) and NUR 100 (p. 338) on a space available basis.

Applicants who meet the LPN Bridge Program criteria may be considered for the LPN Challenge of Fundamentals program if there are no seats available in the Bridge Program. These students do not need to take the Excelsior exam.

Applying for Readmission

Only **one** readmission is allowed to the Nursing program within 3 years of withdrawing, failing or not completing nursing courses or required co-requisites.

- Students who fail, withdraw or do not complete NUR 101 may reapply to the program through the general admission process by **January 5th**, and are considered based upon nursing admission criteria and on a space-available basis.
- Students who fail NUR 100 but pass the clinical course may retake NUR 100 in the subsequent semester with Department Chair and faculty permission.
- Students who fail, withdraw or do not complete NUR 102, NUR 201, NUR 202 or NUR 203 or co-requisite courses may be readmitted to the Nursing program on a space-available basis and rank ordered based upon the readmission category found in the BCC Nursing Student Handbook. Applicants seeking readmission should apply through the Admissions office by **April 1** of the semester prior to desired admission.

Transfer Information

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.

For nursing transfer credit send a syllabus, catalog description, and an official college transcript for each course to be evaluated to the Nursing Program Director.

OCCUPATIONAL THERAPY ASSISTANT**Degree offered**

Associate in Science in Occupational Therapy Assistant

Credits required 73

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Johanna Duponte Department Chair and Professor of Occupational Therapy, johanna.duponte@bristolcc.edu

Program Code: OA

Program Goal 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. 236).

Applications with complete supporting documentation by February 1 receive priority consideration for fall admission. Applicants are advised to apply well in advance of the deadline.

Program Information

- BCC graduates are recognized as well prepared entry-level practitioners by the clinical community and employers.
- One program with two curriculum delivery options: Traditional and eHealth (hybrid i.e. online classes, on-site labs and community and/or clinical fieldwork.) Both options are located in New Bedford.
- Traditional option OTA courses are offered primarily during the day, Monday - Friday (schedules change each semester); eHealth program option OTA courses are offered Wednesday - Saturday and may include evenings. Both options include clinical fieldwork assignments which may include days, evenings and weekends. The traditional program option requires 2-3.5 days/week onsite and the eHealth program option requires 1-2 days/week onsite. Both program options

require 5 days/week (typically M-F) in full time fieldwork in the fourth semester. Both program options require an additional 20+ hours/week to complete the required reading and assignments.

- Many General Education courses are available nights, weekends, online and at satellite campuses.
- Computer technology is integrated throughout the OTA program. OTA courses use online course spaces which necessitates all OTA students have access to a computer that is internet enabled, and have information and computer literacy skills that include using web browsers and other web applications to locate and appropriately use information provided in an online format. Students should also have the ability to create, edit, save and retrieve documents, spreadsheets, and presentations.
- All applicants should review detailed information about technical requirements, time expectations, accessibility and eLearning, and how to succeed in an online classroom:
<http://dl.bristolcc.edu/wiki/index.php/eLearningBCC>
- Prior to applying, all students should assess their ability to succeed in the online environment by completing the eLearning sample course at
<http://www.bristolcc.edu/elearning/elearning101/>
- eHealth students must be self motivated to learn independently online.
- Students develop academic knowledge, clinical skills, and professional behavior through classroom, online, lab, fieldwork, and off-site learning experiences.
- Once enrolled in the Occupational Therapy Assistant Program students must complete all OTA courses in the required sequence.
- Students planning to transfer to a Master's program in OT are encouraged to take MTH 119 (p. 336) and HST 111 (p. 324) or HST 112 (p. 325) .
- Developmental and abnormal psychology, foreign languages, including ASL and deaf studies, are not required, but are beneficial to practice as an OTA.

After BCC

- Graduates have taken positions as Certified Occupational Therapy Assistants in area schools, acute care, rehab and psychiatric hospitals, residential and day rehabilitation programs, nursing homes, sub-acute rehab, transitional care, home 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.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy, CSS 101 (College Success Seminar)

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 106 (Medical Language) or MAA 101 (Medical Terminology) are accepted to meet the HLT course requirement in the OTA program.

HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

MTH 119 recommended for transfer.

Elective Courses

Historic Awareness Elective	3
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See General Education Competency Courses/Historic Awareness (p. 255) for course listings

HST 111 or HST 112 recommended for transfer

Program Courses

OTA 111	Introduction to Occupational Therapy	4
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

Required Preadmission Courses

BIO 233	Human Anatomy and Physiology I	4
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	Or		
BIO 234	Human Anatomy and Physiology II	4	
ENG 101	Composition I: College Writing	3	
	Or		
ENG 102	Composition II: Writing about Literature	3	
PSY 101	General Psychology	3	

Preadmission courses must be completed at time of application with grades of B- or better.

Note: Applicants must also meet the college's arithmetic and introductory algebra competency, or the intermediate algebra competency (via placement test, math placement waiver or exemption as determined by Admissions Office, or developmental course) or have completed MTH 119 or MTH 125 with a grade of C or higher.

BIO 233 prerequisites: high school chemistry or CHM 090 with a grade of C or better; completion of BIO 111 or BIO 121 with a grade of C or better.

Required Course Sequence - Fall Semester 1

OTA 111	Introduction to Occupational Therapy	4	
OTA 117	Psychosocial Performance	4	
BIO 234	Human Anatomy and Physiology II	4	
ENG 102	Composition II: Writing about Literature	3	
HLT 101	Medical Language Module I	1	
	Or		
HLT 102	Medical Language Module II	1	

OTA courses must be taken in the sequence noted each semester.

BIO 234 and HLT 101 or equivalent must be completed during or prior to the first semester.

Required Course Sequence - Spring Semester 2

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	
	Historic Awareness Elective	3	

Recommended Course Sequence - Summer

Consider taking any remaining Gen Ed courses to lighten semester load.

Required 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	3	
MTH 119	Fundamental Statistics	3	
	Or		
MTH 125	Modern College Mathematics	3	

Required Course Sequence - Spring Semester 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	

Note OTA courses are offered only in the sequence noted.

Recommendations for Success

Students are advised to complete most general and elective courses prior to beginning OTA program courses. OTA classes, labs, and clinical fieldwork require two to three days per week in Semester 1, 2, and 3 and 40+ hours/week in Semester 4. Some classes extend into the evening. Students often need to decrease work obligations as program requirements increase.

Program Outcomes 2013-2015

The total number of graduates from the Bristol Community College Occupational Therapy Assistant Program during the three year period 2013-2015 was 99, with an overall graduation rate of 88%. Program results (pass rates) from the National Board for Certification in Occupational Therapy (NBCOT®) can be found online at <https://secure.nbcot.org/data/schoolstats.aspx>.

Graduation Year	Students Entering	Students Graduating	Graduation Rate	NBCOT Certification Exam Pass Rate
2013	40 (F 2011)	31	77.5%	100%
2014	40 (F 2012)	36	90%	97%
2015	32 (F 2013)	32	100%	94%
Total 3-year	112	99	88%	97%

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. In order to be considered minimally qualified, applicants must have submitted their application, all supporting documents and have fulfilled the following criteria by the priority application deadline of February 1:

- Meet the college's arithmetic and introductory algebra competency, or the intermediate algebra competency (via placement test, math placement waiver or exemption as determined by Admissions Office, or developmental course), or have completed MTH 119 or MTH 125 with a grade of C or higher
- Completed BIO 233 (Anatomy and Physiology I) or BIO 234 (Anatomy and Physiology II) or equivalent with a B- or higher
- Completed ENG 101 (Composition I: College Writing) or ENG 102 (Composition II: Writing About Literature) or equivalent with a B- or higher
- Completed PSY 101 (General Psychology) or equivalent with a B- or higher
- Demonstrate overall college/university Grade Point Average (GPA) of 3.0 or higher
- Students are required to attend one mandatory health science admissions information session (preregister well in advance as seating is limited).

It is strongly recommended that students have completed the science courses required for admission and program degree completion within 10 years of application to the program.

Requirements Upon Admission

Grade Requirements

Students must receive a minimum grade of C (73) in all required occupational therapy assistant courses. Failure to earn a C (73) or better will result in program dismissal. Students who fail, do not complete, or withdraw from OTA courses may reapply to the program only once. Readmission is not guaranteed and is on a space available basis. The readmission decision is based on the recommendations of the faculty and department chair. Readmitted students must resume OTA coursework within one year of date of program dismissal or withdrawal. 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 completion of the OTA academic coursework.

Fieldwork 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 decrease outside work obligations in the first three semesters, then discontinue during full-time fieldwork affiliations in the fourth semester. Fieldwork 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.

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre results (blood test to prove immune status). A two step TB test and flu shot 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 the program and clinical agencies. All fees are paid by the student. Clinical agencies may require additional procedures at any time.

Additional Costs

Students accepted into the program are responsible for associated costs such as parking, lab supplies, name tag, graduate pin, national certification exam, review course, conferences, professional meetings, membership in the American Occupational Therapy Association, liability insurance, licensing fees, and fieldwork related costs, such as drug testing, finger printing and travel. Students are required to attend off-campus professional meetings and a variety of community activities.

Once enrolled in the OTA program students are required to complete all courses in the four semesters of instruction in sequence in order to integrate theoretical and clinical education.

Upon admission to the OTA Program students will be required to attend a program information meeting. Additionally students must complete online technical training prior to the start of classes. Physical examination and CPR certification must be completed prior to the start of classes or students will not be able to attend clinical fieldwork which will prevent completion of program objectives.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the

elderly during clinical experiences. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. A positive CORI/SORI check may prevent students from participating in clinical assignments in contracted health facilities and prevent students from completing the program objectives. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

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 MA Board of Allied Health regarding guidelines for applicants with criminal records call (617) 727-3071 or email at alliedhealth@state.ma.us.

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 NBCOT, 12 South Summit Avenue, Suite 100, Gaithersburg, Maryland 20877-4150; (301) 990-7979.

Essential Functions

OTA students must possess certain cognitive, physical, and psychosocial abilities in order to successfully complete the requirements of the program and ultimately practice in the profession:

- 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 responsibility for oneself and his/her actions.

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, Suite 200, Bethesda, MD 20814-3449. ACOTE's phone number is 301.652.2682 and the website is www.acoteonline.org.

Certification and Licensure

Graduates of the program 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 graduate will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A felony conviction may affect a graduate's ability to sit for the NBCOT certification or attain state licensure.

Office Administration

OFFICE ADMINISTRATION/EXECUTIVE ADMINISTRATIVE ASSISTANT CAREER

Degree offered

Associate in Science in Office Administration (Executive Administrative Assistant)

Credits required 63/64

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Carol Martin, Department Chair and Professor of Office Administration, carol.martin@bristolcc.edu

Program Code: OF

Concentration Code: OFA

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. 236)

Related Programs

- Administrative Assistant Certificate, Office Support Certificate, Office Technology Management Certificate

Program Information

- Transfer credit for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- 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. 339) 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. 339) and OFC 117 (p. 339).

Recommendations

- In addition to the requirements of this program, it is recommended that students enroll in CED 210 - Cooperative Work Experience after completion of the OFC courses listed in the program. Students may gain valuable work experience by enrolling in CED 210 which places students in office positions related to their academic program.
- Take any developmental courses needed prior to enrolling in ENG 101 (p. 311).

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.

Infused General Education Competencies

First-Year Experience

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
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
OFC 268	Media and Technology Tools	4
SOC 212	The Sociology of Social Problems	3

Elective Courses

Elective - Science 3-4

See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Program-Courses

CED 210	Cooperative Work Experience	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 260	Writing Skills for the Administrative Assistant	3
OFC 262	Desktop Publishing Projects and Web Design	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 Computers and Software Applications	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	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

OFC 268	Media and Technology Tools	4
CED 210	Cooperative Work Experience	3
OFC 260	Writing Skills for the Administrative Assistant	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 294	Office Administration Colloquium	3

OFFICE ADMINISTRATION/LEGAL ADMINISTRATIVE ASSISTANT CAREER

Degree offered

Associate in Science in Office Administration
(Legal Administrative Assistant)

Credits required 65/67**Dean**

Kathleen Pearle, Ed.D. kathleen.pearle@bristolcc.edu

Program contact

Elizabeth Nowakowski, Program Coordinator of Legal Administrative Assistant and Paralegal Studies,
elizabeth.nowakowski@bristolcc.edu

Program Code: OF

Concentration Code: OFL

Program Goals Statement

Students completing this concentration 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. 238)

Related Programs

- Legal Office Assistant Certificate and Paralegal Studies Degree and Certificate

Program Information

- The skills developed provide excellent job mobility. Students can work in general legal practice or specialize in corporate work, real estate, probate, criminal and/or civil litigation, or other legal specialties as well as in executive office within all business, professional, and government entities.
- Gain work experience by participating in CED 210 (p. 279), Cooperative Work Experience I, which places students in office positions related to their academic program.
- OFC 102 (p. 339) 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. 339) and OFC 117 (p. 339).
- Some courses are only offered in the fall or spring semesters.
- Forty-five (45) credits may be applied to the Paralegal Studies degree.
- Twenty-one (21) credits may be applied to the Paralegal Studies certificate.

Recommendations

- Take developmental courses needed prior to enrolling in ENG 101 (p. 311) and complete OFC 102 or its equivalent testing prior to enrolling in the program.
- 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.

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

Choose one of the following

BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3

General Courses

ACC 114	Introduction to QuickBooks Pro	1
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 111	U.S. Government	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

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 Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3
PLS 120	Basic Legal Research	3
PLS 230	Criminal Law and Procedure	3
PLS 242	Business Organization for Paralegals	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	3
LGL 290	Legal Studies Seminar	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
LGL 180	Introduction to Law	3
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
LGL 160	Law Office Technology	3
LGL 281	Law Office Procedures	3
OFC 214	Advanced Microsoft Word	3
BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
LGL 282	Legal Document Processing	3
PLS 120	Basic Legal Research	3
PLS 230	Criminal Law and Procedure	3

Recommended Course Sequence - Spring Semester 4

ACC 114	Introduction to QuickBooks Pro	1
COM 101	Fundamentals of Public Speaking	3
LGL 284	Legal Transcription	3
PLS 242	Business Organization for Paralegals	3
	Science Elective	3-4
SOC 212	The Sociology of Social Problems	3
CED 210	Cooperative Work Experience	3
	Or	
LGL 290	Legal Studies Seminar	3

OFFICE ADMINISTRATION/MEDICAL ADMINISTRATIVE ASSISTANT

Degree offered

Associate in Science in Office Administration - Medical Administrative Assistant option

Credits required 62/64**Dean**

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Victoria Revier, Coordinator and Professor of Medical Administrative Programs, victoria.revier@bristolcc.edu

Program Code: OF

Concentration Code: OFM

Program Goal Statement

Students completing this program are prepared to work for doctors or dentists, in hospitals, medical offices, health agencies, or in related fields. Students learn computer applications in medical software, medical terminology, medical insurance forms preparation, beginner and advanced medical transcription, medical office procedures, speech recognition and employment readiness skills.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- MAA courses are offered primarily during the day.

Recommendations

- OFC 102 (p. 339) can be "waived" by a demonstrated keyboarding speed of 20 words per minute based on a two-minute timing administered by the Office Administration Department Chair. OFC 102 is a prerequisite for OFC 113 (p. 339) and OFC 117 (p. 339).
- Take MAA 101 (Medical Terminology) before BIO 115 (Survey of Anatomy & Physiology). Take OFC 120 (Text Editing) before MAA 102 (Medical Transcription).

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
CSS 101	College Success Seminar	1
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 203	Advanced Medical Transcription	3
	Or	
OFC 266	Administrative Office Management	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 Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	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)

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
OFC 102	Computer Keyboarding	1

OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	3
ENG 101	Composition I: College Writing	3
MAA 101	Medical Terminology	3

Note: General Education courses can be taken in the semester of personal choice.

Recommended Course Sequence - Spring Semester 2

OFC 214	Advanced Microsoft Word	3
OFC 120	Text Editing	3
BUS 251	Business Law	3
ENG 102	Composition II: Writing about Literature	3
BIO 115	Survey of Human Anatomy and Physiology	4

Recommended Course Sequence - Fall Semester 3

MAA 102	Medical Transcription	3
COM 101	Fundamentals of Public Speaking	3
MAA 204	Medical Insurance Forms Preparation	3
ACC 101	Principles of Accounting I	4
OFC 150	Speech Recognition	3

Recommended Course Sequence - Spring Semester 4

MAA 205	Medical Office Procedures	3
OFC 266	Administrative Office Management	3
	Or	
MAA 203	Advanced Medical Transcription	3
MAA 209	Medical Office Portfolio Development	1
BUS 111	Business and Financial Mathematics	3
SOC 212	The Sociology of Social Problems	3
HST 114	United States History from 1877	3

PARALEGAL STUDIES

Degree offered

Associate in Science in Paralegal Studies

Credits required 61 - 62

Dean

Kathleen Pearle, Ed. D., kathleen.pearle@bristolcc.edu

Program contact

Elizabeth Nowakowski, J.D., Program Coordinator and Associate Professor of Paralegal Studies,

Elizabeth.Nowakowski@bristolcc.edu

Program Code: PG

Program Goals Statement

The Associate of Science in Paralegal Studies (Career Concentration) combines a liberal arts foundation with 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. Please note that a Certificate or Degree in Paralegal Studies does not enable a person to practice law, represent clients in court or give legal advice; only licensed attorneys can perform these functions.

Student Learning Outcomes

See Learning Outcomes (p. 238)
(p. 238)

Related Program

- Paralegal Studies certificate
- Legal Administrative Assistant degree
- Legal Office Assistant certificate

Program Information

- Acquire basic understanding of substantive and procedural areas of law for a variety of legal settings.
- Acquire skill in legal research and writing.
- Gain work experience by participating in PLS 243 – Paralegal Internship, which places students in office positions related to their academic program.
- Some courses are offered online.
- PLS courses are taught by licensed attorneys with J.D.s from ABA-accredited law schools.
- Forty to forty-one (40-41) credits may be applied to the Legal Administrative Assistant degree.
- Twenty-one (21) credits may be applied to the Legal Office Assistant certificate.

Recommended electives

- PLS 102 - Torts Law
- PLS 220 - Bankruptcy Law
- PLS 235 - Immigration Law
- PLS 241 - Wills, Estates, and Trust
- PLS 243 - Legal Ethics

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.

DEGREE REQUIREMENTS

Choose one of the following

BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3

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 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
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Program Courses

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
PLS 230	Criminal Law and Procedure	3
PLS 231	Interviewing and Investigation	3
PLS 232	Advanced Legal Research and Writing	3
PLS 240	Real Estate Law	3
PLS 242	Business Organization for Paralegals	3
PLS 243	Paralegal Internship	3
	Or	
LGL 290	Legal Studies Seminar	3

Choose one of the following

PLS 102	Torts Law	3
PLS 220	Bankruptcy Law	3
PLS 234	Legal Ethics	3
PLS 235	Immigration Law	3
PLS 241	Wills, Estates, and Trusts	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
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
BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3

Recommended Course Sequence - Fall Semester 3

SOC 212	The Sociology of Social Problems	3
PLS 230	Criminal Law and Procedure	3
PLS 232	Advanced Legal Research and Writing	3
PLS 242	Business Organization for Paralegals	3
	PLS Elective	-3

Recommended Course Sequence - Spring Semester 4

	Science Elective	3-4
COM 101	Fundamentals of Public Speaking	3
PLS 231	Interviewing and Investigation	3
PLS 240	Real Estate Law	3
PLS 243	Paralegal Internship	3
	Or	
LGL 290	Legal Studies Seminar	3

VETERINARY HEALTH CARE**Degree offered**

Associate in Applied Science in Veterinary Health Care

Credits required 61

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Christine Remington, Coordinator of Veterinary Health Care, and Instructor of Biology,
christine.remington@bristolcc.edu

Program Code: AN

Concentration Code:

Program Goals Statement

The Veterinary Health Care program prepares entry-level veterinary technician assistants to practice under the supervision of certified veterinarians and animal rehabilitators in a variety of animal care and wellness settings. Participants gain the basic principles, attitudes, and experiences needed to work as veterinary technician assistants in veterinary hospitals, animal shelters, wildlife rehabilitation centers, and laboratory animal facilities. *All ANS and VET classes will also be open for enrollment as electives to Biotechnology students, with the exception of VET 221, Veterinary Assistant Field Experience and Seminar.

Student Learning Outcomes

See Learning Outcomes.

Program Information

- Many animal industry and veterinary careers require good physical health, the ability to lift up to 50 pounds, multitask, be observant of surroundings, handle stressful situations with composure, have good interpersonal communication skills, and use fine motor skills. Students with issues in these areas should discuss them with the program director prior to enrolling.
- Rabies vaccinations for health and safety are highly recommended.
- *Due to inherently unpredictable behavior of animals, there is an element of assumed risk in all animal studies. A waiver of liability is required.*

Recommendations

- It is highly recommended to take classes during the summer session. Recommendations for summer session include: HST 114, MTH 131/MTH 119, or SOC 252.
- This program is challenging - limit outside responsibilities (e.g. work, extracurricular activities, etc.)

After BCC

- Graduates work as veterinary technician assistants in a variety of animal facilities, such as veterinary hospitals, animal shelters, wildlife rehabilitation centers, and laboratory animal facilities.
- Graduates of this program can transfer into a certified veterinary technician program or into a more general animal science program at another two-year or four-year institution.

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
SOC 252	The Sociology of Human Relations	3

Core Courses

ANS 101	Introduction to Animal Care & Management	3
ANS 103	Applied Animal Behavior	3
ANS 107	Medical Terminology for Animal Science I	1
ANS 108	Medical Terminology for Animal Science II	1
ANS 115	Community Health and Zoonosis	3
ANS 121	Animal Handling and Restraint	3
ANS 147	Veterinary Office Procedures	2
ANS 153	Animal Health and Diseases	3
ANS 201	Anatomy & Physiology of Domestic Animals	4
ANS 205	Clinical Methods	3
ANS 216	Veterinary Pharmacology	2
ANS 221	Veterinary Assistant Field Experience & Seminar	3
ANS 222	Humane Euthanasia Seminar	2
ANS 240	Animal Nutrition and Feeding	3
OFC 160	Veterinary Administrative Software I	1
OFC 161	Veterinary Administrative Software II	1
SCI 125	Social and Ethical Issues in Science, Technology, and Health Science	3

Math and Science Courses

BIO 111	General Biology I	4
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Semester 1

ANS 101	Introduction to Animal Care & Management	3
ANS 103	Applied Animal Behavior	3
SCI 125	Social and Ethical Issues in Science, Technology, and Health Science	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
OFC 160	Veterinary Administrative Software I	1
ANS 147	Veterinary Office Procedures	2

Recommended Course Sequence - Semester 2

ANS 107	Medical Terminology for Animal Science I	1
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ANS 115	Community Health and Zoonosis	3
ANS 121	Animal Handling and Restraint	3
BIO 111	General Biology I	4
MTH 119	Fundamental Statistics	3
	Or	
MTH 131	Elements of College Mathematics	3
HST 114	United States History from 1877	3

Recommended - Summer

HST 114	United States History from 1877	3
MTH 131	Elements of College Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Semester 3

ANS 108	Medical Terminology for Animal Science II	1
OFC 161	Veterinary Administrative Software II	1
SOC 252	The Sociology of Human Relations	3
ANS 153	Animal Health and Diseases	3
ANS 201	Anatomy & Physiology of Domestic Animals	4
ANS 205	Clinical Methods	3

Recommended Course Sequence - Semester 4

ANS 240	Animal Nutrition and Feeding	3
ENG 102	Composition II: Writing about Literature	3
ANS 216	Veterinary Pharmacology	2
ANS 221	Veterinary Assistant Field Experience & Seminar	3
ANS 222	Humane Euthanasia Seminar	2

CERTIFICATES

Alphabetical by Certificate

(A) Also offered at Attleboro Campus

(NB) Also offered at New Bedford Campus

(T) Also offered at the Taunton Center

(eH) Also offered in eHealth, New Bedford

* Note: These programs are offered 100% online

Students do not need to repeat courses they have successfully completed that apply to both a certificate and a degree program. Students are encouraged to review the catalog for certificate and program requirements and to meet with an academic advisor before registering for courses.

CN	CAD/CAM	MP	Medical Administrative Practices
CZ	Computer Programming Certificate	TM	Medical Transcription
DD	Deaf Studies Prep	NV	Native American Studies
DF	Deaf Studies Professional	NT	Network Tech
DV	Development Disabilities	OK	Office Skills Training
EA	ECE Pre-School	OS	Office Support
IF	ECE Infant/Toddler	OM	Office Technology Management
EG	ECE School Age Child Care	PL	Paralegal Studies
EK	Electrocardiography	SB	Small Business and Entrepreneurial Management
PI	English/Portuguese Community Interpreting	SI	Spanish/English Community Interpreting
GT	Geotourism Destination Mngt	SY	Surveying
GY	Gerontology	SG	Sustainable Agriculture
GD	Graphic Design	TC	Thanatology & Funeral Service Prep
GB	Green Building Technology	WB	Web Design

FINANCIAL AID-ELIGIBLE CERTIFICATES

Financial Aid Eligible Certificate Programs (rev 9/12/16)

Credits earned in the certificate programs listed below are eligible for financial aid consideration and may serve as credits in fulfilling an Associate Degree program.

All Associate Degree programs qualify for financial aid consideration, except General Studies Prep GP.

AG	Accounting	LW	Law Enforcement
OC	Administrative Assistant Certificate	LC	Legal Office Assistant
AC	Art	MK	Marketing
FR	Computer Forensics	MD	Medical Assisting
CG	Computer Game Development	MC	Coding and Reimbursement Specialist

HV Human Services

A+ CERTIFICATION**Degree offered**

Certificate of Recognition in A+ Certification

Credits required 10**Dean**

William Berardi, william.berardi@bristolcc.edu

Program contactPriscilla Grocer, Department Chair and Professor of
Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: A+

Program Information

- A+ students are prepared to sit for certification exam after completing CIS 121 (p. 282), CIS 160 (p. 284) and EGR 133 (p. 307) courses.
- Recommendations
- If you have no prior computer experience, take CIS 111 (p. 281) before beginning this certificate program.
- Take CIS 121 (p. 282) in the first semester. To finish in a year, take CIS 121 (p. 282) and CIS 160 (p. 284) during the first semester.

PROGRAM 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
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ACCOUNTING**Degree offered**

Certificate of Achievement in Accounting

Credits required 29**Dean**

William Berardi, william.berardi@bristolcc.edu

Program contactDorris Perryman, Department Chair and Assistant
Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: AG

Program information

Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.

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.

PROGRAM 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

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 201	Intermediate Accounting I	3
ACC 253	Cost Accounting	3
	Or	
ACC 255	Federal Taxation I	3

Not required but take both ACC 253 and ACC 255.

Recommended Course Sequence - Spring Semester 4

ACC 202	Intermediate Accounting II	3
ACC 259	Analysis of Financial Statements	3
	Or	
ACC 256	Federal Taxation II	3

Not required but take both ACC 259 and ACC 256.

Gainful Employment Program Disclosure

In accordance with Federal regulations published in the Federal Register on October 29, 2010, Bristol Community College discloses information about student costs, tuitions, fees and employment statistics to various governing bodies to ensure certification and oversight.

See: Gainful Employment Information

AT-SEA MONITOR

Degree offered

Certificate of Recognition in At-Sea Monitor

Credits required 9

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, robert.rak@bristolcc.edu

Program Code: AS

Program Goals Statement

The National Marine Fisheries Service At-Sea Monitoring Program was established under Amendment 16 of the Northeast Multispecies Fishery Management Plan. It is an integral part of catch monitoring to ensure that Annual Catch Limits of fish species are not exceeded. This certificate is designed to prepare the student for a career as an At-Sea Monitor in the commercial fishing industry. Upon successful completion of this program, students will apply for employment with approved At-Sea Monitoring Service Providers. Once hired, students will utilize their training to take and pass the National Marine Fisheries Service At-Sea Monitoring Certification course to obtain federal certification as an At-Sea Monitor.

Program Information

- Students must demonstrate a level of math skills equivalent to MTH 021 through attaining a score of 60 or higher on the Arithmetic and a score of 72 or higher on the Algebra placement exam or through obtaining a “C” or better in the MTH 021 course
- To successfully obtain the certificate, students must attain a grade of “C” or better in the BIO 232 Marine Biology course, a “B” or better in the EGR 268

Fisheries Technologies and Monitoring Techniques, and obtain their Certificate of Completion in Offshore Survival in the EGR162 Marine Safety course.

- For successful completion of the program students will be expected to participate in field trips, including trips at sea on fishing vessels and commercial whale watch vessels.
- Students must be able to lift 50 lbs, drag 200 lbs, swim 100 yards, climb ladders, tolerate stress and work long hours
- Students must be US citizens, or a non-citizen who has a green card, TN Authorization, H1 visa, or valid work visa, and a social security card
- Students should not have a conflict of interest and thus not have any direct or indirect interest in a fishery managed under federal regulations including, but not limited to, vessels, dealers, shipping companies, sectors, sector managers, or advocacy groups.
- For students to move from this program to the National Marine Fisheries Service At-Sea Monitoring Certification Course, they must possess a current American Red Cross certification in CPR and First Aid.

After BCC

- Graduates work as At-Sea Monitors with various approved At-Sea Monitoring Service Providers to the commercial fishing fleet in the Northeastern United States.

PROGRAM REQUIREMENTS

Program Courses

BIO 232	Marine Biology	4
EGR 268	Fisheries Technologies and Monitoring Techniques	4

MTH-021 (p. 335) required depending on performance on the Arithmetic Placement Exam and the Algebra Placement Exam.

AUTOMATED SYSTEMS WITH ROBOTICS

Degree offered

Certificate of Accomplishment in Automated Systems with Robotics

Credits required 15/16

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Mary Cass, Coordinator of Automated Systems with Robotics, mary.cass@bristolcc.edu

Program Code: AR

Program Goals Statement

This certificate is to develop the student's skills to analyze and apply their knowledge of electrical & mechanical systems, as a technician working with engineers on automated systems used in industry and entertainment. Topics will include pneumatics, hydraulic, electrical and mechanical sensors, switches, motors and other automation hardware, process controllers and programmable logic.

Program Information

- Work with robotics, automation and or computer controlled systems in industry and entertainment.
- Work as a technician maintaining and troubleshooting amusement rides and mechanical animation.

PROGRAM REQUIREMENTS

Program Courses

EGR 113	Introduction to Robotics	4
EGR 171	Fluid Systems	4
EGR 211	Programmable Control Systems	4

Choose one of the following

EGR 131	Introduction to Electrical Circuits	4
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Fall Semester 1

EGR 113	Introduction to Robotics	4
	And	
EGR 131	Introduction to Electrical Circuits	4
	Or	
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Spring Semester 2

EGR 171	Fluid Systems	4
EGR 211	Programmable Control Systems	4

CENTRAL STERILE PROCESSING TECHNICIAN

Degree offered

Certificate of Recognition in Central Sterile Processing Technician

Credits required 4

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Lynne Brodeur, Associate Dean,
lynne.brodeur@bristolcc.edu

Program Code: CL

Program Goal Statement

This credit program prepares students to become an entry level central sterile processing technician. A central sterile processing technician is a medical professional who specializes in stocking, sterilizing, packaging, and preparing the tools and equipment that are used in surgical procedures. He or she is often held responsible for ensuring the cleanliness and safety of operating rooms, tables, and equipment. Central sterile processing technicians may work in a number of different medical settings, including general hospitals, public health clinics, private doctors' offices, and specialized surgical centers.

Program Information

- This program prepares students for a career in sterile processing and distribution by assisting the student to gain the skills needed to become a skilled, effective health care central sterile processing technician.
- Students who successfully complete the Central Sterile Processing Technician program will receive a Certificate of Recognition.

PROGRAM REQUIREMENTS

Program Courses

HLT 100	Central Sterile Processing Technician	4
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Recommended Course Sequence - Fall Semester 1

HLT 100	Central Sterile Processing Technician	4
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Essential Functions

- The Central Sterile Processing Technician Certificate program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional central sterile processing 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 perform all activities required while in the upright position.
- Visual acuity sufficient to read all appropriate instrumentation.
- Hearing ability sufficient to respond to messages and requests from patients, physicians, 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.

Admission Requirements

- High school diploma or state-approved high school equivalency credential required. This is a restricted program based on selective academic review.

Requirements Upon Admission

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titre (blood tests to prove immunity). A TB test is required. Health insurance and professional liability insurance are required. Additional laboratory tests, including random ten-panel drug screening and CORI/SORI checks are required by clinical agencies.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

- Students must have current CPR Certification from the American Heart Association (Basic Life Support for Health Care Providers).

Grade Requirements

- A "C" or better is required in HLT 100.

Additional Costs

- Students accepted into the program are responsible for associated costs such as lab coat, name tag, graduate pin, review course, national certification examination,

random ten-panel drug screen, liability insurance and practicum costs including travel. Transportation to the practicum sites is the students responsibility. Students should be prepared to travel an hour or more from campus.

After BCC

- Central sterile processing technicians may choose to advance their career by completing a surgical technology certificate or enter other health education programs.
- Following successful completion of HLT 100 students are eligible to take the certification examination offered by the International Association of Healthcare Central Service Material Management (IAHCSMM). 400 hours of hands-on experience must be accrued prior to/or within six months of taking the certification examination.

CNC MACHINING AND PROGRAMMING

Degree offered

Certificate of Recognition in Computerized Numeric Control Machining and Program

Credits required 13

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Mary Cass, Coordinator and Associate Professor of Automation Technology, mary.cass@bristolcc.edu

Program Code: CM

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.

PROGRAM REQUIREMENTS**Program Courses**

EGR 172	Material Science	4
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Choose one of the following

CAD 101	Computer Aided Drafting	3
CAD 111	Advanced Computer Aided Design	3
CAD 112	Advanced Computer Aided Design II	3
CAD 172	Computer Aided Mechanical Design	3

Choose two of the following

CAD 211	Computer Aided Manufacturing	3
EGR 111	Fundamentals of Manual Machining	4
EGR 112	Automated Machining	3

Recommended Course Sequence - Fall Semester 1

CAD 101	Computer Aided Drafting	3
	Or	
CAD 111	Advanced Computer Aided Design	3
	Or	
CAD 112	Advanced Computer Aided Design II	3
	Or	
CAD 172	Computer Aided Mechanical Design	3
	And	
EGR 111	Fundamentals of Manual Machining	4
	Or	
EGR 112	Automated Machining	3
	Or	
EGR 172	Material Science	4

Recommended Course Sequence - Spring Semester 2

CAD 211	Computer Aided Manufacturing	3
	Or	
EGR 111	Fundamentals of Manual Machining	4
	Or	
EGR 112	Automated Machining	3
	Or	
EGR 172	Material Science	4

Choose two

CODING AND REIMBURSEMENT SPECIALIST**Degree offered**

Certificate of Achievement in Coding and Reimbursement Specialist

Credits required 29**Dean**

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Patricia Dent, Dean for Health Sciences, patricia.dent@bristolcc.edu

Program Code: MC

Concentration Code: HCI

Program Goal Statement

The Coding and Reimbursement Specialist program is designed to prepare the student to take an active, professional role in the coding and reimbursement process for services performed by hospitals, physician and non-physician practitioners, and other health care entities such as skilled nursing facilities, home health agencies, and acute rehabilitation hospitals. The Coding and Reimbursement Specialist Certificate is designed to build a sequence of medical reimbursement and coding related courses to satisfy a specific skill for employment and career advancement. This program is intended to provide a strong foundation in healthcare reimbursement and coding. The graduate will be prepared to ensure that medical services and diagnoses are correctly identified and coded and that the necessary clinical documentation is present for claims completion. The Coding and Reimbursement Specialist will attain the skills needed to interact with physicians, clinical staff, third-party payers, and patients. Satisfactory completion of the program qualifies the graduate to seek credentials from the American Academy of Professional Coders or the American Health Information Management Association.

Program Information

- The change of program name better reflects current industry trends and the future employment direction of medical coding specialists. The field of medical coding has expanded and a coder is now responsible for more compliance monitoring and reimbursement issues within healthcare than ever before. Students are required to obtain a "C" or better in all program specific (HCI) courses, HLT 106 and BIO 115.
- This certificate prepares students for CCA, CCS, and CCS-P certification examinations offered by the AHIMA (American Health Information Management Association), and/or certification examination CPC, COC, or CIC offered by AAPC (American Academy of Professional Coders) certification options.
- Two program options: Fall River day or New Bedford evening (hybrid model with online classroom learning). Fall admission only.

PROGRAM REQUIREMENTS

General Courses

BIO 115	Survey of Human Anatomy and Physiology	4
HLT 106	Medical Language	3
ENG 101	Composition I: College Writing	3

Program Courses

HCI 111	Introduction to Healthcare Information Management	3
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 240	International Class of Disease/PCS	3
HCI 249	Advanced Medical Coding	3
HCI 145	Coding & Reimbursement Specialist PPE	1

Recommendations

To be eligible for consideration to enroll in the Health Information Management degree program, substitute BIO 233 and BIO 234 for BIO 115.

Related Programs

Health Information Management degree (Medical Records)

Special Requirements for the Program

Admission Requirements

Applicants must have a high school diploma or a state-approved high school equivalency. Prerequisites for high school graduates include:

- Completion of high school Chemistry or Biology with laboratory component with a grade of "C" or greater.
- High School Algebra I (or higher level mathematics in high school or college) with a grade of "C" or greater.

Accepted applicants must have a physical exam, proof of immunizations or titres. A TB test is required each year. Health insurance is required. Students are responsible for associated costs. Students should plan on scheduling for a twenty-five hour professional practice experience (PPE). Students must provide their own transportation to professional practice sites.

Individual healthcare facilities may have additional requirements for professional PPE.

Criminal Offender Record Information and Sex Offender Registry Information Checks

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check

and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A positive CORI/SORI check may prevent individuals from working in contracted health facilities which could prevent students from completing the program objectives.

Grade Requirements

Students must receive a minimum grade of "C" (73) in all required Medical Coding courses (HCI), HLT 106, and BIO 115. Failure to earn a "C" (73) or better in required courses requires a repeat of that course, which may affect the time to complete the certificate.

Required Course Sequence

HLT 106	Medical Language	3
BIO 115	Survey of Human Anatomy and Physiology	4
HCI 111	Introduction to Healthcare Information Management	3
HCI 239	International Classification of Disease Coding	3
HCI 242	Coding of Procedures and Healthcare Reimbursement	3

Contact your program director or your advisor for required course sequence if attending on a part-time basis.

Required Course Sequence

HCI 237	Human Disease Processes and Procedures	3
HCI 240	International Class of Disease/PCS	3
ENG 101	Composition I: College Writing	3
HCI 249	Advanced Medical Coding	3
HCI 145	Coding & Reimbursement Specialist PPE	1

Contact your program director or your advisor for required course sequence if attending on a part-time basis.

Gainful Employment Program Disclosure

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See: Gainful Employment Information

COMPUTER FORENSICS

Degree offered

Certificate of Achievement in Computer Forensics

Credits required 28/29

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: FR

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.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Recommendations

- Students without basic computer skills should enroll in CIS 111 prior to enrolling in this program.

After BCC

- Graduates are prepared to work in law enforcement agencies, the private commercial sector, and law firms as computer forensics technicians.

PROGRAM 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 And	3
CRJ 256	Criminal Investigation Or	3
CIS 106	Operating System Scripting And	1
CIS 134	Networking Technologies	4

Recommended Course Sequence - Fall Semester 3

CRJ 258	Criminal Procedure Or	3
CIT 150	Network Security And	3
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

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See: Gainful Employment Information

COMPUTER PROGRAMMING

Degree offered

Certificate of Accomplishment in Computer Programming

Credits required 15/19

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, priscilla.grocer@bristolcc.edu

Program Code: CZ

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.

Program information

Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Requirement

- Students without basic computer skills should enroll in CIS 111 prior to enrolling in this certificate. Students who need basic keyboarding skills should enroll in OFC 102 prior to enrolling in this program.

Recommendations

- Plan to spend large blocks of time developing proficiency.

PROGRAM 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 122	Internet Developer	3
CIS 150	Oracle and SQL	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3

CIS 157	Object-Oriented JAVA Programming I	4
CIS 250	Interactive Websites	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
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 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 250	Interactive Websites	3
CIT 143	Programming for Game Developers I	3

First-semester programming language (choose one)

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 Websites	3

Second-semester of the programming language previously taken (choose one)

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

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See: Gainful Employment Information

COMPUTER-AIDED DESIGN AND DRAFTING

Degree offered

Certificate of Recognition in Computer Aided Design and Drafting

Credits required 12

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, eileen.young@bristolcc.edu

Program Code: CD

Program Goals Statement

This one-year certificate program provides students with the needed skills to become a professional computer-aided architectural draftsman, civil draftsman, 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.

After BCC

- Graduates are prepared for positions as architectural and civil CAD operators/drafters and mechanical designers.

PROGRAM 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 3

Or

CAD 125 3D Architecture, Building, and Landscape Design 3

Or

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 And 3

CAD 111 Advanced Computer Aided Design Or 3

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 Or 3

CAD 125 3D Architecture, Building, and Landscape Design Or 3

CAD 128 Civil Drafting and Design And 3

CAD 112 Advanced Computer Aided Design II Or 3

CAD 111 Advanced Computer Aided Design 3

Architectural/Civil CAD 122 or CAD 125 or CAD 128

Mechanical/Manufacturing CAD 112 or CAD 211

COMPUTER-AIDED DESIGN AND MANUFACTURING (CAD/CAM)

Degree offered

Certificate of Accomplishment in Computer Aided Design & Manufacturing (CAD/CAM)

Credits required 22

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Mary Cass, Coordinator and Associate Professor of Automation Technology, mary.cass@bristolcc.edu

Program Code: CN

Program Goals Statement

This certificate program provides students with the needed skills to become a professional computer-aided draftsman, mechanical, or manufacturing technicians in the engineering industry. Students learn fundamental concepts of engineering drawing through advanced computer-aided design techniques and CAD/CAM. They will utilize and set up standard machine-shop equipment and operate and program CNC machinery. Students also understand the materials to be processed and technical drawing through the use of AutoCAD, SolidWorks, Inventor, and CamWorks.

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.
- Students utilize typical industrial CNC machining centers, high-tech computer equipment, and the latest AutoDesk, SolidWorks, and/or CAM software.
- Students must have previously completed Algebra II and Geometry before enrolling in certificate courses.

PROGRAM REQUIREMENTS

Program Courses

CAD 111	Advanced Computer Aided Design	3
CAD 211	Computer Aided Manufacturing	3
EGR 111	Fundamentals of Manual Machining	4
EGR 112	Automated Machining	3
EGR 172	Material Science	4

Choose two from the following

CAD 101	Computer Aided Drafting	3
CAD 112	Advanced Computer Aided Design II	3

CAD 172	Computer Aided Mechanical Design	3
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Recommended Course Sequence - Fall Semester 1

CAD 111	Advanced Computer Aided Design	3
EGR 111	Fundamentals of Manual Machining	4
EGR 172	Material Science	4
CAD 101	Computer Aided Drafting	3
	Or	
CAD 172	Computer Aided Mechanical Design	3

Recommended Course Sequence - Spring Semester 2

CAD 211	Computer Aided Manufacturing	3
EGR 112	Automated Machining	3
CAD 101	Computer Aided Drafting	3
	Or	
CAD 112	Advanced Computer Aided Design II	3
	Or	
CAD 172	Computer Aided Mechanical Design	3

DEAF STUDIES PREP

Degree offered

Certificate of Accomplishment in Deaf Studies Prep

Credits required 17

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, sandra.lygren@bristolcc.edu

Program Code: DD

Program Goals Statement

This certificate program is designed for students interested in American Sign Language and the lives of Deaf people. It is a great collection of gateway Deaf Studies courses for students in non-Deaf Studies degree programs that seek specialized skills and knowledge in a competitive job market. It is also an effective way to decide if Deaf Studies is a major one wants to pursue. This certificate does not lead to employment.

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.

PROGRAM REQUIREMENTS

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	1
DST 101	Introduction to Deaf Studies	4
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	4
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	1

Gainful Employment Program Disclosure

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See: Gainful Employment Information

DEAF STUDIES PROFESSIONAL

Degree offered

Certificate of Achievement in Deaf Studies Professional

Credits required 24

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, sandra.lygren@bristolcc.edu

Program Code: DF

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. 311) 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.

PROGRAM REQUIREMENTS

Program Courses

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 301	Advanced American Sign Language I	4
ASL 302	Advanced American Sign Language II and Structure	4
DST 101	Introduction to Deaf Studies	4
DST 110	Deaf Culture	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	4
DST 110	Deaf Culture	3
ASL 201	Intermediate American Sign Language I	3

Recommended Course Sequence - Spring Semester 2

ASL 202, DST 210

Recommended Course Sequence - Fall Semester 3

ASL 301	Advanced American Sign Language I	4
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Recommended Course Sequence - Spring Semester 4

ASL 284	ASL/Deaf Studies Capstone Seminar	1
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ASL 302	Advanced American Sign Language II and Structure And	4
DST 151	Deaf History Or	3
DST 251	Deaf Literature and ASL Folklore	3

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See: Gainful Employment Information

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
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Gainful Employment Program Disclosure

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See: Gainful Employment Information

DEVELOPMENTAL DISABILITIES

Degree offered

Certificate of Achievement in Developmental Disabilities

Credits required 24

Dean

TBD

Program contact

Paul F. Correia, Coordinator, paul.correia@bristolcc.edu

Program Code: DV

Program Goals Statement

This certificate prepares students to work within the broad range of developmental disabilities populations, including individuals with mental retardation, autism, Down and Fetal Alcohol Syndromes, various neurological and sensory impairments, and other emotional and behavioral disorders.

