



IMAGINE THE POSSIBILITIES

Bunker Hill Community College



2008-2009 COLLEGE CATALOG



Welcome to Bunker Hill Community College.

Our College is a friendly, affordable place you can call home. It is also one of the largest and most diverse institutions of higher education in Massachusetts. We enroll nearly 9,000 students, who attend classes on two campuses in Charlestown and Chelsea or at one of five neighborhood satellites – Cambridge, East Boston, Revere, Somerville and the South End. Some 1,700 students take classes online. The College enrolls more than 640 international students from more than 103 countries, speaking 75 different languages. Six in ten students are people of color, and more than half of BHCC’s students are women.

Bunker Hill Community College has something for everyone. Our in-state tuition and fees are just \$116 per credit hour for the Fall 2008 semester, or \$2,784 per academic year for full-time students. In fact, BHCC has the lowest comprehensive tuition and fees of any higher education institution in the Commonwealth. A wide range of financial aid programs can help you pay for your education.

For many students, our degree and certificate programs in fields such as the healthcare professions, business, information technology or culinary arts are the first step on the path to employment success. Other students see BHCC as a good way to begin their careers in higher education. Bunker Hill Community College graduates seeking advanced degrees transfer to public and private institutions in Massachusetts as well as to colleges and universities around the country.

Our growing enrollment is evidence of our success. This fall, we expect more than 9,000 students on what began 35 years ago as a campus serving fewer than 2,000 students. Reflecting our continuing growth, a new Health and Wellness Center is now under construction on the Charlestown campus. Designed to the highest standards for energy conservation, the building includes new classrooms and laboratories for our healthcare programs as well as the College’s first gymnasium and a fitness center open to faculty, staff and students.

Your success is the highest priority of the College. Our students have families and jobs beyond their academic work, and I am proud of the College’s extensive programs to assist our busy students. Over the past year we instituted a new kind of help for students: Learning Community Seminars. These are full-credit courses across many disciplines designed to introduce students to the world of college and give them the tools needed for success, from learning how to conduct research in the library and working in teams to making personal contact with more than 19 different programs that provide critical student services. This coming year we will add Learning Community Clusters that permit groups of students to take two or three courses together, a practice known to boost academic success by building connections with faculty members and other students.

At BHCC, we value learning in and out of the classroom. While our faculty focus is on teaching first, many of our instructors are noted authors and experts in their fields. Their recognition and expertise bring the larger world to the College, enriching the learning environment. Lectures, art exhibits, clubs and organizations as diverse as our student body challenge and engage students outside the classroom as well as inside of it. Service-learning classes involve students in volunteerism and motivate them to fundraise for causes they believe in.

As the new school year begins, I welcome you and hope you have a successful year.



Mary L. Fifield, Ph.D.
President

BHCC Goals 2006 - 2009

Support Each Student's Goals for Success

Bunker Hill Community College will assist degree- and certificate-seeking students to complete programs while recognizing and supporting the many and varied learning goals of the College's diverse student body.

Prepare Students for 21st Century Careers

Bunker Hill Community College will prepare students for 21st century careers by revising current academic programs and by establishing new degree and certificate programs.

Advance Immigrant Success

Bunker Hill Community College will expand and develop new programs for immigrant students to enable them to achieve academic and career goals.

Create Partnerships for Pathways to College

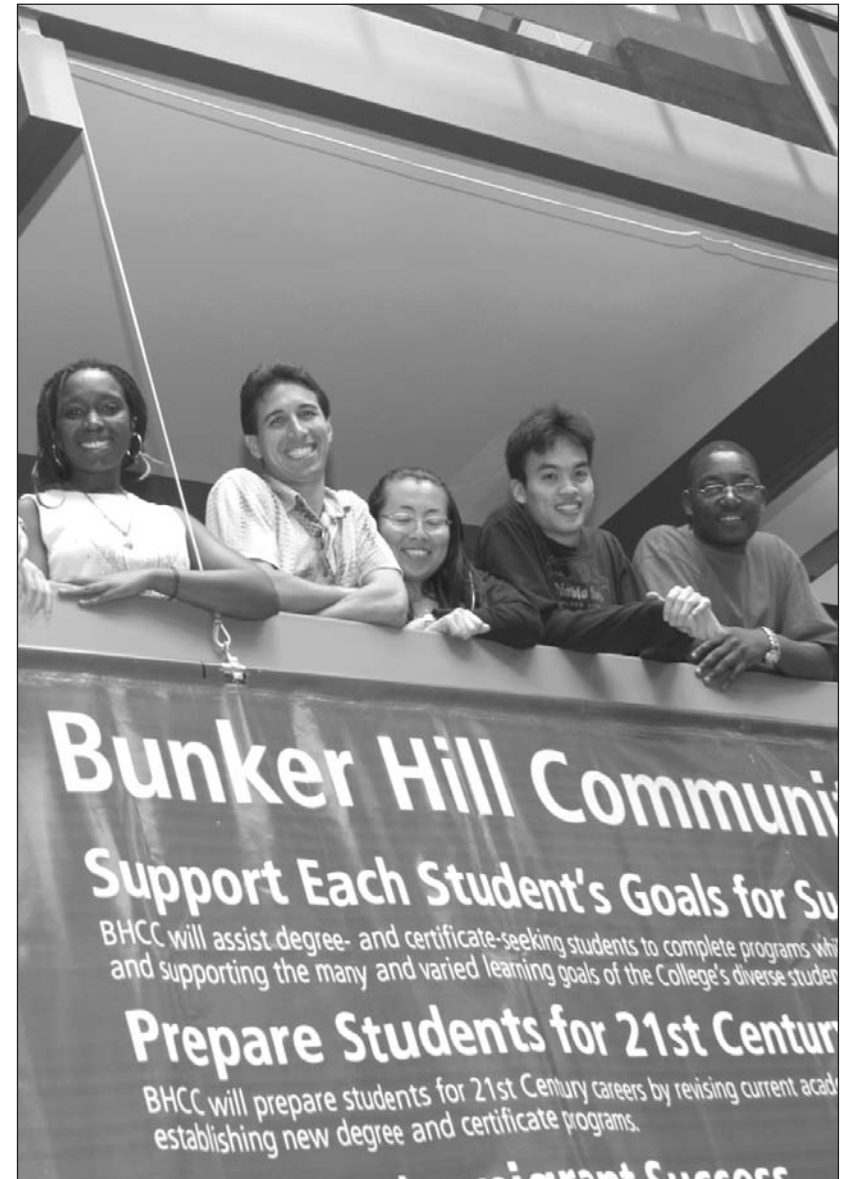
Bunker Hill Community College will create and sustain partnerships and pathways to promote student success.

Demonstrate Strength through Diversity

Bunker Hill Community College will leverage its reputation and visibility as a college community that recognizes that diversity adds value.

Promote Civic Engagement and Leadership

Bunker Hill Community College will encourage a climate of civic engagement to involve students fully in their communities and in the democratic process.



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~

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* as of July 2008



2008 - 2009 Academic Calendar

Fall Semester 2008	Spring Semester 2009	Summer Semester 2009
<p>August 1 Last day to register for credit courses by mail or fax</p> <p>August 29 Last day to register for classes</p> <p>August 29 Last day for fax registration for online courses</p> <p>September 2 Classes begin</p> <p>September 9 Schedule adjustment (add/drop) deadline</p> <p>October 1 Graduation applications available</p> <p>October 13 Columbus Day - no classes</p> <p>October 16 Last day to register for CSDL/Home Studies courses</p> <p>October 22 Graduation applications due</p> <p>November 11 Veterans' Day - no classes</p> <p>November 12 Last day for course withdrawal</p> <p>November 27 - 30 Thanksgiving Day recess - no classes</p> <p>December 11 Last day to officially withdraw from the College</p> <p>December 14 Classes end</p> <p>December 15 - 18 Day/Evening final exams</p> <p>December 19 - 21 Weekend College final exams</p>	<p>December 26 Last day to register for credit courses by mail or fax</p> <p>January 5 Intersession classes begin</p> <p>January 16 Intersession classes end</p> <p>January 16 Last day to register for classes</p> <p>January 20 Classes begin</p> <p>January 27 Schedule adjustment (add/drop) deadline</p> <p>February 3 Graduation applications available</p> <p>February 16 Presidents' Day - no classes</p> <p>February 19 Graduation applications due</p> <p>March 5 Last day to register for CSDL/Home Studies courses</p> <p>March 16 - 22 Spring recess - no classes</p> <p>April 8 Last day for course withdrawal</p> <p>April 20 Patriots' Day - no classes</p> <p>May 7 Last day to officially withdraw from the College</p> <p>May 10 Classes end</p> <p>May 11 - 14 Day/Evening final exams</p> <p>May 15 - 17 Weekend College final exams</p> <p>May 28 Honors Ceremony</p> <p>May 30 Commencement</p>	<p>Summer Session I (6 weeks) Bridge Session (8 weeks) Academic ESL Session (9 weeks)</p> <p>May 14 Last day to register for credit courses by mail or fax</p> <p>May 29 Last day to register for Session I, Bridge or Academic ESL credit courses</p> <p>June 1 Classes begin</p> <p>June 3 Schedule adjustment (add/drop) deadline</p> <p>June 17 Bunker Hill Day observed - no classes</p> <p>June 24 Last day for Session I course withdrawal</p> <p>July 1 Last day for Bridge session course withdrawal</p> <p>July 4 Independence Day - no classes</p> <p>July 8 Last day for Academic ESL session course withdrawal</p> <p>July 9 Session I classes end</p> <p>July 16 Last day to register for CSDL/Home Studies courses</p> <p>July 23 Bridge Session classes end</p> <p>July 30 Academic ESL Session classes end</p>
<p>Fall Mini Session I</p> <p>September 15 Classes begin</p> <p>September 17 Schedule adjustment (add/drop) deadline</p> <p>October 15 Last day for Mini Session I course withdrawal</p> <p>November 1 Classes end</p>	<p>Spring Mini Session I</p> <p>February 2 Classes begin</p> <p>February 4 Schedule adjustment (add/drop) deadline</p> <p>March 4 Last day for Mini Session I course withdrawal</p> <p>March 28 Classes end</p>	<p>Summer Session II (6 weeks)</p> <p>June 25 Last day to register for credit courses by mail or fax</p> <p>July 10 Last day to register for Summer Session II credit courses</p> <p>July 13 Classes begin</p> <p>July 15 Schedule adjustment (add/drop) deadline</p> <p>July 29 Last day for LC/WB/ES credit course withdrawal</p>
<p>Fall Mini Session II</p> <p>November 3 Classes begin</p> <p>November 5 Schedule adjustment (add/drop) deadline</p> <p>December 3 Last day for Mini Session II course withdrawal</p> <p>December 20 Classes end</p>	<p>Spring Mini Session II</p> <p>March 30 Classes begin</p> <p>April 1 Schedule adjustment (add/drop) deadline</p> <p>April 29 Last day for Mini Session II course withdrawal</p> <p>May 16 Classes end</p>	<p>August 5 Last day for Session II credit course withdrawal</p> <p>August 20 Session II classes end</p>



Table of Contents

Message from the President..... 1
 BHCC Goals 2
 BHCC Board of Trustees..... 3
 Massachusetts Department of Higher Education 3
 Academic Calendar..... 4
 DHE and Massachusetts Community College Mission Statements 7
 Mission of BHCC..... 7
 BHCC Vision, Statement on Inclusion and Institutional Values 8
 College Profile 9
 Chelsea Campus 10
 Satellite Locations 12

Enrollment Services
 Enrollment Services 13
 Joint Admissions Programs 15
 Commonwealth of Massachusetts Transfer Programs 18
 Partnerships Agreements with Secondary Schools 19
 Cost of Attendance..... 20
 Financial Aid 23
 Scholarships and Awards..... 26

Academic Information
 Academic Advising and Assessment 30
 Graduation, Transfer and Articulation Information 31

Academic Resources and Support
 Academic Resources and Support 33
 Academic Skills Development..... 35
 Alternative Learning..... 36
 Distance Education 37

Academic Policy
 Academic Policy and Procedure 39
 Institutional Policy Statements 44

Academic and Student Services

Academic and Student Services 46
 General Services 49
 Student Activities and Athletics..... 50
 BHCC Learning Communities • Community Engagement 51

Programs of Study

Programs of Study..... 52
 BHCC Commonwealth Honors Program 54
 Associate Degree and Certificate Programs..... 55
 Course Descriptions..... 145