Program Information

- Most courses in the Developmental Disabilities certificate apply to both the Human Services degree and certificate programs.

PROGRAM 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

**EARLY CHILDHOOD EDUCATION
INFANT/TODDLER**

Degree offered

Certificate of Achievement in Early Childhood Education Infant/Toddler

Credits required 25

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Melissa Cardelli, C.A.G.S., Program Coordinator, Professor of Early Childhood Education, melissa.cardelli@bristolcc.edu

Program Code: IF

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

- 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 by early child care agencies.

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.

PROGRAM 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
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3

ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

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

Gainful Employment Program Disclosure

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See: Gainful Employment Information

EARLY CHILDHOOD EDUCATION PRESCHOOL

Degree offered

Certificate of Achievement in Early Childhood Education
Preschool

Credits required 28

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Melissa Cardelli, C.A.G.S., Program Coordinator,
Professor of Early Childhood Education,
melissa.cardelli@bristolcc.edu

Program Code: EA

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 for teacher credential 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 by early child care agencies and schools.

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.

PROGRAM 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
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Recommended Course Sequence - Spring Semester 2

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

Gainful Employment Program Disclosure

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See: Gainful Employment Information

EARLY CHILDHOOD EDUCATION - SCHOOL AGE CHILD CARE

Degree offered

Certificate of Accomplishment in Early Childhood Education/School Age Child Care

Credits required 22

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Ravitha Amarasingham, Ed.D Department Chair-Program Coordinator and Professor of Early Childhood Education, ravitha.amarasingham@bristolcc.edu

Program Code

Program Goals Statement

This certificate program is designed for students interested in working with school aged children in out-of-school time settings such as the YMCA and after-school programs in elementary schools. With the knowledge, training, and skills acquired, it helps students enter and explore their career interest in working with school age children. This certificate folds into the Early Childhood Education - Child Care Careers Associate Degree.

Program Information

- Course credits apply toward an Associate Degree in Early Childhood Education

- Courses address the knowledge and competencies required for Group Leader position in School Age Child Care Programs (DEEC, CMR7.O)
- 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 and early childhood education agencies/schools.

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.

PROGRAM REQUIREMENTS

Program Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 125	Social Emotional Development of School-Age Child	3
ECE 222	Special Needs in Early Childhood	3
ECE 238	School Age Child Care Curriculum Planning	3
ECE 244	Parent-Teacher Communications and Partnerships	3
ECE 255	Teaching Practicum II and Seminar II: School-Age Child Care Setting	4
ENG 101	Composition I: College Writing	3
Recommended Course Sequence - Fall Semester 1		
ENG 101	Composition I: College Writing	3
ECE 111	Introduction to Early Childhood Education	3

ECE 125	Social Emotional Development of School-Age Child	3
ECE 222	Special Needs in Early Childhood	3
Recommended Course Sequence - Spring Semester 2		
ECE 238	School Age Child Care Curriculum Planning	3
ECE 244	Parent-Teacher Communications and Partnerships	3
ECE 255	Teaching Practicum II and Seminar II: School-Age Child Care Setting	4

ELECTROCARDIOGRAPHY EKG

Degree Offered

Certificate of Accomplishment in Electrocardiography

Credits Required 17

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program Contact

Lisa Wright, Professor, Coordinator of Medical Assisting and EKG Programs, lisa.wright@bristolcc.edu

Program Code: EK

Program Goals Statement

The program goal is to prepare students for entry-level employment as professional and competent Electrocardiography (EKG) Technicians, and to meet the needs of the local health care community.

Program Information

- EKG Technicians operate noninvasive equipment which print graphic tracings of electrical impulses transmitted by the heart. The technician is responsible for maintaining the equipment and supplies, preparing the patient for the test, and monitoring the patient during the procedure. The graphic tracing aids in the diagnosis of heart disease, monitors the effect of drug therapy, and analyzes changes in the condition of the patient's heart over a period of time.
- In addition to performing routine diagnostic electrocardiograms, EKG technicians may specialize in continuous ambulatory (Holter) monitoring or cardiac stress testing. Holter monitoring records a patient's cardiac rhythm for a 24- to 48-hour period while patients pursue their normal routines. Cardiac stress testing monitors and records a patient's cardiac rhythm during a period of prescribed exercise.
- Additional duties may include scheduling of appointments, data entry into computerized machines, typing of physicians' interpretations, and maintaining patient files.

- Graduates of the program are eligible to sit for a national EKG certification exam.

PROGRAM REQUIREMENTS

Program Courses

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
HLT 106	Medical Language	3
HLT 116	Introduction to Healthcare	3
HLT 118	Fundamentals of Electrocardiography	4

Recommended Course Sequence - Fall Semester 1

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
HLT 106	Medical Language	3

Recommended Course Sequence - Semester 2

HLT 116	Introduction to Healthcare	3
HLT 118	Fundamentals of Electrocardiography	4

Students must receive a minimum of "C-" in HLT 118 to complete EKG Certificate requirements.

EMERGENCY MEDICAL TECHNICIAN

Degree offered

Certificate of Recognition in Emergency Medical Technician

Credits required 8

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Stephen Rivard, Coordinator of Fire Science Technology, stephen.rivard@bristolcc.edu

Program Code: EB

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.

PROGRAM 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

GEOGRAPHIC INFORMATION SYSTEMS

Degree offered

Certificate of Recognition in Geographic Information Systems

Credits required 12

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, robert.rak@bristolcc.edu

Program Code: GE

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.

PROGRAM 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
EGR 103	Computer Skills for Engineers and Technicians	3
GIS 101	Introduction to Geographic Information Systems	3

Recommended Course Sequence - Spring Semester 2

GIS 102	Applications of Geographic Information Systems	3
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GEOTOURISM DESTINATION MANAGEMENT

Degree offered

Certificate of Achievement in Geotourism Destination Management

Credits required 27

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

John Caressimo, Coordinator and Professor of Culinary Arts, john.caressimo@bristolcc.edu

Program Code: GT

Program Goals Statement

The program provides skills needed for professional tourism planning that guides a community's growth and protects its resources. It focuses on development of sustainable tourism operations that honor a community's values and goals.

Program Information

- This program offers students the opportunity to develop strong communications, organizational, and critical-thinking skills as well as practical preparation for entry into the Tourism career field.
- Job opportunities include tour escort, convention and visitors bureau coordinator, tour destination guide, cruise ship employee and corporate travel agent.
- Students may earn credit in field placements at such sites as Colette Tours, Massachusetts Information

Centers, Newport Historical Society, and any other local tourism destination site.

- All courses are taught by experienced hospitality and tourism industry professionals.

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.

PROGRAM REQUIREMENTS

Choose one of the following

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

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3
MAN 101	Principles of Management	3
HOS 222	Tour Destination Planning	3
HOS 130	Introduction to Geotourism	3

Recommended Course Sequence - Spring Semester 2

CED 210	Cooperative Work Experience	3
HOS 231	Principles of Community Based Tourism	3
HOS 132	Geotourism Management	3
COM 241	Public Relations	3

General Courses

CED 210	Cooperative Work Experience	3
ENG 101	Composition I: College Writing	3

Core Courses

COM 241	Public Relations	3
MAN 101	Principles of Management	3
HOS 222	Tour Destination Planning	3
HOS 130	Introduction to Geotourism	3
HOS 132	Geotourism Management	3
HOS 231	Principles of Community Based Tourism	3

GERONTOLOGY

Degree offered

Certificate of Achievement in Gerontology

Credits required 24

Dean of Behavioral and Social Science

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

John Tormey, Coordinator of Thanatology and Professor of Psychology/Thanatology, john.tormey@bristolcc.edu

Program Code: GY

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. 349) 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.

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.

PROGRAM 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	Senior Life - Choices and Challenges	3

Program Elective - Choose one from the following

BIO 111	General Biology I	4
BIO 117	Physiology of Wellness	3
BIO 121	Fundamentals of Biological Science I	4
BIO 220	Introduction to Nutrition	3
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
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Recommended Course Sequence - Spring Semester 4

Thanatology Elective	3
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See: Gainful Employment Information

GLOBAL LEADERSHIP

Degree offered

Certificate of Accomplishment in Global Leadership

Credits required 15

Dean of Behavioral and Social Sciences

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

TBD

Program Code: GL

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 must take one of the two leadership courses that focus on development of interpersonal competencies and skills needed for success as a leader in the global and local communities. Students must complete a service-learning component in the leadership course; they will also have the opportunity to lead peers on this project.
- Students must take at least one course that meets the Global Awareness General Education competency and complete a service-learning component for it. This course may not be Global Leadership if it is taken as the leadership course for this certificate.
- Students must complete at least three other courses in their program of study or program electives.

PROGRAM REQUIREMENTS

Program Courses

PSY 271	Global Leadership	3
	Or	
PSY 295	Honors Seminar in Community Leadership	3
	ELECTIVE	3

The elective must be a BCC course with the Global Awareness General Education designation, as listed in the course catalog, and it must be taken as a service-learning component.

Elective Courses

ELECTIVE	3
ELECTIVE	3
ELECTIVE	3

The electives must be courses either required by the student's program or program electives.

Recommended course sequence - Fall Semester 1

ELECTIVE	3
ELECTIVE	3

One Global Awareness General Education course (with a service-learning component) and one program elective.

Recommended course sequence - Spring Semester 2

ELECTIVE	3	
ELECTIVE	3	
PSY 271	Global Leadership	3
	Or	
PSY 295	Honors Seminar in Community Leadership	3

One leadership course (either PSY 271 or PSY 295 with a service-learning component) and two program electives.

GRAPHIC DESIGN

Degree offered

Certificate of Achievement in Graphic Design

Credits required 27

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design, marisa.millard@bristolcc.edu

Program Code: GD

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

After BCC

- Graduates work in graphic design firms, advertising agencies, publishing houses, and in Web design and in-house design departments of companies.

PROGRAM 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 276	Multimedia Design	3

ART 280	Electronic Imaging	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

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See: Gainful Employment Information

GREEN BUILDING TECHNOLOGY

Degree offered

Certificate of Accomplishment in Green Building Technology

Credits required 22/23

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, eileen.young@bristolcc.edu

Program Code: GB

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-152 (p. 337)

PROGRAM 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 152	College Algebra	3

Recommended Course Sequence - Fall Semester

MTH 141	Technical Mathematics I	4
	Or	
	And	
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

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See: Gainful Employment Information

HUMAN SERVICES

Degree offered

Certificate of Achievement in Human Services Certificate

Credits required 24

Dean of Behavioral and Social Sciences

Kathleen Pearle,
kathleen.pearle@bristolcc.edu

Program contact

Kevin J. Garganta, Coordinator and Professor of Human Services, kevin.garganta@bristolcc.edu

Program Code: HV

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.

PROGRAM 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 of 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 of 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
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Recommended Course Sequence - Spring Semester 4

	ELECTIVE	3
SOC 212	The Sociology of Social Problems	3

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See: Gainful Employment Information

LAW ENFORCEMENT

Degree offered

Certificate of Achievement in Law Enforcement

Credits required 27

Dean of Behavioral and Social Sciences

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

Dana Mayhew, Coordinator and Professor of Criminal Justice & Sociology, dana.mayhew@bristolcc.edu

Program Code: LW

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.

Program Requirement

- Students earning a final course grade of D+ or lower in any Criminal Justice course will be withdrawn from the Criminal Justice Program. Any student withdrawn from a Criminal Justice course by an instructor for any reason, and has a grade of D+ or lower at the time of the withdrawal will be removed from the Criminal Justice Program. Any student withdrawn from the Criminal Justice Program may apply for readmission to the Program through enrollment services after retaking and earning a grade of C- or better in the course(s) which the unsatisfactory grade was earned.

PROGRAM 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 Society	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3

Recommended Course Sequence - Fall Semester 1

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 Society	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
PSY 101	General Psychology	3
COM 101	Fundamentals of Public Speaking	3

Gainful Employment Program Disclosure

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See: Gainful Employment Information

LEGAL OFFICE ASSISTANT

Degree offered

Certificate of Achievement in Legal Office Assistant

Credits required 27

Dean of Behavioral and Social Sciences

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

Diana Yohe, Program Coordinator of Legal Studies and Professor of Office Administration and Legal Studies, diana.yohe@bristolcc.edu

Program Code: LC

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. Students develop skills in law office procedures, legal document processing, use of software, proofreading, and editing.

Program Information

- Gain work experience by participating in CED 210 (p. 279), 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. Twelve (12) credits may be applied to the Paralegal Studies degree or certificate.

Related Programs

- Office Administration Degree - Legal Administrative Assistant option
- Paralegal Studies degree or certificate

After BCC

- Continue studies at BCC for an associate’s degree in Office Administration—Legal Administrative Assistant

or expand skills by pursuing 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.

PROGRAM 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 Computers and Software Applications	3
OFC 120	Text Editing	3

Choose one of the following

CED 210	Cooperative Work Experience	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 Computers and Software Applications	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

CED 210	Cooperative Work Experience	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

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See: Gainful Employment Information

MARKETING

Degree offered

Certificate of Achievement in Marketing

Credits required 24

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Dorris Perryman, Department Chair and Assistant Professor of Accounting, dorris.perryman@bristolcc.edu

Program Code: MK

Program information

Transfer credits for any course in the Business Administration Department (ACC, BNK, BUS, LSM, MAN, MAR and RMN) must be approved by the Business Administration Department Chairperson.

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.

PROGRAM REQUIREMENTS

Program Courses

CIS 111	Introduction to Business Information Systems	3
	ELECTIVE	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

ELECTIVE: 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	3
	And	
COM 101	Fundamentals of Public Speaking	3
	Or	
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

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College discloses information about student costs, tuitions, fees and employment statistics to various governing bodies to ensure certification and oversight.

See: Gainful Employment Information

MEDICAL ADMINISTRATIVE PRACTICES*

Degree offered

Certificate of Achievement in Medical Administrative Practices

Credits required 29

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Victoria Revier, Coordinator and Professor of Medical Administrative Programs, victoria.revier@bristolcc.edu

Program Code: MP

Program Goal Statement

This certificate prepares students to work for doctors or dentists, in hospitals, health agencies, or related fields. They develop skills in medical software, medical terminology, beginner medical transcription, insurance forms preparation, medical office procedures, text editing and employment readiness skills.

Program Information

- All credits transfer into the Office Administration Associate degree - Medical Administrative Assistant option.
- MAA courses are offered primarily during the day.

Recommendations

- OFC 102 (p. 339) can be "waived" by a demonstrated keyboarding speed of 20 words per minute based on a two-minute timing administered by the Office Administration Department Chair. OFC 102 is a prerequisite for OFC 113 and OFC 117.
- Take MAA 101 (Medical Terminology) before BIO 115 (Survey of Human Anatomy & Physiology).
- Take OFC 120 (Text Editing) before MAA 102 (Medical Transcription).
- The prerequisite for OFC 214 (p. 341) is OFC 113 (p. 339). Students who have not achieved the skill level equivalent to OFC 113 are required to take it.

Related Programs

- Office Administration Associate degree - Medical Administrative Assistant option
- Medical Transcription Certificate Program

PROGRAM REQUIREMENTS

Program Courses

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 Computers and Software Applications	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. If possible, take MAA 101 (Medical Terminology) which is the prerequisite to MAA 102 (Medical Transcription).

Recommended Course Sequence - Fall Semester 1

MAA 101	Medical Terminology	3
OFC 117	Introduction to Computers and Software Applications	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 214	Advanced Microsoft Word	3

Gainful Employment Program Disclosure

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See: Gainful Employment Information

MEDICAL ASSISTING

Degree offered

Certificate of Achievement in Medical Assisting

Credits required 29

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Lisa Wright, Professor, Coordinator of Medical Assisting and EKG Programs, lisa.wright@bristolcc.edu

Program Code: MD

Program Goal 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.

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, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727.210.2350.

Licensing exam is not required by law in Massachusetts. Of those at BCC who took the exam, 100% passed.

PROGRAM 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

Required 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

Required 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

Students must receive a minimum of C- in all required Medical Assisting courses.

SPECIAL REQUIREMENTS FOR THE PROGRAM

Admission Requirements

Applicants must have a high school diploma or a state-approved high school equivalency credential to demonstrate successful completion of high school biology with a laboratory component, and Algebra I or higher level math with a minimum grade of "C-". 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 titre (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 and Sex Offender Registry Information Checks

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A positive CORI/SORI 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. Graduates are eligible to sit for a national certification exam. The five year average for certification exam participation is 100%.

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See: Gainful Employment Information

MEDICAL TRANSCRIPTION

Degree offered

Certificate of Achievement in Medical Transcription

Credits required 29

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program Contact

Victoria Revier, Coordinator and Professor of Medical Administrative Programs, victoria.revier@bristolcc.edu

Program Code: TM

Program Goal Statement

Students completing this program are prepared to work for doctors, in offices, in hospitals, or as independent contractors, or in related fields. They develop skills in medical software, medical terminology, beginner and advanced medical transcription, medical office procedures, text editing and employment readiness skills.

Program Information

- All credits transfer into the Associate in Science in Office Administration - Medical Administrative Assistant Option.
- MAA courses are offered primarily during the day.

Recommendations

- OFC 102 can be "waived" by a demonstrated keyboarding speed of 20 words per minute based on a two-minute timing administered by the Office Administration Department Chair. OFC 102 is the prerequisite for OFC 113 and OFC 117.
- The prerequisite for OFC 214 is OFC 113. Students who have not achieved the skill level equivalent to OFC 113 are required to take it.
- Take MAA 101 (Medical Terminology) before BIO 115 (Survey of Anatomy & Physiology).

Related Programs

- Office Administration Associate degree – Medical Administrative Assistant option
- Medical Administrative Practices Certificate program

After BCC

- Students learn to become medical transcriptionists by sharpening keying techniques and learning how to use grammar at an advanced level.
- This certificate prepares students to become medical transcriptionists to work in a hospital, medical office, or related facility.
- Some graduates work as home-based transcriptionists.

PROGRAM 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 Computers and Software Applications	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. If possible, take MAA 101 (Medical Terminology) the prerequisite to MAA 102 (Medical Transcription).

Recommended Course Sequence - Fall Semester 1

MAA 101	Medical Terminology	3
OFC 120	Text Editing	3
MAA 102	Medical Transcription	3
OFC 117	Introduction to Computers and Software Applications	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

OFC 214	Advanced Microsoft Word	3
BIO 115	Survey of Human Anatomy and Physiology	4
MAA 205	Medical Office Procedures	3
MAA 203	Advanced Medical Transcription	3
MAA 209	Medical Office Portfolio Development	1

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See: Gainful Employment Information

MICROSOFT OFFICE CERTIFIED APPLICATION SPECIALIST (NB)

Degree offered

Certificate of Achievement in Microsoft Office Certified Application Specialist

Credits required 24

Dean

William Berardi

Program Contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Code: MI

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

- Transfer credits for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- In addition to the requirements of this program, it is recommended that students enroll in CED 210 - Cooperative Work Experience after completion of the OFC courses listed in the program. Students may gain valuable work experience by enrolling in CED 210 which places students in office positions related to their academic program.
- 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.

PROGRAM 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
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BUS 155	Business Ethics	3
CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	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, OFC 130, OFC 131, OFC 132

Recommended Course Sequence - Spring Semester 2

CIS 121, Elective, OFC 133, OFC 134

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See: Gainful Employment Information

NATIVE AMERICAN STUDIES

Degree offered

Certificate of Achievement in Native American Studies

Credits required 24

Dean of Behavioral and Social Sciences

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program Code: NV

Program Goals Statement

The Native American Studies certificate program will allow students to gain a structured understanding of the issues affecting contemporary Native American communities and acquire a broader knowledge of unique cultures rooted in this hemisphere (with an emphasis on the native nations of North America). Native American studies provides students with the opportunity to develop knowledge of the development, growth, and interactions of the indigenous peoples and nations of the Western Hemisphere. This certificate also places emphasis on the Native peoples of the Eastern Woodlands, particularly, the Northeast so that students can be better acquainted with the history, culture, and presence of the First Peoples of New England.

Program Information

- Students are required to complete a Service-Learning component.
- Allows students a structured understanding of issues affecting Native American communities.
- Furthers the college goal to emphasize cultural diversity
- Embraces sustainability concepts.
- PSY 261 and SOC 261 require prerequisites of PSY 101 and SOC 101 or a waiver of the requirement

PROGRAM REQUIREMENTS**Program Courses**

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ANT 101	Social and Cultural Anthropology	3
ENG 259	Native American Novels	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
SOC 261	Topics in Sociology - Diversity	3

Recommended Course Sequence - Fall Semester 1

ANT 101, ENG 101

Recommended Course Sequence - Spring Semester 2

ENG 102, HST 265

Recommended Course Sequence - Fall Semester 3

HST 259, ENG 259

Recommended Course Sequence - Spring Semester 4

PSY 261, SOC 261

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See: Gainful Employment Information

NETWORKTECH**Degree offered**

Certificate of Achievement in NetworkTech

Credits required 29**Dean**

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, priscilla.grocer@bristolcc.edu

Program Code: NT

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.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Recommendations

Students are encouraged to sit for the A+ Certification exam.

PROGRAM 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
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

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See: Gainful Employment Information

OFFICE SKILLS TRAINING

Degree offered

Certificate of Achievement in Office Skills Training

Credits required 29

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Carol Martin, Department Chair and Professor of Office Administration, carol.martin@bristolcc.edu

Program Code: OK

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.
- Transfer credits for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.

- In addition to the requirements of this program, it is recommended that students enroll in CED 210 - Cooperative Work Experience after completion of the OFC courses listed in the program. Students may gain valuable work experience by enrolling in CED 210 which places students in office positions related to their academic program.

PROGRAM 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

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See: Gainful Employment Information

OFFICE SUPPORT

Degree offered

Certificate of Achievement in Office Support

Credits required 29

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Carol Martin, Department Chair and Professor of Office Administration, carol.martin@bristolcc.edu

Program Code: OS

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.
- Transfer credits for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- OFC 102 (p. 339) 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.

PROGRAM 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 Computers and Software Applications	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 294	Office Administration Colloquium	3

Choose one 3-credit elective from the following

BUS 111	Business and Financial Mathematics	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 155	Business Ethics	3
CED 210	Cooperative Work Experience	3

CIT 131	Business Creativity	3
LGL 180	Introduction to Law	3
MAR 101	Principles of Marketing	3
MAN 101	Principles of Management	3
OFC 150	Speech Recognition	3
OFC 260	Writing Skills for the Administrative Assistant	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	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 Computers and Software Applications	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

	ELECTIVE	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 294	Office Administration Colloquium	3

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See: Gainful Employment Information

OFFICE TECHNOLOGY MANAGEMENT

Degree offered

Certificate of Achievement in Office Technology Management

Credits required 29

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Carol Martin, Department Chair and Professor of Office Administration, carol.martin@bristolcc.edu

Program Code: OM

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

- Transfer credits for any course in the Office Administration Department must be approved by the Office Administration Department Chairperson.
- All OFC courses transfer into the Office Administration degree program.

PROGRAM REQUIREMENTS

Program Courses

ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
CIT 131	Business Creativity	3
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Computers and Software Applications	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

CED 210	Cooperative Work Experience	3
CIS 112	Advanced Business Information Systems	3
CIS 122	Internet Developer	3
CIT 132	Desktop Publishing	3
CIT 133	Electronic Publishing	3
LGL 281	Law Office Procedures	3
MAR 101	Principles of Marketing	3
MAN 152	Purchasing	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 260	Writing Skills for the Administrative Assistant	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 Computers and Software Applications	3
CIT 131	Business Creativity	3

Recommended Course Sequence - Spring Semester 2

ELECTIVE		3
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	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

Gainful Employment Program Disclosure

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See: Gainful Employment Information

PARALEGAL STUDIES

Degree offered

Certificate of Achievement in Paralegal Studies

Credits required 27

Dean of Behavioral and Social Sciences

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

Elizabeth Nowakowski, J.D., Program Coordinator of Paralegal Studies and Associate Professor of Paralegal Studies, Elizabeth.Nowakowski@bristolcc.edu

Program Code: PL

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. Please note that a Certificate or Degree in Paralegal Studies does not enable a person to practice law, represent clients in court or give legal advice; only licensed attorneys can perform these functions.

Program Information

- Acquire basic understanding of substantive and procedural areas of law for a variety of legal settings.
- Acquire basic skills in legal research.

- Gain work experience by selecting PLS 243 - Paralegal Internship, which places students in legal positions related to their academic program and career goal.
- Courses are offered day and evening.
- Some courses are offered online.
- PLS courses are taught by licensed attorneys with J.D.s from ABA - accredited Law Schools.
- All credits may be applied to an associate's degree in Paralegal Studies.
- Twenty-one (21) credits may be applied to an associate's degree in Legal Administrative Assistant degree program.
- Twelve (12) credits may be applied to the Legal Office Assistant certificate program.

Related Programs

- Paralegal Studies degree
- Legal Administrative Assistant degree
- Legal Office Assistant certificate

After BCC

- Employment in a variety of legal 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.

PROGRAM REQUIREMENTS

Program Courses

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
PLS 230	Criminal Law and Procedure	3
PLS 242	Business Organization for Paralegals	3

Choose one of the following

LGL 290	Legal Studies Seminar Or	3
PLS 243	Paralegal Internship	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
PLS 101	Civil Litigation and Procedure	3

Recommended Course Sequence - Semester 2

PLS 120	Basic Legal Research	3
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PLS 121	Family Law and Procedure	3
PLS 230	Criminal Law and Procedure	3
PLS 242	Business Organization for Paralegals	3
LGL 290	Legal Studies Seminar Or	3
PLS 243	Paralegal Internship	3

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See: Gainful Employment Information

PHARMACY TECHNICIAN

Degree offered

Certificate of Recognition in Pharmacy Technician

Credits required 12

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program Contact

Lynne Brodeur, Associate Dean,
lynne.brodeur@bristolcc.edu

Program Code: PH

Program Goal Statement

This credit program will prepare the graduate to be an entry level pharmacy technician and to take the national Pharmacy Technician Certification Board (PTCB) examination. It provides an orientation to the role and working environment of the pharmacy technician in inpatient and outpatient settings and the legal responsibilities and technical activities of the pharmacy technician. An introduction to pharmaceutical sciences and functions of a pharmacy technician in health care is included. The role of the pharmacy technician, areas of specialization in the field, technical standards, state registration requirements and employment opportunities are discussed. The medical and legal aspects pharmacy technicians will encounter in their training and employment settings are addressed, as well as relevant topics such as government regulation, career pathways, membership organizations, ethics, and how medication therapy management is changing the practice of pharmacy are included. This program will include onsite laboratory instruction and external clinical experiences to provide students learning opportunities to prepare them as

community and hospital pharmacy technicians. Assessment strategies for lecture and laboratory will be guided by the materials tested in the PCTB examination.

Program Information

- Students who successfully complete the Pharmacy Technician program will receive a Certificate of Recognition.

PROGRAM REQUIREMENTS

Program Courses

HLT 106	Medical Language	3
HLT 144	Pharmacy Technician I	8
OFC 102	Computer Keyboarding	1

Recommended Course Sequence - Fall 1

HLT 106	Medical Language	3
HLT 144	Pharmacy Technician I	8
OFC 102	Computer Keyboarding	1

Essential Functions

- The Pharmacy Technician Certificate program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional pharmacy 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 process patient prescriptions while in the upright position.
- Visual acuity sufficient to read and interpret physician orders.
- Hearing ability sufficient to respond to messages and requests from patients, physicians, 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.

Admission Requirements

High school diploma or a state-approved high school equivalency credential required. High School Algebra I or higher, with a grade of "B-" is required. This is a restricted program based on selective academic review.

Requirements Upon Admission

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titre (blood tests to prove immunity). A TB test is required. Health insurance and professional liability insurance are required. A ten-panel random drug screen is required upon entrance. The fee is paid by the student.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

- Laboratory tests, including drug screening and CORI/SORI checks may be required by clinical agencies.
- Students must have current CPR Certification from the American Heart Association (Basic Life Support for Health Care Providers).

Grade Requirements

- A "C" or better is required in HLT 106 and HLT 144.

Additional Costs

- Students accepted into the program are responsible for associated costs such as uniform, name tag, graduate pin, review course, random ten-panel drug test, national certification examination, liability insurance and

practicum costs including travel. Transportation to the practicum sites is the students responsibility. Students should be prepared to travel an hour or more from campus.

After BCC

- Upon completion of this program graduates are prepared for entry level practice as a pharmacy technician and are eligible to take national Pharmacy Technician Certification Board (PTCB) examination. Career pathways include related health care fields, continued education to be become a pharmacist, employment in inpatient hospital settings, independent pharmacies, geriatric and assisted living facilities, and involvement in third party, prior approvals and appeals.

PHLEBOTOMY (EH)*

Degree offered

Certificate of Recognition in Phlebotomy

Credits required 7

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Debra St. George, Department Chair and Associate Professor of Clinical Laboratory Science, debra.stgeorge@bristolcc.edu

Program Code: PC

Application review begins February 1.

Program Goals Statement

Students completing the two-semester Phlebotomy Program will be prepared to perform routine and special blood collection procedures as well as process specimens prior to testing in a modern clinical laboratory. A consecutive three-week, 120 hour clinical practicum is an essential and required component of this certificate program. Clinical practicum hours are scheduled Monday through Friday during day time hours.

PROGRAM REQUIREMENTS

Program Courses

MED 101	Introduction to Clinical Laboratory Science	3
PLB 102	Principles and Methods of Phlebotomy	4

Program Information

- Two program options:
 - Traditional, offered in Fall River
 - eHealth hybrid, offered in New Bedford, 800 Purchase Street
- Students should be prepared to travel one hour or more to an assigned clinical site
- A phlebotomist must demonstrate interpersonal skills, enjoy science, and enjoy working with the public.

Essential Functions

The Phlebotomy program essential functions include 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, process specimens and use a computer.
- Visual acuity sufficient to read physician orders, obtain specimens, and differentiate colors.
- Hearing ability sufficient to respond to messages and requests from instructors, 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 a state-approved high school equivalency credential.
- 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 chemistry or biology and a math course with a minimum grade “C“.If a student has passed a state-approved high school equivalency credential, but does not meet the minimum score requirements, they may alternatively meet this qualification by earning the

required high school GPA/minimum grade in the pre-admission requirement courses as follows:

- GPA of 2.0 in the following two courses or equivalents: high school chemistry or biology, high school math
- Or if a student applies to the program with a G.E.D. he/she must demonstrate an overall score of 2500, with a minimum score of 500 in math and a minimum score of 500 in science. G.E.D. 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) immunization or titre (blood tests 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.
- A ten-panel random drug screen is required upon entrance. The fee is paid by the student.
- Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check and a drug screen performed by a facility under contract with Bristol Community College. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.
- For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.
- A positive CORI/SORI and/or drug screen 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, random ten-panel drug test, safety supplies, transportation to and from clinical assignments and certification examination application fees.

Grade Requirements

- MED 101 includes 45 hours of lecture. 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 practicum component. A minimum grade of a "C" in the clinical practicum is required to receive a passing grade in the course and consequently in the program.
- Students are eligible to reapply one time only through the Admissions Office.

Clinical Affiliation

- Students will be assigned to an affiliate agency for a 120 hour clinical practicum. The practicum is a consecutive three week experience that is scheduled during the first shift (day), Monday through Friday. This is a full time commitment during those three weeks (5 days per week, 8 hours per day for 3 consecutive weeks). Students enrolled in a concurrent program may not register for courses that will conflict with the clinical practicum. Students must plan their schedules accordingly. Transportation to clinical affiliation sites is the responsibility of the student. 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.
- Successful completion of program objectives is required to receive the Certificate of Recognition in Phlebotomy from Bristol Community College. Students who accomplish this achievement are eligible to take the American Society for Clinical Pathology (ASCP-BOC) national certification examination.
- The three year average ASCP-BOC pass rate is 88%.

PORTUGUESE/ENGLISH COMMUNITY INTERPRETING

Degree offered

Certificate of Achievement in Portuguese/English Community Interpreting

Credits required 27

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Carlos Almeida, LusoCentro Director and Professor of Portuguese, carlos.almeida@bristolcc.edu

Program Code: PI

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. 311) is a pre-requisite to HUM 156 (p. 329).
- 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.

PROGRAM 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
HUM 390	Fieldwork in Interpreting Portuguese/Spanish	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

HUM 390	Fieldwork in Interpreting Portuguese/Spanish	3
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See: Gainful Employment Information

SECURITY

Degree offered

Certificate of Recognition in Security

Credits required 12

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, priscilla.grocer@bristolcc.edu

Program Code: CY

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.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

PROGRAM 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

Requirements List

Recommended Course Sequence - Spring Semester 1

CIT 150	Network Security	3
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Recommended Course Sequence - Fall Semester 2

CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3

Recommended Course Sequence - Spring Semester 3

CIT 252	Information Security and Disaster Recovery	3
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SOLAR ENERGY

Degree offered

Certificate of Recognition in Solar Energy

Credits required 14

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, robert.rak@bristolcc.edu

Program Code: SO

Program Goals Statement

This certificate is designed to help individuals understand the fastest growing form of power generation in the world - solar power. Students will learn about design requirements, installation guidelines, materials, and resources of green energy systems. Key concepts include the basics of electrical circuits, sustainable practices, and conservation measures. Students will also be trained in energy assessment, auditing and efficiency. Upon completion of this certificate, graduates will be prepared to work in entry-level positions in energy-related fields.

Program Information

- Graduates will qualify to take the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level exam

- Enter or enhance your educational experience by going "green" in real estate, construction, management, architecture, or engineering

After BCC

- Be prepared to play an essential part in the planning, organizing, and managing of renewable energy projects nationwide.

PROGRAM REQUIREMENTS

Program Courses

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 131	Introduction to Electrical Circuits	4
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 284	Solar Power	4

Recommended Course Sequence - Fall Semester 1

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 131	Introduction to Electrical Circuits	4
EGR 183	Energy Efficiency and Conservation Measures	3

Recommended Course Sequence - Spring Semester 2

EGR 284	Solar Power	4
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SPANISH ENGLISH COMMUNITY INTERPRETING

Degree offered

Certificate of Achievement in Spanish/English Community Interpreting

Credits required 27

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Eduardo Soren Triff, Coordinator of Spanish/English Community Interpreting and Associate Professor of Spanish, eduardo.triff@bristolcc.edu

Program Code: SI

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 Requirements

- 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. 311) are prerequisites to HUM 156.
- Students with prior experience as interpreters should consult with the program director 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) certificate exam.
- The program follows the Massachusetts Medical Interpreters Association (MMIA) guidelines.

PROGRAM REQUIREMENTS

Program Courses

COM 160	Intercultural Communication	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3
HUM 390	Fieldwork in Interpreting Portuguese/Spanish	3
MAA 101	Medical Terminology	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

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
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

HUM 390 Fieldwork in Interpreting Portuguese/Spanish 3

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See: Gainful Employment Information

SURVEYING

Degree offered

Certificate of Achievement in Surveying

Credits required 27/30

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, eileen.young@bristolcc.edu

Program Code: SY

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. 337) or MTH 152 and MTH 172 are prerequisites for EGR 221 (p. 308).

PROGRAM REQUIREMENTS

Program Courses

CAD 101	Computer Aided Drafting	3
CAD 128	Civil Drafting and Design	3
EGR 125	Construction Estimating	3

EGR 221	Surveying I	4
EGR 222	Surveying II	4
ENG 101	Composition I: College Writing	3
EGR 226	Legals Aspects of Boundary Surveying	3

Choose from the following

MTH 141	Technical Mathematics I	4
	Or	
MTH 152	College Algebra	3
	And	
MTH 172	Precalculus with Trigonometry	4

Recommended Course Sequence - Fall Semester 1

CAD 101, EGR 125, EGR 221 and MTH 141 or MTH 152 and MTH 172

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

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See: Gainful Employment Information

SUSTAINABLE AGRICULTURE (FORMERLY ORGANIC AGRICULTURE TECHNICIAN)

Degree offered

Certificate of Accomplishment

Credits required 17

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

James Corven, Program Coordinator and Professor of Biology, james.corven@bristolcc.edu

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.

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).

PROGRAM REQUIREMENTS

Program Courses

AGR 114	Sustainable Agriculture I	4
AGR 115	Sustainable Agriculture II	4
SCI 115	Science and Care of Plants	4
SOC 216	Food, Famine, and Farming in the Global Village	3

Choose one of the following

AGR 116	Water Acquisition and Conservation	2
AGR 122	Natural Beekeeping Practices	2

Recommended Course Sequence - Fall Semester 1

OFP 114, SOC 216, plus one elective OFP 123

Recommended Course Sequence - Spring Semester 2

AGR 115	Sustainable Agriculture II	4
SCI 115	Science and Care of Plants	4
AGR 116	Water Acquisition and Conservation	2
	Or	
AGR 122	Natural Beekeeping Practices	2

Gainful Employment Program Disclosure

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See: Gainful Employment Information

THANATOLOGY AND FUNERAL SERVICE PREPARATORY

Degree offered

Certificate of Achievement in Thanatology and Funeral Service Preparatory

Credits required 24/25

Dean of Behavioral and Social Sciences

Kathleen Pearle, kathleen.pearle@bristolcc.edu

Program contact

John Tormey, Coordinator of Thanatology and Funeral Service Preparatory and Professor of Psychology/Thanatology, john.tormey@bristolcc.edu

Program Code: TC

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. 262), MAN 154 (p. 332), BIO 233 (p. 275), BIO 234 (p. 275).

Recommendations

- Students should complete PSY 101 (p. 347) and PSY 262 (p. 348) before registering for PSY 264 (p. 348) and PSY 266 (p. 349).

PROGRAM 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

Gainful Employment Program Disclosure

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See: Gainful Employment Information

THERAPEUTIC MASSAGE

IMPORTANT: THIS PROGRAM DID NOT ACCEPT STUDENTS FOR THE 2016-2017 ACADEMIC YEAR, BUT WILL ACCEPT APPLICATIONS FOR THE 2017-2018 ACADEMIC YEAR THAT BEGINS SEPTEMBER 2017.

Degree offered

Certificate of Achievement in Therapeutic Massage

Credits required 29

Dean

Patricia Dent, patricia.dent@bristolcc.edu

Program contact

Lynne Brodeur, Associate Dean for Health Sciences, lynne.brodeur@bristolcc.edu

This program is offered exclusively at the New Bedford Campus.

Program Goal 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 as independent practitioners.

This program is offered at 800 Purchase Street, New Bedford Campus.

Program Information

- Licensure is required by law in the Commonwealth of Massachusetts.
- Although the board certification examination is not required in Massachusetts, graduates are strongly encouraged to take it. Many states require a licensing examination including Rhode Island.
- This program expands the skills of healthcare professionals in nursing, occupational therapy, and home healthcare.
- Students who have successfully completed BIO 233 must take BIO 234 in the first semester.

Additional Requirements and Costs

- Students are responsible for the cost of uniforms, drug testing, CPR and First Aid certification for the Healthcare Provider, professional liability insurance, massage supplies and equipment, and licensure and certification examination.
- Students must carry health and liability insurance throughout enrollment in the program.

Infused General Education Competencies

First-Year Experience

PROGRAM REQUIREMENTS

Choose one of the following

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

Program Courses

HCI 237	Human Disease Processes and Procedures	3
MAT 110	Introduction to Therapeutic Massage	3
MAT 111	Therapeutic Massage I	5
MAT 112	Musculoskeletal Anatomy for the Massage Therapist	3
MAT 120	Therapeutic Massage II	6
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Practicum	3

Preadmission Course Requirements

BIO 233	Human Anatomy and Physiology I	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
	High School Chemistry, Algebra	

Required Course Sequence - Fall Semester 1

BIO 115	Survey of Human Anatomy and Physiology	4
MAT 110	Introduction to Therapeutic Massage	3
MAT 111	Therapeutic Massage I	5
MAT 112	Musculoskeletal Anatomy for the Massage Therapist	3

Required Course Sequence - Spring Semester 2

HCI 237	Human Disease Processes and Procedures	3
MAT 120	Therapeutic Massage II	6

MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Practicum	3

SPECIAL REQUIREMENTS FOR THE PROGRAM

- Applicants must have a high school diploma or a state-approved high school equivalency credential. They must also have completed high school biology or chemistry, Algebra I (or a higher level math) and a college level ENG 101 with a minimum grade of "C-."
- Recommended deadline for filing is February 1 for fall admission.
- Accepted applicants are required to have a current physical examination and immunizations or titre (blood tests to prove immunity) for the following: tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox). A TB test is required annually.
- Student must have completed the science courses within 5 years of application to the program.
- Successful completion of HCI 237 prior to or concurrent with MAT 126. **REQUIREMENTS UPON ADMISSION TO THE PROGRAM**
- Upon admission to the program all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.
- For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.
- Students must have current CPR Certification and First Aid from the American Heart Association (Basic Life Support for Health Care Providers).
- Health insurance is required throughout completion of the program.
- A random drug test scheduled by the college is required upon admission to the program. The cost of the drug test is the student's responsibility.

GRADE REQUIREMENTS

- Students must receive a minimum grade of "C" in all required courses. Failure to earn a "C" or better in a required course will result in dismissal from the

program. Clinical Practicum hours must be completed within 18 months of the academic coursework.

ADDITIONAL COSTS

- Students are responsible for the cost of uniforms, professional liability insurance, standardized testing, CPR, drug testing, name tags, laboratory supplies, national certification exam, and transportation to community events. Students should be prepared to travel up to one hour from campus to community settings. Graduates must apply to the Board of Registration of Massage Therapy for licensure to practice as a massage therapist.

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.

OTHER

- The Therapeutic Massage Certificate is accredited by the Commission on Massage Therapy Accreditation.

Gainful Employment Program Disclosure

In accordance with Federal regulations published in the Federal Register on October 29, 2010, Bristol Community College discloses information about student costs, tuition, fees and employment statistics to various governing bodies to ensure certification and oversight.

See: Gainful Employment Information

WATER QUALITY PROFESSIONAL

Degree offered

Certificate of Recognition in Water Quality Professional

Credits required 13

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, robert.rak@bristolcc.edu

Program Code: WQ

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 concentration 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.

PROGRAM 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
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Concentration Course - Wastewater Treatment Plant Operator

EGR 242	Wastewater Technology II	4
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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	3
	And	
EGR 242	Wastewater Technology II	4
	Or	
EGR 244	Water Supply and Hydrology	4

WEB DESIGN

Degree offered

Certificate of Achievement in Web Design

Credits required 27

Dean

Ulli K. Ryder, ulli.ryder@bristolcc.edu

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, Web Design, and Professor of Graphic Design, marisa.millard@bristolcc.edu

Program Code: WB

See: Gainful Employment Information

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.

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.

PROGRAM 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	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

Gainful Employment Program Disclosure

In accordance with Federal regulations published in the Federal Register on October 29, 2010, Bristol Community College discloses information about student costs, tuitions, fees and employment statistics to various governing bodies to ensure certification and oversight.

WIND POWER

Degree offered

Certificate of Recognition in Wind Power

Credits required 14

Dean

Sarmad Saman, sarmad.saman@bristolcc.edu

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, robert.rak@bristolcc.edu

Program Code: WD

Program Goals Statement

The certificate will allow students to learn the fundamentals of wind energy and to support the system installation, operation and maintenance needs of the wind energy industry. Students will understand all the various component parts and functions of wind turbines and will learn sizing formulas to meet your customers present and future energy demands.

Program Information

- This program is based on national standards and focuses on the development of industry-defined competencies and skills in: safety, electricity, hydraulics, pneumatics, mechanical systems, electrical power generation and wind power systems.

After BCC

- Be prepared to play an essential part in the planning, organizing, and managing of renewable energy projects nationwide.

PROGRAM REQUIREMENTS

Program Courses

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 151	Electrical Machinery	3
EGR 171	Fluid Systems	4
EGR 282	Wind Power	4

Recommended Course Sequence - Fall Semester 1

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Spring Semester 2

EGR 171	Fluid Systems	4
EGR 282	Wind Power	4

WINDOWS SERVER ADMINISTRATION

Degree offered

Certificate of Recognition in Windows Server Administration

Credits required 9

Dean

William Berardi, william.berardi@bristolcc.edu

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems,
priscilla.grocer@bristolcc.edu

Program Code: WA

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.
- Transfer credit for any Computer Information Systems (CIS or CIT) course must be approved by the CI Department Chair or by a full-time CI faculty member.

Recommendations

- Students without basic computer skills should enroll in CIS 111 (p. 281) prior to enrolling in this program.
- Students who need basic keyboarding skills should enroll in OFC 102 (p. 339) prior to enrolling in this program.

PROGRAM 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
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Recommended Course Sequence - Spring Semester 2

CIS 131	Windows Server Administration I	3
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Recommended Course Sequence - Fall Semester 3

CIS 231	Windows Server Administration II	3
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ADMISSIONS

Plan for your future. Start here.

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. 2947 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?

Bristol Community College has an open enrollment policy in keeping with the Massachusetts Board of Higher Education's "Open Door" philosophy. Applicants for an associate degree or certificate program must have a high school diploma or state-approved high school equivalency certificate or college degree.

Admission to some programs is competitive because of the limited number of openings and/or the prerequisites. The open enrollment policy does not apply to students seeking admission to the following programs: Central Sterile Processing Technician, Clinical Laboratory Science, Coding and Reimbursement Specialist, Culinary Arts, Dental Hygiene, Hospitality Management, Medical Assisting, Nursing, Occupational Therapy Assistant, Pharmacy Technician, and Phlebotomy.

International students seeking to enroll at the College on an F-1 Student Visa must meet additional selective criteria in order to be admitted.

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 non-immigrant alien students.

When should I apply?