Community and College Resources

Boston Welcome Back Center 191
 Workforce Development Center 192
 ACT Center 192
 Community Education 192
 Bunker Hill Community College Alumni Association..... 193
 Bunker Hill Community College Foundation, Inc. 193
 Bunker Hill Community College Art Gallery 194
 Facilities Rental and Conference Planning..... 194
 Administration, Faculty, and Staff..... 195
 Program Advisory Committees..... 211
 Directions to BHCC Campuses and Satellite Locations 214
 MBTA Subway Map 217
 Charlestown Campus Map..... 218
 Glossary of Academic Terms..... 219
 Index 220

General Education Requirements/Electives FOLD-OUT SECTION

CHARLESTOWN CAMPUS.....250 New Rutherford Ave., Boston, MA 02129 • Telephone: 617-228-2000
 CHELSEA CAMPUS175 Hawthorne Street, Bellingham Sq., Chelsea, MA 02150 • Telephone: 617-228-2101
 CAMBRIDGE SATELLITECambridge Rindge & Latin School, 459 Broadway, Cambridge, MA 02138 • Telephone: 617-228-2403
 EAST BOSTON SATELLITEEast Boston Neighborhood Health Center, 155 Addison Street, East Boston, MA 02128 • Telephone: 617-228-2403
 REVERE SATELLITERevere High School, 101 School Street, Revere, MA 02151 • Telephone: 617-228-2403
 SOMERVILLE SATELLITEMystic Activity Center, 530 Mystic Ave., Somerville, MA 02145 • Telephone: 617-228-2403
 SOUTH END SATELLITEI.B.A./Villa Victoria, 405 Shawmut Avenue, Boston, MA 02118 • Telephone: 617-228-2403



imagine the possibilities

www.bhcc.mass.edu



Bunker Hill Community College - Institutional Mission

Three separate but cohesive mission statements guide Bunker Hill Community College. The first is a comprehensive, system-wide mission statement for Public Higher Education in the Commonwealth of Massachusetts. The second is a mission statement of general characteristics common to all Massachusetts community colleges. The third mission statement contains the specialized and focused component that identifies Bunker Hill Community College's distinctive characteristics and priorities.

Mission of the Massachusetts System of Public Higher Education

Massachusetts Public Higher Education is a SYSTEM with a distinguished past, increasing and measurable accomplishments, and dedicated to being recognized as having one of the nation's most outstanding array of institutions. It comprises 15 community colleges, nine state colleges, and five campuses of the University of Massachusetts. The system exists to provide accessible, affordable, relevant, and rigorous programs that adapt to meet changing individual and societal needs for education and employment. The public system is committed to continuous improvement and accountability in all aspects of teaching and learning. The Board of Higher Education, together with each respective Board of Trustees, expects all students, faculty, and staff to be held to exacting standards in the performance of their roles and responsibilities.

Mission of the Massachusetts Community Colleges

The fifteen 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 educational services for individuals who seek to develop the skills needed to pursue college-level study or enter the workforce.

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

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

Mission of Bunker Hill Community College

Bunker Hill Community College is a public institution of higher education offering programs and courses of study including Arts and Sciences, nursing and allied health, domestic and international business, hospitality and culinary arts, early childhood education and human services, criminal justice and computer applications. The College supports open access to post-secondary education by providing a range of educational opportunities that include distance learning, self-directed learning, and an Honors Program. The College offers an entry-level assessment program for new incoming students, a sound foundation in developmental studies, and for non-native English speaking students, a variety of levels of English as a Second Language (ESL) instruction.

The student body reflects the diversity of the urban community and encouraging this diversity is an essential part of the College mission. The College seeks to become a national model for successfully incorporating the strengths of many cultures, ethnic backgrounds, age groups, and learning styles into the curricular and extracurricular life of the institution.

Bunker Hill Community College seeks to enhance its position as a primary educational and economic asset for the Commonwealth through cooperative planning and program implementation involving neighboring institutions of higher education, the public schools, community organizations, and area businesses and industries.



Vision of Bunker Hill Community College

Bunker Hill Community College is a comprehensive, multi-campus urban community college that serves diverse educational needs and is enriched by our global community.

We are dedicated to a dynamic educational environment that is accessible to all and to a college that is invested in the social and economic well-being of its communities.

We believe in student-centered learning that draws upon the rich diversity of our students' life experiences and that uses strategies and technologies to maximize opportunities for reaching educational goals. We respect and value what each student brings to the College and celebrate learning as an interactive and reciprocal process.

Approved by the Board of Trustees, September 2000.

Statement on Inclusion

The Bunker Hill Community College Board of Trustees endorsed and approved for adoption on June 9, 1997, the American Association of Community Colleges Statement on Inclusion as follows:

Bunker Hill Community College strongly endorses the continued use of admissions policies and employment practices that promote broad diversity in the community college system. The College will be free to pursue standards and policies that allow it to fulfill its diversity mission and vision. The students who are educated will help provide tomorrow's leaders, and their college experience will demonstrate the richness and substance of our diverse, multicultural, and global environment. The College environment will promote understanding and appreciation of others, while encouraging students to grow as individuals.

Bunker Hill Community College reaffirms its commitment to diversity. In accord with this philosophy, the College will evaluate its hiring, admissions, and financial aid policies to ensure diversity and equal access within the institution. The College will ensure that the results of these evaluations conform to the concept of open access - the cornerstone of the College's mission.

Bunker Hill Community College believes that diversity in education is crucial to a democratic society. Community colleges are, in effect, microcosm of our greater society. As such, Bunker Hill Community College will encourage and enhance the fullest understanding of human rights and responsibilities and will teach the skills that allow its students to effectively participate in a democratic society. The College will be responsible for shaping an environment that mirrors the general culture and creates opportunities for all within the college community to interact with understanding, tolerance, and respect for others. In this way, diversity in education not only serves as a model for the world at large, but it also perpetuates social harmony for the future.

BHCC Institutional Values

The Bunker Hill Community College Board of Trustees adopted five institutional values for the College. The values were arrived at following several meetings and discussions among the trustees including two open sessions with faculty and staff.

Inspiring Excellence

- Encourage all faculty, staff, and students to rise above self-imposed limits.
- Create partnerships to excel.
- Commit that all members of the community reach their potential.

Integrity

- Do what we say we do.
- Keep our word.
- Act responsibly, accountably, and ethically.
- Do the right thing no matter what.
- Take personal responsibility for your actions and the outcomes of your actions.

Learning

- Commit to forward growth and positive change for everyone.
- Provide tools for lifelong learning for students, employees, and the community.
- Provide opportunities to grow beyond current boundaries, both personally and professionally.

Respect

- Value differences.
- Treat everyone fairly.
- Give everyone an equal opportunity to be a participant.

Service

- Put students first: we train you, we teach you, we prepare you.
- Meet student needs as well as those of the job market.
- Work together to improve our community.

College Profile

Bunker Hill Community College (BHCC) is a multi-campus urban institution. The main campus is situated on 42 acres in the historic Charlestown section of Boston, Massachusetts. The College has a campus in Chelsea, Massachusetts, in the historic Old Post Office Building in Bellingham Square.

The College operates satellite campuses at the Cambridge Rindge and Latin School in Cambridge, MA; the Education and Training Institute of the East Boston Neighborhood Health Center in East Boston, MA; Revere High School in Revere, MA; the Mystic Activity Center in Somerville, MA; and at Inquilinos Boricuas en Acción (I.B.A.)/Villa Victoria in Boston's South End.

Founded in 1973, BHCC enrolls more than 8,800 students in day, evening, weekend, web-based and distance-learning courses and programs each semester. The College is internationally recognized for the development of individualized and alternative methods of instruction. The College is a leader in the application of distance-learning technologies and computer-based methodologies that enhance and strengthen the learning environment.

In fall 2007, BHCC was the largest community college in Massachusetts. The average age of students is 28. Approximately 60 percent are women and 60 percent are persons of color. The majority work full or part time while attending college. Approximately 37 percent of BHCC's students reside in the city of Boston and 84 percent live within 10 miles of the College campuses.

Bunker Hill Community College incorporates multicultural and international perspectives in its courses, programs and institutional climate. With students from more than 95 countries and students of color comprising more than half of the student population, BHCC is one of the most diverse and cosmopolitan colleges in New England. The College has one of the state's largest course offerings in English as a Second Language. A representative list of the native languages spoken by students includes Russian, Vietnamese, Haitian Creole, Spanish, Portuguese, Chinese, Arabic and Italian.

The College offers associate degree programs as well as certificate programs in a wide variety of technical fields. The academic and technical programs reflect the workforce of the local and regional economy. BHCC's degree and certificate programs prepare students for job placement, career advancement and/or transfer to four-year colleges and universities.



Chelsea Campus

The Bunker Hill Community College Chelsea Campus was established in 1987 and plays a key role in the social and economic development of the greater Chelsea area. The campus provides opportunities for higher education and job training to residents of Chelsea, Revere, Everett, East Boston, Malden and Winthrop. In January 1998, the Chelsea Campus moved to its new location in Bellingham Square. This state-of-the-art, three-story facility allows the College to expand its courses and program offerings. Students who enroll at the Chelsea Campus receive comprehensive student services. Prospective students may come directly to the Chelsea Campus to register for classes.

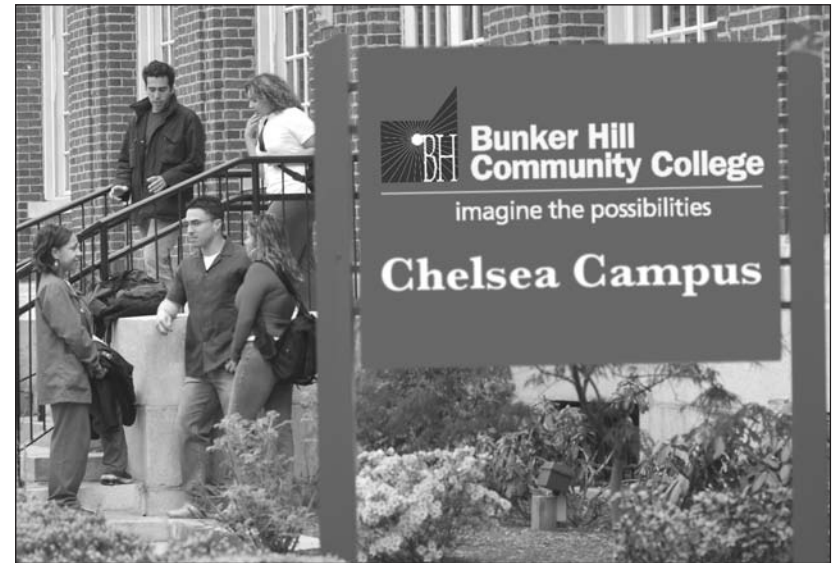
The Chelsea Campus, located at 175 Hawthorne Street, Bellingham Square, is easily accessible. Students will find a bus stop directly outside the campus. Additionally, the College provides free shuttle service from the Charlestown Campus to the Chelsea Campus for the convenience of students enrolled in classes at both campuses. In addition to on-street parking around Bellingham Square, the Chelsea Campus offers students free parking on the corner of 5th Street and Chestnut Street beginning at 5:30 p.m. daily. See page 213 for directions to the Chelsea Campus and detailed public transportation information.

Academic Affairs

The Chelsea Campus offers day, evening and weekend classes, in programs ranging from general education, early childhood education, computer technology and accounting to programs in Allied Health, Surgical Technology, Central Processing, Medical Coding, Weekend Nursing, EMT and CPR. The Chelsea Campus also offers noncredit courses, including extensive Adult Basic Education classes.

Student Affairs

Students may receive assistance completing financial aid applications; complete placement testing; receive academic, career and personal counseling; register for classes and make tuition and fee payments at the Chelsea Campus. The Chelsea Campus offers student achievement workshops throughout the year in areas such as career exploration, goal setting, time management, learning styles, note-taking strategies, study skills and test-taking skills.



Child Care

The Chelsea Campus provides toddler and preschool childcare to children of students, faculty and staff on-site from 8 a.m. - 4 p.m. Children from 15 months to 5 years old qualify for available part-time and full-time programs. The Child Focus Center is part of the Massachusetts Department of Early Education and Care and is a licensed care provider. For more information, call 617-228-3374.

Student Activities

The rich cultural diversity of the student population is celebrated by a variety of activities that are held throughout the year. Students participate in College committees, student clubs, the Student Government Association and a student/faculty/staff campus-wide committee that plans and implements social and cultural events.