Applications are processed as they come in. There are no deadlines for application to open enrollment programs, 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 fall admission to Nursing, please submit your completed application by January 5 to receive priority consideration for admission the following fall semester beginning in September. Applicants to Central Sterile Processing Technician, Clinical Laboratory Science, Coding and Reimbursement Specialist, Dental Hygiene, Medical Assisting, Occupational Therapy Assistant, Pharmacy Technician, or Phlebotomy, must submit a completed application by February 1 to receive priority consideration. After that date, applications will continue to be reviewed on a space-available basis. Please carefully review the special application requirements for these programs found in each program description in this catalog. Also note that some of these programs offer entry dates in the spring or summer semester. Please attend a Health Science Information Session or contact the Admissions Office for more information.

For information on international student application deadlines, please refer to the International Student section on the following page.

How do I apply?

1. Fill out the online application at www.BristolCC.edu/apply. Hard copies are available by calling the Admissions Office at 508.678.2811, ext. 2947, or as a pdf on the web link above. If you apply online, 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 financial hardship. Contact the Admissions Office at admissions@BristolCC.edu or 508.678.2811, ext. 2947 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 hybrid health education program located in New Bedford, apply through the admissions process and indicate eHealth on the application. You can apply at www.BristolCC.edu/apply. More information on eHealth is available by attending a Health Science Information Session hosted throughout the year by the Admissions Office. Visit the site, learn about the program, and find out how this integrated hybrid 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 these transcripts. Please note:
 - If you are applying to Culinary Arts, Hospitality Management or any selective admission Health Science program (such as Central Sterile Processing Technician, Clinical Laboratory Science, Coding and Reimbursement Specialist, Dental Hygiene, Medical Assisting, Nursing, Occupational Therapy Assistant, Pharmacy Technician, or Phlebotomy), you must submit all official transcripts including high school/state-approved high school equivalency transcripts as well as all college/university transcripts before an admission decision can be made.
 - 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 and evaluated for US equivalency by an approved credential evaluation service. The Admissions Office has information on approved evaluation services if you need assistance.
 - If you provide an official college/university transcript showing proof of having completed an associate, bachelor, or graduate degree from a regionally accredited institution, you are not required to submit a high school transcript or state-approved high school equivalency certificate unless you apply to a selective program listed above.
 - Fall applicants still enrolled in high school should submit an intermediate transcript showing first quarter grades at the time of application to the college. The final official high school transcript

must be sent by July 15 to verify graduation. For summer and spring applicants, a final transcript with graduation date is required prior to being admitted.

- If you have received a state-approved high school equivalency certificate, please have an official copy of your test scores sent to the BCC Admissions Office.

Can I visit the college?

BCC offers a variety of visit options for interested students. Choose from an information session and campus tour, an individual appointment with an Admissions Counselor or attend a specialized event. Visit the website to register for events at www.BristolCC.edu/Admissions and select the appropriate option from the left-hand menu. For a one-on-one appointment or to schedule a group tour, contact the Admissions Office at admissions@BristolCC.edu or call 508.678.2811, ext. 2947. For a tour of the New Bedford Campus, call ext. 4000, for Attleboro, call ext. 3527, or for Taunton, call ext. 3767.

International Applicants

International students who wish to attend Bristol Community College on an F-1 student visa must have completed the equivalent of a U.S. secondary school education and must demonstrate their proficiency in English (if English is not their first or best language). Students attending BCC on an F-1 student visa must be enrolled in an associate degree program as a full-time student (*12 credits or more per semester*), and must complete their degree requirements within the time-frame specified on their I-20 unless extreme academic or medical hardship has been reviewed and approved by the Dean of Admission/PDSO. In most cases this means a student must successfully complete at least 15 credits or more per semester and/or consider taking courses during the summer and winter sessions. F-1 International students are allowed to take **only one online course per semester** as part of their full-time enrollment requirement. Students must receive prior approval from the Registrar for program changes. Off-campus employment is not permitted for students on an F-1 student visa. In certain rare cases, an application for hardship can be filed by the P/DSO at the College on a student's behalf and employment may be granted. F-1 international students are not eligible to apply for financial aid. International applicants must complete the following steps in order to apply for admission to BCC:

1. **Submit the completed paper application form and fee:** International applicants currently outside of the U.S. or those inside the U.S. on a visa category *other than F-1 or J-1* must submit a **completed** admissions application, including \$35.00 application fee, by **May 15** for the next fall semester (September-December), or by **October 15** for the next spring semester (January-

May). International applicants currently within the U.S. on an F-1 or J-1 Visa must submit completed admission applications by **August 1** for the next fall semester, or by **January 1** for the next spring semester. **All supporting documents must be received by these dates in order to be considered complete.**

2. **Submit the completed Permanent & U.S. Address Form:** Submit the completed address verification form necessary to process an F1 visa. US Immigration and Customs Enforcement requires that the College be able to report an international student's full permanent address including province, country and postal code. **In addition, BCC does not use DHL or FedEx to mail documentation to students, we only mail via regular post. We request that you provide a mailing address in the US where these documents can be mailed so we can ensure you receive your admissions and visa documentation in a timely manner.**
3. **Submit official academic records:** An official (original) secondary school transcript or diploma and national examination results, if applicable, must accompany your application. Photocopies and faxed copies are not acceptable unless copied in our office from originals by Admissions Staff. Transfer applicants must also submit official transcripts from all universities or colleges attended.
4. **Submit translations, if necessary:** Certified English translations (validated by an official certified public translator) must accompany all credentials in languages other than English. All transcripts (secondary school and college/university) must also be evaluated for equivalency to studies in the United States by an approved agency. Please contact the Admissions Office for suggestions of evaluation services that are approved.
5. **Submit evaluation of international coursework:** International university or college course work must be evaluated to determine comparative course levels, course equivalents and grades to the U.S. system. If you are seeking transfer credit for coursework completed outside of the U.S., a course-by-course evaluation must be completed. This evaluation must be conducted by an approved center and forwarded to the Admissions Office. If accepted to the College, a transfer credit evaluation will be conducted by the Admissions Office to determine transferability/equivalency of international course work.
6. **Submit the Certification of Finances form:** The Certification of Finances form, included in the International Student Application packet, must be filled out accurately and completely. If anyone is helping you pay for your education, such as a parent, relative, friend, government sponsor, etc., then that sponsor must also sign the completed Certification of Finances form. Return the completed form with the application to the Admissions Office.
7. **Submit proof of financial support:** In addition to the Certification of Finances form, international applicants seeking an I-20 form for an F-1 visa must submit verification of finances. An official letter/statement from the bank verifying that you and/or your sponsor(s) have the required US Dollar amount indicated in the International Student Application packet to finance your annual estimated expenses at Bristol Community College must be forwarded to the Admissions Office. This letter must be on official bank stationery and signed by a bank official. The letter/statement must be dated and include a US dollar amount. The letter/statement will expire after one year from the date it is issued. Photocopies or faxed copies are not acceptable.
8. **Submit proof of English Language Proficiency:** All international students applying to BCC requiring an F-1 Student Visa whose primary language is not English will be required to show proof of English Language Proficiency by submitting one of the following:
 - a. English Composition I (ENG 101) or equivalent from an accredited US college or university with a C- or higher
 - b. TOEFL Score (61 or higher on iBT version)
9. **Additional Criteria:** If you are currently in the United States, you must produce a valid passport, visa and I-94 card. Transfer students applying to BCC from another college or university in the U.S., need to submit a copy of the I-20 form from the school previously attended along with a verification of enrollment and last date attended. Also, the institution you are currently attending or last attended in the United States must complete the two-part **International Student Transfer Verification Form** included in the international student packet.
10. **Proof of the following vaccinations is required upon admission:** measles, mumps, rubella, tetanus within 10 years, hepatitis B series, and varicella.

When an eligible international applicant completes all of the application procedures by the appropriate deadline, the Admissions Committee will review the application for admission. An admission decision will be mailed to the student at the U.S. mailing address listed on the application. If accepted, the student is required to submit a non-refundable \$50.00 registration deposit. Once that deposit is received, the College will issue the student the Certificate of Eligibility form (I-20 form). Admission is granted for a specific semester of entrance and the I-20 form is only valid for that particular semester. The student must present the I-20 to his/her country's embassy/consulate as part of the application for the F-1 visa.

If applying for a Change of Status (COS) to F-1 while in the U.S., you will be provided with a notated I-20 and application materials with instructions for you to complete your COS Application with USCIS. Please note that most students applying for a COS to F-1 Student status will not be eligible to register for and begin courses until USCIS has approved the COS request. For this reason, you should apply for admission as early as possible to allow enough time for USCIS adjudication of your COS application.

Transfer Admission

Transfer students from another regionally accredited college or university are encouraged to submit official transcripts to the Admissions Office for review. The awarding of transfer credit is based on the following guiding principles:

1. Grades earned must be equivalent to a "C-" or higher;
2. There must be a match of course description and credit hours between the course completed at the prior institution and the BCC course for which you are seeking credit;
3. A maximum of 60 transfer credits may be awarded however, students must meet the college residency requirement by earning 25% of the credits toward the associate degree or 50% of the credits toward a certificate program at the College;
4. Students with military experience are encouraged to submit transcripts from their branch of service for review. In accordance with the Valor Act, Bristol Community College uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as the primary method for evaluating and awarding academic credit for military occupation, training, experience, and coursework.

Veterans

Veterans may use G.I. benefits at Bristol Community College. The College's Certifying Official, located in Veteran's Educational Services on the second floor of the Commonwealth College Center on the Fall River campus, will assist you in applying for your benefits from the U.S. Department of Veterans Affairs and accessing college services. For more information please call 508.678.2811, ext. 2227 or visit them on the web at <http://www.bristolcc.edu/students/veterans/index.cfm>.

Other Information

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 Admissions Counselor who offers enrollment and advising 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 Admissions Office, 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 2016 & Spring 2017 Academic Calendar

Fall 2016

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

Sun-Sat, October 23-29, Mid-semester evaluations

Wed & Thu, October 26 & 27, First-half 7-wk Option Final Examinations

Mon, October 31, Second-half 7-wk Option classes begin

Fri, November 11, Veterans Day - no classes

Wed, November 17, Last day for student-generated withdrawal

Wed, November 23, Friday schedule will be followed (GNBRVTHS excluded)

Wed, November 23, No GNBRVTHS satellite classes

Thu-Fri, November 24-25, Thanksgiving - no classes

Thu, December 16, Last day of classes

Sat-Fri, December 17-23, Evening/Weekend Final Examinations

Mon-Fri, December 19-23, Day Final Examinations

Wed-Thu, December 21-22, Second-half 7-wk Option Final Examinations

Intersession 2017

Tue, January 3, Classes begin

Fri, January 20, Final Examinations

Spring 2017

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, No GNBRVTHS satellite classes

Tue, February 21, Monday schedule will be followed, GNBRVTHS excluded

Sun-Sat, March 5-11, Mid-semester evaluations

Mon-Sat, March 13-18, Spring recess - no classes, GNBRVTHS excluded

Mon & Thu, March 20 & 23, First-half 7-wk Option Final Examinations

Wed, March 22, Professional Day - no classes

Mon, March 27, Second-half 7-wk Option classes begin

Thu, April 6, Last day for student-generated withdrawal

Sun, April 16, Easter - no classes

Mon, April 17, Patriots Day - no classes

Mon-Fri, April 17-21, No GNBRVTHS classes

Thu, April 20, Monday schedule will be followed (GNBRVTHS excluded)

Thu, May 11, Last day of classes

Fri, May 12 Reading Day

Sat-Fri, May 12-18, Evening/Weekend Final Examinations

Fri, May 15 Second-half 7-week option ends

Mon-Fri, May 15-19, Day Final Examinations

Mon & Thu, May 15 & 18, Second-half 7-wk Option Final Examinations

Sat, June 3, Commencement

TRANSFERRING

BCC has transfer agreements with the following colleges and universities:

Assumption College • Bentley University • Bridgewater State University • Bellevue University • Bryant University • Champlain College • Chamberlain College of Nursing • Curry College • Eastern Nazarene College • Fisher College • Fitchburg State University • Framingham State University • Johnson and Wales University • Laboure College • Lesley University • Massachusetts Maritime Academy • Massachusetts College of Liberal Arts • Northeastern University • Norwich University • Newbury College • New England Culinary Institute • Providence College • Regis College • Rhode Island College • Roger Williams University • Salem State University • Salve Regina University • University of Maine • UMass Amherst • UMass Boston • UMass Dartmouth • UMass Lowell • Vermont Technical Institute • Wentworth Institute of Technology • Westfield State University • Worcester State University • 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 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 Community College Academic Team
The Art Institute of Boston
Boston University
Bridgewater State University
Bryant University
Clark University
Coca Cola Foundation
Eastern Nazarene College
Emerson College
Jack Kent Cooke Foundation
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
University of Rhode Island
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 Web site 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.

Bachelor's Degree Completion Programs

These programs allow BCC students to complete a bachelor's degree by applying their completed associate's degree toward the first two years of a B.A. or a B.S. degree. Some of the programs allow BCC credits beyond an associate's degree to count toward the bachelor's degree.

While each program is unique, they all share a common goal: to provide an affordable and convenient way for students to complete a bachelor's degree in two years or less, often without having to travel further than their own home or the BCC campus in Fall River.

For a complete list of Bachelor's Degree Completion Programs go to Bristolcc.edu/transfer.

Some of the colleges where BCC students have transferred include:

American International College • Amherst College • Atlantic Union College • Bentley College • Boston College • Bridgewater State University • 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 University • Framingham State University • 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 University • 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 University • Wheelock College • Worcester Polytechnic Institute

TUITION AND FEES

Tuition and College 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	\$162/credit
Total	\$186/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 website at www.nebhe.org have additional information.

All other students

Tuition	\$230/credit
College Fee	\$162/credit
Total	\$392/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)	\$1603 for fall;
Insurance cost for the Spring semester only is	\$1067 (subject to change)
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		

Nursing and Dental Hygiene courses with the NUR or DHG carry a \$50 per credit Instructional Support Fee.

Additional program costs (approximate)

Clinical Laboratory Science	\$700
Culinary Arts	\$1,250
Dental Hygiene	\$2,500
Healthcare Information	\$500
Medical Assisting	\$500
Nursing	\$1,770
Phlebotomy	\$700

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 officially 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 officially 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 officially 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 officially 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 officially 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 officially 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 website 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.

FINANCIAL AID & FOUNDATION SCHOLARSHIPS

Financial aid programs available at BCC

A comprehensive list of programs and guidelines is available here.

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 High Demand Scholarship
 Massachusetts John and Abigail Adams Scholarship
 Massachusetts Need-Based Tuition Waiver
 Massachusetts Part-time Grant
 Massachusetts Paraprofessional Grant
 Massachusetts Public Service Grant
 Massachusetts Stanley Kopic Waiver
 Rhode Island Challenge Grant
 Rhode Island Promise Grant
 Rhode Island State Scholarship

Loans

Federal Direct Student and Parent Loan
 Alternative (Private) Loans

Work

Federal Work Study
 Student Employment Program

Other

Institutional Grants
 Foundation Grant
 Presidential Scholarship

For more information

If you have questions about financial aid, contact the Financial Aid office at 508.678.2811, ext. 2515.

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 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 is 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 our FAQ page. 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 here.

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 here.

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. To apply for a BCC Foundation Scholarship visit <https://bristolcc.academicworks.com/>. The website runs from early March through the last week of June. Applicants are notified of award decisions by the start of the fall semester. If tuition and fees will be waived by the College, you are not eligible to apply for and receive a Foundation Scholarship through this scholarship process. Listed below are the endowed funds.

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

BayCoast Bank Scholarship

Student enrolled in a business-related major, demonstrated financial need, from the Greater Fall River area, minimum 3.0 GPA; must be enrolled in at least 6 credits

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

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 2.75 who 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

Sally Gabb Vision Scholarship

Sally S. Gabb was a lifelong educator and activist, a person who had a generous, creative spirit and a vision of social justice for all. She firmly believed that justice comes through the route of education. In her fifteen years at BCC, Sally worked with many students to help them live the vision they had of their own best futures. Sally's work with students entering the college at developmental-levels was close to her heart, therefore, those eligible for this scholarship must be a student who is or has been enrolled in at least two developmental-level courses.

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.

Dr. Cynthia K. Karr Scholarship

Student in liberal arts: language, literature or philosophy. Based on scholastic merit/potential and financial need

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

Hugh Lavery Memorial Scholarship

BCC student based on scholastic merit and financial need. Student must be a resident of Fall River.

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.

John A. & Mary V. Lima Memorial Scholarship

BCC student based on financial need. Student must show academic merit with a grade point average of 3.0. The student must be registered for at least one Portuguese course.

William List Scholarship

Student who is a resident of Fall River, Somerset, Swansea, Westport, or Freetown Massachusetts who demonstrates financial need

Luso Centro Scholarship

The scholarship will be awarded annually to a BCC student based on financial need. The student must show academic merit with a grade point average of 3.0. The student must be registered for at least one Portuguese course.

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

The Mary Raposa Memorial Scholarship

Students enrolled at Bristol Community College. Preference to be given to members of ESPIRITO SANTO PARISH, located in Fall River, MA.

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 Elementary Education Scholarship

A student who is majoring in Elementary Education.

Dr. August I. Ryer Memorial Nursing Scholarship

Second year nursing student who demonstrates academic promise and financial need

Diane M. Roussel Memorial Scholarship

Nursing student, scholastic merit 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

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

BJ Voss Memorial Scholarship

Providing annually a scholarship to a Criminal Justice student enrolled at Bristol Community College who demonstrates 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.

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 13 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 Campus.

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.)

Testing Center

The Testing Center oversees placement testing, Test of Essential Academic Skills (TEAS) and the Massachusetts high school equivalency test. All students entering a degree or certificate program are required by the Department of Higher Education to take placement tests 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 academic advisors to assist you with course selection. BCC is an approved testing site for the Massachusetts high school equivalency test.

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 (G200), 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 G200.

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.

Counseling Services

The Counseling Center at BCC provides a range of services to support student success, health, and wellness. Counselors are available to help students to engage in their academic studies purposefully and to help them address challenges, which may include choosing a career, finding a job, deciding on a major, and planning to transfer to a four-year college or university. A variety of counseling services are tailored specifically to the needs of Student Veterans, including career planning, VA benefits certifying, and transitional academic counseling. The Center also offers counseling to help students with personal problems, including stress, anxiety, depression, substance use, and relationship issues. Interactions with the Counseling Staff are considered to be confidential, within the guidelines of applicable laws. To make an appointment in Fall River or New Bedford, or to speak with someone to learn more about Counseling, please call ext. 2234 or stop by G-211 on the Fall River campus. For appointments at the Attleboro Campus, please contact the Enrollment Center at ext. 3527.

Veterans Educational Services

Veterans Educational Services at BCC provides eligible veterans and eligible dependents connections to a range of services. The College is approved to provide services under the Veterans Affairs Vocational Rehabilitation and Employment Program (VR&E), the Veterans Affairs Dependents' Educational Assistance Program (DEA), the Veterans Educational Assistance Program (VEAP), the Reserve Educational Assistance Program (REAP), Reserve GI Bill, Montgomery GI Bill, and the Post 9/11 GI Bill.

The College's certifying official can assist you with processing your application for benefits through the United States Department of Veterans Affairs. For more information, please contact Advising and Counseling Services at ext. 2227 in G-200.

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

Disability Services

Dean Susan Boissoneault, 508-678-2811, 508-678-2811, ext. 2955, L109.

The Office of Disability Services provides support services at all College campuses and centers. These services enable students with disabilities to fully participate in the life of the academic community.

Services for students with documented disabilities include the following: accommodations, assistive technology and training, self-advocacy and leadership training; and coordination of services with local agencies such as the Massachusetts Rehabilitation Commission, Massachusetts Commission for the Blind, and Massachusetts Commission for the Deaf and Hard of Hearing. The Office of 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 Students quick link and then click directly on Disability Services.

To make an appointment in Fall River, call ext. 2955 or visit Room L109; in New Bedford, ext. 4011, room 151 at 188 Union St.; and in Attleboro, ext. 2996, room 115.

D/deaf and hard-of-hearing individuals are also welcome to contact D/deaf Services through videophone at (508) 689-7616 or email at julie.jodoin@bristolcc.edu.

Multicultural Student Center

The Multicultural Student Center (MSC) provides opportunities for students and other college community members to come together and promote greater awareness, appreciation, and understanding of BCC's diverse community – and to serve as a catalyst to build a more welcoming and inclusive environment. The Multicultural Student Center is here to support and assist students from diverse cultural, ethnic, and racial backgrounds with their transition to college. The MSC is a place for all students, particularly members of historically underrepresented groups, to gather and share their diverse cultural

perspectives and provide mutual aid and support. Through co-curricular programming and collaboration with other college entities, the MSC provides a broad range of activities and services to support student success and engage the College community.

The Multicultural Student Center is located on the upper level first floor of the Commonwealth College Center (G building) in room G117.

Tutoring and Academic Support Center

Chad Argotsinger, Director, ext. 2640,
chad.argotsinger@bristolcc.edu

Fall River Scheduling Desk, ext. 2295, Room B110

The Tutoring and Academic Support Center (TASC) offers services for students at Fall River, Attleboro, New Bedford, and Taunton locations.

The TASC is a nationally recognized, comprehensive learning center that provides individual and group tutoring and encourages collaborative learning. Students also have access to self-paced, computer-supported instruction in reading, writing, and math, multimedia software, audiovisual and print materials, the Internet, and a community of other learners.

Tutoring is offered for most BCC courses. The peer tutors are trained and certified by the College Reading and Learning Association (CRLA).

Supplemental Instruction (SI) offers designated group study sessions led by a SI Leader who attends class, leads a content review session, and demonstrates effective learning and study methods.

Learn more about tutoring at
<http://www.bristolcc.edu/students/tutoringandacademicsupporttasc/>

For tutoring services in New Bedford, call ext. 4013.

For tutoring services in Attleboro, call ext. 3543.

BCC students may take advantage of tutoring services at any site, free of charge.

Writing Center

Dr. Genie Giaimo, Director, ext. 3635

Open to all members of Bristol Community College and the community, the BCC Writing Centers offer friendly and free in-person consulting for writers of all levels. Staffed by trained faculty and peers, tutors work with students from all academic disciplines, speakers of other languages as well as native speakers of English. At the WC, tutors teach writers how to develop any part of the

writing process—from brainstorming and outlining to revising a final draft—as well as offer guidance on self-correcting grammar and punctuation. The BCC WC is not an editing or proofreading service: it is a place where writers can learn from trained tutors to develop their writing and thinking skills! Visit any of our four locations: Fall River, New Bedford, Attleboro, and Taunton.

For an appointments in Fall River, call ext. 2544 or stop by the Learning Commons, Rm. B110, 777 Elsbree Street.

For an appointment at the New Bedford campus, call ext. 4450, or 4013, or stop by the Costa Academic Support Center, Rm. 118, 800 Purchase Street.

For an appointment at the Attleboro Campus, call ext. 3543 or stop by the 2nd floor student lounge.

Appointments at Taunton are drop-in only. Please check the WC website each semester for open hours and "like" us on Facebook:

<https://www.facebook.com/bristolccwritingcenter>

Please note that SmarThinking via eLearning provides online writing assistance through a third party provider that is unaffiliated with the BCC Writing Centers.

Connections Services

Connections Services supports students experiencing challenges affecting their academic progress. Referrals are made by faculty and staff; or students may make an advising appointment. Connections advisors work with each student to help him or her get the services needed to become more academically successful. Connections literally “connects” the student to a variety of services on campus including tutoring, career services, counseling, and other services to help get the student back on track. Call ext. 2761 for more information or stop by room G200 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.

If you like helping others or if you would like the opportunity to talk about your experiences at BCC, consider joining the Ambassador Program. This program utilizes the best voice of the campus -- its students -- in "getting the word out" about the campus and its numerous opportunities. Student Ambassadors will have the opportunity to participate in various campus activities, campus tours, prospective student recruitment efforts, new student orientations, speaking engagements, and other leadership events.

In addition to the opportunity to develop valuable skills that employers will find attractive, the Student Engagement office works to provide opportunities to meet others and have fun. During the year, the Student Engagement office sponsors many events such as lectures, picnics, comedy shows, bands, karaoke, film series, and multicultural activities.

Contact the Student Engagement Office at the Fall River Campus Commonwealth College Center, G101, ext. 2222; the New Bedford Campus at ext. 4000; or Attleboro Campus at ext. 3527.

Fitness Center and recreation

Fitness Center

Fall River Campus

Commonwealth College Center

Lower Level, ext. 2296

With a focus on wellness and healthy living, the newly-renovated Fitness Center on the Fall River campus offers free access to its state of the art equipment and services for all BCC students, employees and alumni. To use the Fitness Center you need a valid accessBCC OneCard.

Take advantage of 16 individual strength training stations, a cable motion station, elliptical trainers, treadmills, lifecycles, rowers and dumbbells. Locker rooms and showers are available. Fitness instructors are on staff to demonstrate proper use of the equipment. A number of group exercise classes are held regularly and include: Zumba, yoga and core conditioning.

Outdoor Recreational Facilities

There are five tennis courts, a basketball court and a ½ mile walking path. Basketballs, soccer and footballs and well as tennis equipment are available for use on campus with an accessBCC OneCard.

The New Bedford and Attleboro campuses provide several free passes to their local YMCAs which may be borrowed on a daily basis.

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, basketball, and co-ed tennis.

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 Web site and clicking on Athletics. The Athletic Director and coaching staff are located in the Commonwealth College Center (G building), room G 212B. You may contact the Athletic Director by calling ext. 2818.

Advising Services

Advisors can help students achieve their academic and personal goals by guiding them through the college environment. Advisors assist students with course selection, review general education and degree requirements, discuss how many courses to take, and assist with long-range academic planning 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 and the Writing Center, Co-op experiences, career planning, Veterans Services, Counseling, and transfer advising.

All students are strongly encouraged to meet with an advisor prior to registration. Advising appointments are available throughout each semester. Convenient walk-in advising is also available each semester during registration periods. Students should refer to the course brochure or the BCC Advising Web site each semester for dates and times. Fall River Campus: Building G, Room 200, ext. 3044. New Bedford Campus: Room 156, ext. 4000. BCC at Attleboro: Enrollment Center, Room 100, Phone: 508-226-2484 or 508-678-2811, ext 3525 or 3527.

Health Services

The Health Center is located on the second floor of the Commonwealth College Center (G200) and is accessible

by elevator. The Center is staffed during the day by a registered nurse. A physician sees students on campus one day a week. The Health Center provides immunization record keeping, first aid, a private area to rest, free HIV/STD and pregnancy testing. All services provided by the Health Center are free and confidential.

The staff also offers special programs, including health fairs, lectures, and workshops on healthy lifestyle topics such as nutrition, quitting 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.

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. 2959, 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. 2959.

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 Web site for information about services and articulation agreements with other colleges.

ACADEMIC INFORMATION

Degree and Certificate Types and Requirements

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 Degrees

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.

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. Students may earn one degree in an academic program of study. Students that have earned a degree in a program concentration cannot be awarded a second degree in the same program with a different concentration.

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
9.0	First Year Experience	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.

College Success Seminar 101 Waiver

All incoming, freshman, degree students are required to complete a First Year Experience to earn an Associate's degree. Many students are required to take CSS 101 to

satisfy this competency. Unless otherwise required by the student's program, a blanket waiver has been approved for one of the following conditions:

- the student already holds an Associate's degree or higher;
- the student has earned 30 or more transfer credits;
- the student has earned 30 or more BCC credits with a GPA of 2.5 or better; or
- the student has a combination of 30 or more transfer and BCC credits with a GPA of 2.5 or better.

Students who have earned and have documented one of these credentials are not required to submit a Petition for Waiver. The student must, however, meet all other program requirements and the 60-credit minimum number of credits to graduate.

Credit for Prior Learning

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 25 percent of the 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).

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 Campus.

VALOR Act Academic Credit

Students may also request to receive credit for military training and experience. In accordance with the Valor Act, Bristol Community College uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as the primary method for evaluating and awarding academic credit for military occupation, training, experience, and coursework. Any questions related to the transfer of military credits can be directed to the Registrar's Office at 774.357.2240.

Prior Learning Assessment (PLA)

Students may meet up to 45 credits of degree program requirements with credits earned through Prior Learning Assessment and/or credits transferred from another accredited college or university. For more information on the Prior Learning Assessment (PLA) process, contact the Prior Learning Assessment (PLA) Coordinator at x2445. There are three PLA Options:

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 PLA Coordinator. 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 and make arrangements for credit by examination with the PLA Coordinator. Additional information concerning the complete credit by examination policy and fees can be obtained by contacting the Enrollment Services office or the PLA Coordinator at x2445.

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 Credential

Students may earn equivalent course credit for prior learning, 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.

BCC students may earn course credit for Credit by Credential programs listed in the PLA Manual, available in the Enrollment Center, all division offices, and in the main office at the New Bedford Campus and the Attleboro Campus. 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 PLA Coordinator at x2445 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 Portfolio

In order to obtain an award of Credit by Portfolio, students present a written portfolio documenting college-level competencies acquired through educational, vocational, or personal learning experiences.

The PLA 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 PLA Coordinator at x2445 for information.

Planning for Academic Success

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.

Placement Tests

All students entering a degree or certificate program are required by the Massachusetts Department 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, Basic Writing Skills, is necessary to enroll in ENG 101, College Writing. Those students whose scores indicate that they need additional work in writing will be placed in ENG 090.

-Reading

Students who perform below the required level on the reading skills test must successfully complete RDG 080, Fundamentals of Reading Development; and/or RDG 090, 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 the Arithmetic Competency, MTH 011, Foundations of Mathematics. Students who score below the required level on the elementary algebra test must successfully complete the Introductory Algebra Competency, MTH 021 and/or the Intermediate Algebra Competency, MTH 031, 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 and/or RDG 090 as appropriate.

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.

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.

Dropping a Course

Students who need to adjust their schedules 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 & Procedure”).

To receive a “W,” students must submit a course withdrawal form by or before the tenth week of classes. Students should consult with the instructor or an advisor before withdrawing from a course.

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. Course withdrawal forms are available in the Enrollment Center, the Advisement Center or the Attleboro and New Bedford campuses. Withdrawal 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 may repeat a passed course once with permission of the Registrar or designee. Students may repeat a course that was failed or withdrawn until they pass, provided they can complete their program in 150% of the credits required to graduate. (*See Academic Standing*). The grade received on the most recent attempt of any repeated course replaces the previous grade(s) for grade point average calculation and graduation requirements, even if the most recent grade is lower than a previous grade. Students may use the petition process to request previous repeat grades be used for grade point average calculation and graduation requirements, or to request repeating a passed course that was not successfully completed (e.g. prerequisite or transfer grade is not high enough). All repeated courses remain on the student transcript. Students may repeat developmental courses as many times as it takes to pass or meet a prerequisite, but the total number of attempted developmental credits may not exceed 30. Students who wish to repeat clinical courses must apply for readmission to the program.

Impact of Course Load on Financial Aid

Students with financial assistance administered by the College may have their funds reduced or recalled if they withdraw or an instructor withdraws them from a course. Before withdrawing from any course, you should discuss it with your instructor and your advisor. Students experiencing difficulty with course material should also consider assessing tutoring and other academic support services on campus. Financial Aid Counselors are available to review your award should you have any questions regarding the impact of your enrollment reduction. For more information, see "Financial Aid & Foundation Scholarships," visit our website at www.bristolcc.edu/students/financialaid or call 508-678-2811, Ext. 2515 or visit the Financial Aid Office on your campus.

Planning for Transfer

In addition to your advisor, the Transfer Affairs Office provides transfer counseling to students who plan to continue their education at baccalaureate granting colleges, information, assistance with applications, and transcript reviews and consultations. Students may also attend transfer workshops designed to address the steps in the transfer process. For more information about transfer opportunities, visit our website at www.bristolcc.edu/transfer or call 508-678-2811, ext. 2234, or visit the Transfer Affairs Office on the Fall River Campus, Room G211.

Enhanced Academic Opportunities

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.

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.

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.

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.

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.

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 TRiO/SSS/QUEST Program Courses) carry no points and are not figured into the grade point average. Refer to the section on the following page, "TRiO/SSS/QUEST Program grading policy," for more details on the S.

Refer to "Withdrawal Policy & Procedure" for the W grade, and to "Auditing a course" for the L grade.

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 an advisor.

Incomplete course work

An Incomplete "I" grade 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 all courses and dividing by the total credits. Courses with grades of "I," "L," "S," "U," and "W" are not considered.

Calculating your G.P.A.

A student who receives these grades in 3 courses would calculate G.P.A. as follows:

	Credits	Grade	Point Value	Grade Points
1st Course	4	B	3	12
2nd Course	3	C	2	6

3rd 3 W 0 0
 Course

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).

$$\text{G.P.A.} = \frac{\text{Grade Points earned in all courses}}{\text{Total credits in those courses}} = \frac{18}{7} = 2.57$$

Dean's List

The Dean's List recognizes students who achieve a semester G.P.A. 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, 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 VI Access and Transition; QUEST Course Grading Policy

To successfully complete a course in the TRiO/SSS/QUEST Program in CSS, English, ESL, Math and Reading sections, students must earn a grade of "C-" or better for the three-credit course.

Those who do not complete the QUEST or course in one semester and who maintain satisfactory progress can receive an "S" grade for the QUEST developmental course. The "S" grade does not apply toward a degree. Work must be completed by the end of the following semester.

Students who do not complete a QUEST course within one academic year (two semesters) receive a "F" for the course and do not receive credit refer to the Quest Program listing.

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

The Satisfactory Academic Progress Policy (SAP) includes both a qualitative component, or Grade Point Average (GPA) and a quantitative component, or Student Completion Rate (SCR).

All matriculated students attending the College are expected to make satisfactory progress toward a degree or certificate. Students who do not maintain Satisfactory Academic Progress will be given one SAP Warning per degree program. There is no warning semester for certificate programs.

A student who does not maintain Satisfactory Academic Progress will be dismissed from that program or certificate. A student who does not maintain SAP cannot hold elected or appointed positions or receive financial aid.

Grade Point Average

The Satisfactory Academic Progress policy requires that a student maintain a minimum GPA based on the total number of attempted credits. Students are required to attain a 2.0 GPA for graduation.

Total Credits Attempted*:	Dismissal if GPA is Below**:
15 or less	---
16 - 30	1.40
31 - 45	1.70
46 or more	1.80

*Credits for which the student is registered at the completion of the add/drop period

**No student will be dismissed as a result of poor first-semester academic progress, except certificate programs.

Student Completion Rate

The Satisfactory Academic Progress policy includes a Student Completion Rate that requires a student finish their academic program within 150% of the normal time frame as measured by credit hours. The SCR 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 their attempted credits. Transfer credits are included in the student's 150% credit attempts.

Students in certificate programs must maintain the same standard for SCR (successfully completing greater than 67% of the attempted credits). There is no warning period for certificate programs. Certificate students who do not maintain an adequate SCR will be dismissed from that program.

All students will have their Satisfactory Academic Progress (both GPA and SCR) reviewed every semester (fall, spring and summer). If a student changes his/her academic program, then the SCR will be recalculated with the change of program.

Calculating your SCR

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 be academically dismissed. 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.

Warning

Students in degree programs get one and Warning if they fall below SAP standards. Students do not have to appeal a Warning; however, if in the next semester the student is still falling below the minimum SAP, they are recommended for dismissal.

Full-time students will have a maximum of three 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

Within one week of the date of the dismissal letter, a dismissed student may appeal to the Academic Standing Committee and request a hearing for reinstatement.

Dismissed students may appeal ONE TIME.

Students who appeal must provide 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.

Their appeal must demonstrate:

1. What went wrong
 2. What the student is doing differently for the next time, and why it won't happen again
 3. A written education plan – signed by the Committee and the student
- If a hearing is not requested within one week of the date of dismissal, it is concluded that the student has accepted the dismissal standing.

Reinstatement

If the student completes the appeal process and the appeal has been approved, they may be reinstated to Probation status one time to that academic program. The student will remain in Probation status until the student meets Satisfactory Academic Progress.

Dismissed Students

Students who do not request an appeal hearing or whose appeal is denied by the Academic Standing Committee may take classes only as non-degree students. Non-degree 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 & Procedure

A student may withdraw from a course or the College at any time before the end of the tenth week of the traditional semester. Withdrawing from a credit course before or during the second week of the traditional semester will result in the course being drop/deleted from the academic record. After the second week, a "W" grade will be assigned. Failure to withdraw by the tenth week of the traditional semester may result in an "F" grade, at the discretion of the instructor. Withdrawals affect Satisfactory Academic Progress; see the Academic Standing policy for more information. For summer semester withdrawal dates please refer to the Academic Calendar.

Students withdrawing from one or all classes should notify the Enrollment Center of the campus you are attending. A student withdrawing from a class needs to submit a written request to the Enrollment Center. The request can be either the Course Change Form or a signed statement that includes the student's name, ID number, and the course number. A student may also withdraw from classes online during the online registration period. A student withdrawing from all classes must complete a College Withdrawal Form and are encouraged to meet with an academic advisor. Those who wish to withdraw from Culinary Arts, General Studies Prep/Quest and selective health programs should speak with the program director.

Withdrawal requests are not processed retroactively, and only those withdrawals during a limited time period may result in a refund. See the College Refund Policy for more information.

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 certificate or 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 certificate or degree.
- 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.) but not 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 certificate or degree.
- 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.) but not 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 25 percent of the semester hours applicable to their program at the College.
- Students may transfer back up to 45 credits with approval of the pertinent academic program/department in order to complete a degree, the Continuous Enrollment Policy notwithstanding.

Valedictorian

Each year, the College confers the honor of Valedictorian for one graduating student who demonstrates academic and service excellence. S/he gives the Valedictory address at the Commencement ceremony and is a member of the Commencement Platform Party. Students who will graduate with the highest grade point averages among all graduating students will be notified and invited to apply for the honor during the spring semester. Those who are interested in applying will be asked to submit an essay and a list of College activities and services. These submissions and the candidate's academic record at Bristol Community College are used to select finalists for consideration.

Graduation honors

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 24 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

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

Student Academic Rights, Responsibilities, and Policies

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 Grade Appeals section of the Student Grievance Procedure as outlined in the Student Handbook and Academic Calendar. A withdrawal from class is subject to the terms of the Discipline in the Classroom section of the Student Code of Conduct.

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 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 state-approved high school equivalency credential 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 earned a state-approved high school equivalency credential.

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.

Catalog of Record & Continuous Enrollment Policy

The catalog year for a student's program (General Education and major curriculum) is the catalog year in effect at the time of matriculation to a degree program or certificate. 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.

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, the students will be moved to 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, Health Information Management, Medical Assisting, Nursing, Occupational Therapy Assistant, Phlebotomy, and Therapeutic Massage 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 the 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.

Active Duty Military Leave Policy

Bristol Community College will allow military personnel called to active duty (not to include National Guard or Reservist training) to withdraw from their courses without academic or financial penalty. Written or verbal notice of departure must be given to the Office of the Registrar or the Office of the Vice President of Students; however, a copy of the order to active service must be provided to either office noted above within three months of release from active service. Readmission to the matriculated program of study at the point of departure is guaranteed, provided the student returns within two semester of discharge from active duty. To maintain eligibility for all other benefits, the cumulative length of absences cannot exceed five years.

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 Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.

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

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

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

*Commission on Institutions of Higher Education
New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100, Burlington, MA
01803-4514
(781) 425 7785
E-Mail: cihe@neasc.org*

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 Record Disclosure

Students may consent to full disclosure of academic and financial information to another person or agency. In doing so the student authorizes the institution to release information to an individual identified by the student in writing. Students must submit a Student Record Disclosure Form to the office of the Registrar. Forms are available in the Enrollment Center located in the Commonwealth College Center, or the Attleboro and New Bedford campuses.

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

BristolCC.edu/elearning/

April Bellafiore, Dean
508.678.2811, ext. 2387

eLearning courses offer students the opportunity to customize their learning experience to match their educational goals, learning style, and scheduling constraints. 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.

Bristol Community College offers three types of eLearning courses:

- **Web** courses do not physically meet on campus at any time during the semester. All course work is completed 100% online. 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 should expect to spend 50% or more of their time completing their coursework in the online environment. 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 take the course as a traditional lecture course, 100% online or as a hybrid course (student creates combination of lecture and Web based instruction in consultation with the instructor). Attendance at the first class meeting is highly encouraged for those students unfamiliar with student option or eLearning.

Prior to enrolling in an online course or program, students should review BCC's eLearning Policies and Procedures.

For questions regarding program availability and course selection, please contact eLearning.

Students interested in enrolling in an online degree or certificate program follow the same admissions process students who wish to complete their degree in a face-to-face format.

It is highly recommended that students speak with an academic advisor about their education and career goals prior to matriculating into a program.

Financial Aid is available to students regardless of whether they pursue a degree online or on-ground.

Student Services, including access to library resources, tutoring, disability services and technical support are available to students enrolled in eLearning courses and programs.

PRECOLLEGE

MCAS Academy

Christine Lapointe, Coordinator
508.678.2811, ext. 2558

Bristol Career/Vocational Technical Education (CVTE) Consortium (Formerly known as Tech Prep)

BristolCC.edu/Academics/techprep
Amanda Donovan, Director
508.678.2811, ext. 2339

College Access Challenge Grant (CACG)

Sarah Morrell, Director
508.678.2811, ext. 2324

Pre-College TRiO Programs:

TRiO/Educational Talent Search

Sarah Morrell, Director 508.678.2811 ext. 2324

TRiO/Upward Bound

Sarah Morrell, Director 508.678.2811 ext. 2324
BristolCC.edu/Community_Education/upward_bound/

Dual Enrollment

Maggie O'Brien 508.678.2811, ext. 2405 or Sarah Morrell
ext. 2324
BristolCC.edu/Academics/dualenrollment/

Gateway to College

Erik Baumann, Director 508.678.2811 ext. 2557
BristolCC.edu/Community_Education/gateway/

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, English Language Arts and Biology 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. 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. Contact the Bristol CVTE Consortium office for more information.

College Access Challenge Grant (CACG)

The College Access Challenge Grant (CACG) Program is a Federally funded formula grant designed to foster partnerships among federal, state and local entities, to significantly increase the number of under represented students who enter and remain in postsecondary education.

CACG concentrates its efforts on three broad areas:

- * Increase the academic preparation so students can enter the college of their choice with a specific concentration on serving disadvantaged and under represented students.
- * Increase college access by enhancing students' and families' knowledge of college options and financial aid, especially need based federal and state aid.
- * Increasing the persistence of students in college by providing them with education and support at key transition points, particularly prior to college entry and between first and second year of college.

TRiO Educational Talent Search Program

The Educational Talent Search Program serves more than 500 students in Fall River middle and high schools, including Durfee High School, and 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.

TRiO Upward Bound Program

The Upward Bound Program serves 77 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 intensive academic residential academy, monthly Saturday classes at BCC, and weekly meetings 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 earn higher education degrees.

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.

Gateway to College

The Gateway to College program offers students a second chance to earn their high school diploma and experience success at Bristol Community College. Gateway to College students take all of their courses at BCC and receive dual credit (high school and college credits). Students first participate in a Foundation Semester and then transition into a traditional college schedule. Upon completion of the program, students receive a high school diploma and significant college credits. Foundation Semester courses may include: ENG 091, MTH 001, HST 111, and CSS 101. *

To be eligible for the program, students must: be between 16-21 years of age, have left high school or be on the verge of leaving without a diploma, be significantly behind on

high school credits, read at an 8th grade level or higher (as determined by placement test), live in a qualifying school district and be committed to educational success.

To maintain enrollment in the Gateway to College Program, students are required to adhere to all BCC and Gateway to College policies and maintain a grade of "C" or better in all courses. Daily attendance is mandatory. Currently, Gateway to College is based on the BCC Fall River campuses.

NEW BEDFORD CAMPUS

Dr. James E. Daniels, Ed. D., Dean
508.678.2811, ext. 4008
<http://bristolcc.edu/newbedford>

Located in the heart of downtown, BCC New Bedford offers a wide range of programs and state-of-the-art facilities in a unique, vibrant, waterfront setting.

The New Bedford Campus is housed in two buildings: 800 Purchase Street and 188 Union Street. Just a block apart from each other, these two locations provide students will full access to tutoring labs, support services, a library, bookstore, cyber café, modern labs, and state-of-the-art educational tools.

Student-centered supports on Campus

- Costa Academic Support Center
- Health Science laboratories
- Student Therapeutic Massage clinic
- Virtual support center
- Tutoring
- Library services
- Technical support
- Financial Aid and Enrollment Center

For a full list of programs offered at the BCC New Bedford Campus, please visit New Bedford Campus Programs

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eHealthCareers

Lynne Brodeur, Associate Dean of Health Sciences
eHealthCareers@BristolCC.edu
508.678.2811, ext. 4002

eHealthCareers at Bristol Community College's New Bedford Campus is a flexible healthcare education option designed to prepare graduates for entry into the growing healthcare field. It combines face-to-face and online instruction with traditional laboratory and clinical instruction. Students have access to first-rate support and services, such as online tutorial and mentoring programs, and access to facilities and technology representative of current practice.

Many BCC students constantly juggle the demands of work, home, and family obligations while taking college courses. BCC eHealthCareers provides students the opportunity to earn an associate's degree or certificate in healthcare programs through hybrid curriculum models. These options provide flexibility in balancing life's other demands.

BCC eHealthCareers is located at 800 Purchase Street 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.

eHealthCareers offers support and resources to help you succeed. An enrollment advisor will guide you from start to finish, helping you choose the right program, and in applying for 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.

How to Apply

All information on how to apply can be found at 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.

The Occupational Therapy Assistant Program (eHealth Program Option) is accredited by the American Council for Occupational Therapy Education (ACOTE).