Chelsea Campus Facilities

The Bookstore is open on a limited basis at the beginning of each semester. Students can purchase textbooks and related materials for courses offered at the Chelsea Campus only. Students may also purchase general supplies such as notebooks, pens, pencils and computer disks at the Chelsea Campus Bookstore.

The Student Lounge provides a warm, bright and friendly social atmosphere for students to relax between classes and meet other students who attend classes on the Chelsea Campus. The Lounge includes vending machines, a refrigerator, microwave oven, and cable television.

The Multi-Purpose or Community Room comfortably accommodates up to 100 people. The room provides space for Student Activities' programs, faculty and staff development workshops, conferences and meetings. Guest speakers, artists and performers are featured in the Community Room. This space may also be rented. For a rental fee list please contact 617-228-3340.

Computer Facilities include two computerized classrooms, six Smart Classrooms, a state-of-the-art Academic Computing Center and online tutoring. The computers in these classrooms support students enrolled in computer-intensive courses and provide supplemental support to students enrolled in other courses.

The Health Skills Laboratory offers a simulated setting in which students enrolled in the Patient Care Assistant Certificate program, Surgical Technology and Central Processing programs, Medical Coding program and the Weekend Nursing program learn necessary clinical skills.

The Chelsea Campus has two new **Science Laboratories** that are equipped with state-of-the-art materials for students enrolled in science courses including biology, chemistry, anatomy and physiology.

Assistive Technology includes a Kurzweil Reading System that assists students who are vision-impaired or who have reading and/or learning disabilities.

The Adult Basic Education Program is funded by the Massachusetts Department of Education and is located at the Chelsea Campus. For more information, see page 34.

The Chelsea Campus Library has established a partnership with the **Chelsea Public Library**. The library collaboration serves as a link between Bunker Hill Community College's Chelsea Campus and the Chelsea community. With a valid student ID, students can access all of the library's services. The Chelsea Public Library is located in historic Bellingham Square at 569 Broadway, Chelsea. For hours of operation, call 617-228-2101 or 617-466-4350.

The Tutoring Center, Chelsea TASC, is located on the second floor of the Chelsea Campus and offers tutoring in all levels of mathematics, English, biology, chemistry and medical terminology. For additional information regarding these services, call 617-228-3356.



Satellite Locations



Bunker Hill Community College offers courses at satellite campuses, each intended to serve the distinct needs and interests of the host community. The curricula available at the satellites allow students to begin work on associate degree or certificate programs. Courses may include foundation courses that fulfill general education requirements for degrees and certificates as well as courses in response to community interest, such as offerings in business, accounting and computer technology. For a complete listing of current course offerings and schedules each semester, see the current Course Schedule booklet, visit the College website at www.bhcc.mass.edu or call the Enrollment Services Center at 617-228-2403. See pages 213 for directions to all satellite locations.

Cambridge Satellite

The Cambridge Satellite offers evening classes during the fall and spring semesters at the Cambridge Rindge and Latin High School, 459 Broadway, Cambridge, Massachusetts. An information and registration session is held prior to each semester.

East Boston Satellite

The East Boston Satellite is located at the Education and Training Institute of the East Boston Neighborhood Health Center, 155 Addison Street, East Boston, MA 02128. Opened in the fall of 2006, the East Boston Satellite offers introductory courses in the evening during the fall, spring and summer semesters. The satellite campus offers a range of student services prior to each semester, including on-site registration and payment, placement testing, academic advising and information on federal financial aid. For more information call 617-568-6444 or email training@ebnhc.org.

Revere Satellite

The Revere Satellite is located at Revere High School, 101 School Street, Revere, Massachusetts. Opened in the fall of 2001, the Revere Satellite offers courses in the evening during the fall and spring semesters. An information and registration session is held prior to each semester.

Somerville Satellite

The Somerville Satellite is located at the Mystic Activity Center, 530 Mystic Avenue, Somerville, Massachusetts and offers courses in the evening during the fall and spring semesters. An information and registration session is held prior to each semester.

South End Satellite

Bunker Hill Community College has established a satellite located at 405 Shawmut Avenue in the South End of Boston in partnership with Inquilinos Boricuas en Acción/Villa Victoria. The South End Satellite offers introductory general education and computer courses, English as a Second Language, GED and college preparation courses. The Satellite offers a range of student services prior to the beginning of each semester including assistance in completing financial aid applications, admissions and enrollment information, academic advising and on-site registration. This satellite location is home to the BHCC Pathway Technology Campus, developed under a grant from the Fund for the Improvement of Postsecondary Education (FIPSE), U.S. Department of Education.

Enrollment Services

Admission

Bunker Hill Community College is committed to an open admission policy. This policy offers the opportunity to enroll to those who have earned a high school diploma, a GED or an associate degree or higher and who express a desire to pursue a college education. To enroll in a degree or certificate program, students must apply for admission and be accepted to the College. Students choosing this option are referred to as “degree-seeking students.” Students who do not choose this option are referred to as “non-degree-seeking students.” Students are expected to be able to perform college-level work and to conduct themselves in a manner appropriate for college students. In cases where tests or other indicators suggest the contrary, the College reserves the right to deny admission. Students under the age of 18 may be required to sign a release form supplied by the college detailing the responsibilities of a minor taking courses at BHCC. All documents submitted to the College become the property of Bunker Hill Community College and will not be returned to students.

Ability to Benefit Policy Statement

Students who supply the College with documentation of successful completion of their high school course requirements for the Commonwealth of Massachusetts, but who have not passed the MCAS test nor received a GED, may apply for admission to a BHCC degree-granting program (matriculation) through the Ability to Benefit policy, as follows:

Upon submitting an application for admission, applicants will be required to take an Ability to Benefit assessment test. Applicants achieving the minimum score as established by the U.S. Department of Education (for Accuplacer - Reading: 55; Sentence Skills: 60; Arithmetic: 34) will be admitted to BHCC and will be permitted to apply for financial aid. Students enrolled in an ESL or Bilingual program at the time of graduation may take the ESL CELSA test for Ability to Benefit. Students passing the CELSA are eligible to apply for financial aid and enroll in ESL classes.

Degree- and Certificate-seeking Students

All students admitted to degree or certificate programs may be required to take computerized placement tests (CPTs) in English, reading and mathematics, or may be required to take the ESL placement tests if English is their second language. The tests determine the levels at which students will begin their study. Based upon test results, the College may prescribe developmental or ESL courses, or limit a student's

enrollment in an effort to enhance that student's ability to succeed. Applicants to health careers and technical programs must comply with specific program entrance requirements and application deadlines.

Homeschooling Policy

Homeschooled students without a high school diploma or GED are eligible to apply for admission to a degree or certificate program, provided they have successfully completed an approved homeschool program in accordance with Massachusetts General Laws or the laws of their home state. If a homeschooled student has not completed an approved homeschool program, then the student will not be eligible to enroll in a degree or certificate program until he/she has taken and passed an Ability to Benefit assessment test.

Homeschooled students who wish to apply for admission to a degree or certificate program must submit with their admissions application evidence that their homeschool program was approved by their school district's superintendent or school committee. Additionally, if the homeschooled student is under the age of compulsory attendance, which is 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 homeschooled if the student has completed his/her homeschool program before the age of 16.

The College reserves the right to limit or deny enrollment of any student under the age of 16 in a course or program based on a 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 potential risks associated with participation in a particular course or program.

Non-Degree Students

To enroll in classes as a non-degree student, students should refer to the appropriate master schedule of courses or call the Enrollment Services Center for registration dates. All students who wish to register for a math or English course or a course with a math, English or reading prerequisite, may be required to take the computerized placement tests (CPTs) prior to registration, or bring appropriate transcripts. All students who wish to register for an ESL course may be required to take the ESL placement test prior to registration. The tests determine the levels at which students begin their studies.

Re-admission of Degree- and Certificate-seeking Students

Students who are readmitted after an absence of two or more consecutive semesters must follow the catalog and curriculum year requirements for their degree or certificate programs in effect at the beginning of the semester of their re-enrollment. Students applying for re-admission to nursing and allied health degree or certificate programs must meet with the appropriate academic dean, chairperson or program director prior to re-admission. Students who wish to be readmitted to the College may do so without submitting an application if they reapply within two semesters of the date of withdrawal.

However, students who meet either of the following conditions must submit a new application form and may need to submit another copy of their high school diploma or GED certificate for re-admission to the College:

1. A degree-seeking (matriculated) student who has been academically suspended from the College.
2. A degree-seeking (matriculated) student who has graduated from a degree or certificate program.

Midyear Admission

Bunker Hill Community College admits students to most programs at midyear on a space-available basis. Students can begin courses in the spring semester; however, some courses listed in the catalog may not be available to midyear entrants. The College cannot assure the availability of specific courses.

Many programs contain courses that have prerequisites. Because prerequisites are not waived for students admitted at midyear, the number of semesters necessary to complete degree requirements may increase.

Curriculum Year/Program Requirements

The term “curriculum year” refers to the academic year in which students are admitted to the College. Students must fulfill the program requirements listed in the College Catalog in effect for their curriculum year. When students are readmitted to the College after an absence of two or more consecutive semesters, they must fulfill the curriculum year/program requirements in effect at the beginning of the semester of re-admission. Students changing their program must fulfill the curriculum year program requirements in effect at the beginning of the semester following the date of the change.

Immunization

Massachusetts General Laws, Chapter 76, Section 15C, require that all full-time students (enrolled in 12 or more credits) and all students (full- and part-time) enrolled in health career programs present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus and three doses of hepatitis B vaccine. Students in the health career programs also must present evidence of immunity to varicella and Mantoux testing for tuberculosis. For measles, mumps, rubella and hepatitis B, serologic proof of immunity is acceptable.

Students who fail to present the required information within 30 days of the date of registration are not allowed to register for subsequent semesters or receive final grades until the immunization form is received by the Enrollment Services Center. Immunization forms become part of the student’s permanent file and cannot be copied, transferred or returned.

Criminal Offender Record Information and Sex Offender Registry Information Checks

In order for a student to be eligible to participate in an academic, community or clinical program that involves potential unsupervised contact with children, the disabled or the elderly, the student may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible to participate in such activities. The College is authorized by the Commonwealth’s Criminal History Systems Board, pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, to access CORI records. The College shall refer to regulations issued by the Commonwealth’s Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student 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 College CORI/SORI Officer at 617-228-2193.

In accordance with federal law, the College is required to advise the campus community where information concerning registered sex offenders may be obtained. Accordingly, in order to access public information pertaining to registered sex offenders enrolled or employed at the College, please contact the Commonwealth of Massachusetts Sex Offender Registry Board, located at P.O. Box 4547, Salem, MA 01970-4647, 978-740-6400, or the BHCC Campus Police Department, located in room E127 on the Charlestown Campus.

If you have any questions regarding access to this type of information, please feel free to contact the College’s Chief of Police/Security, located in room E127 on the Charlestown Campus.

Transfer Applicants from Other Institutions

Students who have attended another college may apply for transfer credit. After acceptance to the College, students must make sure that official transcripts from all colleges attended are sent directly to the Admissions Office. The College may award credit for courses completed successfully at other colleges if the courses are comparable to those offered at Bunker Hill Community College. Credits earned at colleges that follow a quarter-system are converted to semester-hour equivalents, resulting in an adjustment to the number of credits transferred.

The College awards transfer credit when a grade of C or better is earned from a regionally-accredited college or university and the courses are comparable to those offered at BHCC.

A grade of P may be accepted as general elective credit only if the student can demonstrate that the P grade is equivalent to a grade of C or higher. The College will accept a maximum of 45 transfer credits toward the Bunker Hill Community College associate degree and 75 percent of the total number of credits required for certificate programs.

International Student Admissions Process

International students who wish to attend Bunker Hill Community College on a student (F-1) visa must have completed their secondary education and must demonstrate proficiency in English, if English is not their first language. Students on F-1 visas must enroll full time in a degree program and must take a minimum of 12 credits each semester. International applicants from outside the United States must submit all required application materials to the International Center by July 15 for the September semester; November 30 for the January semester and April 21 for the summer term. International applicants currently within the United States must submit all required application materials by August 15 for the next September semester; January 2 for the next January semester and May 15 for the summer term.

A student whose first language is not English and who is applying from overseas must take the Test of English as a Foreign Language (TOEFL). Test scores more than two years old are not accepted. Information and application forms can be obtained by visiting the TOEFL website at www.toefl.org.