The Therapeutic Massage Program is accredited by the Commission on Massage Therapy Accreditation (COMTA).

Approved by the Massachusetts Board of Registration in Nursing, 239 Causeway St., Suite 500, 5th Floor, Boston, MA 02114.

The Nursing program is fully accredited by the Accreditation Commission for Education in Nursing, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 404-975-5000.

ATTLEBORO CAMPUS

Rodney Clark, Dean
508.226.2484

Reclaimed from an empty, old industry space and turned into a bright, modern, state-of-the-art facility, the BCC Attleboro Campus offers full-service access to area students.

When not attending courses, students can unwind in the reading lounge and cafeteria. The reading lounge offers a calm, quiet, studying atmosphere while the multicultural cafeteria space allows ample room for projects, relaxing, or dining.

BCC Attleboro offers day, evening, Saturday and Sunday classes with transportation available to and from the Campus by GATRA.

Student-centered supports on Campus

- Academic Support Services
- Computer labs
- Advising
- Admissions and Financial Aid assistance
- Placement testing
- Student lounge
- Multicultural cafeteria

For a full list of programs offered at the Attleboro Campus, please visit:

www.bristolcc.edu/attleboro/ab_programs.cfm

TAUNTON CENTER

Gloria Saddler, Acting Campus Director
508-678-2811 Ext. 3767

This BCC location offers day and evening classes. The newly reimagined 26,000 gross-square-foot space is located in the Silver City Galleria mall, 2 Galleria Mall Dr., right below the movie theater. There is ample parking onsite. The site includes 4 computer labs, 12 classrooms, a high-tech biology and chemistry lab, a nursing assistant lab, and a casino simulation lab. The Center also includes Wi-Fi internet access. Check the listing of Programs of Study for those offered in their entirety at the Taunton Center.

Student-centered supports on Campus

- Part-time Academic Support Services
- Computer labs
- Advising
- Admissions and Financial Aid assistance
- Placement testing
- Student lounge Areas
- Library
- Learning Commons.

WORKFORCE DEVELOPMENT

The Center for Workforce and Community Education

Call 508.678.2811, ext. 2154/2527

Workforce Development Programs

Corporate Services-Customized Training

Green Center Programs

Kid's College

Personal Enrichment Courses

BristolCC.edu/thecenter

Center for Adult Basic Education & Workplace Literacy

Call 508.678.2811, ext. 2270

Adult Basic Education

English for Speakers of Other Languages

Volunteer Support

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 service and community education resource.

Education Resources

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 at The Center.

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.

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 in week-long tracks for six weeks. For more information, visit BristolCC.edu/kidscollege

Center for Adult Basic Education & Workplace Literacy

For more than 35 years, BCC has offered Adult Basic Education instruction. Specialized services include remediation in reading, writing, mathematics, language instruction in English for Speakers of Other Languages, and High School Equivalency Test preparation.

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, ext. 4000 in New Bedford, or 508-977-9565 in Taunton.

Adult Basic Education provides instruction for adults interested in upgrading their reading, writing, and/or mathematical skills. High School Equivalency Test preparation classes are also available. Adult secondary education classes are available day and evening. Students receive academic advisement and assessment services to determine the curriculum that will best meet their needs. BCC operates satellite locations in Attleboro, Fall River, New Bedford and Taunton. Contact 508.678.2811, ext. 2270 for more information.

Workplace Literacy

The Center provides a Workplace Literacy program which offers multi-level courses in reading, writing, mathematics, English for Speakers of Other Languages, and High School Equivalency Test preparation 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. To learn about our training schedules, contact 508.678.2811, ext. 2270.

Dislocated Workers Program

The College provides intensive instructional programming for dislocated workers who seek a structured schedule that aligns 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 program offices are located 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. 2193

The QUEST Reading Lab

Engineering Building, B100, ext. 3106

The QUEST ESL Lab

Engineering Building, B200b, ext. 2476

QUEST students may take advantage of open lab hours as needed. Contact each lab for more information.

QUEST Services

QUEST for Success provides exclusive services for eligible students that support the transition to college:

- Course selection with trained advisors
- Special orientation program
- Free College Success Seminars
- Self-paced learning labs for developmental courses (see descriptions)
- Scholarship opportunities
- Supplemental Instruction
- Financial literacy workshops
- Academic and personal counseling
- Transfer and career advising
- Field trips and cultural enrichment activities

Program information

QUEST is a federal TRiO Student Support Services (SSS) grant program. QUEST labs and learning resources are led by learning 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 academic software.

The QUEST Math Lab offers Foundations of Mathematics (Math 011), Foundations of Algebra I (Math 021), and Foundations of Intermediate Algebra (Math 031). Students in the Math Lab progress at their own pace to master each topic, with extra support provided if needed. Some computer-aided courses are also taught in the QUEST Math Labs, such as CAI Math 001 - 003.

The QUEST Writing Lab specializes in assisting students enrolled in Basic Writing Skills (English 090) and College Writing (English 101) and Intro to Literature (English 102). QUEST Writing Lab courses provide a classroom writing experience with additional support services, such as tutorial support, individualized or supplemental instruction, and instruction in the rules of grammar and mechanics.

The QUEST Reading Lab offers 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 B200b 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 ESL Lab and/or the TASC. In fact, many ESL students go on to become peer tutors in the TASC and/or the ESL lab.

QUEST Services Eligibility

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, or anytime during the first year or any of the Learning Specialists, interested students may apply for participation in the program. Contact Dean Sarah Morrell, QUEST Project Director, at any time about this TRIO Program and eligibility requirements.

Participation Requirements

As with all BCC students, those 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 selected QUEST events and must work with staff on their academic progress. QUEST students are enrolled in a degree program, are usually attending full-time, and take the majority of their classes during the day.

About the Division of Access and Transition

Dean Sarah Morrell, ext. 2282

Academic Policies and Grading in Division VI Programs

The Division of Access and Transition includes numerous federal and state grant programs with student populations ranging from transfer candidates to middle and high school students. All programs align in their shared mission to support methods of providing access to college preparation and success.

The Division also hosts the General Studies Program, English as a Second Language, academic support services, dual enrollment and more.

Grading in QUEST courses: Students who successfully complete a QUEST 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

Heather Harrison, Coordinator, ext. 3387

The Step Up to College program at the Fall River and Taunton campuses is designed to provide support and college coursework to students making the transition from alternative high school diploma equivalency programs and Adult Learning Center programs to college-level 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 classes, 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 as an ABE Transitions program. Courses usually include: CSS 101 (p. 293) and CSS 105 (p. 293), ENG 090 (p. 311), MTH 021 (p. 335), and RDG 090.

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 {} 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, Speech to Text Support 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 C-Print™ knowledge and skills necessary for immediate entry into the C-Print™ workforce.

Deaf Studies, Deaf Studies - Education Option

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 Education 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. Practice 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.

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.

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.

Paralegal Studies

1. Conduct legal research and prepare memoranda of law.
2. Use technology to assist with all areas of law office management.
3. Draft legal documents, correspondence, and pleadings.
4. Conduct interviews of clients and witnesses while adhering to ethical guidelines.
5. Attend execution of wills, real estate closings, depositions, court or administrative hearings, and/or trials with the attorney to facilitate document control and management.
6. Summarize depositions and interrogatories, prepare exhibits, and manage trial notebooks.
7. Maintain and organize files and calendars.

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

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. Understand design trade-offs between different computing machines.
3. Understand user interface design and software prototyping.
4. Gain experience using state of the art tools and development environments supporting the development cycle of a working software system.
5. Design, develop, test and document computer programs to effectively solve problems.
6. Analyze, evaluate, and revise computer programs written by someone else.
7. Assemble a broad based knowledge that will allow them to work effectively in a computing field.
8. Communicate effectively as a team of developers and exchange ideas while working together on a semester-long project.
9. Explore and develop an ethical value structure and apply this experience in problem solving and actions.

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.

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.

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. Develop academic and technical competence in the major areas of clinical laboratory practice - urinalysis, hematology, clinical chemistry, medical microbiology and immunohematology.
3. Perform clinical laboratory tests ranging from waived and point-of-care to complex testing in all major areas of the clinical laboratory.
4. Make specimen-oriented decisions based on predetermined criteria and critical values.
5. Retrieve results and follow laboratory reporting protocol.
6. Demonstrate professional values, attitudes and behavior.

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 analysis 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. Applies concepts and principles from nursing, from the physical and behavioral/social sciences, and from general education (humanities, math and history) in analyzing data and making judgments in the practice of nursing.
2. Provides 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.
3. Utilizes verbal and nonverbal modalities to communicate with patients, families, significant others, and health team members.
4. Provides patient teaching by assessing the need for information, implementing short-range teaching plans, and evaluating the patient's response.
5. Manages care for a group of patients in a structured setting by prioritizing care and by utilizing the skills of other health team members.
6. Functions as a member within the discipline of nursing by practicing legally and ethically 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. Articulate and apply therapeutic use of occupations with individuals or groups for the purpose of participation in roles and situations in home, school, workplace, community, and other settings.
4. Apply occupational therapy interventions to address the physical, cognitive, psychosocial, sensory, and other aspects of performance in a variety of contexts and environments to support engagement in everyday life activities that affect health, well-being, and quality of life.
5. Be prepared to effectively communicate and work interprofessionally with those who provide care for individuals and/or populations in order to clarify each member's responsibility in executing components of an intervention plan.
6. Apply the ethical standards, values, and attitudes of the occupational therapy profession.

7. Demonstrate professional values, attitudes and behavior.
8. Demonstrate sensitivity to factors of culture and diversity in the delivery of OT services.
9. Demonstrate commitment to lifelong learning and continuing professional development.
10. Demonstrate commitment to currency in best practice.
11. Distinguish the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.
12. 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 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 G&M 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, Sustainable Agriculture

1. Students will gain an understanding of the current social, economic and technical challenges and opportunities in sustainable food production.
2. Develop an appreciation for the impacts of agricultural on natural resources, energy, environment, and climate change and some solutions for these issues.
3. Understand and apply scientific concepts and practices based on the scientific method and laboratory methods.
4. Become familiar with diverse field, nursery, and processing equipment, sampling techniques, and related data compilation and analysis.

5. Understand the scientific principles regarding soil physics, chemistry, and biology as it relates to fertility management, plant health, and food quality.
6. Develop a sound understanding of fundamental plant science, including taxonomy, physiology, plant propagation and horticultural practices as it applies to sustainable production.
7. Become familiar with crop protection using cultural, biological, and organic practices to prevent and manage weeds, diseases, and pests.
8. Learn how to effectively plan agricultural production and rotation systems, maintain and use records, crop enterprise budgets for decision making in agricultural production and marketing.

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 Access and Transition

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 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 250	Interactive Websites	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
CSS 101	College Success Seminar	1
DST 101	Introduction to Deaf Studies	4
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
PSY 165	Psychology of Learning, Motivation, and Achievement	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 114	Professional Speaking	3
COM 120	Argumentation and Debate	3

COM 113, COM 118, and COM 160 (Early Childhood, Elementary Ed., Human Services only)

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 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
BIO 250	Introduction to Immunology	4
CHM 111	General College Chemistry I	4
CHM 112	General College Chemistry II	4
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4
CHM 115	Health Science Chemistry I	4
CHM 116	Health Science Chemistry II	4
CHM 120	Environmental Chemistry	4
CHM 225	Biochemistry	4
EGR 113	Introduction to Robotics	4
EGR 141	Introduction to Environment	3
EGR 172	Material Science	4
GLG 101	Introduction to Physical Geology	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
PHY 211	General Physics I	4
PHY 212	General Physics II	4
SCI 112	Principles of Ecology	4
SCI 113	Physical Science	4
SCI 115	Science and Care of Plants	4
SCI 116	Science, Technology, and Society: The Chemistry of Hazardous Toxic Materials	4
SCI 117	History and Philosophy of Science	3
SCI 119	Coastal Science	4
SCI 240	Introduction to Oceanography	4

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

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 152	College Algebra	3
MTH 172	Precalculus with Trigonometry	4
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

BUS 111 (Business Career, Culinary Arts, Office Admin only)

MTH 111 (FIR only)

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 and consequences

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

DST 151	Deaf History	3
GVT 111	U.S. Government	3
GVT 112	Comparative 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 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3

Art and Elementary Ed. excluded

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 106	Survey of Art History II: Modern Art	3
BUS 260	International Business	3
COM 111	Mass Communication	3
EDU 225	Diversity and Multicultural Education	3
ENG 251	World Literature I	3
ENG 252	World Literature II	3
GVT 112	Comparative 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 263	Honors Seminar in Empowering Women	3	ENG 259	Native American Novels	3
PSY 271	Global Leadership	3	ENG 261	Topics in English-Diversity	3
SCI 117	History and Philosophy of Science	3	ENG 276	Science Fiction Literature	3
SOC 101	Principles of Sociology	3	HST 113	United States History to 1877	3
SOC 212	The Sociology of Social Problems	3	HST 114	United States History from 1877	3
SOC 216	Food, Famine, and Farming in the Global Village	3	HST 252	African-American History	3
SOC 226	Sustainability and Humankind's Future: Life on a Tough New Planet	3	HST 259	History of North American Indian Peoples	3
SOC 252	The Sociology of Human Relations	3	HST 265	Immigration and Ethnicity in American History	3
SSC 217	Technology and Society	3	HUM 291	Honors Seminar in Postmodern Studies	3
Art and Elementary Ed. excluded			SER 101	Introduction to Social Welfare	3
			SOC 256	Race Relations	3
			SOC 257	Social Issues in Loss	3
			SOC 261	Topics in Sociology - Diversity	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

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

COM 160	Intercultural Communication	3
CRJ 219	Police and Society	3
DST 110	Deaf Culture	3
ECE 111	Introduction to Early Childhood Education	3
EDU 225	Diversity and Multicultural Education	3
ENG 217	Writings from the Margins of Contemporary American Literature	3
ENG 255	American Literature Precolonial to 1865	3
ENG 256	American Literature Post Civil War to Present	3
ENG 257	Contemporary African-American Women's Writing	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	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
CRJ 219	Police and Society	3
CRJ 251	Criminology	3
DST 110	Deaf Culture	3
ECN 111	Principles of Economics-Macro	3
ECN 112	Principles of Economics-Micro	3
EDU 225	Diversity and Multicultural Education	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	State and Local 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 115	Twentieth Century Social History-1919 to the Present	3

HST 116	American Foreign Policy-1898 to the Present	3	ART 106	Survey of Art History II: Modern Art	3
HST 220	Roots of Human Societies	3	ART 111	Drawing I	3
HST 221	Who Fought, Who Worked, Who Prayed: The Middle Ages	3	ART 112	Drawing II	3
HST 222	The Age of the Revolutions	3	ART 121	Two-Dimensional Design	3
HST 226	Food in History	3	ART 122	Two-Dimensional Design II	3
HST 251	The Social History of American Women	3	ART 131	Three-Dimensional Design	3
HST 252	African-American History	3	ART 132	Three-Dimensional Design II	3
HST 257	History of Modern East Asia (China and Japan)	3	ART 140	Art Exploration	3
HST 259	History of North American Indian Peoples	3	ART 151	Digital Photography	1
HST 265	Immigration and Ethnicity in American History	3	ART 205	Topics in Contemporary Art	3
PHL 101	Introduction to Philosophy	3	ART 211	Drawing III	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3	ART 216	Introduction to Illustration	3
PSY 101	General Psychology	3	ART 221	Painting I	3
PSY 254	Psychology of Personality	3	ART 222	Painting II	3
PSY 259	Psychology of Personal Adjustment	3	ART 225	Working from the Landscape	3
PSY 271	Global Leadership	3	ART 226	Printmaking: Relief	3
PSY 295	Honors Seminar in Community Leadership	3	ART 227	Printmaking: Intaglio	3
SER 101	Introduction to Social Welfare	3	ART 231	Sculpture	3
SOC 101	Principles of Sociology	3	ART 240	Introduction to Visual Communication	3
SOC 212	The Sociology of Social Problems	3	ART 251	Photography II: Digital	3
SOC 252	The Sociology of Human Relations	3	ART 256	Photography I	3
SOC 256	Race Relations	3	ART 260	Computer Graphics	3
SOC 258	Topics in Sociology	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 I	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 113	Interpersonal Speech	3
			COM 114	Professional Speaking	3
			COM 120	Argumentation and Debate	3
			COM 160	Intercultural Communication	3
			DAN 101	Modern Dance Technique I	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	Survey of Art History I: Ancient through Renaissance Art	3			

DAN 102	Modern Dance Technique II	3	HUM 157	Old Testament	3
DST 110	Deaf Culture	3	HUM 158	New Testament	3
DST 151	Deaf History	3	HUM 160	The Criminal in Literature and the Arts	3
DST 251	Deaf Literature and ASL Folklore	3	HUM 172	Coping with Life and Death	3
ENG 217	Writings from the Margins of Contemporary American Literature	3	HUM 251	Topics in Humanities and the Arts	3
ENG 230	Film	3	HUM 264	An Honors Interdisciplinary Seminar on the Holocaust	3
ENG 233	Beginning Poetry Writing	3	MUS 111	History of Music I	3
ENG 251	World Literature I	3	MUS 112	History of Music II	3
ENG 252	World Literature II	3	MUS 113	Introduction to Music Theory	3
ENG 253	English Literature I	3	MUS 114	Music Theory II	3
ENG 254	English Literature II	3	MUS 117	Sound Design for Multimedia	3
ENG 255	American Literature Precolonial to 1865	3	PHL 101	Introduction to Philosophy	3
ENG 256	American Literature Post Civil War to Present	3	PHL 111	Introduction to Logic	3
ENG 257	Contemporary African-American Women's Writing	3	PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
ENG 258	Shakespeare: His Plays	3	PHL 153	Philosophy of Education	3
ENG 259	Native American Novels	3	POR 101	Elementary Portuguese I	3
ENG 260	Topics in English	3	POR 102	Elementary Portuguese II	3
ENG 261	Topics in English-Diversity	3	POR 201	Intermediate Portuguese I	3
ENG 262	Tutoring in a Writing Center: A Practicum and Honors Course	3	POR 202	Intermediate Portuguese II	3
ENG 272	Children's Literature	3	POR 321	Portuguese for Interpreters	3
ENG 283	Creative Writing Seminar	3	POR 322	The Portuguese Language in the World: An Introduction to the Lusofonia	3
ESL 123	Advanced English Vocabulary and Reading Skills	3	SPA 101	Elementary Spanish I	3
ESL 124	Advanced English Written Expression	3	SPA 102	Elementary Spanish II	3
FRN 101	Elementary French I	3	SPA 201	Intermediate Spanish I	3
FRN 102	Elementary French II	3	SPA 202	Intermediate Spanish II	3
FRN 201	Intermediate French I	3	SPA 213	Spanish for Spanish Speakers	3
FRN 202	Intermediate French II	3	SPA 351	Advanced Spanish Literature	3
HST 162	Reading in History	1	SPA 352	Advanced Spanish Literature II	3
HST 164	The History of Southern New England	1	THE 101	Introduction to the Theatre	3
HST 220	Roots of Human Societies	3	THE 112	Actor's Workshop	3
HST 221	Who Fought, Who Worked, Who Prayed: The Middle Ages	3	THE 113	Scene Study	3
HST 222	The Age of the Revolutions	3	THE 114	Playwriting	3
HST 226	Food in History	3	THE 115	Director's Workshop	3
HST 251	The Social History of American Women	3	THE 116	Acting for the Camera	3
HST 252	African-American History	3	THE 117	Theatre History - The Early Years	3
HST 254	Twentieth Century Russian and Soviet History	3	THE 118	Theatre History - The Modern Years	3
HST 256	History of World War II	3	THE 119	Attending the Play	3
HST 257	History of Modern East Asia (China and Japan)	3	THE 120	Costume Design for the Stage	3
HST 259	History of North American Indian Peoples	3	THE 121	Voice Production	3
HST 260	Topics in History	3	THE 122	Theatre Rehearsal and Performance (Fall)	4
HST 265	Immigration and Ethnicity in American History	3	THE 123	Theatre Rehearsal and Performance (Spring)	3
			THE 125	Sound Design and Production	3
			THE 127	Scenic Design	3
			THE 128	Lighting Design	3
			THE 132	Theatre 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
BIO 154	Human Physiology	4
BUS 155	Business Ethics	3
CRJ 113	Criminal Law	3
CRJ 258	Criminal Procedure	3
ECE 111	Introduction to Early Childhood Education	3
EGR 113	Introduction to Robotics	4
FIR 157	Leadership and Command	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	State and Local Government	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 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3
HUM 160	The Criminal in Literature and the Arts	3
HUM 264	An Honors Interdisciplinary Seminar on the Holocaust	3
HUM 291	Honors Seminar in Postmodern Studies	3
LSM 241	Legal and Ethical Aspects of Sport	3
MAN 154	Small Business Management	3
PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	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 216	Food, Famine, and Farming in the Global Village	3
SOC 226	Sustainability and Humankind's Future: Life on a Tough New Planet	3
SOC 252	The Sociology of Human Relations	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 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 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 133	UNIX/Linux System Administration I	3
CIS 134	Networking Technologies	4

CIS 150	Oracle and SQL	3	CIT 242	Programming for Game Developers II	3
CIS 152	Database Programming and Management with Access	3	CIT 243	Game and Sound Production	3
CIS 155	Introduction to C++ Programming	3	CIT 245	Game Design on Paper	3
CIS 156	Visual Basic	3	CIT 246	Modding II	3
CIS 157	Object-Oriented JAVA Programming I	4	CIT 247	Pre-Production Game Development	3
CIS 158	Introduction to Procedural Programming	4	CIT 248	Data Structures in the Game Environment	3
CIS 159	MySQL and PHP	3	CIT 250	Firewall Security	3
CIS 160	The Microcomputer Environment	3	CIT 251	Operating Systems Security	3
CIS 161	Database Design	3	CIT Elective		3
CIS 162	Applications for Web Development	3	CIT 252	Information Security and Disaster Recovery	3
CIS 231	Windows Server Administration II	3	CIT 255	Advanced Computer Forensics	4
CIS 232	Unix/Linux System Administration II	3	CIT 256	File System Forensic Analysis	3
CIS 233	Routing and Router Configuration	3	CIT 260	Topics in Game Programming	3
CIS 250	Interactive Websites	3	CIT 261	Fundamentals of Game Engine Design	3
CIS 255	C++ Object Oriented Programming	3	CIT 262	Advanced Game Analysis	3
CIS 256	Advanced Visual Basic	3	CIT 270	Seminar in Desktop Publishing, Imaging and Multimedia Design	3
CIS 257	Object-Oriented JAVA Programming II	4	CIT 274	Security Seminar	4
CIS 258	Advanced Interactive Programming	3	CIT 275	Computer Forensics Seminar	4
CIS 260	Software Specification and Design	4	CIT 276	Game Production	4
CIS 261	Introduction to Computer Systems	4	COM 157	Television Production	3
CIS 262	Computer Organization and Design	4	COM 159	Video Field Production and Editing	3
CIS 270	Systems Analysis and Design Seminar	3	CSS 105	Technology Tools for College Success	3
CIS 271	Network Installation and Configuration Seminar	4	EGR 103	Computer Skills for Engineers and Technicians	3
CIS 272	Program Development Seminar	3	EGR 133	Computer Configuration and Repair	4
CIS 273	Internet Seminar	3	LGL 160	Law Office Technology	3
CIS 283	Selected Topics in CIS	3	OFC 117	Introduction to Computers and Software Applications	3
CIT 121	Information Technology Fluency I	3	THE 135	Stagecraft (Fall)	2
CIT 122	Information Technology Fluency II	3	THE 136	Stagecraft (Spring)	2
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 231	Introduction to Multimedia Development	3			
CIT 240	Modding I	3			
CIT 241	Electronic Game Development II	3			

DST 101 and DST 110 (Deaf Studies only)

9.0 FIRST YEAR EXPERIENCE

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

ART 101	Visual Art Colloquium	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 123	Object-Oriented Concepts	3
COM 106	Introduction to Communication and College Success	3
CSS 101	College Success Seminar	1
OTA 111	Introduction to Occupational Therapy	4
PSY 165	Psychology of Learning, Motivation, and Achievement	3

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. Pre- or co-requisite: Arithmetic Competency. Three lecture hours and one computer laboratory hour per week. Instructional Support Fee applies. 4 credits. Fall, Spring, Summer.

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. Prerequisite: ACC 101 with C or better or permission of the department chair. Three lecture hours and one computer laboratory hour per week. Instructional Support Fee applies. 4 credits Fall, Spring, Summer

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. 1 credit 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. Knowledge of accounting procedures is not necessary. ACC 114 will be waived for students who have taken ACC 150. Three lecture hours per week. Instructional Support Fee applies. 3 credits 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. Prerequisite: ACC 102 with a C or better or permission of department chair. Three lecture hours per week. 3 credits Fall

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. Prerequisite: ACC 201 with C or better or permission of department chair. Three lecture hours per week. 3 credits Spring

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. Prerequisite: ACC 102 with C or better or permission of department chair. Three lecture hours per week. 3 credits Fall

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. Prerequisite: ACC 102 with C or better or permission of department chair. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall

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. Prerequisite: ACC 255 with C or better or permission of department chair. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

ACC 258 - Auditing (3 credits)

This study of the audit function, as performed by the outside public accounting firm, covers all stages—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. Prerequisite: ACC 102 with a grade of C or better or permission of department chair. Three lecture hours per week. 3 credits Spring

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 choice. Prerequisite: ACC 102 with a grade of C or better or permission of department chair. Recommended: MAN 101 and MAR 101. Three lecture hours per week. 3 credits Fall, Spring

ANS - Animal Science

ANS 100

ANS 101 - Introduction to Animal Care & Management (3 credits)

This course introduces general concepts for the daily care of most companion animals. Topics include a basic understanding of the role of animals in society, safety, animal welfare issues, and species-specific requirements for good health and husbandry practices. Emphasis is placed on feeding, breeding, health maintenance, and housing of various species (dogs, cats, ferrets, birds,

reptiles, amphibians, rodents, small exotic pets, etc.). Upon completion, students will be able to demonstrate a basic understanding of the issues related to the animal care industry. A training certificate by Animal Care Technology Programs is available with successful completion and testing in this course. 3 credits Fall, Spring, Summer

ANS 103 - Applied Animal Behavior (3 credits)

This course provides the foundation for a comprehensive and coherent understanding of behavior analysis as it relates to facilitating the interaction and care of captive and companion animals. Topics include fundamental principles of learning and behavior, normal and abnormal behavior patterns, communication, social development, and the prevention and correction of problem behaviors. Upon completion, students will be able to recognize behavior patterns and assess, prevent, and correct problem behaviors. 3 credits Fall, Spring, Summer

ANS 107 - Medical Terminology for Animal Science I (1 credit)

This section of the two-part course is designed to give the animal care worker a vocabulary which will facilitate and enhance their communication with veterinary medical professionals. The focus will be on learning the major components (prefixes, suffixes, combining root terms, abbreviations, units of measure, animal body structure, position, and disease terminology) of veterinary medical terms, synthesizing useful medical terms from the components, and interpreting the meaning of technical information containing common veterinary medical terms. One lecture hour per week. 1 Credit Spring

ANS 108 - Medical Terminology for Animal Science II (1 credit)

This course is a continuation of ANS 107. In this course, students will continue to explore medical terms needed to enhance accuracy in communications with veterinary professionals. Areas of specific interest will be terminology dealing with body cavities, specific body systems, the functions of their parts, and associated surgical terms and clinical procedures. Students are expected to learn and be able to interpret the meaning of technical information containing specific, systematic veterinary medical terms. Pre-requisite: ANS 107. One lecture hour per week. 1 Credit Fall

ANS 115 - Community Health and Zoonosis (3 credits)

This course introduces the basics of disease transmission with particular emphasis on disease transferred from animals to humans. Topics include zoonotic diseases, modes of transmission, symptoms, and personal protection of animal care technicians through immunization. Upon completion, students should be able to discuss zoonotic diseases and the animal care technician's role and responsibility related to the control of such diseases. A training certificate by Animal Care Technology programs

is available upon successful completion and testing in this course. Pre-requisite: ANS 107. Two lecture and two laboratory hours per week. 3 Credits Spring

ANS 121 - Animal Handling and Restraint (3 credits)

This course introduces the principles and techniques of animal handling and restraint. Topics include handling and control techniques for lab animals, domestic animals, and other varieties, as well as species specific techniques for medical procedures. Upon completion, students should be able to demonstrate proper handling techniques for animals that are frightened, injured, confined, diseased or trapped. Pre-requisite: ANS 103. Two lecture and two laboratory hours per week. 3 Credits Spring

ANS 147 - Veterinary Office Procedures (2 credits)

This course provides a fundamental knowledge of the administrative aspects of working in a veterinary practice. Topics include veterinary practice ethics, staff roles and limitations, professionalism, front office duties, communication skills, marketing, accounting systems, and veterinary practice computer systems (experience provided in the corequisite class component OFC 160). Co-requisite: OFC 160. Two lecture hours per week. 2 credits Fall

ANS 153 - Animal Health and Diseases (3 credits)

This course is designed to introduce the veterinary assistant to the nature of health versus disease and many common diseases encountered in veterinary practice. A systems approach is used and students are encouraged to bring questions from the work experience to class. Within each system, congenital, infectious, traumatic, and other disease processes are explored as are the diagnostic and therapeutic approaches appropriate to each system. Prerequisites: ANS 107, ANS 115. Co-requisites: ANS 108, ANS 205 and OFC 161. Three lecture hours per week. 3 Credits Fall

ANS 200

ANS 201 - Anatomy & Physiology of Domestic Animals (4 credits)

An introductory course in the comparative anatomy and physiology of vertebrate animals to include bird and mammal dissections. Emphasis is placed on distinguishing gross anatomical structures, critical organ systems, and functional relationships with a comparative focus on gastrointestinal tracts, respiratory systems, and reproductive systems. Notation of the normal anatomy and physiology with references made to deviation from the norm, which might constitute a diseased state, and extrapolating learned material to additional species is also covered. Prerequisite: BIO 111 with a grade of C or better. Three lecture and two laboratory hours per week. 4 credits Fall

ANS 205 - Clinical Methods (3 credits)

This course is an introduction to clinical skills consisting of both lecture and laboratory work. Veterinary nursing procedures and teamwork will be thoroughly discussed. Lecture topics include physical examinations of domestic animals, animal behavior and training, nutrition, animal diseases, preventive health care and immunity, restraint/handling, and client education/communication. Laboratory experiences include restraint, physical examinations, parenteral medication administration, and other clinical nursing skills. Medical terminology will be reinforced in all aspects of lecture and lab. Two lecture hours and three laboratory hours per week. Pre-requisites: ANS 121, ANS 107. Co-requisites: OFC 161, ANS 153, ANS 108 3 Credits Fall

ANS 216 - Veterinary Pharmacology (2 credits)

This course covers the basic principles of pharmacology, including general drug types, dosage forms, drug administration, pharmacokinetics, and pharmacodynamics. Drug packaging, labeling, and dispensing are covered, as is record keeping for pharmacologic agents. The legal and ethical factors involved in handling pharmaceuticals are considered. Prescription notation and review of drug calculations are also included. The course surveys the many pharmacologic agents used in veterinary medicine, emphasizing the modes of action, indications, contraindications, methods of administration, and appropriate client communication for these agents. Pre-requisite: ANS 107, MTH 119 or MTH 131. Two lecture hours per week. 2 credits Spring

ANS 221 - Veterinary Assistant Field Experience & Seminar (3 credits)

This course provides 20 hours per week of skill training and usage under the supervision of licensed veterinary staff with site visits and skill evaluations from Animal Care Science faculty periodically throughout the semester. This course also requires a one hour per week seminar to provide additional topics for increased career success and address issues and experiences gained at the host facility in a timely and educational manner. Prerequisites: ANS 115, ANS 121, ANS 153, and ANS 205 with a grade of C or better. One lecture hour per week and twenty laboratory hours. 3 credits Spring

ANS 222 - Humane Euthanasia Seminar (2 credits)

This course covers the principles and practices of humane euthanasia as outlined by the American Veterinary Medical Association. Topics include effective and humane euthanasia concepts, the necessity for euthanasia, the related personal and professional stress, understanding the grief process, and facilitation of compassionate client and staff communications and interactions. Two lecture hours per week. 2 credits Spring

ANS 240 - Animal Nutrition and Feeding (3 credits)

This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements and their functions, digestive tracts, diet formulation, and classification. Upon completion, students will be able to demonstrate a knowledge of appropriate feeding guidelines for a variety of animals contingent upon stage of development and disease condition. Pre-requisite: MTH 119 or MTH 131 with a grade of C or better. Two lecture and two laboratory hours per week. 3 credits Spring

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 lecture hours per week. Competency met: Social Phenomenon (5.4) 3 credits 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. Prerequisite: ENG 101. Three lecture hours per week. Competency met: Humanities (6.0), Ethical Dimensions (7.0). 3 credits Spring

ART - Art**ART 101 - Visual Art Colloquium (1 credit)**

This course will consist of career seminars, visiting artist talks, and workshops to help students explore career possibilities in art and design. This course will provide an overview of art and design careers, including fine arts, textile design, fashion design, industrial design, graphic design, web and multimedia design. Students will gain skills in analyzing works of art and design in addition to exploring career options. They will be 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. Competency met: Critical Analysis (1.0) 1 credit Fall

ART 105 - Survey of Art History I: Ancient through Renaissance Art (3 credits)

This course examines art and architecture from its earliest origins through the Renaissance. The course explores the relationship between art and its social, political, cultural, and economic contexts. The development of world civilization is chronicled in a fashion that emphasizes the interconnectedness between different world cultures. Students think and write critically on how art both reflected and influenced political, social, religious, and economic states of affair. Through lectures, readings, slides, web resources, and films, students learn about the history and art of the Prehistoric periods, the Ancient world, the Medieval period and the Renaissance. Students also learn how visual art traditions help define our understanding of world culture. Three lecture hours per week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Humanities (6.0) 3 credits Fall, Spring, Summer

ART 106 - Survey of Art History II: Modern Art (3 credits)

This course examines art and architecture from the beginning of the Modern era through the present. This course builds upon the foundation students acquire in ART 105. Students continue to explore the relationship between art and its social, political, cultural, and economic contexts. The development of the modern world is discussed in a way that emphasizes the interconnectedness between different world cultures. Students think and write critically on how art both reflected and influenced political, social, religious, and economic states of affair. Through lectures, readings, slides, web resources, and films, students learn about the history of Modern art from the Neoclassical period to the present. Students also learn how visual art traditions help define our understanding of contemporary culture. Prerequisite: ART 105 is recommended. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Humanities (6.0) Three lecture hours per week. 3 credits Fall, Spring, Summer

ART 111 - Drawing I (3 credits)

Through studio experiences, students will learn the basic elements of drawing, including observational skills and building eye/hand coordination. This course will also introduce 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 will be explored. Two hours critique and four hours studio a week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits 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. Prerequisite: ART 111 with a grade of C- or higher or permission of the instructor. Two hours critique and four hours studio a week. Instructional Support Fee
Competency met: Humanities (6.0) 3 credits Spring

ART 121 - Two-Dimensional Design (3 credits)

This 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. Competency met: Humanities (6.0) 3 credits 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 will follow the introduction line, form, and color principles on the Two Dimensional surface. Materials will include: gouache, ink papers, and boards. Recommended: ART 121 first. Three hours critique/lecture time and three hours studio a week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Spring

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. Competency met: Humanities (6.0) 3 credits 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 will include a selection of clay modeling, wood and/or stone carving, moldmaking, geometrics, linear forms, plastics, and soft forms. Recommended: ART 131 first. Three hours critique and three studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Spring

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. Competency met: Humanities (6.0) 3 credits 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. Competency met: Humanities (6.0), Technical Literacy (8.0) 1 credit Fall, Spring, Summer

ART 201 - Careers in the Visual Arts (2 credits)

This 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. Recommended: Students should take this course in their last year. Students should not take this course in their first year. Four class hours a week or a total of sixty-four hours during the semester. Instructional Support Fee applies. 2 credits Fall

ART 205 - Topics in Contemporary Art (3 credits)

This seminar-style course presents an in-depth examination of contemporary art. The course is designed to strengthen writing skills of the art major while exploring relevant themes such as: formalism, iconography, identity, gender, the body, traditional craft, and new media. Students are introduced to critical theory and methods of interpretation through an examination of contemporary art within the broader context of political, social, intellectual, and cultural issues. Prerequisite: ART 106 and ENG 101.

Three class hours a week. Competency met: Humanities (6.0) 3 credits Fall, Spring, Summer

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. Prerequisite: ART 112 with a grade of C- or higher, or permission of the instructor. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall

ART 212 - Drawing IV (3 credits)

In this advanced figure drawing course students will continue to study the human figure with an emphasis on personal exploration. Students will further their understanding of form, structure, mass, proportion and relative environment. Students will be encouraged to experiment with new materials and techniques as they relate to the expressive potential of the human figure. Live models will be used the majority of the time. This course will continue to strengthen 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. Prerequisite(s): ART 211 with a grade of C- or higher or permission of the instructor. Two lecture hours and four laboratory hours per week. 3 credits Fall, Spring

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. Prerequisite: ART 111 or permission of instructor; ART 112 is recommended as a pre-requisite. Two hours of critique and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Not offered every year

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 will help students to understand form and space as a foundation for more advanced painting techniques. Prerequisite: ART 111 or permission of instructor. Two hours critique/lecture and four hours studio a week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall

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 will also be included as will some conceptual problems. Students will be encouraged to develop their own style throughout the process. Recommended: ART 221 first. Two critique/lecture hours and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Spring

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 will be addressed in depth. Subjective responses to the landscape will also be explored such as content, metaphor, personal iconography, and mood. Ultimately, the deeper ramifications of the role of humankind to nature will be addressed through readings and discussions. One 3 hour class meeting per week. Competency met: Humanities (6.0) 3 credits 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. Prerequisite: ART 111 or permission of the instructor. Two hours of critique and four studio hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Spring

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. Prerequisite: ART 111 or permission of the instructor or program coordinator. Two hours critique and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Summer

ART 231 - Sculpture (3 credits)

In this course, emphasis is placed on investigation and experimentation. Students will 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 will keep notes and drawings in sketchbooks and also will 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. Prerequisite: ART 132 or permission of instructor. Two critique and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Fall

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. Prerequisite: ART 112 and ART 132 with a grade of C- or higher, or permission of the instructor. Two lecture/critique hours and four studio hours a week. Instructional support fee applies. 3 credits Spring

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. 3 credits Fall, Spring

ART 245 - Art for the Child (3 credits)

This course is intended primarily for those 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, print making techniques and other projects will be taught. Students will examine the developmental patterns of children at various age levels through short readings and films. Three class hours a week. Instructional Support Fee applies. 3 credits 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). Prerequisite: ART 256 or ART 151 or permission of instructor or program coordinator. Two lecture/critique hours and four laboratory hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0), Technical Literacy (8.0) 3 credits Fall, Spring

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. Competency met: Humanities (6.0) 3 credits. 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. Pre or co-requisite ART 256 or permission of the instructor or program coordinator. Two lecture/critique hours and four darkroom hours per week. Instructional Support Fee applies. 3 credits Spring

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. Competency met: Humanities (6.0), Technical Literacy (8.0). 3 credits 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. Prerequisite: ART 111 or permission of instructor. Pre- or co-requisite: ART 260 or permission of instructor. Two critique and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Fall

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. Prerequisites: ART 261 and ART 266 are recommended. Six class hours per week. Instructional Competency met: Humanities (6.0). 3 credits Fall

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. 1 credit 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. Pre- or co-requisite: ART 111 or permission of instructor or program coordinator; ART 260 recommended. Two lecture/critique hours and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Fall, Spring

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. Pre- or co-requisite: ART 260 and ART 266, or permission of the instructor or program coordinator. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Fall, Spring

ART 271 - Web Design I (3 credits)

This course introduces students to the process of creating a website, 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 websites, hands-on exercises, and projects to enable students to acquire the basic skills and knowledge to create web pages for the World Wide Web. Pre- or co-requisite: ART 260 recommended, or previous Photoshop experience. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies.

Competency met: Humanities (6.0), Technical Literacy (8.0). 3 credits Spring

ART 272 - Web Design II (3 credits)

This course introduces the fundamentals of interactive design theories and their applications to web design. Students will integrate design principles, image creation, text, video, sound and simple animations to create dynamic websites. The course will emphasize use of multimedia to achieve specific communication goals for a client. Scripting and storyboarding will be introduced as part of the design process. Students will produce an interactive multimedia website that demonstrates their use of the basic concepts and principles of interactive design. Prerequisites: ART 271. Two lecture and four studio class hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Fall

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 websites that meet specific real-world objectives. It focuses on communication design issues related to the creation of complex websites, 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. Prerequisites: ART 271. Two lecture and four studio class hours per week. Instructional Support Fee Competency met: Humanities (6.0). 3 credits Spring

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 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. Prerequisite: ART 260 recommended. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0), Technical Literacy (8.0). 3 credits Spring

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. Prerequisite: ART 260 or permission of instructor. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Spring

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. Prerequisites: ART 260; ART 113 or drawing experience recommended. Two lecture and four studio class hours per week. Instructional Support Competency met: Humanities (6.0), Technical Literacy (8.0). 3 credits Spring

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. Prerequisite: ART 112 and ART 260 or permission of the instructor or program coordinator. Two lecture/critique hours and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Spring

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. Prerequisite: ART 260 or permission of the instructor or

program coordinator. Recommended: ART 276 or ART 281. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Spring

ART 292 - Design Studio (3 credits)

This course provides students with hands-on opportunities to apply the design and production skills they have 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. 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. Two lecture/critique and four studio class hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Spring

ASL - American Sign Language

Massachusetts Law Regarding American Sign Language, (MGL Chapter 15A § 9A):

"American Sign Language is hereby recognized as a full and legitimate language, as the language of a unique culture in the United States, and as the equivalent of a spoken language for the purpose of foreign language study and course credit." (MGL Chapter 15A § 9A)

ASL 101 - Elementary American Sign Language I (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. Competency met: Humanities (6.0). 3 credits Fall

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/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. Prerequisite: ASL 101. Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Spring

ASL 181 - Visual/Gestural Communication (1 credit)

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. One lecture hour and one laboratory hour per week. Instructional Support Fee applies. 1 credit 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 will be 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. Prerequisite: ASL 102 with a grade of C or better. Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Fall

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. Prerequisite: ASL 201 with a grade of C or better. Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Spring

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 will 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).

Prerequisites: ASL 201, ASL 181, DST 101, and DST 110.

Pre or co-requisites: ASL 202, DST 151 and/or DST 252. One class hour and one lab hour per week. 1 credit Spring

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. Co-requisite: ASL 284. One lecture hour per week. Instructional Support Fee applies. 1 credit Spring

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. Prerequisite: ASL 202 with a C or better. Three class hours and two lab hours per week. Competency met: Humanities (6.0) 4 credits Fall

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 AMS 21 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. Prerequisite: ASL 301 with a C or better. Three class hours and two lab hours per week. Competency met: Humanities (6.0) 4 credits Spring

AST - Astronomy

AST 103 - Introduction to Astronomical Observing (2 credits)

This course is an introduction to astronomical observing, focusing on the study of the night sky with telescopes and other astronomical equipment. Topics covered include the use and application of small aperture telescopes and binoculars, star charts, constellation identification, celestial coordinate systems, solar and sidereal time systems, astronomical software, naked-eye observing, and deep-sky observational techniques. The college planetarium, computer labs, and observing decks are used extensively. Several evening meetings are scheduled for observational work. Two lecture hours per week. 2 credits Fall, Spring, Summer

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. High school sciences and basic algebra are highly recommended. 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. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

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. High school sciences and basic algebra are recommended. 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

Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

AST 160 - Special Topics in Astronomy (3 credits)

This course covers topics in astronomy not normally covered in AST 111 and AST 112. Topics may include: current events and discoveries in astronomy, the early history of the universe, general and special relativity, foundations of quantum mechanics, multiverse and multiple-dimension theories, astrobiology and the search for extraterrestrial intelligence (SETI) as well as others. Prerequisite: Completion of AST 111 or AST 112 with a grade of C- or better. One to three lecture hours per week. 1-3 credits. Fall, Spring.