If applying to Bunker Hill Community College from within the United States, applicants who are unable to provide a TOEFL score must take the College Placement Test at the BHCC Assessment Center, room B118, Charlestown Campus. Students can obtain more information by calling 617-228-2468.

The Immigration and Naturalization Service authorizes Bunker Hill Community College to provide I-20 forms, which are needed to apply for student (F-1) visas, to international students who are admitted to the College. In addition to satisfying admission requirements, students must provide evidence of their financial ability to support their educational and living expenses while in the United States. Specifically,

students must provide a completed affidavit of support and an official bank statement that shows evidence of sufficient funds to cover educational and living expenses for the first year (\$18,900).

International applicants may obtain more detailed information concerning the admission process by contacting the International Center at 617-228-2460 or via email at international@bhcc.mass.edu. Financial aid is not available to international students. Lack of sufficient funds may result in an interruption in enrollment at the College that will jeopardize the student's eligibility to remain in the United States on a student visa.

Once admitted, international students receive orientation and other support services through the International Center. See page 47 for more information.

Joint Admissions Programs

Massachusetts Joint Admissions Programs

Bunker Hill Community College, along with the five campuses of the University of Massachusetts and the nine Massachusetts state colleges, participates in the Joint Admissions programs of the Massachusetts community colleges. These programs guarantee students admission to the state college or university of their choice, provided they meet specific requirements. Students must enroll in an approved Bunker Hill Community College academic program and graduate with a cumulative grade point average of 2.50 or higher. In addition to guaranteed admission, students who participate in the Joint Admissions Program receive a number of benefits that help them make the transition to a four-year institution. These benefits include specialized academic advising, a short, no-cost application form and eligibility for the Tuition Advantage Program. For more information, see Joint Admissions Program grids on pages 16 and 17.

Tuition Advantage Program for Commonwealth of Massachusetts Joint Admissions Programs

In support of the Joint Admissions Programs with the University of Massachusetts and the Massachusetts state colleges, the Commonwealth of Massachusetts established the Tuition Advantage Program (TAP). Students who meet the requirements of Joint Admissions and graduate with a cumulative grade point average of 3.00 or higher receive a 33 percent tuition reduction of in-state tuition charges at the Joint Admission college or university of their choice. The University of Massachusetts at Amherst now gives a 100 percent tuition reduction. Eligible students continue to receive this reduction for a maximum of two years, as long as they maintain a minimum 3.00 cumulative grade point average during the first two semesters after transfer. For more information, see the Transfer Program grid on page 18.



BHCC and University of Massachusetts Joint Admissions Programs

BUNKER HILL COMMUNITY COLLEGE	UNIVERSITY OF MASSACHUSETTS			
	Amherst	Boston	Dartmouth	Lowell
Biological Science *	Food & Natural Resources, Natural Sciences & Math	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
Biological Science (AS)	Natural Resources & Environment, Natural Sciences & Math	College of Arts & Sciences		College of Arts & Sciences
Business *	School of Management	College of Management	Business & Industry	College of Business
Chemical Science *	Food & Natural Resources, Natural Sciences & Math	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
Communication *	Social & Behavioral Sciences	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
Computer Info. Systems *	Natural Sciences & Math	College of Arts & Sciences/ College of Management		College of Arts & Sciences
Computer Science *	Natural Sciences & Math	College of Arts & Sciences	Engineering	College of Arts & Sciences
Computer Science (AS)	Natural Sciences & Math	College of Arts & Sciences		College of Arts & Sciences
Criminal Justice		College of Arts & Sciences		Dept. of Criminal Justice
Education *	* see below	College of Arts & Sciences		
Engineering/Physics *	Engineering/Natural Science & Math		Engineering	College of Engineering
Engineering Transfer (AS)	Engineering/Natural Sciences & Math			
English *	Humanities & Fine Arts	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
Fine Arts *	Humanities & Fine Arts	College of Arts & Sciences	Visual & Performing Arts	College of Arts & Sciences
Foreign Language *	Humanities & Fine Arts	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
General Concentration *	* see below	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
History/Government *	Hum./Fine Arts/ Social & Behavioral Sciences	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
Hotel/Rest./Travel Mgt. (AS)	Food & Natural Resources			
Human Services (AS)	Hum./Fine Arts/ Social & Behavioral Sciences	Coll. Public & Community Service		
Mathematics *	Natural Sciences & Math	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
Media Technology (AS)	Humanities & Fine Arts; Social & Behavioral Sciences			
Music *	Humanities & Fine Arts	College of Arts & Sciences	Visual & Performing Arts	College of Arts & Sciences
Physics *		College of Arts & Sciences	Engineering	College of Arts & Sciences
Psychology *	Social & Behavioral Sciences	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
Sociology *	Social & Behavioral Sciences	College of Arts & Sciences	Arts & Sciences	College of Arts & Sciences
Theater *	Humanities & Fine Arts	College of Arts & Sciences	Arts & Sciences	
* All (AA) programs are also eligible for the Commonwealth Transfer Compact	* Humanities & Fine Arts, Natural Sciences & Mathematics, Social & Behavioral Sciences			

BHCC Joint Admissions Programs with Massachusetts State Colleges

BUNKER HILL COMM. COLLEGE	Bridgewater State	Fitchburg State	Framingham State	Mass College of Liberal Arts	Salem State	Westfield State	Worcester State
Biological Science*	Biology	Biology	Biology	Biology	Biology		Biology, Chem., Natural Science
Business*	Management Science	Business Admin.	Business Admin.	Business Admin.	Business		Business Admin.
Business Admin. (AS)				Business Admin.	Business		
Chemical Science*	Chemistry		Chemistry		Chemistry		Chemistry, Natural Science
Communication*	Communication	Communication	All Liberal Arts Majors*	Communication, English	Communication, English		Communication, English*
Computer Info. Sys.*	Computer Science			Computer Science	Computer Sci., Bus.		
Computer Science*	Computer Science	Computer Science	Computer Science	Computer Science	Computer Science, Cartography, Math		Computer Science
Comp. Prog. Tech. (AS)				Computer Science			
Criminal Justice (AS)					Criminal Justice		
Education*	Liberal Arts Majors			Liberal Arts degrees*			
English*	English	English	English	English	English		English
Fine Arts*	Art**		Art (Studio), Art (History)	Fine & Performing Arts	Art*, Theater		
Fire Prot. & Safety (AS)							
Foreign Language*			French & Spanish	Liberal Arts degrees	Arts & Sciences**		
General Concentration*	All Majors*	All Majors or General Studies	All Liberal Arts Majors*	Liberal Arts degrees	Arts & Sciences**	All except*	All but Nursing, OT, Education
History, Government*	History, Political Science	History	History, Politics	History	History, Political Science	English, History	History
Human Services*		Human Services	Psychology, Sociology	Sociology,	Sociology		Psychology
Human Services (AS)			Psychology, Sociology		Sociology		Psychology, Urban Studies
Mathematics*	Mathematics	Mathematics	Mathematics	Math	Math, Cartography	Math	Math, Natural Science
Music*	Music**			Fine & Performing Arts	Arts & Sciences**	Music	
Nurse Education (AS)			Nursing				Nursing**
Physics*	Physics			Physics	Arts & Sciences**		Physics, Natural Science
Psychology*	Psychology	Psychology	Psychology	Psychology, Sociology	Psychology		Psychology
Sociology*	Sociology	Sociology	Sociology	Psychology, Sociology	Sociology	Sociology	Sociology, Psychology
Theater*	Theater	English (Theater track)	All Liberal Arts Majors*	Fine & Performing Arts	Theater		
* All (AA) programs are also Commonwealth Transfer Compact eligible	*Except the following: Aviation Science, Education, Social Work, Athletic Training **Acceptance to Art & Music majors require portfolio review or audition		* Except Comm Arts	* Students would apply to a Liberal Arts degree program and apply for teacher certification programs	*Acceptance to the Art major requires additional interview or portfolio review **All Majors except Art (see above)	*Except Majors: Education, Psychology, Sociology, Mass Comm, Criminal Justice, & Movement Science	*English (writing concentration) **Must have a 2.50 GPA & have passed RN License Exam

Mass Maritime & Mass College of Art are not participating in this program at the present time.



Commonwealth of Massachusetts Transfer Programs

Program	What do I need to do?	What will I get out of it?
<p>COMMONWEALTH TRANSFER COMPACT *</p>	<ul style="list-style-type: none"> • Enroll in and graduate with an Associate in Arts degree from BHCC. • Complete at least 35 credits of General Education courses. • Achieve a cumulative G.P.A of 2.00 or greater (exclusive of developmental courses). 	<ul style="list-style-type: none"> • When accepted to a four-year Massachusetts public college or university, you will: <ul style="list-style-type: none"> ◦ transfer a minimum of 60 credits for most majors.
<p>JOINT ADMISSIONS</p>	<ul style="list-style-type: none"> • Enroll in and graduate with an approved associate degree from BHCC. • Ask about the Joint Admissions Program in the BHCC Admissions. The College encourages you to inquire during your first semester. • Make sure the program at BHCC and your selected four-year college or university program are approved for Joint Admissions. • Fill out an "Intent to Enroll" form. • Earn a degree from BHCC with a cumulative GPA of 2.50 or greater (exclusive of developmental courses). 	<ul style="list-style-type: none"> • You will receive: <ul style="list-style-type: none"> ◦ guaranteed admission to a participating four-year institution. ◦ exemption from submitting an application for admission.
<p>TUITION ADVANTAGE PROGRAM (TAP)</p>	<ul style="list-style-type: none"> • Earn an associate degree in a designated Joint Admissions Program. • Earn a degree from BHCC with a cumulative GPA of 3.00 or greater (exclusive of developmental courses). • Matriculate into an approved Joint Admissions Program at a participating college/university within one calendar year after graduating from BHCC. • Continue achieving a 3.00 cumulative GPA for the first two semesters in order to be eligible for continuing tuition assistance. 	<ul style="list-style-type: none"> • You will receive: <ul style="list-style-type: none"> ◦ a tuition reduction equal to 33 percent of Massachusetts resident tuition at a participating Massachusetts state college or university for two academic years only, regardless of how long it takes to complete the degree.

* See page 31 for information about the Commonwealth Transfer Compact.



Suffolk University Joint Admissions Program

Bunker Hill Community College and Suffolk University participate in a Joint Admissions Agreement modeled after the Commonwealth's Joint Admissions Programs. Through this program, participating students are guaranteed admission to Suffolk University's College of Liberal Arts and Sciences or Sawyer School of Management. In order to be eligible, students must graduate with a cumulative grade point average of 2.50 or higher from an approved Bunker Hill Community College academic program. Students receive specialized individual advising and support similar to the Commonwealth's programs while studying at Bunker Hill Community College.

Partnership Agreements with Secondary Schools

Kids to College

In conjunction with the Higher Education Information Center, Bunker Hill Community College participates in a partnership with Boston's King Middle School in the Kids to College Program. Representatives from Bunker Hill Community College work with classes of sixth-grade students to prepare them in all facets of planning for and attending college. In addition to receiving classroom instruction, the students visit Bunker Hill Community College as part of their final class project. For more information, call the Admissions Office at 617-228-3398.

Massachusetts Educational Opportunity Program (MEOP)

The Massachusetts Educational Opportunity Program (MEOP) at Bunker Hill Community College offers a broad range of after-school enrichment activities to

highly motivated high school students of demonstrated academic and economic need. Student participants are recruited from Madison Park Technical Vocational, Charlestown, Muriel Snowden, John D. O'Bryant and Somerville high schools.

The MEOP staff designs and implements a student-centered curriculum with hands-on coursework in a variety of subject areas including career exploration, college preparation, essay writing, information literacy, public speaking, cultural awareness, team building activities and community service. Field trips to local colleges and museums supplement classroom activities. For more information, call the MEOP office at 617-228-2063.

Articulation Agreements through Career and Vocational Technical Education (CVTE)

In order to assist students in making a smooth transition from high school to college and to prepare students to enter an increasingly competitive workforce, Bunker Hill Community College participates as the lead agent in the Secondary Postsecondary Career and Vocational Technical Education (CVTE) Consortium Initiative. This initiative was formerly known as Tech Prep. Funding for this initiative is provided through the Carl D. Perkins Vocational-Technical Education Act of 2006. As part of the CVTE initiative, Bunker Hill Community College has entered into particular articulation agreements with area high schools. These agreements allow qualified students who have attained a high level of academic achievement in their high school course work to earn college credit. The College grants articulated credit for specific high school coursework for CVTE students in the following subject areas: accounting, allied health, business administration, computer information technology, culinary arts, early childhood development, graphic arts, hotel restaurant management, visual and media technology, office administration and travel management.

Secondary Postsecondary Career and Vocational Technical Education Consortium Initiative also sponsors a variety of activities that encourage students to continue their pursuit of a college education. These activities include visits to business and industry in related career fields, as well as conferences and workshops for students in science, technology, engineering and mathematics, healthcare and business. CVTE member high schools include Boston Arts Academy, Brighton, Brookline, Charlestown, East Boston, Horace Mann School for the Deaf and Hard of Hearing, Jeremiah Burke, Madison Park Technical Vocational, Malden, Medford Technical Vocational, Media Communications Technology, Noonan Business Academy, Odyssey, Rindge School of Technical Arts, Somerville, The Engineering School and Watertown High School. CVTE students who are interested in obtaining articulated credit are advised to contact their high school guidance counselor or the Special Programs Coordinator – Perkins, CVTE, room B226, Charlestown Campus or to call 617-228-2339.



Cost of Attendance



The Board of Higher Education sets tuition and the College sets fees. Both are subject to change.

Application Fee *(paid once with the initial application; nonrefundable)*

Massachusetts Residents.....	\$10.00
Non-Residents	\$35.00

Tuition and Fees

Massachusetts Residents (MA)	\$116.00/credit
<i>per credit: \$24 tuition/\$92 fees</i>	
Non-Massachusetts Residents and International Students	\$322.00/credit
<i>per credit: \$230 tuition/\$92 fees</i>	
The New England Regional Student Program.....	\$128.00/credit
<i>per credit: \$36 tuition/\$92 fees</i>	
<i>(Available to students from RI, CT, NH, ME and VT who are preapproved by the New England Board of Higher Education)</i>	

Other Charges *(subject to change)*

Health Course Fee.....	\$35.00/credit
Health Insurance Fees:*	
Fall Semester	\$840.00
Spring Semester	\$575.00
* <i>Massachusetts state law requires that all students taking nine or more credits in fall semester or nine or more credits in spring semester have medical insurance. There are no exceptions.</i>	
Liability Insurance Fee	\$15.00
Parking Permit Fee	\$30.00
Photo ID Replacement Fee.....	\$15.00
Returned Check Fee.....	\$25.00
Transcript Fee	\$2.00/transcript
Refund Check Replacement Fee	\$20.00

Student Comprehensive Health Insurance Plan

Chapter 23 of the Massachusetts Acts of 1988 requires that all students registered for nine or more credit hours must participate in a comprehensive health insurance plan unless they certify that they are participating in a health insurance plan with comparable coverage. If a student has comparable coverage and wishes to waive participation in the Massachusetts Community Colleges insurance plan, the student must submit waiver information via the Internet by the due date that appears on the registration statement or at the time of registration. Students may access the waiver form online at www.universityhealthplans.com. The College has set up dedicated computer stations in the Main Lobby of the Charlestown Campus for students without Internet access. MassHealth qualifies as comparable coverage; however, free care that is provided by hospitals and community health centers to low-income uninsured and underinsured people is not insurance and does not qualify.

All students carrying nine or more credit hours in the fall or nine or more credit hours in the spring must comply. Classes offered in the Center for Self-Directed Learning or during mini sessions are considered part of the long semester for purposes of determining health insurance requirements. Students are not required to have health insurance coverage during the summer term. In addition, overseas health plans, travel, and accident insurance plans are deemed not comparable or accessible; therefore, all international students must participate in the College health insurance program or obtain coverage from a U.S. based carrier that meets state requirements. Consult the Division of Health Care Finance & Policy at 1-800-609-7232 for more information.

Special Cost Courses

Students enrolled in health career program courses with prefixes AHE, DMS, EMT, MIG, NUR, RTH, SGT, SON, VSN, MRC, and students enrolled in CIT141 and CIT241 must pay an additional fee of \$35 per credit hour. Other health related courses may be added. Students should contact the Student Payment Office at 617-228-2150 or the Enrollment Services Center at 617-228-2403 for more information.

Residency Tuition

Students registering for classes at Bunker Hill Community College, who are claiming entitlement to in-state tuition, must complete the Massachusetts Community College Instate Tuition Eligibility Form. An eligible person shall mean a U.S. Citizen, lawful immigrant, permanent resident, or holder of another legal immigration status who has satisfied the duration residency requirement of six months prior to the start of the semester of enrollment, but not more than one year prior to that date and can demonstrate his/her intent to remain in Massachusetts. The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary. Questions concerning residency requirements should be directed to the Enrollment Services Center at 617-228-2403.

Payment

At the time of registration, students receive a registration statement bill and a class schedule that indicates the amount charged and information about payment and insurance waiver deadlines. Follow-up and/or updated statements are sent monthly to the address on file until the balance is paid in full. Students must pay all bills by the published due dates or at the time of registration. Failure to receive a bill does not relieve responsibility for timely payment. Students who register on or after the due date must pay at the time of registration and will not receive any statements or warning notices. The College accepts payment in cash, by personal check, money order, travelers' checks, VISA, MasterCard, Discover, and American Express.

The College processes checks through Telecheck electronic check acceptance services and the writer must present positive U.S. identification. Other requirements are available in the Student Payment Office, room B219, Charlestown Campus. When you provide a check you are authorizing us to convert the check to an electronic payment item and submit it for payment as an ACH debit entry to your account.

A payment plan is available to eligible students for the fall and spring semesters, excluding the summer and mini sessions. You may sign up on the payment plan by logging on to www.tuitionpay.com. For specific information about the payment plan, contact the Student Payment Office at 617-228-2150.





Outstanding Financial Obligations

Students who have any outstanding financial obligations to the College are not permitted to register. If already registered, these students will not be permitted to attend classes, nor will they receive grade reports, attendance reports, or transcripts of grades, without the final approval of the Bursar. The Bursar's Office is located in the Student Payment Office, room B219, Charlestown Campus.

Bunker Hill Community College is responsible for making "diligent efforts" to collect amounts due the state. Diligent efforts shall include written billings, dunning notices and subsequent assignments to a collection agency. The student is responsible for all collection costs and any fees incurred in the collection of debt and for informing the College of any dispute regarding the debt. The College advises students that their debts may be discharged through the intercept of any other Commonwealth payments that are due to them or scheduled to be paid to them.

Refund Policy

Students dropping or withdrawing from classes must complete the appropriate form available in the Enrollment Services Center. Failure to officially withdraw results in a grade of F or NA in the course and an obligation to pay in full. The schedule of refunds for tuition and general College fees applies only when proper withdrawal or class drop procedures, as established by the Enrollment Services Center, are followed. Application fees are nonrefundable. Lack of attendance or course abandonment does not constitute a drop or withdrawal. For specific refund deadlines please refer to the Course Schedule booklet for the semester or session. For more information, go to the Enrollment Services Center or the Student Payment Office.

Health Insurance Refund Policy

Except for medical withdrawal due to covered injury or sickness, students withdrawing from the College during the first 31 days of the period for which coverage is purchased shall not be covered under the policy and a full refund of the premium will be made. Students withdrawing after 31 days will remain covered under the policy for which the premium was paid and no refund will be allowed. Students who do not withdraw completely, but who drop below nine credit hours within the first 31 days, may apply to the Student Payment Office for a refund of health insurance premiums. Registering for minisemester, web courses, Telecourses, Center for Self-Directed Learning and Home Study/External Studies courses later in the fall or spring semester may restore the student's obligation to carry health insurance.

Tuition Waivers

Several kinds of tuition waivers are available to Bunker Hill Community College students. These waivers include, but are not limited to, National Guard, veterans, senior citizens, Native Americans, state employees and wards of the state. In order to receive a tuition discount, students must present the waiver at the time of registration. If students present the waiver after registration, the College will make no adjustment. The Commonwealth of Massachusetts does not fund all courses; therefore, the use of certain waivers for those unfunded courses will be restricted. Students eligible for waivers should obtain clarification from the Enrollment Services Center before making course selections.

Veterans' Benefits

Students who wish to apply for Veterans' Affairs benefits must submit their DD-214 to the Admissions Office, room B203, Charlestown Campus. Students receiving VA benefits are required to attend classes regularly and maintain satisfactory academic progress.

Financial Aid

Financial Aid

The Financial Aid Office at Bunker Hill Community College assists students and their families with meeting the costs of a college education. Bunker Hill Community College participates in a wide variety of federal, state and private financial aid programs. Students must be aware that all institutions, including Bunker Hill Community College, are subject to changes in funding allocations from both the Commonwealth of Massachusetts and the United States Department of Education. For more detailed information, go to the financial aid section of the college's website at www.bhcc.mass.edu/fa.

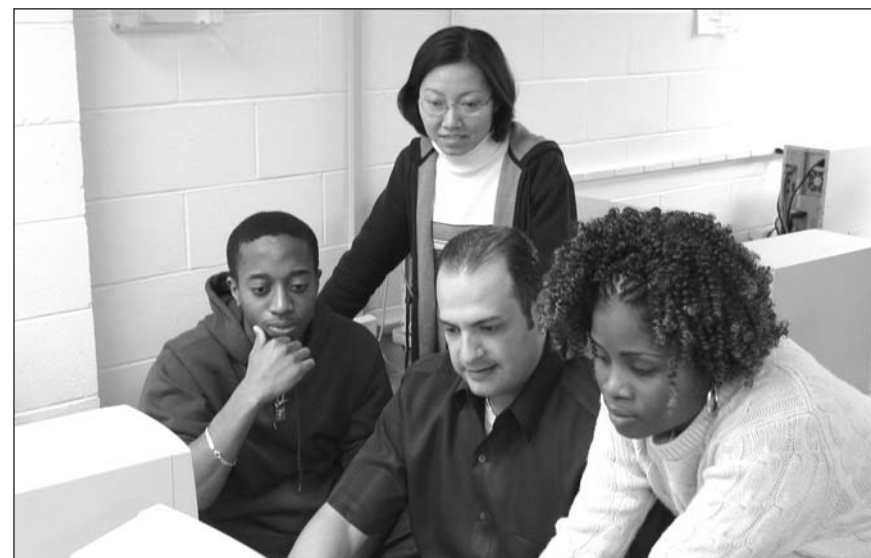
General Eligibility Requirements

In order to be eligible for financial aid, applicants must be United States citizens or eligible non-citizens, possess valid social security numbers, be enrolled in or accepted for enrollment in an eligible academic program and working toward a degree or certificate. Additionally, applicants must maintain satisfactory academic progress (see Satisfactory Academic Progress listed under Academic Policies and Procedures), comply with Federal Selective Service Law and not be in default on any educational loans or owe a refund on any federal grants or loans to any institution. Students who have previously obtained a bachelor's degree or equivalent at any U.S. or foreign institution are not eligible for financial aid grants, but may be eligible for loans. It is important to know that students may lose their financial aid eligibility if they have attempted 150 percent of the credits needed for a certificate or a degree.

The College strongly advises students to consult with the Financial Aid Office, if they are contemplating a change in enrollment status. For information go to room B213, Charlestown Campus, or call 617-228-2275.

Unofficial Withdrawals

Per federal regulations, students who stop attending all of their classes without formally withdrawing from the College will be identified and may lose a percentage of or their entire financial aid award for that semester. If a student fails all of his or her attempted credits for a semester, the federal regulations require that the College assume the student stopped attending the College. If the Financial Aid Office cannot obtain proof that the student completed at least 60 percent of the semester, the Financial Aid Office will then prorate and recalculate the student's financial aid award, which may result in the student owing a balance to the College. For more details, see the Financial Aid Refund Policy.





Financial Aid Application Process

Financial Aid applications must be completed for each new academic year. In order to apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and supply all requested documentation in accordance with the priority deadlines. This form can be completed online at www.fafsa.ed.gov. When completing the application, please note that the BHCC Title IV code is 011210. Students should retain and keep in an accessible place a copy of their FAFSA as well as all other documents used to complete their FAFSA. Applicants are notified in writing if additional documentation such as tax returns is needed. Returning students and applicants for admission should contact the Financial Aid Office, room B213, Charlestown Campus, or call 617-228-2275 if they have any questions about this process.