AST 192 - Life in the Universe - Introduction to Astrobiology (4 credits)

Are we welcome in the universe? What are the requirements for life to exist in a long term sustainable way on planet? This course explores these questions while exploring key concepts in the natural sciences that determine the distribution of Earth-like life, planets, and intelligent civilization in the universe. Topics such as star and planet formation, planetary geology, biological conditions for life, and sustainability are considered in a broad and introductory way to explore these questions. Prerequisite: High school science and Intermediate Algebra or equivalent. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Fall, Spring

AST 211 - Introduction to Astrophysics(Short) (4 credits)

This majors-level course is an introduction to the theory, principles, and application of modern astrophysics. Topics include the internal structure of the Sun and stars, orbital dynamics, theories of special and general relativity, and properties of stars and their evolution. The laboratory section is focused on the application of these topics to real-world examples and may include analysis of data from space telescopes, computational physics, and mathematical modeling of astronomical phenomena. Prerequisite: PHY 212. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring

AST 212 - Introduction to Astrophysics II (4 credits)

This course is a continuation of the astrophysics course sequence begun with AST 211. Course topics may include interstellar gas and dust, variable stars, composition and kinematics of the Milky Way and other galaxies, evolution of galaxies, the early universe, and cosmology. Prerequisite: AST 211. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring

BIO - Biology

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 will be made of films and other A.V. materials as they relate to the above topic. Three class hours a week. Competency met: Scientific Reasoning and Discovery (3.0) 3 credits 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. Prerequisite: One year of high school laboratory science, or pre or co-requisite of CHM 090, or one semester of college laboratory science. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

BIO 115 - Survey of Human Anatomy and Physiology (4 credits)

A one-semester survey of organs and systems of the human body with regard to basic structure and function. Cells, tissues, chemistry and abnormalities will be considered. Laboratory activities reinforce information discussed in class. Prerequisite: High school Chemistry or Biology or permission of instructor. Three lecture hours and two laboratory hours per week. This course does not substitute for BIO 111, BIO 121, BIO 233 or BIO 234. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

BIO 117 - Physiology of Wellness (3 credits)

An introduction to the concept of wellness, nutrition basics, 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. Competency met: Scientific Reasoning and Discovery (3.0) 3 credits 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. Prerequisite: One year of high school biology or chemistry with labs with a grade of C or better, or CHM 090 with a grade of C or better. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

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. Prerequisite: BIO 121 with a grade of C or better. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring

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. Prerequisite: high school chemistry and biology. Three class hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 3 credits Spring

BIO 127 - Introduction to Biotechniques (4 credits)

This course provides an introduction to laboratory research techniques and background as to how they are used in a variety of medical, clinical and scientific disciplines. Students will gain theoretical background and practical experience in lab safety, solid and liquid measurement, solution preparation, protein and DNA concentration determination, DNA and protein gel electrophoresis, immunoblotting, ELISA and column chromatography. Good documentation, laboratory and manufacturing practices will be applied throughout the lab. This course emphasizes basic laboratory skills essential for beginning level employment in clinical, academic, and industrial biotechnology laboratories. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Fall, Spring

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 will be 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.

Competency met: Scientific Reasoning and Discovery (3.0) 4 credits 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 will be given to species of the United States and Massachusetts. A wide range of topics will be 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 will be required to attend two field trips on either 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 Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Spring

BIO 140 - Nutrition for Culinarians (3 credits)

This course emphasizes the principles of nutrition and the health-related roles of carbohydrates, fats, proteins, vitamins, and minerals. The course also covers energy metabolism, food-product labeling, and nutritional requirements throughout the lifespan. Various eating behaviors, recommended dietary intakes, and tools for diet and menu planning are explored. Class projects will include: students keeping a record of their food intake then analyzing it for nutritional adequacy and using nutrition analysis software to adjust recipes to make them more healthful. This course is intended for students enrolled in the Culinary Arts degree program. Prerequisites: Culinary: CUL 112 or Baking CUL 152 or Permission of the Program Director. Instructional Support Fee applies. 3 Credits 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, respiratory, gastrointestinal, endocrine, and excretory systems. Laboratory activities will include tests on blood, urine, the heart, and occasional dissections. Prerequisite: High school Biology and permission of the instructor. Not available for credit to students with a C or better in BIO 233 or 234. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall

BIO 155 - Topics in Biology (3 credits)

A one-semester course on a specific topic in biology. Topic to be announced each semester. Prerequisite: B or better in one college lab science. One to three class hours per week. 1 - 3 credits Fall, Spring

BIO 205 - Animal Behavior (4 credits)

This course is designed to give students an introduction to the principles of Animal Behavior. Topics include Learning, Communication, Cultural Transmission, Mating Systems, Kinship, Predator/Prey interactions, and Aggression, among other. The lab will include field and laboratory experiments. Prerequisite: BIO 121. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Spring

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. 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. Three class hours per week. Competency met: Scientific Reasoning and Discovery (3.0) 3 credits Spring

BIO 230 - Seminar in Scientific Literature and Research Design (3 credits)

Student will learn to locate, read, and interpret peer-reviewed science journal articles. They will examine the characteristics that distinguish quality research in the biological sciences, and write a review paper related to a topic of their choosing. Students will then delve further into aspects of experimental design, culminating in the production of a research proposal related to their topic of choice. Prerequisite: BIO 121. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

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. 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. Three lecture and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Spring, Summer

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. Prerequisites: High school chemistry with a grade of C or better or CHM 090 with a grade of CC or better, and BIO 111 or BIO 121 with a grade of C or better. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

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. Prerequisites: BIO 233 or equivalent Anatomy & Physiology with laboratory with a grade of C or better. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

BIO 235 - Fundamentals of Ecology (4 credits)

This is an introduction to the principles of ecology, including the interaction of abiotic and biotic components of ecosystems, population biology and interactions, and the effects of human intervention. Emphasis is placed on conducting and communicating research in ecology. Some labs are field trips. Prerequisite: MTH 119 or MTH 171 or MTH 173, or MTH 172; Pre or co-requisite: BIO 122. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Fall

BIO 239 - Elements of Microbiology (4 credits)

This course considers the general and medical aspects of microorganisms and 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. Prerequisites: BIO 234, or BIO 154, or BIO 121. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

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. Prerequisites: BIO 121 or BIO 122. Pre- or co-requisite: CHM 116. Three lecture hours, two laboratory hours, and one recitation hour per week. Instructional Support Fee

applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Spring

BIO 241 - Pathophysiology (3 credits)

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 will be considered. Prerequisite: BIO 234. Three class hours per week. Competency met: Scientific Reasoning and Discovery (3.0) 3 credits Fall, Spring

BIO 250 - Introduction to Immunology (4 credits)

This course describes the molecular and cellular interactions involved in immune responses. Topics include: development of the immune system, innate immunity, immunoglobulin structure and genetics, antigen-antibody reactions, the major histocompatibility complex and antigen presentation, T cell receptors (genetics, structure, selection), T cell activation and effector functions, immune responses to infections, organisms and tumors, autoimmune diseases, allergies, immune deficiencies and AIDS, activation and regulation of the immune response Antibody structure and function; applications of monoclonal antibodies in biotechnology and medicine; tolerance. Laboratory involves antibody purification, immunoprecipitation assays, immunoblotting, and ELISAs. Prerequisite: BIO 239 with a grade of C+ or better. Three lecture hours and two laboratory hours per week. 4 Credits Spring

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. 3 credits 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. Recommend BUS 111 first. 3 credits Fall, Spring

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. Recommend BUS 111 and BUS 251 first. 3 credits Fall, Spring

BNK 113 - Commercial Credit Analysis (3 credits)

This course examines the tools and techniques necessary for the financial evaluation of a business enterprise. Recommend ACC 102 first. 3 credits Fall, Spring

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. Recommend MAN 101 first. 3 credits Evenings/Weekends

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. Recommend ACC 102 first. 3 credits Fall, Spring

BUS - Business

BUS 101 - Personal Finance Basics (1 credit)

This course will provide students with the basic knowledge to manage their personal finances including the basics of budgeting and saving, banking, credit reporting, credit cards, debt management, insurance (auto, home, life), and retirement planning. BUS 100 will be waived for students who have taken BUS 112. One lecture hour per week. 1 credit Fall, Spring, Summer

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, as well as mutual funds, and business statistics used to make decisions are covered. This course emphasizes critical thinking. Prerequisite: Arithmetic Competency. Three class hours a week. Competency met: Quantitative and Symbolic Reasoning (4.0) 3 credits. Fall, Spring, Summer.

BUS 112 - Personal Financial Planning (3 credits)

This course will provide students with the basic knowledge to manage their personal finances including the basics of saving, debt management, and investing for retirement via 401k, IRAs, and annuities. Three class hours per week. 3 credits 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 will 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. 3 credits 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. 1 credit 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 will be discussed. This course is not open to students majoring in Business Administration. One lecture hour per week. 1 credit Fall, Spring

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 will learn the principles of marketing and selling on the Internet as well as a conceptual and practical knowledge of the necessary technology. Recommend: MAR 101 first. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall

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 will provide students with multifaceted views, allowing them in their analysis to come to business decisions that incorporate ethical standards. Three lecture hours per week. Competency met: Ethical Dimensions (7.0) 3 credits 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. Recommend MAN 101 or MAR 101 first. Three class hours a week. 3 credits Fall; Evening/Weekends only.

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. Prerequisite: BUS 171 with C or better or permission of department chair. Three class hours a week. 3 credits Spring; Evening/Weekends only.

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. 3 credits 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. A working knowledge of the concepts and terminology covered in BUS 175 is presumed. Prerequisite: C or better in BUS 175 or permission of department chair. Recommend MAN 101. Three lecture hours per week. 3 credits Spring

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. Prerequisite: Sophomore standing or permission of department chair. Recommend: MAN 101 and MAR 101 first. Three class hours a week. 3 credits Fall, Spring, Summer

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. Prerequisite: ACC 102 or ACC 101 with a C or better and

permission of instructor. Recommend MAN 101 first. Three lecture hours per week. 3 credits Spring

BUS 260 - International Business (3 credits)

This course develops initial concepts in international business principles. It presents the inter-relationships of the economics and politics of international trade and investment. The course examines the strategies and structures of international business. Prerequisites: MAN 101 and MAR 101. Three lecture hours per week. Competency met: Global Awareness (5.2) 3 credits Fall, Spring

CAD - Computer Aided Drafting

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. Note: Utilizes Windows based software Mac versions available. Competency met: Technical Literacy (8.0) 3 credits. 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. Prerequisite: CAD 101 is recommended. Two class hours and three laboratory hours per week. Instructional Support Fee applies. NOTE: Utilizes Windows based software only. 3 credits Fall, Spring

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. Prerequisite: CAD 111 or permission of instructor. Two class hours and three laboratory hours per week. Instructional Support Fee. NOTE: Utilizes Windows based software only. 3 credits Spring

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 will be emphasized. Prerequisite: CAD 101. Two class hours and three laboratory hours per week. Instructional Support Fee applies. NOTE: Utilizes Windows based software Mac versions available. 3 credits Spring

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. Prerequisite: CAD 101 with a grade of C or better. Two lecture and three laboratory hours per week. Instructional Support Fee applies. NOTE: Utilizes Windows based software only. 3 credits Fall, Spring, Summer

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. Prerequisite: CAD 101. Two class hours and three laboratory hours per week. Instructional Support Fee applies. NOTE: Utilizes Windows based software only. 3 credits Fall, Spring

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. Prerequisite: CAD 101 with a grade of C or better or equivalent. Two class hours and three laboratory hours per week. Instructional Support Fee applies. NOTE: Utilizes Windows based software only. 3 credits Fall, Spring, Summer

CAD 211 - Computer Aided Manufacturing (3 credits)

This course is a hands-on computer-aided manufacturing course. Students will 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 will 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 student will learn the integration of Computer-Aided Design (CAD) with CAM to enhance the understanding of the design to manufacturing process. Pre- or co-requisite: EGR 111 or EGR 112 and CAD 111 or CAD 172. Two class hours and three laboratory hours per week. Instructional Support Fee applies. NOTE: Utilizes Windows based software only. 3 credits Fall

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. 1 credit Fall, Spring, Summer

CED 210 - Cooperative Work Experience (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. Prerequisite: Permission of Co-op office. Instructional Support Fee applies. 3 credits. Fall, Spring, Summer.

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. Prerequisite: CED 210. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

CHM - Chemistry

CHM 090 - Introduction to Chemistry (4 credits)

This course is designed for students who have not studied chemistry in high school or need a refresher introductory chemistry course. Topics under the description of CHM 111 will be covered, but somewhat less in depth. Prerequisite: Arithmetic competency and Introductory Algebra competency. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Fall, Spring, Summer.

Note: CHM 090 cannot 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 in GPA calculations.

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. The laboratory component provides applications of concepts covered in lecture. Prerequisites: C or better in high school science or CHM 090 and a C or better in high school algebra both within the last five years. Students who have not completed Algebra II in high school should complete

the Intermediate Algebra Competency. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency Met: Scientific Reasoning and Discovery (3.0) 4 credits Fall

CHM 113 - Fundamentals of Chemistry I (4 credits)

This course is designed for students majoring in science and engineering. Topics covered include scientific measurements and dimensional analysis, the structure of matter, chemical nomenclature, chemical formulas, chemical equations, mole and stoichiometry, thermochemistry, the gas laws, the quantum model of the atom, and periodicity of atomic properties. The laboratory component provides applications of concepts covered in lecture. Prerequisite: C or better in high school chemistry or in CHM 090; C or better in high school Algebra II, both within the last five years. Students who have not completed Algebra II in high school should complete the Intermediate Algebra Competency. Three class hours, one recitation hour and three laboratory hours a week. Instructional Support Fee applies. Competency Met: Scientific Reasoning and Discovery (3.0) 4 credits. Fall, Spring.

CHM 114 - Fundamentals of Chemistry II (4 credits)

Topics include 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. Prerequisite: C or better in CHM 113. Three class hours, one recitation hour, and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring

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 stoichiometric 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. Prerequisite: One year of high school biology and one year of high school chemistry. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits. Fall, Spring

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. Prerequisite: CHM 115 or its equivalent as determined by the department. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits. Spring.

CHM 120 - Environmental Chemistry (4 credits)

A one semester course designed primarily for students in an environmental studies program. Topics covered will 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 will be discussed including the methods of their formation and how to remedy the problems created by them. Current topics will be included such as acid precipitation, heavy metal deposition, pesticides, polymers (PCB, PVC, etc.) and thermal pollution. Prerequisite: C or better in CHM 111, 112, 113, 114, or 116. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Spring

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. Prerequisites: BIO 121, CHM 115, and CHM 116. Three lecture hours and one laboratory hour per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Spring

CHM 235 - Organic Chemistry I (4 credits)

Part one of a two-semester science majors level course on the facts and principles of chemistry as they apply to carbon-based compounds. The course has a mandatory lab that complements the lecture. Topics include re-emphasis of lab safety, mixture separation techniques; spectroscopy; Lewis, Valence and Molecular orbital bonding theory; representing organic compounds; acid-based theory; relationship between structure and properties including polarity, stability, acidity and physical properties; stereochemistry; nomenclature; patterns in the physical and chemical properties of aliphatic cyclic and acyclic alkanes, alkenes, alkyl halides and alcohols; applying the principles of thermodynamics, kinetics and mechanism to substitution, addition, redox and elimination reactions. Prerequisite: CHM 114 with a grade of C or better. Three lecture hours and three laboratory hours per

week. Instructional Support Fee applies.
4 credits Fall, Spring, Summer

CHM 236 - Organic Chemistry II (4 credits)

Part two of a two-semester science majors level course on the facts and principles of chemistry as they apply to carbon-based compounds. The course has a mandatory lab that complements the lecture. Topics include re-emphasis of lab safety; synthetic techniques; spectroscopy; patterns in the nomenclature, structure, physical properties, spectra; reactivity; stability, stereochemistry and chemical reactions of conjugated systems, benzene and its derivatives, aromatic systems, ethers, carbonyls, amines, carboxylic acids, esters, amides; acid chlorides; anhydrides; nitriles, enols, steroids, lipids, carbohydrates and amino acids; applying the principles of thermodynamics, kinetics and reaction mechanisms to the substitution addition, redox, condensation and elimination reactions of these compounds. Prerequisite(s): CHM 235 with a grade of C or better. Three lecture and three laboratory hours per week. Instructional Support Fee applies.
4 credits Fall, Spring, Summer

CIS - Computer Information Systems

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. Competency met: Critical Analysis (1.0) 1 credit 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. Prerequisite: CIS 121 with a grade of C or better; Co-requisite: CIS 120, or permission of the instructor. One hour of lecture per week. Instructional Support Fee applies. 1 credit Fall, Spring

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. Students will use the Microsoft Windows operating system and the current version of Microsoft Office. 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 or currently enrolled for credit in CIS 111. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0)
3 credits 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 will use the Microsoft Windows operating system and the current version of Microsoft office. Students will 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 will be 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. Basic familiarity with computers is recommended: students without this knowledge should consider taking CIS 110 prior to this course. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits 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. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall

CIS 113 - Hospitality Management Information Systems (3 credits)

This course will give the student basic computer skills in operating systems, word processors and spreadsheets. In addition, the student will learn to use the Internet as a tool for searching and for e-mail. The student will be introduced to the wide variety of support software that is available to automate many functions that must be performed. The student will learn to evaluate the functions and processing in hospitality software packages and to make knowledgeable decisions about these packages. The student will work hands-on with software packages to

better understand their functions and capabilities. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits. Fall; Spring; Summer.

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. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits. 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 Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits. Fall; 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. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits 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. Competency met: Technical Literacy (8.0) 3 credits Spring

CIS 131 - Windows Server Administration I (3 credits)

In this course students will learn to administer a Windows network from a Windows Server. The class will focus on managing user accounts, group accounts, folders, files, and object security. They will learn to secure network resources with shared folder permissions and NTFS permissions. Students will also implement user profiles, user logon scripts and setup and administer network printing. Students will be provided with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a Windows Client-Server-based network. Pre- or co-requisite: CIS 121 or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Spring

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. Prerequisite or co-requisite: CIS 121 or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall, Spring

CIS 133 - UNIX/Linux System Administration I (3 credits)

This course covers the installation, administration and maintenance of a UNIX/Linux file server. The required hardware, system and network configurations will be discussed. Both LAN and WAN connections to the server will be covered before the installation procedure is

presented in detail. Starting, controlling and shutting down the server will be covered, and each student will have hands on experience with their own server. 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 will use a computer lab where each student will have individual access to a UNIX/Linux server. Prerequisite: CIS 132 with a C or better or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

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. Prerequisites: CIS 121 or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 4 credits Fall, Spring

CIS 148 - Programming in C# (3 credits)

This course introduces the object-oriented programming language C#. Students learn to write programs to solve practical problems and work in the Visual Studio environment. Three lecture hours and three laboratory hours per week. Prerequisite: CIS 120 recommended. Instructional Support Fee applies. 3 credits Fall

CIS 150 - Oracle and SQL (3 credits)

This course is an introduction to the Oracle data base. Students will learn to work with Oracle and the structured query language SQL as they design, manipulate and access the data base. In addition, the concepts and design of relational databases will be analyzed and implemented. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits 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.

Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits 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. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Spring

CIS 156 - Visual Basic (3 credits)

This course will cover 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 will emphasize 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. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits 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. Pre- or co-requisite: CIS 123 or permission of the instructor. Three class hours and two lab hours per week. Instructional Support Fee applies. Competency Met: Critical Analysis (1.0), Technical Literacy (8.0) 4 credits Fall

CIS 158 - Introduction to Procedural Programming (4 credits)

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 will be covered. Three class hours and two lab hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 4 credits Fall, 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. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits 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. Pre or co-requisite: CIS 121 or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall, Spring

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. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall

CIS 162 - Applications for Web Development (3 credits)

This course provides students with advanced Web theory and graphics. Students will 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 will also explore e-commerce issues relevant to this design. Students will work with software packages for graphics and Web page creation and learn to implement the graphic and interactive needs into the Web architecture. Pre or co-requisite: CIS 122 and CIT 131, or permission of instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

CIS 231 - Windows Server Administration II (3 credits)

In this course the student will install and configure a Windows server. Topics will include Network Protocols, Active Directory and Dynamic Host Configuration Services. Students will learn how to install and configure network services on the server, manage partitions, and to create and administer system policies. Other topics covered include auditing system resources and events, using Windows Diagnostics and monitoring system performance. Students will be provided with the knowledge and skills necessary to install, configure and maintain a Windows server in a Windows based network. Prerequisite: CIS 131

with a C or better or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

CIS 232 - Unix/Linux System Administration II (3 credits)

This courses 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. Prerequisite: CIS 133 and CIS 231 both with a grade of C or better, or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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 is covered in depth as well as commands used to implement, configure, and manage these protocols. Prerequisite: CIS 134 with a C or better or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

CIS 250 - Interactive Websites (3 credits)

In this course, students create interactive Web sites using a variety of software that is current in the field. Web development is growing and changing with a wide variety of programming languages and frameworks being developed. Students will work with a variety of languages and tools as they develop sites. Students will also work with server-side data storage and retrieval. Prerequisite: CIS 120 and CIS 122 and CIS 159 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Spring

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. Prerequisite: CIS 155 or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall

CIS 256 - Advanced Visual Basic (3 credits)

In the second semester of Visual Basic, the student will learn to program with the advanced features available in Visual Basic and will focus on the logic involved in developing professional programs. The features covered will include user interfaces, controls including ActiveX controls, databases, object-oriented programming, VBScript and the Internet. Prerequisite: CIS 156 or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall

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. Prerequisite: CIS 157. Three lecture hours and two lab hours per week. Approximately 3-5 hours per week of computer time will be required to complete the programming assignments. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 4 credits Spring

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 previous courses. They increase their ability to use language and frameworks effectively in developing for a variety of mobile devices as well as laptop and desktop computers. The Web sites they build effectively support databases, data collection and passing, selection and advanced web handling. Prerequisite: CIS 120 and CIS 122 and CIS 159 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall

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. Prerequisite: CIS 158 or CIS 257 or permission of the instructor. Three lecture hours and two lab hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 4 credits Spring

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. Pre or co-requisite: CIS 158 or permission of the instructor. Co-requisite: MTH 243. Three lecture hours and two lab hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 4 credits Fall

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. Prerequisite: CIS 261 or permission of the instructor. Three lecture hours and two lab hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 4 credits Spring

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. Prerequisite: Enrolled in or have taken a second-semester programming course and a database course or permission of the instructor. One lecture hour per week. 1 credit Spring

CIS 270 - Systems Analysis and Design Seminar (3 credits)

Analyzing and designing effective business systems are the focus of this course. Emphasis is placed on today's tools for analyzing business problems, designing solutions and documenting the results. The student will learn the effective use of systems tools, the use and integration of microcomputer applications, the development of an effective database, and they will develop an understanding of the analysis and design processes. Pre or co-requisite: CIS 150 or CIS 152 or CIS 159 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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. Prerequisite: CIS 231 with a grade of C or better; Pre or co-requisite: CIT 150 and CIS 232 and CIS 233 or permission of instructor. Four hours of lecture per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 4 credits Spring

CIS 272 - Program Development Seminar (3 credits)

Student 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. Pre or co-requisite: Two of the following - CIS 254 or CIS 256 or CIS 258 or one of the following - CIS 255 or CIS 257 or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Spring

CIS 273 - Internet Seminar (3 credits)

This is the capstone course in the Web Developer option. Students combine and integrate all they have learned about creating, maintaining, and managing interactive sites. They design a professional web site including databases, graphics and interactive components for mobile and desktop/laptop devices. They install it on a web server host and maintain the web site. Prerequisite: CIS 159 and CIS 250, Pre or co-requisite: CIS 258 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

CIS 283 - Selected Topics in CIS (3 credits)

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 will be 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 will then follow the Web based learning criteria for the selected course and receive credit for that course. There will be one orientation meeting at the beginning of the semester. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Not offered every year.

CIT - Computer Information Technology**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. 1 credit Spring

CIT 113 - Applied Technology Exploration (3 credits)

This course gives students hands-on experiences in a wide variety of technology applications. The students work with projects in areas such as web design and development, social networking, multimedia, logic, programming, operation systems and databases. The students will also explore issues of security, privacy, ethics and networking. Throughout this course students develop an understanding of the components of information technology systems and will explore career opportunities in technology. Three lecture hours per week. Competency met: Critical Analysis (1.0) 3 credits 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 lecture hours per week. Instructional Competency met: Technical Literacy (8.0) 3 credits Fall, Spring, Summer

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. Prerequisite: CIT 121 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits 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 will give 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. Competency met: Technical Literacy (8.0) 3 credits. Fall, Spring.

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. Pre or co-requisite: CIT 131 or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

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. Pre or co-requisite: CIS 162 or permission of instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

CIT 134 - Social Media and the Web (3 credits)

Students will learn how to use social media as an effective promotional outlet. They will also increase their social media knowledge base via a variety of strategies and techniques. Topics covered will include YouTube, LinkedIn, Twitter, Facebook, etc. Pre or co-requisite BUS 115. Three lecture hours per week. 3 credits Spring

CIT 136 - Web Development for Mobile Devices (3 credits)

Students use HTML5, JavaScript, and a JavaScript framework to develop web applications for implementation on mobile devices. Students use server-side scripting to connect to and access database information. Pre-requisite: CIS 122; pre or co-requisite: CIS 159 or permission of instructor. Three lecture hours per week. 3 credits Fall

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 lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits 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 will 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. Pre- or co-requisite: CIT 140. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

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 will be discussed. Pre or co-requisite: CIT 140 or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall, Spring

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. Prerequisite: CIT 140 and CIS 120 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall, Spring

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. Prerequisite: CIS 134 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall, Spring

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. Competency met: Technical Literacy (8.0) 3 credits. Spring.

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. Prerequisite: CIS 162 or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

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 developers can choose from hundreds of semiformal mod groups to study. Students seek out existing mods and reviews them with a critical eye. Prerequisites: CIT 141 and CIT 142 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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. Prerequisite: CIT 141 and CIT 142 or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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. Prerequisite: CIT 143 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 3 credits Fall, Spring

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 will develop and disseminate a simple game. Prerequisite: CIT 241 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

CIT 245 - Game Design on Paper (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. Prerequisites: CIT 140 and ENG 101, or permission of instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

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 gameplay. Students also develop supporting materials that can be used to promote their mod. Prerequisites: CIT 240 and CIT 245 or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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 will 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. Pre or co-requisite: CIT 241 or CIT 242 and CIT 260 or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

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. Prerequisite: CIT 242 or permission of instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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. Prerequisite: CIT 150 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

CIT 251 - Operating Systems Security (3 credits)

This course covers operating system security, including Internet and email 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. Prerequisite: CIT 150 or permission of the instructor, CIS 131 is recommended. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

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. Prerequisite: CIT 150 or permission of the instructor; CIS

150, CIS 152, CIS 161, or CIS 159 recommended. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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 email investigations, as well as the boot process and file system of Macintosh and Linux computers. Prerequisite: CIS 134 and CIT 155 or permission of the instructor. Three hours of lecture and two hours of laboratory per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 4 credits Fall

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 the 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. Prerequisites: CIT 155 and CIS 106 CIS 134, or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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. Prerequisite: CIT 242 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall

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. Pre or co-requisite:

CIT 242 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

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. Prerequisite: CIT 246 or permission of instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

CIT 270 - Seminar in Desktop Publishing, Imaging and Multimedia Design (3 credits)

By working in design teams on multifaceted projects, this course will allow 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 will master at least one suite of design and/or multimedia products, and will produce professional quality work which then may be printed, distributed electronically, and/or accessed via the internet, CD or kiosk. Prerequisites: CIT 131, CIT 132, CIT 133 and CIT 231, or permission of instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Spring

CIT 274 - Security Seminar (4 credits)

This hands-on capstone course provides students with the opportunity to plan, design, implement, manage, and document an intranetwork 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. Pre or co-requisite CIT 252. Prerequisites: CIS 133, CIS 231, CIT 250, or permission of the instructor. Three lecture and two lab hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 4 credits Spring

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. Prerequisite: CIT 255 with a grade of C

or better; Pre or co-requisite: CIT 256. Three hours of lecture and two hours of laboratory per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 4 credits Spring

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. Prerequisite: CIT 247. Two lecture hours and four laboratory hours per week. Instructional Support Fee applies. 4 credits 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. Prerequisite: A score of 68 or higher on the College's Reading placement test and a score of 3 or higher on the English Placement test; or concurrent registration in ENG 090 and/or RDG 090 or permission of the department chair. Three lecture hours per week. Competency met: Oral Communication (2.2), Humanities (6.0) 3 credits Fall, Spring, Summer

COM 106 - Introduction to Communication and College Success (3 credits)

Strategies and resources that promote college success are explored and applied to communication in this foundational course for communication majors. Students explore the fundamentals of human communication, especially the process of exchanging meaning. The course also examines aspects of communication including theory, interpersonal, nonverbal, mass media and organizational communication, and the impact of emerging technologies on communication. Students examine careers in the field, acquire technical competencies needed to be successful in communication, and conduct both academic and internet research. Pre or co-requisite: ENG 101. Three hours of lecture per week. 3 credits Fall, Spring

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. Pre or co-requisite: ENG 101. Three lecture hours per week. Competency met: Global Awareness (5.2) 3 credits Fall, 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. Prerequisite: ENG 101. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

COM 113 - Interpersonal Speech (3 credits)

The study of speaking and listening as it involves spoken language, nonverbal communication and feelings, specifically within interpersonal and small group settings. Pre or co-requisite: ENG 101. Three lecture hours per week. Competency met: Oral Communication (2.2), Humanities (6.0) 3 credits. Fall, Spring, Summer. Oral Communication - Early Childhood, Elementary Education, and Human Services only.

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. Prerequisite: COM 101 or permission of the instructor. Three lecture hours per week. Competency met: Oral Communication (2.2), Humanities (6.0) 3 credits. 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 lecture hours per week. Competency met: Critical Analysis (1.0), Oral Communication (2.2), Humanities (6.0) 3 credits Not offered every year.

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. Pre or co-requisite: ENG 101. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

COM 159 - Video Field Production and Editing (3 credits)

Students learn basic concepts of digital video 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 pre-production planning, shot composition, lighting and audio on location, and linear editing concepts and techniques. Emphasis is on pre and post-production planning and editing and project completion. Students prepare their projects for distribution through different forms of media and uploading to the internet. Pre or co-requisite: ENG 101. Three lecture hours per week. 3 credits Fall, 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 will be 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). Pre or co-requisite: ENG 101. Competency met: Oral Communication (2.2), Multicultural Perspective (5.3), Humanities (6.0) 3 credits. Fall, Spring, Summer.

COM 212 - Field Experience - Student Newspaper Practicum (3 credits)

This course provides students experiential learning through the production of the student newspaper, with targeted instruction and guidance provided by a Communication Instructor who teaches COM 112 News Writing and Reporting and the Faculty/Staff Adviser of the student newspaper, The Observer. This course will combine the academic study of journalism with the practical elements of an on-campus internship with The Observer. Students will develop and advance their skills in writing, editing, graphic design, photography and/or the business aspects of newspaper production. This will complement their academic preparation and will help build their portfolio and résumé. Prerequisite: ENG 101 and pre or co-requisite

of COM 112, and/or permission of the instructor(s) and Communication program director.

3 credits Fall, Spring

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. Prerequisite: ENG 101. Three class hours per week. 3 credits Fall, Spring, Summer

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. Prerequisite: ENG 101 or permission of instructor. One lecture hour per week. 1 credit Not offered every year.

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. Pre or co-requisite: ENG 101. Three lecture hours per week. 3 credits Fall

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. Pre or co-requisite: ENG 101. Three lecture hours per week.

Competency met: Ethical Dimensions (7.0) 3 credits Fall

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. Pre or co-requisite: ENG 101. Three class hours a week. 3 credits Spring

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 lecture hours per week. 3 credits 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. Prerequisite: CRJ 101. Three lecture hours per week. 3 credits Spring

CRJ 219 - Police and Society (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. Prerequisite: SOC 101. Three lecture hours per week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4) 3 credits Fall, Spring

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 will be among topics examined and discussed. Three lecture hours per week. 3 credits 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. Prerequisite: SOC 101 or permission of program director. Three lecture hours per week. Competency met: Social Phenomenon (5.4) 3 credits Fall

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. Prerequisite: CRJ 101. Three lecture hours per week. 3 credits Spring

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. Prerequisite: CRJ 101 and 113. Three lecture hours per week. Competency met: Ethical Dimensions (7.0) 3 credits Fall

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. Prerequisite: CRJ 113, CRJ 115, and CRJ 258. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

CSS - College Success Seminar**CSS 101 - College Success Seminar (1 credit)**

This course facilitates the new student's transition to college. Students become familiar with the college's resources and begin to make connections with faculty, staff, and support services. By clarifying the values and purposes of higher education, students gain an understanding of the skills, tools, and competencies needed to be a successful college student. As part of this course, students explore and utilize college-based technology resources such as accessBCC and DegreeWorks. Students learn to identify and apply their learning style to academic courses and study skills. Students develop their academic and career goals. One class hour per week. Instructional Support Fee applies. 1 credit Fall, Spring, Summer

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, individual, and group exercises. The student will explore various career options with the intent on 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. 1 credit 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. 1 credit 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, using Microsoft Office, using email, navigating Blackboard, utilizing group sharing applications, finding and assessing Internet resources, handling basic hardware issues, and assessing and using social media tools. The course also focuses on gaining facility with technology to allow students to work collaboratively to complete projects in higher level academic courses. This course is not intended for CIS, OFC, or Business Administration majors. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall, Spring, Summer

CUL - Culinary Arts**CUL 100 - Introduction to College/Culinary Experience (3 credits)**

This course facilitates the new Culinary Arts students' transition to college and the Culinary Arts Program. Students become familiar with the college's resources, begin to make connections with faculty, staff and support services and familiarize themselves with the skills and information necessary to succeed both in College in general and, more specifically, the Culinary Arts Program. By clarifying the values and purposes of higher education in general and the Culinary Arts specifically, students gain an understanding of the skills, tools and competencies needed to be a successful college student overall. As part

of this course, students explore and utilize college based technology and resources available at BCC. Students learn to identify and apply their learning styles to and develop their study skills for academic and lab based courses. Students explore and expand their career goals. Students are exposed to the kitchen/bakeshop operation and the equipment, hand tools, and basic skills necessary for success in the Culinary Arts Program. Prerequisite: Open to Culinary Arts Students Only. Passing score on the College's Writing, Reading and Arithmetic placement exams or concurrent enrollment in or prior completion of ENG 090, ENG 091, ENG 092 or MTH 011 or RDG 080 or RDG 090, as applicable. Instructional Support Fee Applies. Three lecture hours per week. 3 credits Fall, Spring

CUL 102 - Culinary Art (1 credit)

This course develops skills that allow culinary and baking and pastry arts students to present food in an artistically pleasing manner utilizing art skills which includes the creation of three dimensional plates and platters utilizing the principles of form, function, and color. Instructional Support Fee applies. Three lecture hours per week for five weeks.

1 credit Fall

CUL 103 - Culinary Photography (1 credit)

This course develops skills that allow culinary and baking and pastry arts students to present food in an artistically pleasing manner and digitally record it by the use of a digital camera and correct them for improved professional appearance by means of image editing software. Instructional Support Fee applies. Three lecture hours per week for five weeks.

1 credit Fall

CUL 104 - Culinary Ice Carving (1 credit)

This course develops skills that allow culinary and baking and pastry students to present food in an artistically pleasing manner and enhance the food service area by introducing them to the basic skills needed to prepare centerpieces and socles to enhance the appearance of food presentation. Instructional Support Fee applies. Two lecture hours and eight lab hours for two weeks.

1 credit Fall

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. 3 credits 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 continues the introduction of and practical use of commercial kitchen equipment and hand tools as well as essential cooking principles. The course includes stocks, sauces and soups; vegetables and starch products; and cold pantry and breakfast preparation. This course requires participation in evening functions. Students continue to develop their culinary portfolios in this course. Prerequisite: ServSafe certified or concurrent enrollment in CUL 140. A grade of C- or better or concurrent enrollment in CUL 100. Two lecture hours and eight laboratory hours per week. Instructional Support Fee applies. 4 credits 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 developed in CUL 111. The course is a practicum in the application of the procedures and techniques of cooking. This course includes meats, poultry and fish. The 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 personal portfolio. Prerequisite: CUL 111 with a grade of C- or better, or permission of the program director, and valid ServSafe certification. Two class hours and eight laboratory hours per week. Instructional Support Fee applies. 4 credits Spring; Day only

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 and seasonal items. Prerequisite: Passing scores on the College Writing, Reading and Arithmetic placement exams, or concurrent enrollment in or prior completion of ENG 090, ENG 091, ENG 092 or MTH 011, or RDG 080 or 090, as applicable; ServSafe certified or concurrent enrollment in CUL 140. One class hour and four lab hours per week. Instructional Support Fee applies. 2 credits. Fall, 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 lecture hours per week. Instructional Support Fee applies. 2 credits 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. Prerequisite: CUL 121 with a grade of C- or better, or permission of the program director, and valid ServSafe certification. One lecture hour and four laboratory hours per week. Instructional Support Fee applies. 2 credits Spring; Day only

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 around 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 lecture hours per week. Instructional Support Fee. 2 credits 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 the awarding of the ServSafe certificate. It also meets one of the mandatory requirements for certification in the American Culinary Federation (ACF). Two lecture hours per week. Instructional Support Fee applies. 2 credits Fall; Day only

CUL 151 - Essentials of Baking I (2 credits)

This course teaches the principles of professional baking, including sanitation, safety regulations, and personal hygiene. It also expands on the use and care of the bakeshop utensils and equipment and the knife skills used in baking and pastry production. The course begins to examine the chemistry of baking through the preparation of quick breads, yeast dough, and Artisan breads. The course emphasizes yeast fermentation, ingredient functions, flavors, and bread baking. The course requires two seasonal projects and participation in the evening

Culinary Arts functions. Students continue to develop their personal portfolios in this class. Prerequisite: ServSafe certified or concurrent enrollment in CUL 140. Grade of C- or better in CUL 100 or concurrent enrollment. One lecture hour and four laboratory hours per week. Instructional Support Fee applies. 2 credits 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 pâte a choux as an introduction to classical pastries. The course introduces the preparation and use of custards, creme anglaise, and dessert sauces, 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 decorating techniques, including icings and piping. This course requires participation in evening functions and continuation of the student's personal portfolio. It culminates in a final practical assessment which the student must pass with a "Pass" grade. Prerequisite: CUL 151 with a grade of C- or better or permission of the program director, and valid ServSafe Certification. Two classroom hours and eight laboratory hours per week. Instructional Support Fee applies. 4 credits Spring; Day only

CUL 153 - Baking Technologies (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. Prerequisite: ServSafe Certified or concurrent enrollment in CUL 140, and a grade of C- or better or concurrent enrollment in CUL 100. Two classroom hours and three laboratory hours per week. Instructional Support Fee applies. 3 credits Fall; Day only

CUL 154 - Introduction to Showpieces 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. Students plan, execute, and maintain the Culinary Arts public display area. Students continue to develop their personal portfolio. Prerequisite: CUL 151 and CUL 153 with grades of C- or better or permission of program director, and valid ServSafe Certification. Two class hours and three laboratory hours per week. Instructional Support Fee applies. 3 credits Spring; Day only

CUL 160 - Introduction to Hospitality Food Services (3 credits)

This course will introduce the hospitality student to the basic culinary functions used in commercial food production. Through lecture/demonstration, the student will gain a didactic knowledge of a commercial kitchen, its hand tools and large equipment, and will develop the confidence necessary to converse with and supervise food service professionals. Most common aspects of menu production utilized in a full service kitchen will be demonstrated. Function participation will be required. Two class hours and three laboratory hours per week. Instructional support fee applies. 3 credits Fall, Spring.

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, appetizers and canapé preparation, decorative vegetable carving and food smoking, pâté, 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. Prerequisite: CUL 112 with a grade of C- or better, a "Pass" grade in the Practical Exam and satisfactory progress in the student's personal portfolio, or permission of the program director. Three class hours and twelve lab hours per week. Instructional Support Fee applies. 6 credits Fall; Day only

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. Prerequisite: CUL 211 with a grade of C- or better or permission of the program director. Three class hours and twelve lab hours per week. Instructional Support Fee applies. 6 credits Spring; Day only

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, determine the nutritional analysis for the menu, and plan and execute the plate presentations and beverage services. Students complete their Culinary Arts Personal Portfolio by the conclusion of this course. Successful completion of the practical exam, with a grade of "Pass" is required. Prerequisite: CUL 212 with a grade of C- or better or concurrent enrollment; or permission of the program director. Three class hours per week. Instructional Support Fee applies. 3 credits Spring; Day only

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. Prerequisite: CUL 121 with a grade of C- or better, or permission of the program director, and valid ServSafe Certification. Three class hours a week. Instructional Support Fee applies. 3 credits Fall; Day only

CUL 240 - Purchasing for Culinarians (2 credits)

This course focuses on proper purchasing techniques and how to correctly identify, purchase, receive, evaluate and store a variety of perishable and non-perishable products. It introduces students to a variety of foods in various market forms, whose use is further expanded in the Culinary/Baking production labs. Principles of cost control, yield testing, and forecasting are discussed and demonstrated. Two class hours per week. Instructional Support Fee applies. 2 credits. Spring; Day only.

CUL 241 - Foodservice Operations and Career Development (2 credits)

In this course students design a complete food-service or bakery operation. This introduces the student to the information necessary to start and run a successful restaurant and/or bakery. Students develop a concept, business plan, conduct a market analysis, plan a menu, recipe costing, write purchase specifications, and design a facility that can adequately meet the project standards. Students create a yearly income balance statement that includes calculated food cost percentages, labor, and over-head expenses. Final project consists of written job descriptions, job specifications, as well as framework for the orientation and training program for their employees. Resume writing and interview principles are reviewed. Pre or co-requisite: CUL 216 or 256 or permission of the program director. Two class hours per week. Instructional Support Fee applies. 2 credits Spring; Day only

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. Prerequisite: CUL 152 with a grade of C- or better and satisfactory progress in personal portfolio or permission of the program director. Two class hours and eight lab hours per week. Instructional Support Fee applies. 4 credits Fall; Day only

CUL 252 - Advanced Pastry Arts II (6 credits)

This course focuses on decorative work and display pieces. It requires projects in 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. Prerequisite: CUL 251 with a grade of C- or better or permission of the program director. Three class hours and twelve lab hours per week. Instructional Support Fee applies. 6 credits Spring; Day only

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. Prerequisite: CUL 152 or permission of the program director. Two lecture hours and three lab hours per week. Instructional Support Fee applies. 3 credits Fall; Day only

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 the bread products, sorbet, chocolates, centerpieces, and dessert items as the menu requires and determine the nutritional analysis for the products. Students complete the Baking/Pastry Arts Personal Portfolio by the conclusion of the course. Successful completion of the practical exam with a grade of "Pass" is required. Prerequisite: CUL 251 with a grade of C- or better or permission of the program director. Students must have completed or be concurrently enrolled in all courses required for graduation or permission of the program director. Three class hours per week. Instructional Support Fee applies. 3 credits Spring; Day only

CVC - Cape Verdean Creole**CVC 101 - Elementary Cape Verdean Creole I (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. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. 3 credits Fall

CVC 102 - Elementary Cape Verdean II (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. Prerequisite: CVC 101. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. 3 credits Spring

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. Competency met: Humanities (6.0) 3 credits 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 will become more complex. Emphasis will be placed on the acquisition of rhythmic, dynamic and kinesthetic awareness. The student will be expected to demonstrate knowledge of basic dance theory relating to space, time, and energy qualities. A studio performance will be given at the end of the semester. Prerequisite: DAN 101 or permission of instructor. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Spring

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. Prerequisite: Open to DHG students only. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall; Day only

DHG 113 - Orientation to Clinical Dental Hygiene (5 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, medical and dental emergencies, and patient education. Laboratory practice requires working with mannequins and on laboratory session partners. Prerequisite: Open to DHG students only. Three lecture hours and six laboratory hours per week. Instructional Support Fee applies. 5 credits Fall; Day 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. Prerequisite: Open to DHG students only. Two lecture hours per week. Instructional Support Fee applies. 2 credits Fall; Day 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. Prerequisite: DHG 113. Two lecture hours per week. Instructional Support Fee applies. 2 credits Spring; Day only

DHG 122 - Clinical Dental Hygiene II (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. Prerequisite: DHG 113. Nine class hours per week. Instructional Support Fee applies. 2 credits Spring; Day only

DHG 124 - Oral Radiography (3 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. Laboratory practice includes exposure, evaluation, and interpretation of intraoral and panoramic radiographs. Prerequisite: DHG 113. Two lecture hours and three laboratory hours per

week. Instructional Support Fee applies. 3 credits Spring; Day only

DHG 126 - Periodontology (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. Prerequisite: Open to DHG students only. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring; Day only

DHG 128 - Pharmacology for Dental Hygienists (1 credit)

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. Prerequisite: Open to DHG students only. One lecture hour per week. Instructional Support Fee applies. 1 credit Spring; Day only

DHG 230 - Local Anesthesia for the Dental Hygienist (2 credits)

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. 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 protocols. Laboratory exercises are designed to provide students the opportunity to administer mandibular and maxillary injection techniques. The laboratory hours are completed during the first half of the fall semester. One lecture hour and two laboratory hours per week. Prerequisite: DHG 119, DHG 128 and sophomore standing. Instructional Support Fee applies. 2 credits Fall; Day only

DHG 231 - Dental Hygiene Theory III (2 credits)

This course is a continuation of the theoretical aspects of dental hygiene clinical practice. Special patient populations and topics are discussed and integrated to provide critical examination of the dental hygiene process of care related to patient assessment, dental hygiene diagnosis, dental hygiene treatment plan, implementation and evaluation of treatment to provide comprehensive dental hygiene care. Prerequisite: DHG 120 and sophomore standing. Two lecture hours per

week. Instructional Support Fee applies. 2 credits Fall; Day only

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. Prerequisite: DHG 122 and sophomore standing. Fourteen laboratory hours per week. Instructional Support Fee applies. 4 credits Fall; Day only

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. Prerequisite: Open to DHG students only. Two lecture hours per week. Instructional Support Fee applies. 2 credits Fall

DHG 237 - Dental Materials (3 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. Prerequisite: Open to DHG students only. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. 3 credits Fall; Day only

DHG 240 - Dental Hygiene Theory IV (2 credits)

This course is a continuation of the theoretical aspects of dental hygiene practice. The study of patients with special needs continues. Domestic violence and child abuse are studied. Emphasis is placed on the law, current state regulations, and ethical dimensions of dental hygiene practice. The dental hygienist's legal responsibilities in all these areas are emphasized. The course prepares students for employment and the attainment of professional goals. Prerequisite: DHG 231 and second semester sophomore standing. Two lecture hours per week. Instructional Support Fee applies. 2 credits Spring; Day only

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. Prerequisite: DHG 233 and second semester sophomore standing. Twelve to fourteen hours per week. Instructional Support Fee applies. 4 credits Spring; Day only

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. Prerequisite: Open to DHG students only. Two lecture hours per week. Instructional Support Fee applies. 2 credits Spring; Day only

DSC - Deaf Studies Career

DSC 221 - Introduction to Speech to Text Support Services in the Deaf Community (3 credits)

This course presents an overview of the transcription and note-taking support services profession for students interested in becoming computer-assisted, speech to text transcriptionists and/or note-takers. Students develop an understanding of, and appreciation for, the support services professions as course content focuses on the similarities and differences in the roles, responsibilities and aptitudes of a typical support services team. Emphasis is placed on the fundamentals of their vocation, including but not limited to, ethical behavior, professional standards, business practices, consumers and settings, access law, resources and organizations. The course introduces students to the basic principles of the C-Print software and is supported by training materials developed by the National Technical Institute for the Deaf. The course also examines, and practices the cognitive processes involved with meaning-for-meaning, speech to text transcription. Students begin to apply cognitive skills and C-Print principles to beginning recorded audio exercises at the word and sentence level. The course also requires students to observe a professional support service provider in an education setting and spend one hour a week in a lab setting. Pre-requisite: DST 101 with a C or better. Three lecture hours and one laboratory hour per week. Instructional Support Fee applies. 3 credits Spring

DSC 225 - Introduction to ASL/English Interpreting (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. Prerequisite: ASL 201 with a B- or better or permission of the instructor. Three lecture hours per week. 3 credits Summer, Fall

DSC 226 - 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. Prerequisite: ASL 201 with a B- or better, and DST 213. Co-requisite: ASL 202 and DSC 225. Two lecture hours and one laboratory hour per week; 20 hours of observation per semester. Instructional Support Fee applies. 3 credits Spring

Corequisite: Co-requisite: ASL 202 and DST 221.