Federal Financial Aid Refund Policy

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

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

Title IV aid and all other aid is earned during the time a student is attending Bunker Hill Community College. The percentage of aid earned, up to a maximum of 60 percent, is determined by dividing the number of days a student was enrolled by the number of days in the semester. If the student withdraws from all courses after 60 percent of the semester is completed, Title IV aid is viewed as 100 percent earned. Return of Title IV funds is no longer required beyond that point. If a student withdraws before 60 percent of the semester is completed, however, the student may owe a portion of his or her financial aid, if the Financial Aid Office determines that the student has received an amount larger than the earned amount.

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

- Federal Pell Grant.
- Federal Supplemental Educational Opportunity Grant (SEOG).
- Federal Subsidized Family Federal Educational Loan (FFEL).

- Federal Unsubsidized Family Federal Education Loan (FFEL).
- Federal PLUS Parent Loan.
- Federal Perkins Loan.

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

1. Unsubsidized FFEL.
2. Subsidized FFEL.
3. FFEL PLUS.
4. Federal Pell Grant.
5. Federal SEOG Program.
6. Other Title IV programs.
7. Other state, private, and institutional aid.
8. The student.

Bunker Hill Community College will return any funds necessary to Title IV based upon the calculation. Based upon the return of Title IV Funds calculation, students are responsible to repay to the Title IV or state programs any funds that were disbursed directly to them and for which the student was determined to be ineligible.

The procedures and policies listed above supersede those published previously and are subject to change. Please contact the Financial Aid Office if you have any questions about the policy.

Priority Deadlines for Financial Aid

Fall/Spring studentsApril 15

Spring only students.....November 1

Summer financial aid funds are available on a first-come, first-served basis. Summer financial aid applications are available at the Financial Aid Office, room B213 on the Charlestown Campus at the time of summer course registration.

Appeals Process for Financial Reasons

A student’s family’s financial situation may change from that reported on the FAFSA application. At the request of the student, the Financial Aid Office will review a change in the financial situation of the student to determine if adjustments should be made to the calculation of the student’s financial aid eligibility. Examples of typical appeals include a loss of employment, a reduction of income of a parent and/or spouse or uninsured medical expenses.



Satisfactory Academic Progress

In order to continue at Bunker Hill Community College and/or receive financial aid, the Federal Government requires that students must make satisfactory progress toward a degree or certificate. Students are considered to be achieving satisfactory academic progress if they complete 66 percent or more of the total number of credits attempted and meet the following minimum cumulative grade point average:

CREDITS ATTEMPTED	CUMULATIVE GRADE POINT AVERAGE
Fewer than 12	no minimum
12-30	1.79
More than 30	2.00

Appeals Process for Academic Progress

Students have the right to request a one-time, unsatisfactory academic progress appeal if they fail to attain a satisfactory GPA and/or course completion rate and are denied financial aid consideration. If financial aid recipients experience extenuating

circumstances that affect their schoolwork, they have the right to appeal the decision. Reasons to appeal may involve, for example, a documented illness of a student or of a spouse. Because it is difficult to define all the possible reasons that could lead to unsatisfactory academic progress, students should contact the Financial Aid Office for instructions on how to submit a written appeal.

Grants

Grants are sponsored by the federal and/or state government and need not be paid back. For a complete list of the grant programs in which BHCC participates, log on to www.bhcc.mass.edu/fa.

Home Study Courses

Students enrolled in only Home Study courses are considered to be no more than half-time students and can receive no more than 50 percent of their financial aid award, even if they are enrolled in enough coursework to be full-time.

Employment

Bunker Hill Community College participates in the Federal College Work-Study Program. Eligible students may receive funds from this program as a result of the financial aid application process. Federal program regulations require that a percentage of these funds be earmarked to community service-related work. Check with the Financial Aid Office for a listing of available Work-Study positions.

Withdrawal/Graduation

Students who receive loan funds while enrolled at Bunker Hill Community College must complete an exit loan interview session before leaving the College. The Financial Aid Office notifies graduating students prior to their anticipated graduation date. This notice provides information regarding loan repayment. Students can make individual arrangements for a personal exit interview by contacting the Financial Aid Office.

Alternative Financing

The College offers a tuition payment plan and private loan financing options to students and families who have needs that cannot be met with federal or state financial aid. Alternative Loan information is available on the website at www.bhcc.mass.edu/fa.

Individual Assistance

Students who require personalized service should contact the Financial Aid Office for individualized assistance.

Scholarships and Awards



Students applying for the following scholarships/awards for the 2009-2010 academic year must be matriculated and enrolled full-time (12 credits or more) at BHCC at the time of application unless otherwise noted in the scholarship eligibility criteria; attend BHCC during the Fall 2009 semester; have no In-Progress (IP) grades at the time of the scholarship application deadline; and have earned the minimum number of credits and/or cumulative GPA as specified for each scholarship. When scholarship eligibility criteria require a minimum number of credits or grade point average earned, only college-level courses (numbered 100 and above) taken at Bunker Hill Community College and applicable toward a degree or certificate program will be considered unless otherwise noted in the scholarship eligibility requirements. Students may obtain scholarship applications at the Financial Aid Office, room B213, Charlestown Campus, or at the Chelsea Campus, Front Desk, Main Lobby.

Academic Excellence Award for Continuing Students

Maximum of five (5) awards for Spring 2009 and a maximum of five (5) awards for Fall 2009.

Eligibility Criteria: Awarded to continuing BHCC students who have earned at least 15 credits at BHCC, achieved a cumulative GPA of 3.75 or higher, and will be enrolled full-time (12 or more credits) for the semester for which the award is granted.

Amount: In-state tuition only for one semester.

Application Deadline: October 10, 2008 for the Spring 2009 semester; March 6, 2009 for the Fall 2009 semester.

Binns/Fleites Scholarship

Eligibility Criteria: Continuing BHCC student who is a participant in the Student Success Program, who has completed at least 15 credits at BHCC, and has achieved a cumulative GPA of 3.00 or higher.

Amount: In-state tuition and fees (up to 12 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

Frank J. Bellairs Memorial Scholarship

Eligibility Criteria: New Culinary Arts student who is enrolled in a minimum of two (2) courses for the Fall 2008 semester. Preference will be given to students who entered BHCC with a GED, or to non-traditional or adult learners.

Amount: \$250 for the Fall 2008 semester. Scholarship is renewable for the Spring 2009 semester if the student maintains eligibility requirements and a cumulative GPA of 2.00 or higher. Scholarship must be used to purchase the necessary supplies and uniforms required by a student in the program and cannot be used toward tuition and fees.

Application Available: Contact the Department Chair of the Hotel/Restaurant/Travel Program.

Application Deadline: October 10, 2008.

Brandy R. Bonney Memorial Scholarship

Eligibility Criteria: One graduating senior from Somerville High School nominated by the high school principal/headmaster (or designee) is eligible for this scholarship upon meeting the following criteria: 1.) be accepted into a BHCC degree or certificate program; 2.) agree to participate in the BHCC Mentor Program during the scholarship award period; 3.) have earned a cumulative GPA of 3.00 (B) or higher at the close of the high school academic year; 4.) be an active member of the high school and community.

Amount: In-state tuition and fees (up to 12 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

This scholarship is funded by the Bunker Hill Community College Foundation, Inc. and Bunker Hill Community College.

Application Deadline: A nomination form and letter will be sent to the principal during the first week of April. Nomination forms are due no later than May 15, 2009.

Deputy Warden John A. Blaney Memorial Scholarship

Eligibility Criteria: Continuing BHCC second semester Criminal Justice student who has achieved a cumulative GPA of 3.50 or higher and intends to complete the A.S. degree in Criminal Justice.

Amount: \$1,000 for the Fall 2009 semester.

Application Deadline: March 6, 2009.

Boston Sand & Gravel Company Scholarship

Eligibility Criteria: Awarded to two (2) continuing BHCC students with a cumulative GPA of 3.00 or higher who exemplify the institutional values of the College (see page 8), dedication to their field of study, and intend to complete either an A.S. or A.A. degree at BHCC.

Amount: In-state tuition and fees (up to 12 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2009 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

BHCC/Charlestown Housing Development Award

Eligibility Criteria: New or continuing BHCC student who is a resident of the Boston Housing Authority in Charlestown, MA. Continuing students must have a cumulative GPA of 2.0 or higher.

Amount: \$500 for tuition and fees for the Fall 2009 semester. Award is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

BHCC/Charlestown Resident Scholarship

Eligibility Criteria: New or continuing BHCC student who is a resident of Charlestown, MA, who has demonstrated outstanding service to the Charlestown community and is an active member of the community. Continuing students must have a cumulative GPA of 2.0 or higher. Applicants must submit two (2) letters of recommendation from individuals familiar with the applicant's achievements. As a condition of eligibility, the recipient must be available to attend the Bunker Hill Pre-Parade Breakfast held in June 2009 for the presentation of the scholarship.

Amount: In-state tuition and fees (up to 12 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

BHCC/Chelsea Resident Scholarship

Eligibility Criteria: Continuing BHCC student who is a resident of Chelsea, MA, who has completed at least 15 credits at BHCC, and has achieved a cumulative GPA of 2.00 or higher.

Amount: The scholarship is for in-state tuition and fees (up to 12 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2009 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

BHCC Foundation Grant

Eligibility Criteria: Grant is awarded to two (2) new or continuing BHCC students, one nominated by Mandella Health Spot and the other by City Year. Recipients must have a minimum cumulative GPA of 2.00 or higher (or equivalent) and be enrolled in a degree or certificate program at BHCC. In April 2009, a letter and nomination form will be sent to the Executive Director of each organization from the President of BHCC requesting a nomination for the following academic year. Grant recipients may be eligible for renomination the following year while they continue their degree or certificate program requirements at BHCC if they meet grant criteria.

Amount: In-state tuition only (up to 12 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements. This grant is funded by the Bunker Hill Community College Foundation, Inc.

Nomination Deadline: May 15, 2009.

BHCC Commonwealth Honors Program Scholarships

Continuing Commonwealth Honors Program Students

Eligibility Criteria: Continuing Commonwealth Honors Program student enrolled in the Commonwealth Honors Program within the current year. Student must demonstrate academic excellence and evidence of completion of Honors Program Contracts. Applicants, in a 500-word essay, must address the following topic: Select one of the Honors Contracts you have completed and discuss briefly how you would extend or further investigate the topic. Applications will be reviewed by members of the BHCC Commonwealth Honors Program Committee, using the applicant's contributions to the Honors Program as part of their selection criteria.

Graduating Commonwealth Honors Program Students

Eligibility Criteria: Graduating Commonwealth Honors Program students who have completed the

Commonwealth Honors Program and have been accepted by and plan to attend a four-year institution. Students must demonstrate academic excellence and evidence of completion of all Commonwealth Honors Program requirements (four Honors Contracts and the Honors Seminar). Applicants, in a 500-word essay, must address either of the following topics: 1. If you were to continue in an honors program in the next academic year at another institution, describe an honors exploration/project with which you would like to become involved. 2. If you were to recruit a student for the Commonwealth Honors Program, explain how that student would benefit from the program and include how you have benefited from the Commonwealth Honors Program. Applications will be reviewed by members of the BHCC Commonwealth Honors Program Committee, using the applicant's contributions to the Honors Program as a criterion for their selection.

Amount per Scholarship: \$500.

Application Available: Contact the faculty directors of Commonwealth Honors Programs.

Application Deadline: April 17, 2009.

BHCC Memorial Scholarship

Eligibility Criteria: Continuing BHCC student who is enrolled part-time (between 6 and 11 credits) for Spring 2009 and has completed at least 15 credits at BHCC with a cumulative GPA of 3.00 or higher and will be enrolled part-time (between 6 and 11 credits) for the Fall 2009 semester.

Amount: The scholarship is for in-state tuition and fees (up to 11 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

Carlos E. Cano Memorial Scholarship

Eligibility Criteria: Awarded to a new or continuing student in the Culinary Arts Program. Continuing students must maintain a GPA of 2.00 or higher. Recipient must write a brief thank you note to donor.

Amount: \$1,000 towards in-state tuition and fees (up to 12 credits) and is renewable for Fall 2009 if student maintains eligibility requirements.

Application Deadline: October 10, 2008.





English as a Second Language Award for Continuing Students

Eligibility Criteria: Awarded to two (2) continuing BHCC students with a cumulative GPA of 3.0 or higher who are matriculated in an associate degree program and have completed at least 6 credits of ESL at BHCC. Must be enrolled for at least 6 credits in ESL for the Spring 2009 semester and will be enrolled for at least 6 credits for the Fall 2009 semester.