DSC 235 - Speech to Text for Deaf Community (3 credits)

This course identifies, evaluates, and develops transcription and note-taking competencies needed to provide computer-assisted, speech to text services to the Deaf community. Students process and condense auditory information, expand and build dictionaries, practice editing and formatting techniques, and increase both their typed and keyed words/minute. Course content explores the integration of handwritten notes and graphics with keyed text. Students apply cognitive skills and C-Print principles to recorded audio exercises at the lecture level, as well as, acquire more advanced technical skills. Students also gain practical experience with condensing and/or summarizing auditory information through a note-taking service learning

project. The course is supported by training materials developed by the National Technical Institute for the Deaf. Prerequisite: DSC 221 with a C or better or permission of the program director; co-requisite: DSC 236. Three lecture hours and one laboratory hour per week. Instructional Support Fee applies. 3 credits Fall

DSC 236 - Speech to Text for the Deaf Community Practicum I (1 credit)

This course provides one semester of field-based observations and keying experiences that are integrated into seminar discussions and assignments. Students explore and reflect on the real life challenges and rewards of being a speech to text, support service provider in and out of the Deaf community. Students are required to complete 30 hours minimum of experiences in a variety of settings (on and off campus; in and out of the Deaf community) and to engage in a one-hour, bi-weekly seminar. Students are eligible for the NTID C-Print certificate upon the successful completion of this class. Prerequisite: DSC 221 with a C or better; co-requisite: DSC 235. One-half hour of lecture per week. 1 credit Fall

DSC 281 - Speech to Text for the Deaf Community Practicum II (1 credit)

This course provides one-semester of introductory field-based experiences providing direct support services for Deaf or Hard-of-Hearing consumer(s) as a transcriptionist/note-taker. Students apply the principles, competencies, and ethics they have acquired to an educational or agency environment. Students must demonstrate their ability to transcribe, summarize, or note-take auditory information, edit and deliver text effectively, and work as a professional part of the support services team. The accompanying seminar provides a forum for students to share reflections, raise questions, and extend their understanding of their future role as a professional in this field. The student is supervised by college faculty and all placements must be approved by the Deaf Studies program coordinator. Prerequisite: DSC 235 and DSC 236 with a grade of C or better; co-requisite: ASL 102 or permission of the Deaf Studies program coordinator. One-quarter hour of lecture per week and four to six hours of laboratory per week. Instructional Support Fee applies. Spring 1 credit

Corequisite: Co-requisite: ASL 102 or permission of the Deaf Studies program coordinator.

DST - Deaf Studies**DST 101 - Introduction to Deaf Studies (4 credits)**

This is the foundation course for Deaf Studies majors. Students survey various discourse communities and key concepts within Deaf Studies, the diversity of membership in the Deaf community, technology supported in the Deaf world, and careers/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 and "e-learning skills of a Deaf Studies major. Open to Deaf Studies degree and certificate majors, or by permission of program director for non-majors. Four lecture hours per week as well as outside hours. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) 4 credits Fall

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. Pre or co-requisite: ENG 101. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Humanities (6.0), Technical Literacy- Deaf Studies only (8.0). 3 credits Fall

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. Prerequisite: DST 110 with a C or better. Three lecture hours per week. Competency met: Historic Awareness (5.1), Humanities (6.0) 3 credits Every other spring

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. 3 credits Spring

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. Prerequisite: DST 110 with a C or better. Competency met: Humanities (6.0) 3 credits Every other spring

ECE - Early Childhood Education

ECE 111 - Introduction to Early Childhood Education (3 credits)

This course will introduce 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 will be examined such as Head Start, Froebel's Kindergarten, Montessori, Reggio-Emilia and the Waldorf. The role of the early care teacher, professionalism, and managing successfully in the workplace will be explored. The course will include field observations of eight hours across the full age span (0 -8) with observations in diverse settings as required as determined by DEEC. Three class hours a week. Competency met: Multicultural Perspective (5.3), Ethical Dimensions (7.0) 3 credits Fall

ECE 112 - Observing, Recording, and Analyzing Early Childhood Settings (3 credits)

Fieldwork and classroom presentations/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. Co-requisite: ENG 101. Three lecture hours per week. Competency met: Critical Analysis (1.0), Written Communication (2.1) 3 credits Fall, Spring

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. 3 credits. 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 lecture hours per week. 3 credits 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. Prerequisites: ECE 111 and ECE 112. Three lecture hours per week. 3 Credits Fall, Spring

ECE 222 - Special Needs in Early Childhood (3 credits)

This course focuses on student understanding of the diverse abilities and disabilities of children from birth through eight years of age. Implications of IDEA, use and preparation of Individualized Education Plan (I.E.P.) and the Individualized Family Service Plan (IFSP) is threaded through class discussion, assignments, and adaptations and procedures for children with special needs. Students identify the role of teacher in relation to parents of children with special needs in an all-inclusive classroom. The objectives of this course meets Department of Early Education and Childcare (DEEC) guidelines for certification as lead teacher. Pre or co-requisite: ECE 125 or PSY 252. Three lecture hours per week. 3 credits Fall, Spring

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 care-giving 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 Floortime. Prerequisites: ECE 111 or ECE 112 or PSY 252. Three lecture hours per week. 3 credits Fall

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. Prerequisites: ECE 113 and ECE 234. Three lecture hours per week. 3 credits Fall, Spring

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 self-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. Prerequisites: ECE 111, ECE 112; pre or co-requisite: ECE 222. Three lecture hours per week. 3 credits Fall, Spring

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. Prerequisites: ECE 112; pre or co-requisite: ECE 223. Three lecture hours per week. 3 credits Fall, Spring

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. Prerequisite: ENG 101. Three lecture hours per week. 3 credits Fall, Spring

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. Prerequisite: ECE 111. Three lecture hours per week. 3 credits Fall, Spring

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 (DEEC). 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. Prerequisites: Please note different requirements for different early education settings. Infant-Toddler setting: Pre or co-requisite ECE 223, ECE 236, ECE 244; Preschool setting: Pre or co-requisite: ECE 222 and ECE 234. 150 hours of field experience per semester and seven two-hour seminars per semester on alternating weeks. Instructional Support Fee applies. 4 credits Fall, Spring

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/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. Prerequisite: ECE 251 with a grade of C- or better. Co-requisite: ECE 232 or ECE 244. 150 hours of field experience and seven two-hour seminars per semester on alternating weeks. Instructional Support Fee applies. 4 credits Fall, Spring

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/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. Prerequisite: ECE 251 with a grade of C- or better, ECE 112, and ECE 222. 150 hours of field experience and seven one-hour seminars per semester on alternating weeks. Instructional Support Fee applies. 4 credits Fall, Spring

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. Pre or co-requisite: ECE 125 and ECE 238. 150 hours of field experience and seven two-hour seminars per semester on alternating weeks. Instructional Support Fee applies. 4 credits Fall, Spring

ECE 260 - Play and Early Childhood Curriculum Planning (3 credits)

Students examine the critical role of play in the young child's social, emotional, and cognitive development with particular reference to Greenspan's theory of emotional development and Ruben's theory on friendships. Preschool curriculum planning is based on MA Guidelines for Preschool Learning Standards and is reflective of anti-bias curriculum principles. Attention is paid to individualizing instruction to meet the needs of children with different abilities and disabilities including special needs as well as the gifted and talented. Tools for assessment of learning are introduced. Using the inclusionary and integrated approach. Curriculum planning puts the emphasis on emerging literacy and numeracy skills. Prerequisite: ECE 111, ECE 112, and PSY 252, all with a grade of C or better. Three lecture hours per week. 3 credits Fall, Spring

ECE 261 - Early Childhood Licensure Teaching Practicum (5 credits)

Early Childhood licensure teaching practicum is a capstone experience. The field placement may be in kindergarten or pre-kindergarten for 150 hours followed by 25 hours in grades 1 or 2 classroom in an elementary school setting selected by the Program Coordinator. Students participation evolves from observation to demonstration of competencies (identified by DEEC) to be in-charge of a Pre-K or K.G. classroom. Observations and reflections are an integral part of curriculum implementation and teaching practice. As student teachers each one submits weekly journals and participates in seminars integrating theory and practice of child development, curriculum planning, individualized instruction, special needs, anti-bias curriculum, and on-going assessment of self and children's learning. Note: C.O.R.I. and Health Requirement must be met and students must meet with the Program Coordinator the semester prior to enrollment in ECE 261. Prerequisite: ECE 260 and ECE 222 with a grade of C or better; GPA 2.75. Restricted to Early Childhood Education- Early Childhood Licensure Transfer option students. Seminar meets for two hours on alternate weeks for seven weeks. Instructional Support Fee applies. 5 credits Fall, Spring

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 Child Care (DEEC) guidelines. Prerequisite: ECE 251 or permission of program director. Three lecture hours per week. 3 credits Spring

ECE 292 - Supervision and Personnel Management in Early Childhood (3 credits)

This course focuses on basic supervision and leadership styles. Supervisors of early educators learn how to promote professional development and mentor their staff. It emphasizes techniques in staff development analysis and the enhancement of interpersonal communications, organization, supervisory styles, as well as, within the context of parents and the community. This course meets Department of Early Education and Childcare (DEEC) standards for Director II Certification in Early Childhood programs. Pre or co-requisite: ECE 252 or ECE 253. Three lecture hours per week. 3 credits Fall

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. Prerequisite: A passing score of 3 on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or C or better or concurrent enrollment ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Social Phenomenon (5.4) 3 credits Fall, Spring, Summer

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. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or a C or

better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Competency met: Social Phenomenon (5.4)
3 credits 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. Prerequisite: ECN 111 or permission of instructor. Three lecture hours per week. 3 credits Fall, Spring, Summer

EDU - Education

EDU 101 - College Success Seminar for Education (1 credit)

This foundational course is for all Education Degree majors and should be taken in their freshman year - first semester. In this course, strategies and resources that promote general college success are explored and applied to relevant topics in the field of Education. Students also begin to reflect on what it means to be an Education professional, acquire technical competencies needed to be successful in these majors, and conduct both academic and internet research. Students engage with course content through an active learning environment that includes discussions, readings, projects and lectures. Critical reading, thinking, and writing are stressed. One lecture hour per week.
1 credit Fall, Spring, Summer

EDU 150 - Language Education and Literacy (3 credits)

This course offers a critical examination of the foundations of language education in the United States. Surveying different language education programs and English Language Learner students, the course will facilitate sensitivity to language issues and debates in U.S. schools and communities, including legislation, court action and research in language learning. The course will also deepen understanding of the Common Core standards and instructional literacy strategies to master reading, writing, listening and speaking standards to support ELL students. Prerequisite(s): Satisfactory performance on the writing skills test or C or better in ENG 090, ENG 091 or ENG 092. Passing score on the College's reading placement test of C or better in ENG 091 or concurrent enrollment in/or prior completion of RDG 090. Three lecture hours per week
3 credits Fall, Spring, Summer

EDU 220 - Foundations of Education with Teaching Pre-Practicum (3 credits)

This course offers students a chance to historically examine the sociopolitical, cultural, philosophical and developmental foundations of U.S. education (grades 1-

6). The course investigates past and current educational reforms, school structures, and teacher practices, as well as Massachusetts Curriculum Frameworks, while stressing the significance of diversity and equity in education. The course requires a three-hour seminar and 40 hours of field experience. Through field experiences, students will keep observational journals to allow them to critically integrate seminar topics with their observations and develop ethical and critical understanding of student identity, growth and development, learning theories, issues of diversity, developmentally-appropriate practices, different approaches to teaching and professional teaching standards. Prerequisite(s): Completion of 27 credits in the Elementary Education program with a GPA of 2.50 or better, or instructor's approval. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

EDU 225 - Diversity and Multicultural Education (3 credits)

This course is designed to increase sensitivity to multiplicity of social differences and power relations in complex and pluralistic U.S. education and society. By helping students acquire a critical understanding and appreciation of processes of diversity (cultural, racial, ethnic, socio-political, ability and gender) this course is designed to honor and empower the diverse experiences, knowledge and identities students and their communities bring into schools. Therefore, the course is committed to transformative democratic models of learning as well as educators who advocate for equity in education who provide practical educational conceptualizations to foster equitable, inclusive and multicultural learning for all learners. Three lecture hours per week. 3 credits Fall, Spring, Summer

EGR - Engineering

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 hours of lecture per week. Instructional Support Fee applies. 3 credits 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, email

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. Competency met: Technical Literacy (8.0) NOTE: Utilizes Windows based software Mac versions available. 3 credits Fall, Spring, Summer

EGR 111 - Fundamentals of Manual Machining (4 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. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Fall

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, setup and process sheets. Students use industrial software simulations and feeds and speeds databases. Prerequisite: EGR 111 is recommended. Two class hours and three laboratory hours per week. Instructional Support Fee applies. NOTE: Utilizes Windows based software only. 3 credits Spring

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. Competency met: Scientific Reasoning and Discovery (3.0), Ethical Dimensions (7.0) 4 credits Fall

EGR 115 - Manufacturing Processes & Measurement (3 credits)

This course focuses on manufacturing and measuring processes and equipment. The course will describe and discuss various applications, equipment specification, processes and capabilities. Various measuring techniques

and gaging equipment will be explained with the focus of selecting the proper gaging for the application and product specification requirements. Students in this course are expected to be computer literate. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

EGR 123 - Green Building Practices (4 credits)

This course studies the methods, materials, and equipment currently used in the construction of residential and commercial buildings, roads, and highways. Students learn the proper use, selection, specifications, strength and limitations, fire resistance, and code conformity of basic construction materials and fabrication processes. The laboratory will include fieldwork and basic laboratory testing procedures. Pre-requisite: Intermediate Algebra competency or high school algebra II. Three class hours and two laboratory hours a week. 4 credits. Fall.

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. Prerequisite: Introductory Algebra competency or high school Algebra recommended. Three lecture hours a week. 3 credits. Spring.

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. Prerequisite: Introductory Algebra competency or high school geometry recommended. Three class hours a week. 3 credits. Fall.

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. Pre-requisite: Intermediate Algebra Competency or high school algebra II. Three class hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits. Spring.

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. Prerequisite: EGR 131; pre or co-requisite: MTH 141 or MTH 171 and MTH 173, or MTH 172. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Fall

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, floppy drives, video cards, and modems. This hardware approach provides real-world computer repair and maintenance experience. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 4 credits Fall

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. Pre-requisite: Intermediate Algebra Competency or high school algebra II. Three class hours and three laboratory hours a week. Instructional Support Fee applies. 4 credits. Fall.

EGR 140 - OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) (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 will be exposed to hazardous substances, health hazards, or safety hazards. Personnel who will 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 will 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 will also be conducted. Students completing this course and successfully passing the certification exam given at the end of the course will receive the official OSHA certification of their completion

of this course. Three lecture hours per week. Instructional Support Fee applies. 3 credits 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. The focus will be on topics concerning population, agriculture, energy, air pollution, water resources and waste management. Three lecture hours per week. Competency met: Scientific Reasoning and Discovery (3.0) 3 credits 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. Pre-requisite: Intermediate Algebra competency or high school algebra II. Three class hours a week. Instructional Support Fee applies. 3 credits. Fall.

EGR 171 - Fluid Systems (4 credits)

This subject deals with 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. Prerequisite: Intermediate Algebra competency or high school algebra II. Three class hours and three laboratory hours a week. Instructional Support Fee applies. 4 credits. Fall.

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 lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits 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. 3 credits Fall

EGR 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. 3 credits 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. Prerequisite: MTH 214. One lecture hour and one laboratory hour per week. Instructional Support Fee applies. 1 credit Spring

EGR 211 - Programmable Control Systems (4 credits)

This course will provide students with the knowledge of digital systems and the skills required to install, program, operate and troubleshoot automated industrial equipment. It will concentrate on the use of Programmable Logic Controllers (PLCs), robotics and the associated proximity sensors and actuators (hydraulic and pneumatic). Additionally, this course will introduce a variety of automation methods and equipment including microprocessors, vision systems and motor controls. Pre or co-requisite: EGR 131 or EGR 151. Three class hours and three laboratory hours per week. Instructional Support Fee applies. NOTE: Utilizes Windows based software only. 4 credits Spring

EGR 215 - Lean Six Sigma (3 credits)

This course focuses on "Lean Manufacturing" methodology utilizing the fundamentals of "Six Sigma." Students are provided with the tools that enable the identification, measurement, and elimination of non-value-added activities in a manufacturing setting. Students

develop a working knowledge of the best practices in quality and process management. Students in this course are expected to be computer literate. Pre-requisite: MTH 119 recommended. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

EGR 221 - Surveying I (4 credits)

The study of the theory and practice of plane surveying with specific applications to civil engineering. Topics will include measurement theory and errors, distance measurement, leveling, bearings, azimuths, traverses, area determinations, stadia, topographic surveys, horizontal and vertical curves, and other related topics. Prerequisite: Recommended MTH 141 or MTH 173 or MTH 172. Three lecture and three laboratory hours per week. Instructional Support Fee applies. 4 credits Fall

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. Prerequisite: EGR 221. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Spring

EGR 226 - Legals Aspects of Boundary Surveying (3 credits)

This introductory course covers land surveyor ethics and professional responsibility, real property law, real and record evidence, conveyances, recording systems, legal aspects of boundary establishment, unwritten title, easements, prescription, water boundaries and surveying plans. Prerequisite: EGR 221 or permission of instructor. The course will be offered completely online. Two lecture hours and three laboratory hours per week. 3 credits.

EGR 231 - Electrical Engineering I (3 credits)

Basic electrical theory and techniques of electrical circuit analysis for engineering transfer students. 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. Prerequisite: MTH 215 with a C or better. Co-requisite: EGR 233. Recommendation: Completion of EGR 131 and 132. Three lecture hours and one recitation hour per week. Instructional Support Fee applies. 3 credits Fall

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. Prerequisite: EGR 231 with a C or better; Co-requisite: EGR 234. Three lecture hours and one recitation hour per week. Instructional Support Fee applies. 3 credits Spring

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. Co-requisite: EGR 231. Three laboratory hours per week. 1 credit Fall

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. Co-requisite: EGR 232. Three laboratory hours per week. 1 credit Spring

EGR 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 this course. Prerequisite: EGR 132. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Fall

EGR 241 - Wastewater Technology I (3 credits)

A survey course which introduces the student to the physical and chemical processes associated with water quality, pollution and treatment of liquid wastes. Topics covered will include: basic environmental concerns, hydrology, water quality and pollution, wastewater flow characteristics, collection systems, water monitoring and sampling procedures. The program will also prepare the student for the State Operator's Certification Examination. Three lecture hours per week. 3 credits Fall

EGR 242 - Wastewater Technology II (4 credits)

A continuation of Wastewater Technology I (EGR 241) to prepare the student in the design, operation and maintenance of advanced wastewater treatment facilities. Topics covered will include: environmental concerns, chronic and acute toxicity of wastestreams, instrumentation of specialized treatment procedures, biological and chemical observations with "hands-on" treatment observations. The student will also be expected to attend tours of local facilities (domestic/industrial). The program will also prepare the student for the State Operator's Certification Examination - Intermediate Levels. Prerequisite: EGR 241. Three lecture hours and two laboratory hours per week. 4 credits Spring

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. 4 credits. 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 will be placed on the examination, evaluation, and cleanup of hazardous waste sites as well as on providing an introduction to solid waste management and disposal. Prerequisite: CHM 111 or CHM 113. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. 4 credits Fall

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. Prerequisites: PHY 101 or PHY 211, and MTH 141 or MTH 171 and MTH 173 or MTH 172. Three lecture hours per week. 3 credits Fall

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. Prerequisite: MTH 215; Pre or co-requisite: EGR 251 and PHY 212. Two laboratory hours per week. Instructional Support Fee applies. 1 credit Fall

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.

Prerequisite: EGR 251. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Spring

EGR 255 - Thermodynamics (3 credits)

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. Prerequisite: PHY 102 or PHY 212 and MTH 215, or permission of the instructor. Instructional Support Fee applies. 3 credits Spring

EGR 264 - Oceanographic Technology (3 credits)

This course is an overview of the use of various types of oceanographic instrumentation and equipment for use in scientific experiments and data collection. The course includes the fundamentals of electronic sensors and instrumentation, the use of various data collection and transmission schemes, and the use of computers and wireless communication for scientific experiments. The course also covers special challenges involved in working in the marine environment including specialized equipment and at sea operations. In addition, the course will cover the use of underwater vehicles including AUVs, ROVs, gliders and towbodies. Pre or co-requisite: MTH 141 and PHY 101. Three lecture hours per week. 3 credits Fall Not offered every year.

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. 4 credits Spring, Summer

EGR 272 - Strength of Materials (4 credits)

A study of the stresses and strains caused by tensile, compression and shearing forces. 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.

Prerequisite: EGR 251. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. 4 credits Fall

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. Prerequisite: EGR 131 or EGR 151 or permission of instructor. Three class hours and three laboratory hours per week. Instructional Support Fee applies. 4 credits Spring

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. Prerequisite: EGR 131 or EGR 151 or permission of instructor. Three lecture and three laboratory hours per week. Instructional Support Fee applies. 4 credits Spring

EGR 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 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. Prerequisite: 30+ credits completed in major or prior approval by the instructor. Two lecture hours and three laboratory hours per week. 3 credits Spring

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. Small group instruction supplements classroom activity. Students must take this course before ENG 101 unless exempted by the writing skills test. 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. Instructional Support Fee applies. 3 credits Fall, Spring, Summer 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 be included permanently in the student's SPI.

ENG 091 - Integrated Reading & Writing (6 credits)

This course is designed to develop critical thinking by integrating reading, writing, and learning strategies. Emphasis is placed on critical reading skills necessary to understand complex college-level texts and write in response to them. Using a theme-based approach to readings, coursework will encourage students to read closely and independently in order to comprehend, summarize, analyze, and make connections between texts. Students will respond to reading through writing assignments that demand practice of paragraph and essay structure, as well as integration of quotations and citations in MLA format. Fundamental writing skills such as punctuation, sentence structure, and word choice are also covered. This course fulfills both RDG 090 and ENG 090 requirements, but credit for this course cannot be applied toward a degree. Prerequisite: A passing grade in RDG 080 or ESL 123 or a score of 46 on the RDG Placement Exam, and a score of 2 on the ENG Placement Exam or passing grade in ENG 090. Six lecture hours per

week. Instructional Support Fee applies. 6 credits Fall, Spring, Summer. Credits earned for this course will not be included permanently in the cumulative GPA, but will be included permanently in the cumulative SPI.

ENG 092 - Composition I: Studio (3 credits)

This course is designed to accompany ENG 101: College Writing. Students enrolled in this course should also be enrolled in ENG 101, with the same instructor. Course content of Composition I Studio is designed to supplement classroom activities and assignments in ENG 101. Students will work on generating and organizing ideas, drafting, revising, and editing in small groups as well as with one-on-one support from their instructor. Prerequisite: A passing grade in RDG 090 or a score of 68 on the Reading Placement Exam and a score of 2 on the Writing Placement Exam. Required Co-requisite: designated ENG 101 section. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer ENG 092: Composition I Studio 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 computed into the student's GPA.

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. Prerequisite: Satisfactory performance on the writing skills test or C or better in ENG 090, ENG 091 or ENG 092. Passing score on the College's reading placement test or C or better in ENG 091 or concurrent enrollment in/or prior completion of RDG 090. Three lecture hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Written Communication (2.1) 3 credits Fall, Spring, Summer

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. Prerequisite: ENG 101. Three lecture hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Written Communication (2.1) 3 credits Fall, Spring, Summer

ENG 214 - Critical Writing and Academic Research (3 credits)

This course combines the study of argumentation with the instruction needed for students to conduct semester long academic research projects. Diverse philosophies of argument will be considered, including Aristotle's and Toulmin's, as well as inductive and deductive reasoning and logical fallacies. Students will critically evaluate popular media, websites, print sources, and literature, and analyze the various ways that authors attempt to persuade their readers. In doing so, students will learn how to compose ethically sound arguments. Students will design a research proposal, compose an annotated bibliography, and synthesize their secondary sources into an argumentative research essay using the MLA format. Three hours of library instruction are included as part of the course. Prerequisite: ENG 101. Three lecture hours per week. Competencies met: Written Communication (2.1), Humanities (6.0), Ethical Dimension (7.0).
3 credits Fall, Spring

ENG 215 - Technical Writing (3 credits)

This course emphasizes the style of writing used in business and industry. Students will 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. Prerequisite: ENG 101. Instructional Support Fee applies. 3 credits Fall, Spring

ENG 217 - Writings from the Margins of Contemporary American Literature (3 credits)

This course focuses on literature by multicultural/multiethnic writers writing about issues of race, class, gender, acculturation, and other themes emerging from the experience of living on the margins of contemporary American society. Texts and their authors living between two worlds -- African American, Asian-American, Native-American, Hispanic-American, European-American, Middle Eastern-American, and other borders -- are studied. Literary genres include poetry, drama, short fiction, non-fiction, and the novel. Students read, discuss, analyze, and write about the cultural and social impact of being a hyphenated-American on authors and the world they inhabit. Prerequisite: ENG 102 or permission of the instructor. Three class hours a week. Competency met: Multicultural Perspective (5.3), Humanities (6.0) 3 credits Fall, Spring

ENG 230 - Film (3 credits)

In this introductory course, students apply the language of film, photography, *mis en scene*, movement, montage, 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. Competency met: Humanities (6.0) 3 credits Fall, Spring

ENG 233 - Beginning Poetry Writing (3 credits)

An introduction to the craft of poetry via intense practice in writing original poetry and in analyzing poetic techniques employed by notable contemporary poets. Prerequisite: ENG 102 or permission of instructor. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Spring

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, fables, satires, and romances as students consider how these texts influenced the development of modern literature. Prerequisite: ENG 102. Three lecture hours per week. 3 credits Fall

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, Henrik 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. Prerequisite: ENG 102. Competency met: Global Awareness (5.2), Humanities (6.0) 3 credits Spring

ENG 253 - English Literature I (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. Prerequisite: ENG 102 or permission of instructor. Competency met: Humanities (6.0) 3 credits Fall

ENG 254 - English Literature II (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. Prerequisite: ENG 102 or permission of instructor. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Spring

ENG 255 - American Literature Precolonial to 1865 (3 credits)

This course surveys a variety of authors and genres of writing from pre-colonial times through the Civil War. Readings are drawn from works by Native Americans, Spanish, French, and English explorers; Puritans, Revolutionary War leaders, African Americans, Gothic writers, Transcendentalists and abolitionists, and early feminists. Topics for discussion and writing include ways in which both an author's culture as well as historical circumstances, informed the author's work, the work of other authors, and our understanding of who we are as multicultural Americans. Prerequisite: ENG 102 or permission of instructor. Three class hours a week. Competency met: Humanities (6.0); Multicultural Perspective (5.3). 3 credits Fall, Spring

ENG 256 - American Literature Post Civil War to Present (3 credits)

This course surveys a variety of authors and genres of writing after the Civil War to the present. Readings are drawn from works some considered to be "classics," by Americans of Western European, African, and Native cultures; writers from increasing numbers of immigrant cultures, including Mexican, Eastern European, Asian, and Caribbean, and works reflective of a postwar culture. Topics for discussion and writing include ways in which both an author's culture as well as social and historical circumstances, inform the author's work, the work of other authors, and our understanding of who we are as increasingly diverse multicultural Americans. Prerequisite: ENG 102 or permission of instructor. Three class hours a week. Competency Met: Humanities (6.0); Multicultural Perspective (5.3) 3 credits Fall, Spring

ENG 257 - Contemporary African-American Women's Writing (3 credits)

Students will 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 will 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 writings of Maya Angelou, Octavia Butler, Rita Dove, Audre Lorde, Terry McMillan, Toni Morrison, Gloria Naylor, Ntozake Shange, Alice Walker, and others will be explored. Prerequisite: ENG 102 or permission of instructor. Three lecture hours per week. Competency met: Multicultural Perspective (5.3), Humanities (6.0) 3 credits Offered alternate Spring semesters

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 included analysis of filmed interpretations, live performances, and/or literary criticism. Students may be required to attend one live Shakespearean performance during the semester. Prerequisite: ENG 102. Three lecture hours per week. 3 credits Spring

ENG 259 - Native American Novels (3 credits)

Students will 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. Prerequisite: ENG 102 or permission of instructor. Three class hours a week. Competency met: Multicultural Perspective (5.3), Humanities (6.0) 3 credits Offered alternate Fall semesters.

ENG 260 - Topics in English (3 credits)

This is a one semester course on a specific topic in English. Topics will be announced each semester. Prerequisite: ENG 102 or permission of instructor. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Not offered every year.

ENG 261 - Topics in English-Diversity (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 will be announced each semester. Prerequisite: ENG 102 or permission of instructor. Three lecture hours per week. Competency met: Multicultural Perspective (5.3), Humanities (6.0) 3 credits Not offered every year.

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 will 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 will be 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 will be expected to apply what they learn to actual tutoring sessions in the college's writing center. 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 lab. I instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Spring

ENG 272 - Children's Literature (3 credits)

This course focuses on children's literature over a range of time and place, beginning with the early 19th century into the present and examines issues in the context of the time frame in which the books are written. Through historical and socio-cultural lenses, a wide selection of fiction and non-fiction children's texts will cover issues such as class, race ethnicity, gender roles and gender identity. The course also examines in depth literary concepts in books for children. Pre-requisite: ENG 102 or permission of instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0). 3 credits Spring

ENG 276 - Science Fiction Literature (3 credits)

This writing intensive seminar will introduce students to the genre of science fiction (SF) and the various subgenres associated with it including hard and soft SF, the space fantasy, space opera, comic SF, scientific romance, and cyberpunk through the short story, the novel, film, and other media. Students will focus on the symbolic, psychological, prophetic, and religious dimensions of the genre and understand the role that it plays in addressing political, social, and civic issues from the 1800's to the 21st century. Authors are selected from around the world and from different cultural backgrounds, including Jules Verne, H.G. Wells, Karel Capek, Phillip K. Dick, Ursula K. LeGuin, Douglas Adams, Sakyo Komatsu, and Nalo Hopkinson. Prerequisite: ENG 102 or permission of the instructor. Competency Met: Multicultural Perspective (5.3). 3 credits Fall, Spring

ENG 283 - Creative Writing Seminar (3 credits)

Intense practice in writing prose or fiction. This seminar may focus on any of the following according to the instructor's expertise: short stories; longer fiction

(novels/novellas); screen writing; 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 will be included. Readings may be assigned to provide theory and models of the form being written. Prerequisite: ENG 102 or permission of the instructor. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Not offered every year.

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. Grade points earned in this course will be included permanently in the student's SPI. Prerequisite: Permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

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. Grade points earned in this course will be included permanently in the student's SPI. Prerequisite: Permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

ESL 014 - Intermediate English Writing Skills (3 credits)

This course is designed to review the patterns of English sentences, develop paragraph writing, and begin basic essay 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, ENG 091, ENG 092 or ENG 101. ESL 014 does not count toward a degree. Grade points earned in this course will be included permanently in the student's SPI. Three lecture hours per week. Instructional Support Fee applies. 3 credits 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. Grade points earned in this course will be included permanently in the student's SPI. Three class hours a week. Instructional Support Fee applies. 3 credits 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 will demonstrate proficiency on the ESL Grammar Test. Prerequisite: ESL 012 with a C- or better or permission of the instructor. Three lecture hours per week. I instructional Support Fee applies. 3 credits Fall, Spring

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 will demonstrate their proficiency on a reading comprehension test. Prerequisite: Completion of ESL 013 with a C- or better or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring

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. Prerequisite: ESL 014 with a C- or better or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring

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. Prerequisite: ESL 015 with a C- or better or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

FIR - Fire Science**FIR 111 - Introduction to Fire Protection (3 credits)**

This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety initiatives. Three class hours a week. (FESHE Approved) 3 credits Fall, Spring

FIR 113 - Fundamentals of Fire Prevention (3 credits)

This course provides fundamental knowledge relating to the field of fire prevention. Topics include; history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and life safety education; and fire investigation. 3 credits Fall, Spring (FESHE Approved)

FIR 150 - Fire Investigation (3 credits)

This course will cover 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 will also be studied, including the juvenile fire setter. Three lecture hours per week. 3 credits 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. Competency met: Ethical Dimensions (7.0) 3 credits Fall, Spring; Evening/Weekend only.

FIR 159 - Building Construction for Fire Prevention (3 credits)

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. Three class hours a week. (FESHE Approved) 3 credits Fall, Spring

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/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 4 hours for half the semester. Instructional Support Fee applies. 4 credits 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 4 hours for half the semester. Instructional Support Fee applies. 4 credits Fall, Spring; Evening/Weekend only.

FIR 253 - Firefighting Tactics and Strategy (3 credits)

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 will include: methods of extinguishing fires in different types of buildings, life safety procedures, rekindling prevention, and overall fire ground objectives under the control of the incident commander. Three class hours a week. 3 credits. Fall, Spring; Evening/Weekend only.

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. 3 credits Evening/Weekend only

FIR 261 - Fire Hydraulics (3 credits)

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. Prerequisite: MTH 141 or MTH 111. Three lecture hours per week. 3 credits Fall, Spring; Evening/Weekend only

FIR 262 - Fire & Emergency Safety & Survival (3 credits)

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Three lecture hours per week. (FESHE Approved) 3 credits Fall, Spring

FIR 263 - Fire Protection Systems and Equipment (3 credits)

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Three lecture hours per week. Instructional Support Fee applies. (FESHE Approved) 3 credits Fall, Spring.

FRN - French

FRN 101 - Elementary French I (3 credits)

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. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

FRN 102 - Elementary French II (3 credits)

A continuation of training in the four basic skills: reading, writing, speaking and aural comprehension. Cultural and daily living topics are included. Prerequisite: FRN 101 or two years of high school French with an A or B average. Three lecture hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring Evening/Weekend

FRN 201 - Intermediate French I (3 credits)

A review and continuation of French grammar plus additional training in the four skills: reading, writing, speaking and understanding. Readings and discussions based on cultural topics, contemporary literature, newspaper articles, Internet sources and video. Prerequisite: FRN 102 or three years of high school French with a C average. Three lecture hours and one language lab per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

FRN 202 - Intermediate French II (3 credits)

A continuation of FRN 201. Further grammar review based on readings and compositions. Intensive practice of spoken language. More advanced readings from Francophone literature and culture. Frequent compositions and written exercises. Prerequisite: FRN 201 or four consecutive years of high school French with a C average. Three lecture hours and one language lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

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. Pre or co-requisite: EGR 103. Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. 3 credits Fall

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 ENV 30 and apply them to projects that will 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. Prerequisite: GIS 101. Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. 3 credits Spring

GIS 201 - Site Evaluation and GIS (3 credits)

The environmental principles learned in Earth Science will be applied to the evaluation of a site. A series of sites will be chosen and a building project or hazardous material spill proposed on the site. Working in groups, students will survey the site, evaluate groundwater flow patterns, weather patterns, vegetative cover, soils and topography. All of the information will be mapped into a GIS system. Students will 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. Offered evenings only. Prerequisite: EGR 141. Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. 3 credits Fall, Spring; Evening/Weekend only

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. Prerequisite: One year of lab science in high school or one semester of college lab science. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Spring

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. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Historic Awareness (5.1), Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

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. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0) Spring

GVT 251 - State and Local Government (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 lecture hours per week. Competency met: Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Spring

HCI - Health Information Management

HCI 110 - Fundamentals of Health Information Technology & Management (2 credits)

This course will provide an introduction to the theory and practice of Health Information Management (HIM). The role, duties, responsibilities and functions of the patient health record and the HIM Department supporting patient health care are taught. The student will summarize and explain the basic healthcare regulations, ethics, and standards of documentation, legal and ethical requirements in the coding profession. Two lecture hours per week. Instructional Support Fee applies. 2 credits Fall; Spring

HCI 111 - Introduction to Healthcare Information Management (3 credits)

This course is the first in a series designed to instruct students in theory and principles of health information management technology. The course includes the history of medicine and hospitals, the organization and functions of the health information management department, the organization, content, format of medical record forms, and numbering and filing systems used. The course is offered three hours per week in a hybrid format. One lecture hour and nine laboratory hours per week Instructional Support Fee applies. 3 credits. 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, health care 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. Prerequisite: HCI 111. Three lecture hours per week. Instructional Support Fee applies. Competency met: Ethical Dimensions (7.0) 3 credits Spring

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 and Current Procedural Terminology 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. Prerequisites: HLT 101 or HLT 106, and BIO 115 or BIO 234. This course runs for seven weeks and includes one lecture hour and three laboratory hours per week. Instructional Support Fee applies. 1 credit Spring

HCI 145 - Coding & Reimbursement Specialist PPE (1 credit)

This course includes 8 hours of integrated instruction between the College and an affiliated healthcare site. The course consists of a weekly seminar and an unpaid externship for students to correlate practice and theory and to develop workplace readiness practices. Students create a portfolio of resumes, experience, short and long term goals and other related examples of job readiness. The class includes 25 hours at an externship site affiliate and 20 seminar hours of lecture and laboratory to be completed at the College. The 25 externship hours are completed in the second half of the semester at an offsite affiliate. Prerequisite: HCI 239, HCI 242. Pre or co-requisite: HCI 237. Instructional Support Fee applies. 1 credit Fall, Spring

HCI 233 - Health Statistics and Quality Management (3 credits)

This course focuses on health information data and statistical management, quality management and performance improvement. Students will be introduced to healthcare statistics, abstracting and reporting of data for quality management and performance improvement programs as well as analyzing clinical data to identify trends that support the quality, safety and effectiveness of healthcare. Prerequisite: MTH 119, HCI 122 and CIT 121. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall

HCI 235 - Professional Practice Experience I (4 credits)

This course is the first PPE in Health Information Management (HIM) introducing entry level practices within the HIM profession. The students spend part of the semester mastering fundamental functions and are introduced to more complex HIM functions, all through lecture, lab and PPE. The course includes 15 hours of lecture and 30 hours of laboratory to be completed at the College during the semester, 30 hours of virtual laboratory using the American Health Information Management

Association's (AHIMA) Virtual laboratory and 40 hours of professional practice experience at an affiliate site during the semester. One lecture hour per week, four laboratory hours per week and 1 PPE hour per week. Prerequisite: HCI 122. Instructional Support Fee applies. 4 credits Fall

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. Prerequisite: BIO 115 or BIO 233/234 or permission of instructor. Three class hours a week. 3 credits Fall, Spring

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. Pre or co-requisite: HLT 106, and BIO 115 or BIO 234, or permission of instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

HCI 240 - International Class of Disease/PCS (3 credits)

This course will provide instruction in basic ICD-10-PCS (International Classification of Diseases 10th Edition, Procedural Classification Systems) coding. Included in the course are new conventions and guidelines with the focus on the expanded code set. The course will provide education on assigning codes ICD-10-PCS, with an introduction to the 31 root operations used in the coding process. The course provides exercises and case studies applicable to a variety of healthcare settings. Prerequisite: BIO 115 or BIO 234, and HCI 239, Co-requisite: HCI 237. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

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. Pre or co-requisite: HLT 106, and BIO 115 or BIO 234 or

permission of instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

HCI 244 - Health Information Systems and Technology (3 credits)

This course provides students with fundamental knowledge of the electronic health record (EHR) and general healthcare computer systems. Common software applications, system selection and implementation, data quality, storage and retrieval, security and privacy and other essential topics are studied. In depth focus on how information systems and issues impact and are impacted by Health Information Management (HIM). Prerequisite: CIT 122 and HCI 233. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

HCI 246 - Professional Practice Experience II (4 credits)

This course is the continuation of HCI 235 and provides advanced practice for the Health Information Management (HIM) student in inpatient and outpatient procedures within the HIM profession. The students spend part of the semester mastering functions and learning more advanced functions. This experience occurs on campus in the HIM classroom and computer laboratory utilizing American Health Information Management Association's (AHIMA) Virtual laboratory for 60 hours, and part of the semester applying these skills in a healthcare organization site affiliated with the HIM program at Bristol Community College for 80 hours. Prerequisite: HCI 233, HCI 235, HCI 239 or co-requisite: HCI 242. One hour of lecture and nine laboratory hours per week. Instructional Support Fee applies. 4 credits Spring

HCI 248 - Healthcare Reimbursement (3 credits)

Healthcare Reimbursement is a comprehensive course that covers healthcare reimbursement, the revenue cycle, and the relationship to ICD, CPT, and HCPCS coding systems, payor edits, and healthcare coding compliance. Prerequisite: HCI 239 and HCI 242. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

HCI 249 - Advanced Medical Coding (3 credits)

This course expands upon the knowledge gained in HCI 239 and HCI 241 by applying learned concepts to actual patient records. Various coding resources as well as computer-aided coding will be utilized to ensure the accuracy of diagnostic and procedural code groupings. Emphasis will be placed upon accurately identifying the principal diagnosis and secondary diagnosis (es) along with appropriate procedure codes based upon supporting documentation. The impact of documentation on coding and reimbursement will be stressed. Common quality monitoring practices along with compliance and auditing will be presented. All records will be coded in accordance with AHIMA's Standards of

Ethical Guidelines. Prerequisite: HCI 239, HCI 242. Co-prerequisite: HCI 237. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

HLT - Health

HLT 100 - Central Sterile Processing Technician (4 credits)

A Central Sterile Processing Technician is a medical professional who specializes in stocking, sterilizing, packaging, and preparing the tools and equipment that are used in surgical procedures. The Central Sterile Processing Technician is responsible for ensuring the cleanliness and safety of operating rooms, tables, and equipment. Central sterile Processing Technicians may work in a number of different medical settings, including general hospitals, public health clinics, private doctors' offices, and specialized surgical centers. Three hours of lecture per week and three hours of laboratory per week. Instructional Support Fee applies. 4 credits Fall, Spring, Summer

HLT 101 - Medical Language Module I (1 credit)

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. Prerequisite: High school biology or permission of instructor. One lecture hour per week. Instructional Support Fee applies. 1 credit Fall

HLT 102 - Medical Language Module II (1 credit)

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. Prerequisite: High school biology or permission of instructor. One lecture hour per week. Instructional Support Fee applies. 1 credit Spring

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. 1 credit Fall, Spring, Summer

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 lecture hours per week. Instructional Support Fee applies. 3 credits Fall

HLT 108 - Home Health Aide (HHA) (1 credit)

This one-credit course provides additional skills, knowledge, and guidelines for the Certified Nursing Assistant (CNA). There is a review of competencies covered by way of a pre-test and then a review of unmet competencies. There is a pre-test on body systems along with the role of the CNA in reporting and recording (deviations from normal) in skin or mental status during hygienic care. Reporting and recording is discussed along with the body systems. Topics cover the role of the CNA and the HHA, along with the use of assistive devices, the employee-employer relationship, safety, infection control, and communication, ADL's, privacy, dignity and autonomy. There is more work with safety related to adaptive equipment such as hydraulic lifts and wheelchairs along with natural transfer devices and good boy mechanics for the Certified Nursing Assistant. Good nutrition is stressed along with helping the patient who is on a special diet. Meal preparation, special mouth care, and dentition is discussed. Housekeeping and purchasing supplies is also discussed. Prerequisite: Evidence of CNA course completion. High school diploma or GED and satisfactory completion of either the Certified Nursing Assistant or PCA certificate; CORI clearance; current immunizations and report of physical examination; and evidence of liability insurance. One hour of lecture per week and .33 hours of laboratory per week. 1 credit Fall, Spring

HLT 111 - Personal Care Assistant (PCA) (5 credits)

The course provides the student with theory, skills, and ethical guidelines to begin a career as a Personal Care Assistant (PCA). Students learn about the type of assistance that a PCA provides. Topics include: PCA employer/employee contractual relationship and safety; infection control; communication skills; activities of daily living, how to provide physical assistance, the safe use of

adaptive equipment, how to provide healthy skin care and comfort measures, while ensuring the privacy and dignity of the client. These competencies are mastered in the laboratory setting. A brief overview of body systems is provided as well as the knowledge needed for supportive care. Prerequisite: High school diploma or GED; CORI check; up to date immunizations and report of physical examination; liability insurance. Four hours of lecture and two hours of laboratory per week, followed by 30 hours of required clinical practicum. Instructional Support Fee applies. 5 credits Fall, Spring, Summer

HLT 112 - Nurse Aide Training (6 credits)

The course prepares students for employment opportunities in nursing homes, home care, and hospitals. Nurse Aide Training teaches basic nursing skills through classroom lectures, the practice of skills in a fully equipped nursing laboratory, and clinical placements in healthcare settings. Successful completion of this course will allow students to take the state certification examination. Clinical experiences are scheduled days, evenings, and weekends following successful completion of the lecture and laboratory components. Prerequisite: To be eligible to take this course, students must have a high school diploma or GED. Four hours of lecture and four hours of laboratory per week and 30 clinical practicum hours following successful completion of didactic instruction. Instructional Support Fee applies 6 credits Fall, Spring, Summer

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. Prerequisite: A score of 68 or higher on the College Reading placement test or RDG 090. Three lecture hours per week. 3 credits Fall, Spring, Summer

HLT 116 - Introduction to Healthcare (3 credits)

This course addresses the core competencies needed by all healthcare students regardless of the healthcare field they plan to pursue. Topics common to all healthcare professionals include current healthcare systems and trends, communication, infection control, environmental safety, ethical and legal responsibilities, control of healthcare costs, and professionalism in the workplace. Three lecture hours per week. 3 credits Fall, Spring

HLT 118 - Fundamentals of Electrocardiography (4 credits)

This competency-based course introduces students to the field of electrocardiography. Topics include the anatomy and physiology of cardiovascular system, equipment

maintenance, patient preparation and education, identification of arrhythmias, performing a 12-lead EKG, and specialized procedures such as exercise electrocardiography, and ambulatory electrocardiography event monitoring. At the completion of this course students will be able to sit for a national EKG certification examination. Prerequisite(s): ENG 101, HLT 106, BIO 115, or BIO 233 and BIO 234. Pre or co-requisite: HLT 116 (or permission of the Program Coordinator for graduates of a direct patient care program.) Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. 4 credits Fall, Spring

HLT 124 - Basic Pharmacology for Health Sciences (3 credits)

This course is designed to familiarize the student with basic medications administered and prescribed in the modern medical office. In class sessions students will learn basic pharmacology, math and dosage calculations for administering routine medications. Lab practice will focus on math calculations and administration techniques. Topics will include terminology, definitions, abbreviations, drug classification, prescription and drug forms. Common drugs used, actions, side effects and adverse drug reactions, immunizations and injections will also be included. Prerequisite: BIO 115 or BIO 154; Pre- or co-requisite: BIO 234. Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. 3 credits Spring, Summer

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 will learn the anatomy, function, and relationship of human skeletal muscles. Prerequisite: BIO 115, BIO 154 or BIO 233; or pre or co-requisite: BIO 234. Three lecture hours per week. 3 credits Not offered every year.