Amount: The scholarship is for in-state tuition and fees (up to 6 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

Edward L. Kerr, Jr. Memorial Scholarship

Eligibility Criteria: Continuing BHCC student who has earned at least 15 credits at BHCC and has a cumulative GPA of 3.25 or higher.

Amount: \$250 for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

Thomas F. Kershaw Scholarship

Eligibility Criteria: Continuing BHCC student pursuing a course of study in Culinary Arts or the Hotel/Restaurant/Travel program with a cumulative GPA of 2.0 or higher.

Amount: \$100 for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

Stanley Z. Koplik Scholarship

Eligibility Criteria: Continuing BHCC student who has a cumulative GPA of 3.00 or higher and is currently enrolled in a minimum of 9 credits at BHCC. Applicant must be enrolled in an A.S. or A.A. degree program that is approved for Joint Admissions with the Massachusetts State Colleges and the University of Massachusetts (see pages 16 and 17).

Amount: \$250 for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

Marguerite I. Munster Memorial Scholarship

Eligibility Criteria: Matriculated fourth semester Nursing major who has demonstrated outstanding clinical competence and academic achievement in courses completed at BHCC.

Amount: \$500.

Application Available: Contact the Nurse Education Department Chair, room B137C.

Application Deadline: October 10, 2008.

Maurice F. O'Shea Trustees' Academic Award

Eligibility Criteria: Continuing BHCC student who has demonstrated outstanding academic excellence while attending Bunker Hill Community College. Applicants must have completed a minimum of 30 credit hours at BHCC (includes all credits earned at BHCC and current Spring 2009 credits) and have earned a cumulative GPA of 3.50 or higher. Applicants, in an essay of no more than 300 words, must indicate how they have contributed to the institutional values of the BHCC community (see page 8) and must also outline their career goals. Applicants will need to submit three (3) letters of recommendation (two of which must be from BHCC faculty), which speak to the applicants' commitment to their courses of study and give examples of that commitment.

Amount: The award is for in-state tuition and fees for up to 12 credits for the Fall 2009 semester and is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Available: Dean of Student Affairs, room B308 and Student Activities and Athletics, room D106, Charlestown Campus.

Application Deadline: March 6, 2009.

President's High School Scholarship

Participating High Schools: Academy of Public Service, Boston Community Leadership Academy, Brighton High School, Brook Farm Business & Service Career Academy, Jeremiah E. Burke High School, Cambridge Rindge and Latin School, Charlestown High School, Chelsea High School, Community Academy of Science & Health, East Boston High School, English High School, Everett High School, Excel High School, Fenway High School, Greater Egleston High School, The Engineering School, Madison Park Technical Vocational High School of Mathematics & Science, Malden High School, Medford High School, Media Communications Technology High School, Monument High School, Noonan Business Academy, John D. O'Bryant High School, Odyssey High School, Parkway Academy of Technology & Health, Revere High School, Muriel F. Snowden International High School, Social Justice Academy, Tech Boston Academy, Urban Science Academy, Winthrop High School.

Eligibility Criteria: One graduating senior from each of the high schools listed above, nominated by the high school principal/headmaster (or designee) is eligible for this scholarship upon meeting the following criteria: 1.) be accepted into a BHCC degree or certificate program; 2.) agree to participate in the BHCC Mentor Program during the scholarship award period; 3.) have earned a cumulative GPA of 3.00 (B) or higher at the close of the high school academic year; 4.) be an active member of the high school and community.

Amount: In-state tuition and fees (up to 12 credits) for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

This scholarship is funded by the Bunker Hill Community College Foundation, Inc. and Bunker Hill Community College.

Application Deadline: A nomination form and letter will be sent to the principal of each high school during the first week of April. Nomination forms are due no later than May 29, 2009.

President's Leadership Award

Eligibility Criteria: December 2008 BHCC graduate or June 2009 graduating BHCC student who has demonstrated outstanding leadership ability and has completed at least 30 credits at BHCC with a cumulative GPA of 3.50 or higher as of (and including) the Fall 2008 semester.

Amount: \$1,000.

Application Available: Dean of Student Affairs, room B308 and Student Activities and Athletics, room D106, Charlestown Campus.

Application Deadline: April 10, 2009.

Refrigeration Service Engineers Society (RSES) Scholarship

Eligibility Criteria: Continuing BHCC student in an associate degree program with a concentration in mathematics or engineering/physics who has satisfactorily completed at least 30 credits and is entering the second year at BHCC with a cumulative GPA of 2.0 or higher.

Amount: \$250 for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

Rosann Sperduto '88 Memorial Scholarship

Eligibility Criteria: A female December 2008 BHCC graduate, or a female graduating from BHCC in June 2009, who has demonstrated outstanding academic excellence and leadership ability. Applicants must be a member of Alpha Kappa Mu and/or have achieved a cumulative GPA of 3.50 or higher and plan to transfer to a four-year institution for the Fall 2009 semester. Applicants must also submit a short essay (500 words) along with two (2) letters of recommendation.

Amount: \$500 payable to the transfer four-year institution.

Application Deadline: April 10, 2009.

Study Abroad Scholarship

Twenty-four (24) scholarships will be awarded to support participation in selected study abroad programs in countries such as Mexico, Argentina, China, England, France, Portugal, Italy, Japan, Czech Republic, Tanzania, Spain, Ireland, Greece, Morocco, Costa Rica, and Belize.

Eligibility Criteria: Students enrolled in a degree or certificate program who have completed at least 12 credits at BHCC with a cumulative GPA of 2.50 or higher.

Amount: \$1,000 - \$5,000 (80% of total program costs).

Application Deadline: December 1, 2008.

Application Available: International Center, room E236, Charlestown Campus.

Trustees' Service Award

Eligibility Criteria: Continuing BHCC student who has demonstrated academic achievement and outstanding community service while attending Bunker Hill Community College. Community service



includes civic responsibility/civic engagement or volunteer service. Applicants must have completed at least 30 credits at BHCC (includes all credits earned at BHCC and current Spring 2009 credits) and earned a cumulative GPA of 2.50 or higher. Applicants, in an essay of no more than 300 words, must indicate specifically how they have contributed to the institutional values of the BHCC community (see page 8) and/or communities in which they are involved. Each applicant must submit three (3) letters of recommendation (two of which must be from BHCC faculty) that address the applicant's leadership qualities as they relate to community service.

Amount: The award is for in-state tuition and fees for up to 12 credits for the Fall 2009 semester and is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Available: Office of the Dean of Student Affairs, room B308, and Student Activities and Athletics, room D106, Charlestown Campus.

Application Deadline: March 6, 2009.

James R. Ware Stop & Shop Scholarship

Eligibility Criteria: Continuing Business Administration student who has earned at least 30 credits at BHCC with a cumulative GPA of 2.0 or higher.

Amount: \$250 for the Fall 2009 semester. Scholarship is renewable for the Spring 2010 semester if the student maintains eligibility requirements.

Application Deadline: March 6, 2009.

Weiner Scholarship

Eligibility Criteria: Awarded to two (2) students, one scholarship awarded to a first year Nursing student, one to a first year student in Respiratory Therapy. Preference given to graduates of Malden High School though other qualified students should apply as well. Applicants must apply for this scholarship in the middle of their second semester.

Amount: \$500

Application Deadline: March 6, 2009.



Academic Information

Academic Advising

Academic advising is available for all BHCC students in a variety of forms that include individualized advising, group advising and online advising. Advising services are designed to assist students in achieving their academic, vocational and personal goals. These services include interpretation of assessment scores and selection of a program of study, course placement, registration related assistance and resource referral. Advisors also assist students with a variety of issues and concerns affecting their educational success.

Degree-seeking students will receive notification by mail of their assignment to a specific full-time faculty or professional staff member for advising or assignment to the Advising/Counseling Center. Advisor assignments can also be found in the My Profile section of each student's Online Services WebAdvisor account at <http://onlineservices.bhcc.mass.edu>. Non-degree-seeking students are not assigned to an advisor for one-on-one advising. Non-degree-seeking students may utilize online advising services and are welcome to speak with an advisor at the Self-Service Counter located in the main lobby of the B-Building.

Students assigned to a full-time faculty or professional staff member for advising should contact their advisor to arrange an appointment. All full-time faculty and professional staff advisors have offices with posted office hours, voicemail and email.

For students assigned to the Advising/Counseling Center, advising is offered on a walk-in basis and students are free to meet with any of the advising staff. The Advising/Counseling Center is located on the Charlestown Campus in room B109, and also provides advising assistance at the Self Service Counter in the main lobby of the B-Building during peak registration periods. For more information, call 617-228-2230.

Advising is also available at the Chelsea Campus. Please call 617-228-2101 for more information. In addition, questions about advising can be sent to onlineadvising@bhcc.mass.edu.

WebAdvisor

All registered students have an Online Services account known as WebAdvisor. This account allows students to print a current Course Schedule or unofficial transcript, view placement test results and grades, search for course availability, access financial aid and student payment information, pay for courses, create a payment plan and waive health insurance. Students who have already earned 12 or more credits at BHCC and have maintained a 2.0 or higher GPA can register for courses online through WebAdvisor. In addition, the Program Evaluation feature of WebAdvisor allows students to monitor their progress toward program requirement completion and make informed decisions about course selection.

To access your WebAdvisor online account for the first time, go to <http://onlineservices.bhcc.mass.edu> and select the Student menu. Select *What's My User ID?* and input your last name and either your Social Security Number or your BHCC Student ID, and submit this information. You will receive your WebAdvisor User ID. Now select Log In and input your User ID. You will also need to input an initial password, which is the last 6 digits of your Social Security Number if you have one or the last 6 digits of your BHCC Student ID. The system will then require you to change your password. Please note that your password must contain between 6 and 9 characters, include both letters and numbers, and contain no special symbols.

If you have utilized your WebAdvisor account in the past, but have forgotten your password, you can automatically reset your password in the *What's My Password?* section. Students who encounter trouble accessing their online account can contact the Student Helpline at 617-228-3441. Questions related to the content of a WebAdvisor account and/or advising related questions should be directed to the student's assigned advisor or to the Advising/Counseling Center.

Assessment

All degree and certificate seeking students and all those who intend to take math or English courses, or courses that have a mathematics, reading or English prerequisite, may be required to take the computerized placement tests (CPTs) before registering. Students who test below the tenth-grade reading level on the placement examination must enroll in an appropriate level reading course. Students may not register for English or mathematics courses at a higher level than indicated by their performance on the placement tests. Students can prepare for the CPTs by using review books and practice questions on various websites. Search for "Accuplacer practice" via any Internet search engine or go to www.bhcc.mass.edu/inside/103. The College reserves the right to determine placement into courses, including English as a Second Language and developmental courses, based on the placement test results. The Assessment Center is located in room B118, Charlestown Campus.

Assessment Testing is also available at the Chelsea Campus. Please call 617-228-2101 for details.

Students whose first language is not English and who have not earned a high school diploma or GED in the United States may be required to take the English placement test (LOEP). International students may be required to take the LOEP if they have not scored at least 500 on the TOEFL paper test or 173 on the computerized version or 60 on the Internet-based TOEFL. The LOEP places students into an appropriate level in noncredit Basic English as a Second Language (BESL) courses or Academic English as a Second Language (ESL) courses. For more information go to room B118, Charlestown Campus, or call 617-228-2468.

Course Objectives and Requirements

At the beginning of each course, the instructor distributes a syllabus to each student in the course. The syllabus includes but is not limited to the following information: required textbooks, course objectives, teaching methods, course topics, tentative test and assignment schedule, grading procedures, attendance policy and course related information including field trips, internships, and other requirements. The syllabus will also provide General Education requirements if the course is a General Education menu course. Students are responsible for understanding and following course policies as outlined in the syllabus. Assignment and test schedules are subject to change with appropriate notification by the instructor.

Study Abroad Opportunities

The International Center assists BHCC students in integrating study abroad experiences into their academic programs. Students study in a variety of countries for periods ranging from ten days to eight weeks. The Center provides scholarship and financial aid information. For more information, visit the International Center, room E236, Charlestown Campus.

Graduation Information

Depending upon the program of study, students who complete the requirements listed below are awarded the Associate in Science or Associate in Arts degree. During their final semester, students who expect to graduate must apply for graduation at the Enrollment Services Center. The Registrar publishes the specific application deadlines in October and February. To graduate, students must fulfill these requirements:

- Complete a minimum of 60 credit hours (exclusive of developmental courses) with a minimum cumulative grade point average of 2.00;
- Attain a minimum of 15 credits of the total number of credit hours through courses enrolled in and successfully completed at Bunker Hill Community College;
- Complete all program requirements;
- Meet all requirements of the College, including payment of any outstanding financial obligations and submission of state-mandated immunization requirements.