HLT 144 - Pharmacy Technician I (8 credits)

The course includes an orientation to the role and working environment of the pharmacy technician in inpatient and outpatient settings; the legal responsibilities and technical activities and skills of the pharmacy technician; introduction to the pharmaceutical sciences and functions of a pharmacy technician in healthcare; role of the pharmacy technician, areas of specialization in field, technical standards, state registration requirements and employment opportunities, and preparation for Pharmacy Technician Certification Board (PTCB) certification exam. In addition to the onsite laboratory instruction students must successfully demonstrate entry level skills of the pharmacy technician during a 30 hour clinical supervised by a pharmacist. Five hours of lecture and four laboratory

hours per week. Instructional Support Fee applies. 8 credits
Fall

HLT 162 - Selected Topics in Health Sciences (3 credits)

A one-semester course on a specific topic or a health/medical specialty in the Health Sciences. Course topics will be announced each semester. Prerequisite: to be determined by the course specialty offered. Three to six hours of lecture, and/or two to four hours of laboratory as specialty requires. Instructional Support Fee applies. 3-6 credits Fall, Spring

HON - Honors

HON 260 - Culminating Honors Project (1 credit)

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. Prerequisite: current enrollment in the Honors Program. 1 credit Fall, Spring

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. Open to Commonwealth Honors Program students and others with permission of the instructor. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

HON 295 - Seminar on 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. 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. Prerequisite:

Enrollment in the Commonwealth Honors Program or permission of the instructor. Three hours of lecture per week. Competency met: Social Phenomenon (5.4) 3 credits
Spring

HOS - Hospitality

HOS 100

HOS 121 - Introduction to Travel, Tourism and Hospitality (3 credits)

This course will be taught in three different modules to expose students to the concentration areas of travel, tourism and hospitality. The focus of this course will be introductory in nature. It will provide 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 will provide 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. Three lecture hours per week.
3 credits Fall

HOS 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 lecture hours per week.
3 credits Fall

HOS 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 also examines how destinations have improved competitiveness by creating environmentally and socially friendly tourism products and services. Three lecture hours per week.
3 credits Spring

HOS 137 - Event Management and Marketing (3 credits)

This course examines the social and economic impact of events planning. Current trends, styles of operations, event

coordination, and quality service standards are addressed. The importance of risk management and crisis management in events planning is emphasized. Final project will consist of planning and executing an event. Prerequisite(s): HOS 121 with a grade of C+ or better. Three lecture hours per week.
3 credits Fall, Spring

HOS 140 - Introduction to Casino Operations (3 credits)

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 lecture hours per week.
3 credits Fall

HOS 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. 3 credits Fall

HOS 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. 3 credits Fall

HOS 150 - Introduction to Casino Games (2 credits)

This course will introduce students to the common skills necessary to effectively and efficiently deal the most popular casino table games (Black Jack, Poker, Roulette, or Craps). Topics covered include cutting cheques (a.k.a. chips), value of cheques and verbalizing the game. Also covered are color up and color in procedures, inspecting and spreading decks of cards, shuffle procedures, and currency change. Additionally we will discuss rack maintenance, game security and protection, pacing the game, and dealer relief procedures. Other topics will include conversions, fills and credits, table opening and closing procedures, paying markers, dealer code of ethics, toke (a.k.a. tips) acceptance procedures, and customer service. Prerequisite(s): HOS 140 with a grade of C+ or higher. Two lecture hours per week.
2 credits Fall, Spring

HOS 200

HOS 220 - 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 will discuss 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. Also covered will be the role and responsibility of the tour escort before, during, and after the tour. Prerequisite: HOS 121 with a grade of C+ or higher. Three lecture hours per week.
3 credits Fall

HOS 222 - 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. Prerequisite: HOS 121 with a grade of C+ or higher. Three lecture hours per week.
3 credits Fall

HOS 223 - Convention Sales and Service (3 credits)

This course will teach students the basic elements of meeting, convention, and group sales and services. Students will learn how to generate business and to provide the services necessary to create repeat business. Discussions will focus on the operation of a group and convention business. Recommend MAR 101 first. Prerequisite: HOS 137 with a grade of C+ or higher. Three lecture hours per week.
3 credits Spring

HOS 226 - Hotel and Accommodations Management (3 credits)

Students will 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 will explore the functions of each separate area within the hotel, its operational procedures, staffing, customer service, and changing trends. Also covered will be the different employment opportunities and career paths available within the industry. Three lecture hours per week.
3 credits Spring

HOS 224 - Hospitality Sales and Customer Service (3 credits)

This course will deal with the broad scope of marketing and sales activities that take place within the tourism, convention, hospitality, and casino industries. Emphasis

will be placed on analysis, structure, and strategy of the marketing department within the tourism, convention, hospitality, and casino businesses. Students will learn about departmental budgets, allocation of resources, market research, media selection, and the effectiveness of a marketing plan. There will be case studies and assigned readings of current marketing trends. Prerequisite: HOS 121 with a grade of C+ or higher. Three lecture hours per week.

3 credits Fall

HOS 228 - Property Management Systems and Revenue Management (3 credits)

This course deals with managing the revenue in a hospitality operation, which is the key to profitability. Yield is money, and Yield Management is a technique to maximize your revenue by managing your room rates day to day. This course teaches the student how to effectively manage a hotel's room rates while analyzing its RevPAR (revenue per available room). Property Management Systems are used to assist a hotel manager to maximize revenue. Interfaces allow all hotel departments to also maximize revenue. Prerequisite(s): HOS 121, with a grade of C+ or better; pre or co-requisite: BUS 111 with a grade of C+ or better. Three lecture hours per week.

3 credits Fall

HOS 229 - Hospitality Managerial Accounting (3 credits)

This course demonstrates how to use numbers and fundamental accounting to operate a successful hospitality department or business. Focus will be placed on the basics; accounting and financial analysis, financial statements, management reports, budgeting, and forecasting. There will be case study analysis and assigned readings of current financial management topics. Prerequisite(s): ACC 101 and HOS 121 with a grade of C+ or better. Three lecture hours per week.

3 credits Fall

HOS 231 - 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. Pre-requisite: HOS 121 with a grade of C+ or better. Three lecture hours per week.

3 credits Spring

HOS 251 - Casino Dealing: Poker (3 credits)

This course will provide the student with all the necessary skills to efficiently deal poker in a casino. Topics covered include the rules of the game and dealing all variations of poker found in a typical casino. Special attention is given

to the managerial aspects of Poker, providing good customer service and maintaining security during a game. Prerequisite(s): HOS 150 with a grade of C+ or higher. One lecture hour and five and one half laboratory hours per week. Instructional Support Fee applies. 3 credits Spring

HOS 252 - Casino Dealing: Black Jack (3 credits)

This course will provide the student with all the necessary skills to efficiently and effectively deal Black Jack in a casino. Topics covered include rules of the game, card placement, shuffles procedures, customer service, and maintaining security. Special attention is given to the managerial aspects of Black Jack. Prerequisite(s): HOS 150 with a grade of C+ or higher. One lecture hour and five and one half laboratory hours per week. Instructional Support Fee applies.

3 credits Spring

HOS 253 - Casino Dealing: Roulette (3 credits)

This course will provide the student with all the necessary skills to effectively deal Roulette in a casino. Topics covered include the rules of the game, spinning the ball and rotation of the wheel, proper wagering procedures, and customer service. Special attention is given to the managerial aspects of Roulette. Prerequisite(s): HOS 150 with a grade of C+ or higher. One lecture and five and one half laboratory hours per week. Instructional Support Fee applies.

3 credits Spring

HOS 254 - Casino Dealing: Craps (5 credits)

This course will provide the student with all the necessary skills to efficiently and effectively deal Craps in a casino. Topics covered include the rules of the game, dice and wagering procedures. Also covered are proper use of the stick, game pace, shooter procedures and duties of the base dealer. Emphasis is placed on accurate and quick mental multiplication, procedures and game speed. Special attention is given to the managerial aspects of Craps. Prerequisite(s): HOS 150 with a grade of C+ or higher. One and one half lecture hour and eight and one half laboratory hours per week. Instructional Support Fee applies.

5 credits Spring

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. Prerequisite: A passing score of 3 or higher on the College's English placement test or a C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or C or better or

concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Social Phenomenon (5.4) 3 credits Fall, Spring, Summer

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. Prerequisite: A passing score of 3 or higher on the College's English placement test or C or better or concurrent enrollment ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture class hours per week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Social Phenomenon (5.4) 3 credits Fall, Spring, Summer.

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. Prerequisite: A passing score of 3 or higher on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Multicultural Perspective (5.3), Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

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. Prerequisite: A passing score of 3 or higher on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Multicultural Perspective (5.3), Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

HST 115 - Twentieth Century 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. Prerequisite: A passing score of 3 or higher on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Historic Awareness (5.1), Social Phenomenon (5.4), Ethical Dimensions (7.0). 3 credits Fall, Spring, Summer

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, 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. Pre-requisite: 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 enrollment in ENG 090 and/or RDG 090, and a grade of C or better in RDG 080. Three lecture

hours per week. Competency Met: Historic Awareness (5.1), Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

HST 162 - Reading in History (1 credit)

A seminar course in which students discuss a topic or topics based on selected readings. Prerequisite: Three credits in HST or AMC. One class hour a week. Competency met: Humanities (6.0) 1 credit. Not offered every year.

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 abilities to think, to write, and to 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. Competency met: Humanities (6.0) 1 credit 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 lecture hours per week. Competency met: Social Phenomenon (5.4), Humanities (6.0) 3 credits Fall, Spring, Summer

HST 221 - Who Fought, Who Worked, Who Prayed: 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 lecture hours per week. Competency met: Social Phenomenon (5.4), Humanities (6.0) 3 credits Fall, Spring, Summer

HST 222 - The Age of the 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 lecture hours per week. Competency met: Social Phenomenon (5.4), Humanities (6.0) 3 credits 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. Three hours of lecture per week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Humanities (6.0) 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. 3 credits Fall, Spring.

HST 251 - The Social History of American Women (3 credits)

A survey of women's lives in America from the beginning of the English settlement to the present. The course considers marriage, family, 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 lecture hours per week. Competency met: Social Phenomenon (5.4), Humanities (6.0) 3 credits 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 lecture hours per week.

Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Humanities (6.0) 3 credits Spring

HST 254 - Twentieth Century Russian and Soviet History (3 credits)

A 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 lecture hours per week. Competency met: Humanities (6.0) 3 credits Fall

HST 256 - History of World War II (3 credits)

A one-semester study of the origins, causes, events, and consequences of World War Two (1939-1945). The course will consider the war from a variety of perspectives and will examine the political, diplomatic, military, economic, technological, and intellectual developments related to the war. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits 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 lecture hours per week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Humanities (6.0) 3 credits 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. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Humanities (6.0) 3 credits. Fall.

HST 260 - Topics in History (3 credits)

A one-semester course on a specified topic or period of history. Topic to be announced each semester. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits 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 lecture hours per week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Humanities (6.0) 3 credits Spring

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. 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. Three lecture hours per week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4) 3 credits Fall

SER 120 - Readings and Research in Human Services (1 credit)

This course guides students through the process of searching for and evaluating source material for papers and other research assignments, and provide a framework for the reading and on-going professional education that students face in future internship/job and education

settings. Finding, discussing, and critiquing a variety of research sources constitutes a major portion of the course. One lecture hour per week. Note: There are no prerequisites for this course and SER 120 is open to any student in any program. 1 credit Not offered every year

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. Pre or co-requisite: PSY 101, SOC 101, SER 291, or permission of the program director. Three lecture hours per week. 3 credits Spring

SER 251 - Principles of 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. Prerequisite: SER 101 and PSY 101 or concurrent enrollment in PSY 101. Students not in Human Services program must have permission of instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

SER 255 - Social Policy Analysis(Short) (3 credits)

The tools and methods of public policy analysis are examined to assess and develop social policy options for reducing poverty, improving education, providing healthcare, and examining other pressing social problems. Development of critical thinking skills are strongly emphasized and applied to existing and proposed social policy. Individual and/or group oral policy presentations on student-selected topics are required. Three lecture hours per week. Open to Human Services and other program students. Prerequisite: SER 101 and ENG 101 or permission of instructor. 3 credits Not offered every year.

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. Pre or co-requisite: SER 291 or permission of the program director. Three lecture hours per week. 3 credits Not offered every year

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. Pre or co-requisite: PSY 101 or permission of the program director. Three lecture hours per week. 3 credits Not offered every year

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 agency's intern selection process. Pre or co-requisite: SER 251 or SER 261 or permission of the program director. One lecture hour per week. 1 credit Spring

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. Prerequisite: SER 290 or permission of the program director. A minimum of 12 and a maximum of 16 contact hours per week (total of 125 supervised agency hours) in an approved fieldwork agency and up to 2 hours of seminar/discussion each week. Instructional Support Fee applies. 5 credits Fall

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. Prerequisite: SER 291 or permission of the program director. 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. 6 credits Spring

HUM - Humanities

HUM 150 - Ecoliteracy, Education and Society (3 credits)

This course investigates how educational theory and practice should respond to 21st Century ecological challenges such as climate change, health and food crises, degradation of culture, language and knowledge, as well as the destruction of sustainable indigenous practices and other convivial social relationships under globalization. Through a vigorous survey of contemporary postindustrial society, the course tries to offer practical and theoretical venues for sustainable educational experiences. Students are introduced to multiple educational perspectives to literacy and learning, which address the crucial inter-relationship of all life and all living things, in an effort to foster sustainable and democratic sensibilities of learning, knowledge and society. Prerequisite(s): Satisfactory performance on the writing skills test or C or better in ENG 090, ENG 091 or ENG 092. Passing score on the College's reading placement test or C or better in ENG 091 or concurrent enrollment in/or prior completion of RDG 090. Competency met: Critical Analysis (1.0); Global Awareness (5.2); Multicultural Perspective (5.3); Social Phenomenon (5.4); Humanities (6.0); Ethical Dimensions (7.0) Three lecture hours per week. 3 credits Fall, Spring, Summer

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. Prerequisite: ENG 101. Three lecture hours per week. Instructional support fee applies. 3 credits Fall, Spring

HUM 157 - Old Testament (3 credits)

An introductory study of the major books, ideas, and historical context of the Old Testament. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Fall

HUM 158 - New Testament (3 credits)

An introductory study of the major books, ideas, and historical context of the New Testament. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Spring

HUM 160 - The Criminal in Literature and the Arts (3 credits)

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 lecture hours per week. Competency met: Humanities (6.0), Ethical Dimensions (7.0) 3 credits Spring

HUM 172 - Coping with Life and Death (3 credits)

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 lecture hours per week. Competency met: Humanities (6.0) 3 credits Fall

HUM 251 - Topics in Humanities and the Arts (3 credits)

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. Prerequisite: ENG 102. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Fall, Spring

HUM 264 - An Honors Interdisciplinary Seminar on the Holocaust (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. Three lecture hours per week. Prerequisite: ENG 101 and

ENG 102. Open to Commonwealth Honors Program students and others with permission of instructor. Competency met: Multicultural Perspective (5.3); Humanities (6.0); Ethical Dimensions (7.0) 3 credits Spring

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, Jorge 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. Prerequisite: Enrollment in the Commonwealth Honors Program or permission of the instructor. Competency Met: Multicultural Perspective (5.3); Ethical Dimensions (7.0). Three hours of lecture per week. Instructional Support Fee applies. 3 credits Fall

HUM 390 - Fieldwork in Interpreting Portuguese/Spanish (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/ (sight) translating in a community hospital, medical office, human services agency, legal office, court, or institution. The seminar provides students with a safe environment to analyze and reflect on their experiences, performance and progress as well as to prepare for employment. Prerequisites: For Spanish: ENG 101, HUM 156, SPA 321, SPA 322, SPA 353, SPA 354 with a grade of "C" or better; COM 160 and CRJ 101 or CRJ 113 or MAA 101. For Portuguese: ENG 101, HUM 156, POR 321, POR 322, POR 352, POR 353 with a grade of "C" or better; COM 160 and CRJ 101 or CRJ 113 or MAA 101. 3 credits Fall, Spring; 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 lecture hours per week. Competency met: Technical Literacy (8.0) 3 credits 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 lecture hours per week. 3 credits 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. Prerequisites: OFC 113 and OFC 117 with a grade of C or better or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

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. Prerequisites: OFC 113 and OFC 117 with a grade of C or better or permission of the instructor. Three lecture hours per week. 3 credits Spring

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. Prerequisite: LGL 282 and OFC 120 with a grade of C or better or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

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 will be enhanced. Each student will prepare an employment portfolio highlighting the achievement of program outcomes. Prerequisite: Completion of 12 credits of program courses or permission of the instructor. Three lecture hours per week. 3 credits Fall; Spring

LSM - Leisure Service 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 lecture hours per week. 3 credits 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 lecture hours per week. 3 credits 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. Prerequisite: LSM 101 or permission of instructor. Three lecture hours per week. 3 credits Fall

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. Prerequisites: LSM 101 and MAR 101, or permission of instructor. Three lecture hours per week. 3 credits Fall

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. Prerequisites: LSM 101 and LSM 231, or permission of instructor. Three

lecture hours per week. Competency met: Ethical Dimensions (7.0) 3 credits Spring

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; budgeting methods; economic impact; fundraising at the intercollegiate level; ownership in sport, and public and private funding for non-profit sport programs. Prerequisites: LSM 101 and LSM 231, or permission of instructor. Three lecture hours per week. 3 credits Spring

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 a week. Instructional Support Fee applies. 3 credits 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 procedure 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. Pre or co-requisite: OFC 214, MAA 101, and OFC 120 with a grade of C or better or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall

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. 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. Two lecture hours and three lab hours a week. Instructional Support Fee applies. 3 credits Fall

MAA 203 - Advanced Medical Transcription (3 credits)

This 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. Prerequisite: MAA 102 with a grade of C or better and a minimum keyboarding speed of 45 wpm. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

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. Pre or co-requisite: OFC 113 or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall

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. Prerequisite: OFC 113 with a grade of C or better or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

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. Pre or co-requisite: MAA 205 or

permission of the instructor. One lecture hour per week. 1 credit Spring

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 lecture hours per week. 3 credits 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 lecture hours per week. 3 credits 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, economic, legal, and social relationships. The course discusses case studies involving actual business situations. Recommended: MAN 101 and MAR 101. Competency met: Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

MAN 251 - Human Resources Management (3 credits)

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. Prerequisite: MAN 101 with C or better or permission of department chair. Three lecture hours per week. 3 credits Spring

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. Prerequisite: MAN 101 or permission of the Business Administration department chair. Three lecture hours per week. Competency met: Global Awareness (5.2) 3 credits Fall, Spring

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 lecture hours per week. 3 credits 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. Recommended: MAR 101 first. Three lecture hours per week. 3 credits Fall, Spring

MAR 253 - Sales Management (3 credits)

The course is designed to provide students with the background that will enable 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. Prerequisite: C or better in MAR 101 and MAN 101 or permission of department chair. Three lecture hours per week. 3 credits Spring

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 lecture hours per week. 3 credits Fall, Spring, Summer

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. Students 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. Pre or co-requisite: BIO 115 or BIO 234, and MAS 121. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. 3 credits Fall; Day only

MAS 102 - Medical Assisting Clinical Procedures II (3 credits)

This course further develops the student's clinical skills and prepares them to perform a variety of procedures in the medical office or clinic. Students develop knowledge and skills in communication, assessment and triaging, pharmacology, administration of medications, basic principles of nutrition, and basic principles of psychology. Pre or co-requisite: BIO 115 or BIO 233 and BIO 234, MAS 101 or permission of the instructor. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. 3 credits Spring; Day only

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 waived 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. Pre or co-requisites: BIO 115 or BIO 234, and MAS 101. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. 3 credits Fall

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, immunochemistry, 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. Prerequisite: BIO 115 or BIO 234 and MAS 101, MAS 121. This course runs for seven weeks and includes four lecture hours and six laboratory hours per week. Instructional Support Fee applies. 3 credits Spring; Day only

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. Prerequisite: HCI 124, HLT 102, HLT 122, MAA 103, MAS 102. This class includes 166 clinical externship hours and 21 seminar hours; offered in the second half of the semester. Instructional Support Fee applies. 4 credits Spring

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 and 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. Prerequisite: CLS and Phlebotomy students only. Three hours of lecture per week. Instructional Support Fee applies. 3 credits Fall

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 will be studied as well as the normal and abnormal physiological functions of the renal system. Prerequisite: MED 101, BIO 154, CHM 115 all with a grade of C or better. Co-requisite: MTH 119, and CHM 116. Two hours lecture and two hours lab per week. At the end of the semester students will spend one week (30 hours) in an affiliated laboratory. Instructional Support Fee applies. 3 credits Spring

MED 200 - Hematology (5 credits)

This course consists of integrated instruction between the College and an affiliate 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. Prerequisite: MED 102, BIO 239, CHM 116, and MTH 119 all with a grade of C or better. 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. 5 credits Fall

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 will be reviewed and performed at the College. Prerequisite: CHM 116, BIO 239, MED 102 and MTH 119 all with a grade of C or better. This course includes 45 hours of lecture and 30 hours of laboratory. Instructional Support Fee applies. 4 credits Fall

MED 206 - Medical Microbiology (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. Prerequisite: BIO 239, CHM 116, MED 102, and MTH 119 all with a grade of C or better. 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. 6 credits Fall

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 will include compatibility testing, antibody screen and identification techniques, blood donations and transfusion therapy, record keeping and quality control techniques. Prerequisite: MED 205 with a grade of C or better. 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. 5 credits Spring

MED 216 - Medical Microbiology II (4 credits)

This course is a continuation of MED 206. The microorganisms 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. Prerequisite: MED 206 with a grade of C or better. This course includes 45 hours of lecture and 45 hours of teaching laboratory at the College. Instructional Support Fee applies. Competency met: Global Awareness (5.2) 4 credits Spring

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. Prerequisite: MED 200 with a grade of C or better. 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, 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. 6 credits Spring

MED 218 - Selected Topics in Clinical Laboratory Science (3 credits)

This course offers students an opportunity to study a specific topic in Clinical Laboratory Science. Course topics are announced each semester. Prerequisite: to be determined by the course offered. One to three class hours per week. Instructional Support Fee applies. 1-3 credits Not offered each year.

MTH - Mathematics

MTH 001 - Developmental Mathematics I (3 credits)

This is the first course in a modularized study of Arithmetic, Algebra, and possibly Intermediate Algebra (depending on program requirements) to prepare students for college-level mathematics courses. The material in Modules 1-4 are equivalent to MTH 011, modules 5-8 to MTH 021, and modules 9-12 to MTH 031. A minimum of four modules must be completed in this course to earn a passing grade, but students are encouraged to complete as many modules as possible until the prerequisites of their program requirements are met. Three lecture hours and one hour for CAI laboratory. Instructional Support fee applies. 3 Credits Fall, Spring, Summer

MTH 002 - Developmental Mathematics II (3 credits)

This course is a modularized study of Arithmetic, Algebra, and possibly Intermediate Algebra (depending on program requirements) to prepare students for college-level mathematics courses. The material in Modules 1-4 are

equivalent to MTH 011, modules 5-8 to MTH 021 and modules 9-12 to MTH 031. A minimum of four modules must be complete in this course to earn a passing grade, but students are encouraged to complete as many modules as possible until the prerequisite of their program requirements are met. Prerequisite: a grade of CD or higher in MTH 001. Three lecture hours and one CAI laboratory hour per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

MTH 003 - Developmental Mathematics III (3 credits)

This course is the third course in a modularized study of Arithmetic, Algebra, and possibly Intermediate Algebra (depending on program requirements) to prepare students for college-level mathematics courses. The material in Modules 1-4 are equivalent to MTH 011, 5-8 to MTH 021 and 9-12 to MTH 031. A minimum of four modules must be complete to earn a passing grade in this course, but students are encouraged to complete as many modules as possible until the prerequisites of their program requirements are met. Prerequisite: a grade of CD or higher in MTH 002. Three lecture hours and one CAI laboratory hour per week. Instructional Support Fee Applies. 3 credits Fall, Spring, Summer

MTH 011 - Foundations of Mathematics (3 credits)

This course is a study of arithmetic. Topics include: working with whole numbers, fractions, decimals, ratios, proportions, and percents; performing unit conversions; calculating basic statistics and interpreting data; and solving applications of the topics cited above. Prerequisite: MTH 011 is required for all students who score below 60 on the arithmetic placement test. Students who achieve at least one of the following will have demonstrated Arithmetic Competency: successful completion of Module 4 or beyond; or a grade of CD or higher in MTH 011; or a score of 60 or higher on the arithmetic placement exam. Forty-two class hours per semester. Instructional Support Fee applies 3 credits Fall, Spring, Summer

MTH 021 - Introductory Algebra (3 credits)

This course is designed for students who need an algebra refresher. The topics included are: operations with signed numbers; evaluating algebraic expressions and formulas; working with polynomials, linear equations and inequalities in one variable; solving word problems, graphing linear equations in two variables; and working with scientific notation. Students who achieve at least one of the following will have demonstrated Introductory Algebra Competency: successful completion of Module 8 or beyond; or a grade of CD or higher in MTH 021; or a score of 72 or higher on the elementary algebra placement exam. Prerequisite: Arithmetic Competency. 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. 3 Credits Fall, Spring, Summer

MTH 031 - Intermediate Algebra (3 credits)

This is a second course in algebra. Topics included are: solving first degree equations, inequalities and applications; graphing linear equations and inequalities; factoring algebraic expressions; working with rational expressions and solving equations containing rational expressions; simplifying complex fractions; solving systems of linear equations; working with variation; and performing basic manipulations of functions. Students who achieve at least one of the following will have demonstrated Intermediate Algebra Competency: successful completion of Module 12; or a grade of CD or higher in MTH 031; or a score of 82 or higher on the elementary algebra placement exam. Prerequisite: Introductory Algebra Competency; or a grade of C- or higher in High School Algebra I and in high school Geometry and Arithmetic Competency. 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. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

MTH 060 - Topics in Developmental Mathematics (2 credits)

This course presents selected topics in developmental algebra to support students registered for a paired college-level mathematics course. Topics will be selected by the Mathematics Department to coincide with those needed in the college-level course. Prerequisite(s): Arithmetic Competency. Two lecture hours per week. Instructional Support Fee applies. 2 credits Fall, Spring, Summer

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. Prerequisite: 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 high school Algebra I or MTH 021. Three lecture hour per week. Instructional Support Fee applies. Competency Met:

Quantitative and Symbolic Reasoning - Fire Science only. 3 credits Fall, Spring; Evening/Weekend only

MTH 115 - Culinary Math

This course is aimed at Culinary Arts students and provides the mathematical tools necessary for solving problems encountered in the modern kitchen. Topics include: recipe scaling including measurement conversions, percentages as they relate to as-purchased, edible-portion, and yield, and calculations as they relate to menu costs and pricing, profit and loss, payroll and taxes. Prerequisite(s): Arithmetic Competency. Three lecture hours per week. 3 credits Fall, Spring

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, regression sampling distributions, and hypothesis testing. Prerequisite: Arithmetic Competency; and Introductory Algebra Competency or Intermediate Algebra Competency. Three lecture hours per week. 3 credits Fall, Spring, Summer

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, inductive reasoning, elementary number theory, consumer mathematics, probability, statistics, and number systems. Prerequisite: Arithmetic competency; and Introductory Algebra or Intermediate Algebra Competency. Three lecture hours per week. 3 credits Fall, Spring, Summer

MTH 127 - Mathematics for Elementary School Teachers I (3 credits)

This course develops understanding of the mathematical content of number and operations at the deep level required for successful elementary school teaching in ways that are meaningful to pre-service elementary teachers. Topics include: place value and arithmetic models; mental math; algorithms; prealgebra; factors and prime numbers; fractions and decimals; ratio; percentage and rates; integers; and elementary number theory. Prerequisites: Arithmetic Competency and Intermediate Algebra Competency. Three lecture hours per week. 3 credits Fall, Spring, Summer

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. 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. Three lecture hours per week. 3 credits Spring

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 the mathematics of finance. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency. Three lecture hours per week. 3 credits Fall, Summer

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. Prerequisite: Arithmetic Competency; a grade of C- or higher in MTH 131 or equivalent. Three lecture hours per week. 3 credits Spring, Summer

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. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency. Four lecture hours per week. 4 credits Fall

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. Prerequisite: grade of C- or higher in MTH 141. Four lecture hours per week. 4 credits Spring

MTH 152 - College Algebra (3 credits)

This course is designed to present advanced algebra in order to prepare students for precalculus. Topics in this course include: radicals; complex numbers; graphs and their relations to functions; elementary functions; quadratic equations; and conic sections. Prerequisite(s): Arithmetic Competency and Intermediate Algebra Competency. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

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. Prerequisite: Arithmetic Competency; and Introductory Algebra or Intermediate Algebra

Competency. Three lecture hours per semester. 3 credits Not offered every year.

MTH 172 - Precalculus with Trigonometry (4 credits)

This course is designed to present both pre-calculus and trigonometry topics. Topics in this course include: polynomial and rational functions; exponential and logarithmic functions; right triangle trigonometry; graphs of trigonometric functions; trigonometric identities; the inverse trigonometric functions; solutions to trigonometric equations; vectors; and the polar coordinate system. Prerequisite(s): Arithmetic Competency and Intermediate Algebra Competency; and a grade of C- or higher in MTH 151 or MTH 152. Four lecture hours per week. Instructional Support Fee applies. 4 credits Fall, Spring, Summer

MTH 214 - Calculus I (4 credits)

This course is an introduction to calculus and provides students with initial exposure to limits and continuity, the derivative, and differentiation and integration of algebraic, trigonometric, logarithmic, and exponential functions, as well as applications of differentiation. In addition to the four-hour lecture, a one-hour lab is required each week. Prerequisite: a grade of C or higher in MTH 172, a grade of C or higher in MTH 171 and MTH 173, or equivalent. Four lecture hours and one laboratory hour per week. Instructional Support Fee applies. 4 credits Fall, Spring, Summer

MTH 215 - Calculus II (4 credits)

This course is a continuation of MTH 214. Topics covered include: applications of the definite integral; techniques of integration; parametric equations; polar coordinates; and infinite sequences and series. In addition to the four-hour lecture, a one-hour lab is required each week. Prerequisite: a grade of C or better in MTH 214. Four lecture hours and one computer laboratory hour per week. Instructional Support Fee applies. 4 credits Fall, Spring, Summer

MTH 243 - Discrete Structures I (3 credits)

This is the first course in a two-course sequence that presents the topics from discrete mathematics and logic needed in the study of computer science, focusing on mathematical reasoning, discrete structures, combinatorial analysis, algorithmic thinking, and various applications. Topics include: propositional logic; set theory; methods of proof; basic number theory; recursive definitions; and counting problems. Prerequisite: a grade of C or higher in MTH 152 or equivalent. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall; not offered every year

MTH 244 - Discrete Structures II (3 credits)

This is a continuation of MTH 243, Discrete Structures I. Topics include: advanced counting problems; relations;

graph theory; Boolean algebra; and languages and grammars. Prerequisite: a grade of C or higher in MTH 243. Three lecture hours per week. 3 credits Spring; not offered every year

MTH 251 - Fundamental Business Statistics (3 credits)

This course serves as an introduction to statistics with applications to business scenarios. Topics include: methods of collecting, tabulating and graphically representing data; measures of central tendency, dispersion, skewness, and kurtosis; basic probability rules; binomial and normal probability distributions; sampling distributions; and estimation. Applications will be stressed throughout the course. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency. Three lecture hours per week. 3 credits Fall, Summer

MTH 252 - Statistics for Decision Making (3 credits)

This course demonstrates the use of statistical methods in business decision-making situations. Topics included are: sampling and estimation; hypothesis testing; linear regression and correlation; contingency tables; and statistical quality control. Prerequisite: a grade of C or higher in MTH 251. Three lecture hours per week. 3 credits Spring, Summer

MTH 253 - Calculus III (4 credits)

This course is a continuation of MTH 215. Topics include: two- and three-dimensional vectors; vector functions; partial derivatives; multiple integrals; and vector calculus. In addition to the four-hour lecture, a one-hour lab is required each week. Prerequisite: a grade of C or higher in MTH 215. Four lecture hours and one computer laboratory hour per week. Instructional Support Fee applies. 4 credits Fall

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. Prerequisite: Arithmetic Competency and a grade of C or higher in MTH 253. Three lecture hours per week. 3 credits 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 lecture hours per week. Competency met: Humanities (6.0) 3 credits 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 lecture hours per week. 3 credits 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 will also be included. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits 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. Prerequisite: MUS 113 or permission of instructor. Three hours of lecture per week. 3 credits Spring

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 will compile musical materials which can be used in future employment. Three lecture hours per week. 3 credits 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. 3 credits Fall

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. Co-requisite: NUR 101 or permission of the instructor. Students must receive a C (74) or better in NUR 100 and NUR 101 to continue in the program. One class hour a week. Hybrid course 1 credit Fall/Spring; Day/eHealth option.

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 (74) or better to continue in the program. Prerequisites: CSS 101, ENG 101, PSY 101, BIO 233, all with a grade of B- or better; Co-requisite: NUR 100. Four class hours and twelve practice hours a week in hospitals and health agencies. Instructional Support Fee applies. 8 credits Fall, Day/eHealth option

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. Prerequisite: NUR 101 with a grade of C (74) or better. Pre or co-requisite: PSY 252, BIO 234. Four lecture and twelve practice hours a week in hospitals and health agencies. Instructional Support Fee applies. 8 credits Spring; Day/eHealth option

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. Prerequisite: NUR 101 and NUR 102 with a grade of C (74) or better, PSY 252. Co-requisite: BIO 239. Four lecture and fifteen practice hours per week in hospitals and health agencies. Instructional Support Fee applies. 9 credits Fall, Day/eHealth option

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 the 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. Prerequisite: NUR 201 with a grade of C (74) or better; BIO 239. Pre or co-requisite: NUR 203. Four lecture hours and fifteen practice hours per week in hospitals and health agencies. Instructional Support Fee applies. 9 credits Spring; Day/eHealth option

NUR 203 - Trends in Nursing (1 credit)

This course provides opportunities for students to explore a variety of factors and issues which influence contemporary nursing practice. These include application of evidence based practice, leadership, management, and delegation concepts, role transition, community practice, and continued development into the nurse role. Co-requisite: NUR 202. Students must receive a C or better in NUR 202 and NUR 203 to continue in the program. One lecture hour per week. Required Community Service Learning component. 1 credit Spring; Day/eHealth option

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 wpm based on a three-minute supervised timing with three or fewer errors is required to receive a passing grade for this course. One to four hours per week (for a total of 15 hours per semester). Instructional Support Fee applies. 1 credit Fall, Spring, Summer

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 wpm based on a supervised three-minute timing with three or fewer errors is required to receive a passing grade for the course. Prerequisite: A passing score on the Office Administration department keyboarding placement test or a C or better in OFC 102. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

OFC 117 - Introduction to Computers and Software Applications (3 credits)

Students will learn hardware and software concepts, how to navigate Windows Explorer efficiently, and how to use common features shared by multiple applications. Correct and safe use of internet browsers, search engines, and

email will be taught. After learning and gaining a solid knowledge of business software such as Word, Excel, PowerPoint and Access; students will learn how to integrate these applications to create cross application projects. Case studies will be used to simulate the work environment. Three lecture hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) 3 credits Fall, Spring, Summer

OFC 120 - Text Editing (3 credits)

Editing and proofreading documents involve more than just using the spell check on your computer. This course will review sentence structure, grammar usage, punctuation, capitalization, and number style. Frequently misspelled words and confusing words will also be covered. Students' skills will be enhanced through proofreading and editing business documents. Three lecture hours per week. 3 credits 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 checker 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. 3 credits Fall, Spring, Summer

OFC 131 - Microsoft Office Excel Specialist (3 credits)

This course focuses on Excel skills needed to obtain detail-oriented, analytical positions throughout the business industry. The course provides in-depth training through relevant hands-on applications and critical thinking exercises. Students learn to create charts; enter, format, and analyze data; create and work with formulas, functions and recording macros; and move, export, manage, and integrate data. The course prepares students to take the Microsoft Excel certification exam. Three hours of lecture per week. Instructional Support Fee applies. 3 credits 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/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. 3 credits 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. 3 credits 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 email, 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. 3 credits Fall, Spring, Summer

OFC 136 - Microsoft Project (3 credits)

Students learn how to design and create new project plans; work with tasks, resources, and projects information; customize projects and reports. Topics include setting up projects; entering tasks and resources; linking tasks; setting up and assigning resources; saving a baseline; addressing constraints and deadlines; changing task types; sorting, grouping, and filtering; reporting status; importing and exporting information; and exploring the advanced capabilities of the software. Three hours of lecture per week. 3 credits Fall, Spring

OFC 150 - Speech Recognition (3 credits)

This course introduces students to speech recognition and emphasizes its usefulness in improving personal productivity. Students learn to use voice and continuous speech recognition software to create documents without using a computer keyboard. Students improve writing, reading, and speaking skills by learning to enunciate correctly and speak clearly; thus, preventing repetitive stress injuries caused by overuse of the computer keyboard. Three lecture hours a week. Instructional Support Fee applies. 3 credits Fall, Spring

OFC 160 - Veterinary Administrative Software I (1 credit)

This course will provide basic skills in locally used veterinary software with an emphasis placed on reception, payment, scheduling, and inventory. Prerequisite(s): ANS 205. One lecture hour per week. 1 credit Fall

OFC 161 - Veterinary Administrative Software II (1 credit)

This course will provide advanced skills in locally used veterinary software with emphasis placed on processing reports, examining the patient/visit workflow, laboratory workflow, and imaging workflow. Advanced inventory management will be examined. Prerequisite: OFC 160. Pre or Co-requisite: ANS 205. One lecture hour per week. 1 credit Spring

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 wpm based on a supervised five-minute timing with five or fewer errors is required to receive a passing grade for the course. Prerequisite: OFC 113 with a grade of C or better; OFC 117 with a grade of C or better; or permission of the department chair. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

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. Prerequisites: OFC 117 with a grade of C or better or permission of the department chair. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

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. 3 credits Spring, Summer

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, interpersonal skills, time management, problem solving, organizational skills, and communication. Students are given an overview of the duties within an office, including scheduling appointments, handling mail, telephone etiquette, corresponding with email, and making travel arrangements. Students use Microsoft Outlook and prepare to take the Microsoft Office Outlook certification exam. Prerequisite: OFC 113 and OFC 117 with a grade of C or better or permission of the department chair. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall

OFC 260 - Writing Skills for the Administrative Assistant (3 credits)

This course is designed for the Administrative Assistant in all areas of the workplace. The course will focus on composing business correspondence used in the office and the ability to produce clear, accurate, and timely written communication. Prerequisite: ENG 101. Three lecture hours per week. 3 credits Spring

OFC 262 - Desktop Publishing Projects and Web Design (3 credits)

Students use an integrated-project approach in a local area network environment in this Office Administration core capstone course. Students create a simulated business and use the Office applications (Word, Excel, Access, PowerPoint, and Publisher) to develop materials associated with their business. Publishing concepts are presented and students develop critical thinking skills in selecting the appropriate software for the required task. The Internet and e-mail are also used. Prerequisite: OFC 214 and OFC 117 with a grade of C or better or permission of the instructor. Three class hour per week. Instructional Support Fee applies. 3 credits Spring

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 communication 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. Prerequisite: OFC 214 and OFC 120 with a grade of C or better or permission of the department chair. Three lecture hours and two laboratory

hours per week. Instructional Support Fee applies. 3 credits Spring

OFC 266 - Administrative Office Management (3 credits)

This course provides a comprehensive introduction to office management principles, critical thinking, and concepts including organizational trends, technology, cultural diversity, and global business ethics. Basic principles of management, problem solving, system thinking, and productivity evaluation are explored. The Microsoft Excel Certification Exam is offered. Prerequisite: OFC 117 with a grade of C or better or permission of the department chair. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

OFC 268 - Media and Technology Tools (4 credits)

This course provides students with the media and technology skills required to support the needs of today's workforce. This is a project-based course where students will use Project Management web tools to plan, create, share, and schedule events; use Collaboration tools to facilitate and manage online meetings, screen sharing and blogs; use Presentation tools to share and collaborate with others; use Resource Management tools for file storage, tracking and commenting; Consensus Building tools for polling and question management. Student will also be introduced to some of the assistant recommended applications for productivity. Prerequisite(s): OFC 117 or permission of the department chair. Four lecture hours per week. Instructional Support Fee applies. 4 credits Spring

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. Prerequisite: OFC 214 with a grade of C or better or permission of department chair. Three lecture hours per week. Instructional Support Fee applies. 3 credits Spring

OTA - Occupational Therapy

OTA 111 - Introduction to Occupational Therapy (4 credits)

This course provides the foundations of occupational therapy (OT) principles and practice. OT practitioners apply core values, knowledge and skills to assist clients to engage in valued everyday activities (occupations) to support health and participation in life. The theoretical

foundations, history, philosophical and ethical bases of the profession and its personnel are explored. The theoretical foundations, history, philosophical and ethical bases of the profession and its personnel are explored. The collaborative role of the Occupational Therapy Assistant and the Registered Occupational Therapist and the roles of the interprofessional team in the health care delivery system are explored. The effects of diverse contextual factors and environment on participation in occupations are a focus. The underlying principles of interprofessional collaboration, evidence-informed decision-making, and lifelong learning are firmly established. Labs include college success strategies, information literacy and preparation for fieldwork. Students clarify their personal values, learn core professional values, attitudes, and behaviors, develop communication skills and sensitivity to factors of culture and diversity in the delivery of OT services. Lecture hours include 15 hours of off-site observational fieldwork. Prerequisite: Admission to the OTA program or prior approval of the program director. Co-requisite: BIO 234, HLT 101 or HLT 102. HLT 106 or MAA 101 may be substituted for this requirement. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: First Year Experience (9.0) 4 credits Fall

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 process 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. Prerequisite: Admission to the OTA program or permission of the program director. Pre- or co-requisite: PSY 101. Three lecture hours and two laboratory hours. Instructional Support Fee applies. 4 credits Fall, Day only

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. Prerequisite: OTA 111 and OTA 117 and BIO 234. Three class hours and two lab hours a week. Instructional Support Fee applies. 4 credits Spring

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. Prerequisite: OTA 111 and OTA 117 and BIO 234. Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. 3 credits Spring

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. Prerequisite: OTA 111 and OTA 117; or OTA 117 and permission of the program director. Two hours of lecture, two hours of laboratory hours, and three hours of fieldwork. Instructional Support Fee applies. 4 credits Spring, Day only

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. Prerequisites: OTA 121, 125, and 127. Three lecture hours and two

laboratory hours per week. Instructional Support Fee applies. 4 credits Fall, Day only

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. Prerequisite: OTA 121, OTA 125, and OTA 127 or prior approval of the program director. Two lecture hours and two laboratory hours and three fieldwork hours per week. Instructional Support Fee applies. 4 credits Fall; Day only

OTA 237 - Developmental/Pediatric OT Practice (4 credits)

Human development and the occupational therapy process in the treatment of developmental concerns are the foundational concepts of this course. Normal development of the infant and child is explored within the context of environmental, community, 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. Prerequisites: OTA 111, OTA 117, OTA 121, OTA 125, and OTA 127. Three lecture and two laboratory hours per week. Instructional Support Fee applies. 4 credits Fall, Day only

OTA 241 - Level II Occupational Therapy Clinical Practice - A (5 credits)

The student will be 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 will be given the opportunity to apply his/her knowledge and skills to occupational therapy practice in sensorimotor, cognitive and/or psychosocial performance areas. Students will actively participate in a collaborative and supervisory relationship and experience being a part of the rehabilitation team. Pre-requisites: OTA 233, OTA 235,

and OTA 237. 8 week, full-time placement. Instructional Support Fee applies. 5 credits Spring, Day only

OTA 243 - Level II Occupational Therapy Clinical Practice - B (5 credits)

The student will be assigned to a second clinical agency under the supervision of a Registered Occupational Therapist or Certified Occupational Therapy Assistant. The student will be given the opportunity to apply his/her knowledge and skills to occupational therapy practice in sensorimotor, cognitive and/or psychosocial performance areas. Students will actively participate in a collaborative and supervisory relationship and experience being a part of the rehabilitation team. Pre-requisites: OTA 233, OTA 235, and OTA 237. 8 week, full-time placement. Instructional Support Fee applies. 5 credits Spring, Day only

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. Pre or co-requisites: OTA 233, OTA 235, and OTA 237 or prior approval of the program director. Two lecture hours per week. Instructional Support Fee applies. 2 credits Spring, Day only

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 lecture hours per week. Competency met: Social Phenomenon (5.4), Humanities (6.0), Ethical Dimensions (7.0) 3 credits 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 critical thinking skills needed to formulate sound arguments of their own and to evaluate the arguments of others. Competency met: Humanities (6.0) 3 credits 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, e.g. 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. Competency met: Social Phenomenon (5.4), Humanities (6.0), Ethical Dimensions (7.0) 3 credits Fall, Spring

PHL 153 - Philosophy of Education (3 credits)

An introductory study of American education. The character and abilities that make a good professional teacher are discussed; educational theorists of Western Civilization are studied. Emphasis is placed on traditionalist and experimental approaches to modern education. Competency met: Humanities (6.0) 3 credits Fall

PHY - Physics

PHY 101 - Technical Physics I (4 credits)

This is a noncalculus-based introduction to the principles of physics and their applications. Topics include vectors, Newton's law of motion, work, energy and machines. Emphasis is placed on understanding through problem solving. This course is not transferable to most four-year engineering degrees. Prerequisite: MTH 141 or MTH 152. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Summer

PHY 102 - Technical Physics II (4 credits)

This is a continuation of PHY 101. Topics include fluids, thermodynamics, optics, electrostatics and basic circuits. Prerequisite: C or better in PHY 101. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Spring

PHY 211 - General Physics I (4 credits)

This course and Physics 212 are a one-year calculus-based introduction to the principles of physics and their applications. Topics include vectors, kinematics, Newton's law of motion, work/energy, momentum, and rotational motion. Emphasis is placed on understanding through problem solving. This course is transferable to four-year engineering degrees. Prerequisite: MTH 214 with a grade of C or better. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and

Discovery (3.0)
4 credits Fall, Spring, Summer

PHY 212 - General Physics II (4 credits)

This is the second semester continuation of PHY 211. It serves primarily as a calculus-based introduction to electricity and magnetism. In particular this course covers Maxwell's equations and basic electric circuits, both DC and AC. Topics also include fluids, oscillations, and waves. Prerequisite: C or better in PHY 211. Concurrent registration in MTH 253 is recommended. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0)
4 credits Fall, Spring, Summer

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/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. Prerequisite: MED 101. Open to students enrolled in Phlebotomy Certificate Program only. 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. 4 credits Spring; Day 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. Pre- or co-requisite: LGL 180 (formerly LAW 80). Three hours of lecture per week. 3 credits Fall

PLS 102 - Torts Law (3 credits)

This course introduces students to American Civil Law. Torts is the study of civil wrongs, as distinct from criminal or contract law. This course will review the

elements of torts, damages, remedies, and ethics. The course covers theories of tort liability including intentional torts, negligence, strict liability, product liability, professional malpractice, defamation, nuisance and related torts. Students will learn and practice the role of the paralegal in the preparation of a tort claim. Co-requisite: LGL 180. Three lecture hours per week.

3 credits Fall, Spring

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. Prerequisite: ENG 101, LGL 160, and LGL 180 (formerly ENG 11, LAW 60, LAW 80) with a grade of C or better. Three hours of lecture per week. 3 credits Spring

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. Pre or co-requisite: LGL 180. Three lecture hours per week. 3 credits Spring

PLS 230 - Criminal Law and Procedure (3 credits)

This course provides an overview of criminal law and procedures from the perspective of legal practitioners with special focus on the respective rights and duties of the defense and prosecution. It explains the fundamental basis and purpose of criminal law in our society and examines the major categories of crime from the common law through their modern codification. It also covers the development and present state of the law as it applies to arrest, search and seizure, statements by the accused and others, the right to counsel, trial proceedings and issues, sentencing, punishment, and appeal. Prerequisite: LGL 180. 3 credits Spring

PLS 220 - Bankruptcy Law (3 credits)

This course offers an overview of bankruptcy law and procedure to prepare paralegal students to assist attorneys representing debtors and creditors. It will cover commencement of a case, preparation of petitions and schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court and debtors' and creditors' rights and obligations. Forms utilized in bankruptcy court will be stressed. The course reviews the current Federal bankruptcy code including recent

amendments. Co-requisite: LGL 180. Three lecture hours per week.

3 credits Fall, Spring

PLS 231 - Interviewing and Investigation (3 credits)

In this course students learn the basic skills required in interviewing and investigation. Topics include establishing rapport with the client, questioning techniques (including dealing with a reluctant witness), finding/preserving information, and ethics. Using mock exercises, students will interview and investigate in a variety of legal situations. Prerequisites: PLS 101 and PLS 120 with a grade of C or better. 3 credits Spring

PLS 232 - Advanced Legal Research and Writing (3 credits)

This course builds on the legal research and reasoning skills developed in PLS 120. Students are required to apply legal analysis and develop proper writing style by drafting case briefs, legal correspondence, motions and pleadings, and legal memoranda. Students become familiar with other common legal forms and appellate briefs. Three lecture hours per week. Prerequisite: PLS 101 and PLS 120. 3 credits Fall; Spring

PLS 234 - Legal Ethics (3 credits)

This course presents the ethical considerations and dilemmas faced by paralegals in their work environment. Students will explore complex ethical issues using case studies, literature, and films. Prerequisites: PLS 101 and PLS 120. 3 credits Fall

PLS 235 - Immigration Law (3 credits)

This course presents the immigration and nationality laws of the United States focusing on the administrative agencies involved in administering those laws. Topics include the immigrant selection system, visas, exclusion, removal, change of status, and refugee/asylum status. Special emphasis given to the paralegal's role in working with aliens and preparing major immigration forms. Prerequisites: PLS 101 and PLS 120. 3 credits Fall

PLS 240 - Real Estate Law (3 credits)

This course presents substantive law related to real estate property, including types of ownership, purchase and sales documentation, title examination, deed and mortgage preparation, and closing procedures and documentation. Sample forms including leases, purchase and sale agreements, and closing forms are reviewed and drafted. Pre or Co-requisite: LGL 180. 3 credits Spring

PLS 241 - Wills, Estates, and Trusts (3 credits)

This course provides a theoretical and practical understanding of the laws of inheritance and estate planning. Students prepare a basic will and trust document and learn the procedure for probate. Estate planning, the role of the probate courts, and basic inheritance issues are

explored and discussed. Pre or co-requisite: LGL 180. Three lecture hours per week. 3 credits Fall

PLS 242 - Business Organization for Paralegals (3 credits)

This course provides an overview of the legal environment of business. Students will concentrate on various legal entities, their advantages, similarities, and differences, and the laws specific to each entity. Students will become familiar with agencies governing businesses and prepare common legal documents. Pre or Co-requisite: LGL 180 3 credits Fall, Spring

PLS 243 - Paralegal Internship (3 credits)

This internship places students in a law office or in a law-related setting in corporations, courts, banks, government agencies, etc. to further enhance their paralegal training in a work environment under the supervision of a faculty member and an assigned practicing attorney. Prerequisite: A minimum GPA of 3.0 and sophomore status, and approval of the program director/department chair. Open only to Paralegal Studies students. 3 credits Fall, Spring

POR - Portuguese

POR 101 - Elementary Portuguese I (3 credits)

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. 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. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

POR 102 - Elementary Portuguese II (3 credits)

A continuation of training in the four basic skills: reading, writing, speaking and aural comprehension. Cultural and daily living topics are included. Prerequisite: POR 101 or two years of Portuguese in high school with an A or B average. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring Evening/Weekend

POR 201 - Intermediate Portuguese I (3 credits)

A review and continuation of Portuguese grammar plus additional training in the four skills: reading, writing, speaking and understanding. Readings and discussions based on cultural topics, contemporary literature, newspaper articles, Internet sources and video. Prerequisite: POR 102 or three years of high school Portuguese with a C average. Three class hours and one language laboratory hour per week. Instructional Support

Fee applies. Competency met: Humanities (6.0) 3 credits
Fall, Spring; Evening/Weekend

POR 202 - Intermediate Portuguese II (3 credits)

A continuation of POR 201. Further grammar review based on readings and compositions. Intensive practice of spoken language. More advanced readings from Lusophone literature and culture. Frequent compositions and written exercises. Prerequisite: POR 201 or four consecutive years of high school Portuguese with a C average. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

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. Prerequisite: Passing score on the oral and written entrance examination for the Portuguese/English Community Interpreting program. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Fall, Spring

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). Prerequisite: POR 321 or permission of the instructor. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Fall, Spring; Not offered every year

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. Prerequisite: HUM 156. Three lecture hours per week. 3 credits Fall, Spring

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. Prerequisite: POR 321, POR 322, HUM 156. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. 3 credits Fall, Spring; Not offered every year

PSY - Psychology

PSY 101 - General Psychology (3 credits)

This course provides an introduction to the field of psychology, including its history and controversies, its sub-fields and divisions, its major theorists and theoretical perspectives, and its current state and promise. The focus will be on how we develop across the life span, the biological basis of our behavior, the nature of intelligence and learning, personality, psychological disorders, and how we behave in social situations. The aim is for students to gain an appreciation for the science of psychology and how it can be applied to our own lives. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Social Phenomenon (5.4) 3 credits Fall, Spring, Summer

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. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. 3 credits Fall, Spring, Summer

PSY 252 - Child Development (3 credits)

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. Prerequisite: PSY 101. Three lecture hours per week. 3 credits Fall, Spring, Summer

PSY 253 - Adolescent Psychology (3 credits)

This course focuses on the development of the adolescent. The major theories regarding adolescents, with emphasis on their attitudes, values, motives, and problems of adjustment are studied. Prerequisite: PSY 101. Three lecture hours per week. 3 credits Spring

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. Prerequisite: PSY 101. Three lecture hours per week. Competency met: Social Phenomenon (5.4) 3 credits Fall, Spring, Summer

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. Prerequisite: PSY 101. Three lecture hours per week. 3 credits Fall, Spring

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. Prerequisite: PSY 101. Three lecture hours per week. 3 credits Fall, Spring, Summer

PSY 259 - Psychology of Personal Adjustment (3 credits)

This course will provide 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. Prerequisite: PSY 101. Three class hours a week. Competency met: Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Spring

PSY 260 - Topics in Psychology (3 credits)

A one-semester course on a specific topic in psychology. Topic to be announced each semester. Prerequisite: PSY 101. Three lecture hours per week. 3 credits Not offered every year

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 will be given to special types of grief, children's education and afterlife theories. Three lecture hours per week. 3 credits 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. Prerequisite: Enrollment in Honors Program or permission of instructor. Three class hours a week. 3 credits. Fall. Competency met: Global Awareness (5.2).

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 will be addressed. Special attention will be given to traumatic death grief.

Three lecture hours per week. 3 credits 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 will be 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. 3 credits 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 caretaking roles for older adults -- are examined, including health, social, economic, political, and other age-related issues. Three lecture hours per week. 3 credits 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 lecture hours per week. 3 credits Fall, Spring

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. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0). 3 credits Spring

PSY 280 - Disorders of Childhood: Development and Psychopathology (3 credits)

Maladaptive patterns of behavior, cognition and emotion may occur during childhood and adolescence, and the normal unfolding of maturational milestones may be disrupted and disordered. This course examines the

various atypical responses that children experience when "normal development goes awry". The course content makes three assertions. First, that children develop within the contexts of home, school, and community and may be at risk for psychopathology when these environments do not support healthy growth. Second, that development is driven by the interplay of biology and the environment and psychopathology is not inevitable. Protective factors function in both the individual child and the child's environment. Third, that children are vulnerable to the emergence of diverse disorders during particular times in development, and that one set of factors may or may not lead to maladaptive behavior, emotion or cognition. Prerequisite(s): PSY 101 and PSY 252. Three lecture hours per week. 3 credits Fall, Spring, Summer

PSY 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. 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. Prerequisite: Enrollment in the Commonwealth Honors Program or permission of the instructor. Three hours of lecture per week. 3 credits Spring

RDG - Reading

RDG 080 - Fundamental 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. Credit cannot be applied toward a degree. Grade points earned in this course will be included permanently in the SPI. Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

RDG 090 - College Reading and Learning Strategies (3 credits)

This 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: the ability to identify main ideas and supporting details, make inferences, draw conclusions, and analyze and synthesize information. The course will also cover textbook reading/study strategies needed to read effectively in college content area courses and emphasize reading as a process. As part of the final evaluation, students take a cumulative skills assessment generated by the instructor. Students must earn a C or better class average to pass the class. Prerequisite: C- or better in RDG 080 or appropriate score on the college's placement test; ESL students substitute ESL 123 for RDG 080. 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 lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring, Summer

RMN - Retail Management

RMN 111 - Retail Management - Principles of Buying (3 credits)

Provides the student with a primary understanding of retail merchandising principles and terminology. Emphasis will be 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, the 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 lecture hours per week. 3 credits 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 basic merchandising equations and become acquainted with various principles, practices, and techniques used in the planning and control of stock. Three lecture hours per week. 3 credits 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 ultimate consumer. Three lecture hours per week. 3 credits 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, students learn to prepare and present written fashion information, as well as creative fashion presentations. Students explore methods and techniques of educating the consumer and promoting good design through fashion shows, clinics, or special events. Three lecture hours per week. 3 credits Spring

RMN 116 - Retail and Fashion Merchandising Field Study (3 credits)

In this course, internship seminar and field study components provide students on-the-job training in retail and serves as a link between the classroom and the business world. The seminar portion utilizes case studies, group discussion, and invites 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. 3 credits 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 compare and analyze 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. 1 credit 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 lecture hour per week. 1 credit Spring

SCI - Science

SCI 110 - Science vs. Pseudoscience (3 credits)

Every day the public is faced with news of new scientific findings that have a great impact on our lives and health - from the latest causes of cancer to the dire predictions of climate science. This course is aimed at Sustainability majors and non-science majors, to help them gain an understanding of how science is done. Topics will include the peer review process, common experimental designs, the importance of sample size, interpreting graphs and statistics, and the role of the media in conveying science. This course will provide students with the tools to help them critically evaluate science in the news. Three lecture hours per week. 3 credits Fall, Spring

SCI 112 - Principles of Ecology (4 credits)

An introduction to basic principles of ecology. The interaction of abiotic and biotic components of ecosystems are discussed as well as the effects of human intervention. Some labs are field trips. Three lecture hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits 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. Prerequisite: Introductory Algebra competency or high-school algebra. Three class hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits. Fall, Spring.

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 lecture hours and two laboratory hour per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Spring

SCI 116 - Science, Technology, and Society: The Chemistry of Hazardous Toxic Materials (4 credits)

This course explores the theories and fundamentals of how and why fires start, spread and are controlled. The course includes an examination of the chemical requirements for combustion, the chemistry of fuels and explosive mixtures. Also, the various methods of stopping combustion, and an analysis of the properties affecting fire behavior. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) (FESHE Approved) 4 credits Fall, Spring

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 lecture hours per week. Competency met: Scientific Reasoning and Discovery (3.0), Global Awareness (5.2) 3 credits Fall, Spring

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 will be 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 will be several field trips to study local examples of the features and communities discussed. Prerequisite: One year of high school laboratory science or one semester of college laboratory science. Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall

SCI 125 - Social and Ethical Issues in Science, Technology, and Health Science (3 credits)

This course will explore the ethical and social issues that scientists encounter during the process of scientific investigation. This course covers topics from many scientific disciplines, including biology, medicine, physics, and astronomy. Students are exposed to the interdisciplinary nature of contemporary scientific investigation and to the ethical dilemmas that can arise when scientific advances have ambiguous implications for improving the quality of life. Class sessions emphasize student discussions and use case studies and written assignments as a format for promoting critical discussions of complex topics. Participation in this course will encourage the student to develop his/her own ethical views regarding science and technology, and will foster

awareness of multiple perspectives on ethical issues in the sciences and on the role of scientific integrity in research. Three lecture hours per week. Instructional Support Fee applies. 3 credits Fall, Spring

SCI 240 - Introduction to Oceanography (4 credits)

This course is a study of the inter-relationships among geological, chemical, physical, and biological processes and systems in the world's oceans. Emphasis is placed on methods of the 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. 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. Three hours of lecture and two hours of laboratory per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits Fall, Spring, Summer

SCI 251 - Honors Seminar: Emerging Paradigms in Science, Humanities, and Culture (3 credits)

This course is a broad overview of some of the latest discoveries and leading perspectives in contemporary science, as well as their potential impact on society, culture, education, and public policy. Topics covered in the course may include quantum physics, chaos, and fractal theory, epigenetics, cosmology, consciousness studies, neurobiology, artificial intelligence, and others. The course is also cross-disciplinary in that it explores the potential impact of these discoveries on contemporary society, culture and the environment. Three lecture hours per week. Prerequisite: Open to Commonwealth Honors Program students only. 3 Credits Fall, Spring, Summer

AGR - Sustainable Agriculture

AGR 114 - Sustainable Agriculture I (4 credits)

This course is an introduction to the principles and practices of sustainable agriculture for small organic farms and gardens. Topics include sustainable agriculture principles and practices, economics, soil science, conservation, tillage, and fertility, composting, cover crops, crop rotation, plant biology, weeds, pest and disease control. Three hours of lecture and two hours of laboratory per week, including field trips. Competency met: Scientific Reasoning and Discovery (3.0). Instructional Support Fee applies. 4 credits Fall

AGR 115 - Sustainable Agriculture II (4 credits)

This course is a continuation of Sustainable Agriculture I and covers the principles and practices of sustainable agriculture for small organic farms and gardens. Topics include agriculture management practices, (record keeping, planning, and enterprise budgets), organic certification, season extension techniques, plant propagation, cultivation of annuals and perennials. Three hours of lecture and two hours of laboratory per week, including field trips. Instructional Support Fee applies. 4 credits Spring

AGR 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 lecture hours per week. 2 credits Spring

AGR 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. Prerequisite: AGR 114; co-requisite: AGR 115 or permission of the instructor. One hour of lecture and one hour of laboratory per week. Instructional Support Fee applies. 1 credit Spring

AGR 122 - Natural Beekeeping Practices (2 credits)

This course is an introduction to the basic principles and practices of natural beekeeping emphasizing organic methods. The course prepares beginning beekeepers to start or expand their own beekeeping as a hobby or small enterprise. Topics include biology and life cycle of honey bees, equipment and materials, starting a new hive, seasonal hive management practices, hive pests and diseases, harvesting and marketing. Students will have the opportunity to purchase new hives, equipment, and bees to establish their own hive in the spring. At least one field day will demonstrate installation, feeding, and early care of a new hive. Two lecture hours per week. 2 credits Spring, Evening/Weekend only

AGR 123 - Organic Pest and Disease Management (2 credits)

This course focuses on the prevention, detection, and organic controls of plant pests and diseases. Content includes a survey or principle plant pests and diseases, their biology and life cycles, impacts, disease symptoms, and controls. An introduction to Integrated Pest Management (IPM) is included. Control methods will include cultural practices as well as biological and organic chemical methods. Two lecture hours per week. 2 credits Fall, Spring

AGR 124 - Permaculture: Design for Regeneration (3 credits)

The course integrates both research and practical applications to design food systems that have the resiliency of natural ecosystems. The essential components of diverse garden systems will be discussed in detail, including edible ecosystem gardens, perennial cropping and mini orchards, soil fertility, water management, tools and techniques and planting strategies. Three lecture hours per week. 3 credits Fall

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. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

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. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 on the College's

Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

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 a 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. 3 credits 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 transitional sustainability movements. Three lecture hours per week. 3 credits 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. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. 3 credits Fall, Spring, Summer

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. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

SOC 253 - Environmental Sociology: Ecology and the Built Environment (3 credits)

This course is a survey course of contemporary environmental and social science theory, research and data analysis. It explores the social construction of reality, the role of the corporate and social media, as well as, public policy formation and its consequences for humanity, civilization and the biosphere. The course concludes with an analysis of creative responses to environmental crises and their impact in human consciousness, education, science, culture, society, social movements, social change, human rights, environmental, social and economic justice, and revoltion. It explores alternatives to the old infinite growth model of economics and social organization. Three lecture hours per week. 3 credits Fall, Spring

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 lecture hours per week. 3 credits Spring

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 effect 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. Prerequisite: A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 on the College's

Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Ethical Dimensions (7.0) 3 credits Fall

SOC 257 - Social Issues in Loss (3 credits)

This course is designed to address social issues which 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 which are employed to deal with loss will also be discussed. Three lecture hours per week. Competency met: Multicultural Perspective (5.3), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

SOC 258 - Topics in Sociology (3 credits)

A one-semester course on a specific topic in sociology. Topic to be announced each semester. Prerequisite: SOC 101. Three lecture hours per week. Competency met: Social Phenomenon (5.4) 3 credits Not offered every year

SOC 261 - Topics in Sociology - Diversity (3 credits)

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. Prerequisite: SOC 101. Three lecture hours per week. Competency met: Multicultural Perspective (5.3) 3 credits Not offered every year

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. 3 credits Fall, Spring

SOC 263 - Senior Life - 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. 3 credits Fall, Spring

SUS - Sustainability Studies

SUS 101 - Sustainability and Humankind's Dilemma: Life on a Tough New Planet (3 credits)

This course focuses on fundamental sustainability crises confronting humankind in the face of climate change, peak oil, resource depletion, species extinction, and societal collapse. Areas covered include social-structural conditions driving ecological overshoot; human threats to natural systems; population and Earth's carrying capacity; globalization, poverty and failing states; environmentally-based national and transnational conflicts; emerging pathogens and diseases; systems analysis of societal complexity and systemic breakdown. Prerequisite(s): A passing score of 3 or better on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091, or ENG 092. A passing score of 68 on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Global Awareness (5.2) and Ethical Dimensions (7.0). 3 credits Fall

SUS 102 - Resilient Sustainability: Preparing for the Future (3 credits)

This course focuses in the multitude of socially-based adaption strategies currently emerging or in existence to meet the numerous sustainability crises facing humankind. Areas of study include the paradigm shift towards sustainable resilience: transitional sustainability movements; the New Urbanisms and reconfiguration of the built environment; reinvigoration of community; education for employment in a post-carbon world; post industrialized agriculture and evolving alternative food systems; harnessing renewable energy; strengthening physical health and mental well-being; steady-state elements and the New Economy; bioregionalism and the nation-state; population stabilization and the eradication of poverty; "untrashing" the planet and its vital resources; sustainable conservation and curtailment practices leading to resilience. Prerequisite(s): SUS 101. Three lecture hours per week. 3 credits Spring

SUS 104 - Sustainability from Different Perspectives - 12 Faculty (3 credits)

This multi-disciplinary course is designated to introduce

students to key environmental and ecological crises facing humankind with an emphasis on sustainability issues and responses from different disciplinary perspectives. Taught by twelve faculty representing several different areas of knowledge including agriculture, business, culinary arts, engineering, health care, history, literature, oceanography, physics, socio-environmental policy, sociology, and water sciences, this course serves as an introduction to the basic concepts of climate change, resources depletions and species extinctions while focusing on adaptation responses from various disciplinary perspectives. Prerequisite(s): A passing score of 3 or higher on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Critical Analysis (1.0), Global Awareness (5.2) and Ethical Dimensions (7.0). 3 credits Spring

SUS 201 - Sustainability, Human Rights, and Climate Justice (3 credits)

This course focuses on the disproportional burdens associated with climate change that experts anticipate will be experienced by poor countries and poor populations, with emphasis on Africa, Asia and Small Island States. Substantive areas include the causes and consequences of uneven development and climate-driven threats and impacts on agriculture and food security; ecosystem goods and services; livelihoods and income generation; health, disease and pandemics; water and energy access; sea-rise and built-environmental infrastructure; sociopolitical destabilization, conflicts and terrorism; involuntary displacement and migration; and gender equity. Particular concerns center on international geo-political relations, global interconnectivity, nations' ethical responsibilities toward the poor in the face of climate crises, and transitional mitigation and adaptation responses. Prerequisite(s): SUS 102, SUS 104, SCI 110 and HUM 150. Three lecture hours per week. 3 credits Fall

SUS 203 - Sustainable Economics: The Rise of the New Economy (3 credits)

This course focuses on the contradictions within contemporary capitalism, their impacts on the physical and human environment, and the emerging economic transformation. Issues addressed include the future of economic growth and globalization; impacts on consumer society; the rise of natural and human capital; steady state, gift and shared economics; participatory budgeting; re-localization of labor; cooperatives and worker-owned production; emerging small businesses; developmental of local and regional currencies; bio-regional productions; and alternative finance and banking systems. Pre or co-

requisite: SUS 201. Three lecture hours per week. 3 credits Fall

SUS 204 - Civic Engagement: Sustainability Capstone Project (3 credits)

This field intensive course serves as the student's civic engagement capstone experience after having completed all prerequisite SUS classes. It is designed for students to apply the knowledge and skills gained via the SUS courses to a real world situation in the field, chosen by the student in collaboration with her/his capstone advisor, and facilitated through BCC's Office of Civic Engagement. Each student will spend a minimum of 6 hours per week in the field at the chosen site and meet weekly with the capstone advisor to review progress in the field. Prerequisite(s): SUS 203; Co-requisite SOC 253. Three lecture hours per week. 3 credits Spring

SPA - Spanish

SPA 101 - Elementary Spanish I (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. 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. Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

SPA 102 - Elementary Spanish II (3 credits)

A continuation of training in the four basic skills: reading, writing, speaking and aural comprehension. Cultural and daily living topics are included. Prerequisite: SPA 101 or two years of high school Spanish with an A or B average. Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

SPA 105 - Spanish for Medical Professionals (3 credits)

Beginning training in basic skills of the language: reading, writing, speaking, and aural comprehension for those who serve in the medical professions. This communicative approach to language presents everyday situations professionals may encounter in regular work settings when interacting with Spanish-speaking patients, relatives, and members of the community. Practical vocabulary and basic grammatical structures are presented in typical manageable dialogues. Prerequisite: Limited or no prior knowledge of Spanish, or one or two years of high school Spanish with a C average. Three lecture hours per week. 3 credits Fall

SPA 201 - Intermediate Spanish I (3 credits)

A review and continuation of Spanish grammar plus additional training in the four skills: reading, writing, speaking and understanding. Readings and discussions based on cultural topics, contemporary literature, newspaper articles, Internet sources and video. Prerequisite: SPA 102 or three years of high school Spanish with a C average. Three class hours and one language lab per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

SPA 202 - Intermediate Spanish II (3 credits)

A continuation of SPA 201. Further grammar review based on readings and compositions. Intensive practice of spoken language. More advanced readings from Hispanic literature and culture. Frequent compositions and written exercises. Prerequisite: SPA 201 or four consecutive years of high school Spanish with a C average. Three class hours and one language lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) 3 credits Fall, Spring; Evening/Weekend

SPA 213 - Spanish for Spanish Speakers (3 credits)

A review and continuation of Spanish grammar, plus additional training in the four skills--reading, writing, speaking, and understanding--for Hispanic bilingual students whose home 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. Prerequisite: SPA 102, or three years of high school Spanish with a C average, or permission of the instructor. Three lecture hours and one language laboratory hour per week. Competency met: Humanities (6.0) 3 credits Fall

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. Prerequisite: SPA 202 or permission of the instructor. Three hours of lecture per week. 3 credits Fall, Spring

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). Prerequisite: SPA 321 or permission of the instructor. Three lecture hours per week. 3 credits Fall, Spring

SPA 351 - Advanced Spanish Literature (3 credits)

A detailed study of a major work or works of Spanish and Latin American authors. Prerequisite: SPA 202 or equivalent. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Not offered every year

SPA 352 - Advanced Spanish Literature II (3 credits)

A detailed study of a major work or works of Spanish and Latin American authors. Prerequisite: SPA 202 or equivalent. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Not offered every year

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. Pre or co-requisite: SPA 354. Three lecture hours per week. 3 credits Fall, Spring

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. Prerequisite: HUM 156. Three lecture hours per week. 3 credits 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. Prerequisite: A passing score of 3 or higher on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test or C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. 3 credits Fall, Spring, Summer

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. Prerequisite: A passing score of 3 or higher on the College's English placement test or C or better or concurrent enrollment in ENG 090, ENG 091 or ENG 092. A passing score of 68 or higher on the College's Reading placement test and a grade of C or better or concurrent enrollment in ENG 091 or RDG 090 and a grade of C or better in RDG 080. Three lecture hours per week. Competency met: Global Awareness (5.2), Ethical Dimensions (7.0) 3 credits Fall, Spring, Summer

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. Competency met: Humanities (6.0), Ethical Dimensions (7.0) 3 credits Fall; Day only

THE 112 - Actor's 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 will provide the basis of this class.

Movement and improvisation will develop the actor's sense of discovery and range of flexibility. One three-hour class per week. Competency met: Humanities (6.0) 3 credits Fall; Day only

THE 113 - Scene Study (3 credits)

Designed to prepare the actor to work with the actual text of a play. Scenes will be analyzed from the actor's point of view for meaning and interpretation, character development and emotional preparation, and clarity of performance. Scenes will be performed in class. One three-hour class a week. Competency met: Humanities (6.0) 3 credits Spring

THE 114 - Playwriting (3 credits)

Through a progression of exercises, the student will develop 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 will be taught. All work will be read aloud and discussed. Some work will be acted. Students are expected to produce written work. Theatre elective. One three-hour class per week. Competency met: Humanities (6.0) 3 credits Spring; Day only

THE 115 - Director's Workshop (3 credits)

In this course, students will analyze plays from a director's point of view. Rehearsal and organizational procedures will be discussed from script to performance. Working techniques, scene building, blocking and movement, use of space, point of view, and interpretation will provide the student with necessary skills. Directed scenes will be presented in class and/or in studio theatre. Students will be expected to direct scenes. Theatre elective. One three-hour class per week. Competency met: Humanities (6.0) 3 credits 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 technique to adapt to the demands of video and film. This course will address specific conditions necessary to acting for the camera. In-class exercises combined with practical experience acting in front of the camera will form the basis of the class. One three-hour class per week. Competency met: Humanities (6.0) 3 credits Fall; Day only

THE 117 - Theatre History - The Early Years (3 credits)

A survey of the development of theatre and drama from the earliest beginnings through 1660, providing the student with a knowledge of the growth of 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. Competency met: Humanities (6.0) 3 credits Fall; Day only

THE 118 - Theatre History - The Modern Years (3 credits)

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. Competency met: Humanities (6.0) 3 credits 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 will 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 will be invited to discuss their particular area of production. Students will 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. Competency met: Humanities (6.0) 3 credits 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 will learn to analyze texts, research styles, render drawings, choose fabrics, and prepare finished costume designs. Character analysis, sewing and alteration techniques, and accessorizing will be discussed. Emphasis will be placed on BCC's mainstage productions for hands-on experience. One three-hour class per week. Competency met: Humanities (6.0) 3 credits Not offered every year

THE 121 - Voice Production (3 credits)

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 will also be taught. One three-hour class per week. Competency met: Humanities (6.0) 3 credits 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/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. Competency met: Humanities (6.0) 4 credits Fall

THE 123 - Theatre Rehearsal and Performance (Spring) (3 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. Competency met: Humanities (6.0) 4 credits 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 soundscapes, 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 lecture hours and two laboratory hours per week. Competency met: Humanities (6.0) 3 credits 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. Competency met: Humanities (6.0) 3 credits 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; translation of artistic concept to illumination, intensity, color, angle focus, and actualization. Three lecture hours per week. Competency met: Humanities (6.0) 3 credits Spring

THE 132 - Theatre 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 lecture hours and three laboratory hours per week. Competency met: Humanities (6.0) 4 credits 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 lecture hours and three laboratory hours per week. Competency met: Humanities (6.0) 4 credits 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 lecture hours per week. 3 credits 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 lecture hour and 10 to 15 hours per week working backstage. 2 credits 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 lecture hour and 10 to 15 hours per week working backstage. 2 credits Spring

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- Derek Viveiros**, Acting Director of Athletics and Adjunct Instructor in Business Administration; B.S., Southern New Hampshire University; M.S., American Public University
- Linda Viveiros**, Media Planner and Assistant to the Vice President; Paralegal Certificate, Salve Regina University
- Jeffrey Wagner**, Adjunct Instructor in English; B.A., Stonehill College; M.A., University of Massachusetts Dartmouth
- John Walsh**, HVAC Technician I; A.S., Bristol Community College; B.A., University of Massachusetts Dartmouth; Diploma Electronics Technician, RI Radio and Electronics School; Reclaim Refrigerant Universal and Automotive License
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- Janice Warren**, Staff Associate (part time); A.A., Bristol Community College; B.A., University of Massachusetts Dartmouth; M.Ed., Worcester State College
- Linda Watt**, Consulting Psychologist (part time); B.A., Boston College; M.A., Boston College; Ph.D., Northeastern University
- Sandra Watters**, RN, Adjunct Instructor in Nursing; B.S.N., M.S., Salve Regina University
- Craig Watson**, Adjunct Instructor in Computer Information Systems; B.A., University of Massachusetts Amherst
- Stephen W. Wasylean, Jr.**, Staff Assistant (part time); A.A., Bristol Community College; B.S., Roger Williams University
- Jennifer Weaver**, Staff Associate (part time); B.A., Southern New Hampshire University
- Matthew Wedlock**, B.A., Bridgewater State University; M.F.A., Naropa University
- Glenn Weidner**, Adjunct Instructor in Spanish; B.S., U.S. Military Academy; M.A., Middlebury College
- Patricia Weisberger**, Staff Associate Office of Disability Services and Adjunct Instructor in College Success Seminar; A.A., Bristol Community College; B.S., Lesley College
- Ronald Weisberger**, Adjunct Instructor in College Success Seminar; B.A., Glassboro State College; M.A., Kent State University; M.Ed., Newton College; Ed.D., University of Massachusetts Amherst
- Andrea Welch**, Library Assistant I (part time)
- Alison Wells**, Adjunct Instructor in Art; B.F.A., Edna Manley College of the Visual and Performing Arts; M.F.A., University of Massachusetts Dartmouth
- Job Wells**, Institution Security Officer I (part time)
- Nancy West**, Adjunct Instructor in Education; B.S. Southern Connecticut State College; M.Ed., Goddard College; M.Ed., Pacific College
- Vance Westgate**, Adjunct Instructor in English; B.A., M.A., Brown University
- Donna White**, Assistant Comptroller; A.S., Bristol Community College
- Elizabeth Whitehead**, Adjunct Instructor in Reading; B.A., Emmanuel College; M.Ed., Boston College
- Jennifer Wicherski**, Accountant I
- Jeanette Wieser**, Adjunct Instructor in Art; B.S., University of Idaho; M.A., M.F.A., University of Iowa
- Christine Wiley**, ABE Staff Assistant (part time); B.A., Southeastern Massachusetts University; M.Ed., Lesley College
- Patricia Willard**, RDH, Associate Professor of Dental Hygiene; A.S., Springfield Technical Community College; B.A., University of Massachusetts Boston; M.S., University of Massachusetts Lowell
- Barbara Sue Williams**, RN, Adjunct Instructor in Nursing; Diploma, St. Luke's Hospital; B.S.N., M.S.N., University of Florida
- Martha Williams**, Professor of History and Social Science; A.A., Bristol Community College; B.A. University of Massachusetts Dartmouth; M.A., Brown University
- P. David Williams**, Professor of History and Social Science; B.A., M.A., University of Massachusetts Amherst
- Alice Wilson**, Assistant Professor of Developmental Mathematics; B.S., B.A., M.A., State University of New York
- Suzanne Wimberly**, Adjunct Instructor in English; B.A., University of Massachusetts Dartmouth; M.A., University of Connecticut
- Paul Winsor**, Adjunct Instructor of Chemistry and Engineering; B.A., Bowdoin College; Ph.D., Brown University; Certified Greenbelt (Six Sigma), Lockheed-Martin
- Virginia Winstanley**, Adjunct Instructor of History and Social Science; B.A., Rutgers University; M.A.T., Brown University
- Kelemu Woldegiorgis**, Department Chair and Professor of Chemistry; B.S., M.S., Addis Ababa University; Ph.D., Lund University
- Bonnie Wolfe-Collins**, R.D.H., Adjunct Instructor in Dental Hygiene; A.S., Forsyth School for Dental Hygienists; B.H.S.A., Florida International University
- Zachary Wolfson**, Assistant Professor in Physics and Chemistry; B.A., Swarthmore College; M.S., Cornell University

Donald Wood, Adjunct Instructor in Mathematics and Engineering; B.S., M.A. University of Massachusetts; M.Ed., Bridgewater State College

Nancy Lee Wood, Professor of Sociology and Director of the Institute for Sustainability and Post-Carbon Education, B.A., University of Massachusetts Dartmouth; M.A., New School for Social Research; Ph.D., University of Colorado

Wayne Wood, Director of Public Safety; B.S., Northeastern University

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Joseph Yasaian, Director of Campus Services; B.A., LaSalle College, M.A., Fairleigh Dickinson University

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Christopher Yokel, Assistant Professor in English; B.A., Whitefield College; M.A., Bridgewater State University

Eileen Young, Department Chair and Professor of Engineering; B.S., Virginia Polytechnic Institute; M.S. University of Rhode Island; Ed.D., Northeastern University

Mary Zahm, Professor of Psychology and Director of Civic Engagement; B.A., B.S., Roger Williams University; M.A., Rhode Island College; Ph.D., University of Rhode Island

Frederica Zawisza, Adjunct Instructor in Office Administration; B.S., Salem State; M.S., Rhode Island C

Lecturers / Clinicians: Dental Hygiene Program

Mitchell Block, D.M.D.
James C. Goff, D.M.D.
Robert Pavao, D.M.D.
Les R. Prasad, D.D.S.
Esther Wilkins, D.M.D.

Presidents Emeriti

Eileen Farley, President Emerita; B.A., College of Mt. St. Vincent; M.A., Marquette University; Doctor of Humane Letters, University of Massachusetts Dartmouth

Jack P. Hudnall, President Emeritus; A.B., Colorado College; M.A., Columbia University; B.Ed., Washington State University

Professors Emeriti

Maria Argy, Professor Emerita of English, A.B., M.A., Smith College

Claudette Bachand, R.N., Professor Emerita of Nursing, B.S.N., Boston College; M.S.N., University of Rhode Island

Carole Berube, R.N., Professor Emerita of Nursing, B.S.N., M.A., University of Massachusetts Dartmouth; M.S.N., University of Rhode Island

Bernice Bowdoin, Professor of Mathematics, B.S., Bates College; M.A., Indiana University; M.A.R., Yale University

Raymond Butts, Professor Emeritus of Philosophy and English, B.A.S.T.L., St. Mary's University; M.A., Fordham University; Ed.D., Nova University

Sandra Campos, C.L.S., Professor Emerita of Clinical Laboratory Science; B.S., M.S., University of Massachusetts Dartmouth

C. John Capone, Professor Emeritus of Engineering Technology, B.Ed., Rhode Island College; M.E., Newark College of Engineering

Helen Conrad, Professor Emerita of Biology, B.S. Wayne State University; M.A.T., Rhode Island College

James Constantine, Professor Emeritus of Chemistry and Biology, B.S., M.S., State University of New York College at Oneonta

Robert A. Cyr, Professor Emeritus of Mathematics, Professor of Mathematics, B.S., Southeastern Massachusetts University; M.Ed., Bridgewater State College

Bernice Fastoso, R.D.H., Professor Emerita of Dental Hygiene, A.S., Junior College of Connecticut; B.S. in D.H.Ed., University of Bridgeport; M.Ed., Bridgewater State College

Paul Fletcher, Professor Emeritus of English, A.B., Providence College; M.A., American International College

Nancy Fraze, Professor Emerita of Modern Languages, A.B., Bates College; M.A.Ed., New York University in Madrid

Robert Fruzzetti, Professor Emeritus of Business Administration, B.A., M.A., Boston University

Carol M. Garand, Professor Emerita of Accounting; B.S., University of Massachusetts Dartmouth; M.B.A., Providence College

Ara Arthur Gelenian, Professor Emeritus of History (posthumously); B.A., Boston University; M.Div., Andover Newton Theological School; M.L.A., Harvard University

Daniel Gilbarg, Professor Emeritus of Psychology and Sociology; B.A., Harvard College; M.Ed., Harvard Graduate School of Education; M.A., Rhode Island College; Ph.D., Northeastern University

Fred Hanack, P.E., R.L.S., Professor Emeritus of Engineering Technology, B.S., Berlin Polytechnical Institute; M.B.A., Northeastern University

Marguerite Heaton, R.N., Professor Emerita of Nursing; B.S.N., Fitchburg State College; M.S.N., Boston University

Ruth Hurley, R.N., Professor Emerita of Nursing, B.S., Boston College; M.S., Boston University

Rachel Holland, Professor Emerita of Sociology, B.A., Queen's College; Ph.D., Union of Experimenting Colleges and University

Harold Hutcheson, Professor Emeritus of English, B.A., Yale University; A.B., Swartmore; Ph.D., Yale University

Stephen R. Kay, Professor Emeritus of Business Administration, B.S., Salem State College; M.Ed., Bridgewater State College

Raymond J. Lavertue, Sr., Professor Emeritus of Criminal Justice, A.S., B.S., Northeastern University; M.P.S., Clark University

Deborah Lawton, Professor Emerita of English; A.A., Greenfield Community College; B.A., University of Massachusetts; M.A., Western Michigan University

Gerald LePage, Professor Emeritus of Mathematics; A.A., Rhode Island Junior College; B.S., Southeastern Massachusetts University; M.A.T., Bridgewater State College

Ron Lister, Professor Emeritus of Art, B.F.A., M.F.A., Miami University at Oxford, Ohio

Arthur Lothrop, Professor Emeritus of English; Curator, The Dabney Collection, LusoCentro; A.B., M.A.T., Boston College

Kathleen (Katia) Lund, Professor Emerita of English as a Second Language, B.A., College of New Rochelle; M.Ed., Bridgewater State College

Gerald Magnan, Professor Emeritus of Mathematics, Ed.B., M.A.T., Rhode Island College; D.A., Idaho State University

John J. Majkut, Professor Emeritus of Engineering Technology; B.S., Northeastern University; M.S., Rhode Island College

Marie Marshall, R.N., Professor Emeritus of Nursing, B.S.N., M.S., Boston College, Ed.D., F.N.P., University of Massachusetts Amherst

Natalie Martin, R.N., Professor Emerita of Nursing, B.S.N., Southeastern Massachusetts University; M.S.N., University of Rhode Island; Ed.D., University of Massachusetts

Elsie Lee Marvin, Professor Emerita of History, A.B., Regis College; M.A., Wellesley College

Patricia Massey, R.D.H., Professor Emerita of Dental Hygiene, A.S., B.S., University of Rhode Island; M.Ed., Bridgewater State College

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Edgar McGarvey, Professor Emeritus of Social Science and Government, B.A., M.S.Ed., Alfred University

Barry McKee, Professor Emeritus of Criminal Justice; A.A., Cape Cod Community College; B.S., Northeastern University; M.A., John Jay College of Criminal Justice

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

Alan Powers, Professor Emeritus of English; B.A., Amherst College; M.A., Ph.D., University of Minnesota

Albert Roy, Professor Emeritus of Mathematics; A.B., Stonehill College; M.Ed., Bridgewater State College; M.A., Louisiana State University; Ed.D., University of Northern Colorado

Jules Ryckebusch, Professor Emeritus 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

Lois Shea, Professor Emerita of Medical Assisting, B.A., Jersey City State Teachers College; B.S.N., University of the State of New York; M.Ed., Rhode Island College; M.S.N., University of Massachusetts Dartmouth

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

Diane Silveria, Professor Emerita of Nursing; B.S.N., Salve Regina College; M.S.N., St. John's University

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 the leading resource for education and workforce development in southeastern Massachusetts, Bristol Community College provides programs that promote individual opportunity and the region's economic health. Our programs offer a strong foundation in liberal arts and sciences; career-ready education in health sciences, engineering and technology, and business; and comprehensive developmental education and adult literacy services; delivered in a learner-centered, supportive community. The College also develops active partnerships with business and industry, preK-12, colleges and universities, and social service agencies to maintain relevance and effectiveness of all credit and noncredit programming. We value and respect diversity within the College and the world. Bristol Community College prepares well-rounded learners for employment and for life.

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.