Subsequent Degrees. Students may apply to earn additional associate degrees. To qualify, students must complete the required courses for each degree, as well as a minimum of 15 credit hours beyond the first and any subsequent degrees.

Certificate Credit Requirements. To qualify for a BHCC certificate, students must complete all course requirements for the certificate with a minimum of 25 percent of the required credit hours successfully completed at the College with a cumulative minimum GPA of 2.00 (exclusive of developmental courses).

Transfer and Articulation Information for Baccalaureate Programs

Bunker Hill Community College strives to ease the process by which our graduates transfer to four-year colleges and universities. As part of this goal, the College worked

with four-year colleges and universities to develop formal and informal transfer agreements. The agreements were individually developed with the receiving institution and, as a consequence, are unique and are designed to provide information about the transferability of BHCC courses to the receiving institutions. The chart that follows provides an overview of our current agreements. Contact the Transfer Counselor, Admissions Office, room B202, Charlestown Campus or call 617-228-2299 for assistance in planning for transfer and in interpreting transfer agreements, as well as for a complete description of guarantees, requirements, benefits and limitations of the agreements.

Commonwealth Transfer Compact

The Commonwealth Transfer Compact is an articulation agreement between the community colleges and all four-year state colleges and universities in Massachusetts. It assists community college students to transfer to upper-division colleges with minimal loss of associate degree credit. The Board of Higher Education approved the current Compact, effective January 1990.

Students are eligible for Transfer Compact status if they meet the following requirements:

1. Complete an associate degree with a minimum of 60 credit hours, exclusive of developmental courses,
2. Achieve a cumulative grade point average of 2.00 (in a 4.0 system) or better at the community college awarding the degree,
3. Complete the following minimum general education core, exclusive of developmental courses:
 - English composition/writing: six credit hours.
 - Behavioral and social science: nine credit hours.
 - Humanities and fine arts: nine credit hours.
 - Natural and physical science: eight credit hours.
 - Mathematics: three credit hours.

The College reviews each graduate's transcript for certification under the Transfer Compact. If the graduate is eligible, the Commonwealth Transfer Compact is noted on the transcript.

Early Childhood Education Transfer Compact

The statewide Early Childhood Education Transfer Compact enables students to transfer associate degree credit from Early Childhood Education programs to the same programs at specific four-year state colleges and the University of Massachusetts. Complete Early Childhood Education Transfer Compact information can be found at the Massachusetts Department of Higher Education's website, www.mass.edu, under the Statewide Education Transfer Compacts link. Students seeking Compact status should review the Compact carefully with a Transfer Counselor in the Admissions Office, room B202, to make sure that the courses selected meet transfer requirements.



Articulation Agreements between Bunker Hill Community College and Other Academic Institutions

ASSOCIATE IN ARTS:

A.A. Business

Bentley College; Northeastern University; Regis College - Center for Graduate and Continuing Studies; Salem State College; Suffolk University; Sawyer School of Management - Accounting, Computer Information Systems, Entrepreneurship, Finance, Interdisciplinary Business Studies, Management, Marketing, Westfield State College - Business Management/Management Concentration

A.A. Education

Salem State College

A.A. General Concentration

Bentley College; Bridgewater State College - Liberal Arts/Elementary Education; Suffolk University, College of Liberal Arts and Sciences

A.A. Psychology

Suffolk University, College of Liberal Arts and Sciences - Psychology

A.A. Sociology

Suffolk University, College of Liberal Arts and Sciences - Sociology

ASSOCIATE IN SCIENCE:

A.S. Biological Sciences

University of Massachusetts Amherst - Biology; University of Massachusetts Boston - Biology; University of Massachusetts Lowell - Biology; University of Massachusetts Dartmouth - Biology

A.S. Business Administration: Accounting Option

Bentley College; Northeastern University; Regis College - Center for Graduate and Continuing Studies; Salem State College; Suffolk University; Sawyer School of Management - Accounting

A.S. Business Administration: Finance Option

Bentley College; Northeastern University; Regis College - Center for Graduate

and Continuing Studies; Suffolk University; Sawyer School of Management - Accounting, Computer Information Systems, Finance, Management, Marketing, Business Administration

A.S. Business Administration: International Business Option

Regis College - Center for Graduate and Continuing Studies; Salem State College; Suffolk University; Sawyer School of Management - International Business

A.S. Business Administration: Management Option

Northeastern University; Regis College - Center for Graduate and Continuing Studies; Salem State College; Suffolk University Sawyer School of Management - Accounting, Computer Information Systems, Finance, Management, Marketing, Business Administration

A.S. Computer Information Technology: Computer Science Transfer Option

University of Massachusetts Boston - Computer Science

A.S. Criminal Justice

Salem State College; Springfield College; Suffolk University - College of Liberal Arts and Science - Sociology/Criminology and Law

A.S. Early Childhood Education

Springfield College

A.S. Engineering

University of Massachusetts Amherst - Engineering; University of Massachusetts Lowell - Civil and Mechanical Engineering

A.S. Human Services

Springfield College Boston Campus

A.S. Nursing

Salem State College; University of Massachusetts Lowell - School of Health and Environment

Academic Resources and Support



Bunker Hill Community College is committed to providing effective and dynamic instructional, academic and student support services through a variety of traditional and multidimensional resources. The College philosophy is that each student is a unique learner and that academic resources and support services should strive to meet the individual needs of all students.

The Library and Learning Commons

The Library and Learning Commons delivers services crucial for student success, including information literacy instruction, quality resource selection and an academic learning atmosphere. The library web page at www.noblenet.org/bhcc/ serves as an information gateway and extends library services with links to an online catalog, a directory of high-quality research websites and to numerous full-text and citation subscription databases accessible from off campus. The 67,000-volume print collection, which includes books, magazines, newspapers and journals, is augmented by resources available through the library's memberships in NOBLE, NELINET, Boston Regional Library System and OCLC. Consistent with the library's on-campus services, the needs of distance and nontraditional learners are also addressed with carefully selected online resources, which offer in-context instruction customized to

the curriculum. To maximize use of library resources, information literacy workshops as well as one-on-one instruction sessions are available throughout the calendar year. The BHCC photo identification card serves as the library card. The library is open year-round. Its regular academic schedule is Monday through Friday, 8 a.m. - 10 p.m. and Saturday and Sunday, 8:00 a.m. - 4:00 p.m.

The Tutoring and Academic Support Center (TASC)

The Tutoring and Academic Support Center supports and enhances student learning and academic success by offering a variety of traditional and nontraditional services to all Bunker Hill Community College students. The TASC Centers offer tutorial assistance, small group workshops, and academic mentoring to students enrolled in credit-bearing courses. Students are offered a wide range of services to support their work on basic academic skills as well as on course-specific work in their programs. Students may register for weekly, individual, and group appointments. These services are offered in a student-centered atmosphere.

Charlestown TASC. Major areas of concentration on the Charlestown Campus are: English and Writing, English as a Second Language, Mathematics (from Basic Mathematics to Advanced Calculus and Physics), Computer courses, Science courses, Business courses, Behavioral Science, Human Services and Early Childhood Education. Other subject areas may be added on an as-needed basis. The Charlestown TASC also offers eighteen student computer stations where students may type papers, do research or access the Internet. Students may utilize these services during the Center's regularly scheduled hours. The Charlestown Campus Tutoring and Academic Support Center is located in E174. The Center is open during the fall and spring semesters Monday through Thursday 8:30 a.m. - 8:00 p.m., Friday through Sunday from 8:30 a.m. - 4:00 p.m. During the summer, tutoring hours are Monday through Thursday 10:00 a.m. - 6:00 p.m. For more information, contact the Center at 617-228-3467 or at tasc@bhcc.mass.edu.

Chelsea TASC. Students may drop in for group and individual tutoring or register for by-appointment tutoring sessions. The Chelsea TASC offers tutoring in Mathematics from 091-282, Biology from 101-205, Chemistry, Physics, Reading, English, English as a Second Language, Medical Terminology and Surgical Technology. It also makes available to students the use of state-of-the-art multi-media computers, educational software, a photocopier, and a quiet study area. The Chelsea Campus Tutoring and Academic Support Center is located on the second floor of the Chelsea Campus in room 202. During the fall and spring semesters the Center is open Monday - Thursday, 8 a.m. - 9 p.m.; Friday 8 a.m. - 6 p.m.; and Saturday 9 a.m. - 3 p.m. For additional information regarding these services, contact the Center at 617-228-3356.

Technology Support/Academic Computing

The Computing Centers at both the Charlestown and Chelsea Campuses house more than 1,300 work stations. All work stations on the network provide access to the Internet. In addition, each Center is equipped with resources to support students with disabilities. All students may use the Centers' resources, when available, on a first-come, first-served basis. To learn about the policies and procedures for using the Centers, students may visit either location and speak with a staff member. Students are not allowed to bring food and/or drinks of any kind into computer classrooms or open laboratories.

Charlestown Campus. The Charlestown Computing Center is located on the first floor, D-Building and consists of 11 specialized classrooms and an open laboratory for student classroom instruction and an open laboratory area to use on a first-come, first-served basis. The Visual Media Arts Center (VMAC) is located on the first floor of the E-Building and features Macintosh computer rooms E159-E171. From September through May, the Charlestown Computing Center is open Monday through Thursday, 7 a.m. - 10 p.m.; Friday, 8:30 a.m. - 5 p.m. and Saturday, 8 a.m. - 4 p.m. The VMAC is open Monday through Thursday, 8 a.m. - 9 p.m.; Friday, 8 a.m. - 4 p.m. and Saturday, 8 a.m. - 3 p.m. The Centers are closed during semester breaks, with the exception of spring break, when hours and access are limited. For limited schedule information, see the posted schedule or ask a staff member for help. During June, July and August, the Charlestown Computing Center is open Monday through Thursday, 7:30 a.m. - 10 p.m. and Friday, 8:30 a.m. - 5 p.m.

Chelsea Campus. Chelsea's computer facilities consist of two specialized computer classrooms, a resource room and an open laboratory. These facilities support students' needs with applications consistent between campuses. From September through May, the computer laboratory is open Monday through Thursday, 9 a.m. - 9 p.m.; Friday, 8 a.m. - 4 p.m. and Saturday, 9 a.m. - 2 p.m. During all semester breaks, access is limited. Hours of operation for these periods will be posted. During June, July and August the computer laboratory is open Monday through Thursday, 9 a.m. - 9 p.m. and Friday, 8 a.m. - 4 p.m.

The Student Success Program

The Student Success Program provides a comprehensive program of academic and student support services designed to help students achieve their educational goals at Bunker Hill Community College and to transfer to four-year colleges or universities. The program provides the following services: academic counseling, peer tutoring, a counseling/mentor program, cultural enrichment events and college transfer tours. It also provides workshops on a variety of topics focusing on learning strategies, life management skills, career planning skills and the college transfer process. To qualify for these services, students must apply and be selected to participate.

They must demonstrate an academic need and meet one or more of the following criteria: first generation college student, low-income student or student with a documented disability. The United States Department of Education, TRIO Student Support Services Grant funds the Student Success Program. For more information, contact the Student Success Program Office, room E145, Charlestown Campus, or call 617-228-2303.

The College Connection

The College Connection is an academic and advising support service available to students enrolled in the daytime, evening, and weekend sections of RDG 090, RDG 095 and ENG 090. Each of these classes has a dedicated Literacy Coach who visits the class on a regular basis, provides individualized reading tutoring outside of class time, follows up with absent students, connects students to appropriate college resources, and provides advising services. A literacy specialist is also available to provide academic support to students who have significant reading difficulties. The goal of the initiative is to improve the retention, pass rates, and reading levels of students enrolled in developmental reading and writing classes, as well as to prepare students to meet college expectations.

Adult Basic Education and Transitions to College Programs

The Adult Basic Education and Transitions to College programs are grant funded programs that offer free classes for adults to develop English language proficiency, content skills to acquire the General Education diploma, and skills to successfully transition to college level programs.

The Adult Basic Education (ABE) program at the Chelsea Campus provides educational and support services for adults who lack English language and literacy skills and/or do not have a high school diploma. This comprehensive program provides free educational services that include courses in four levels of Basic English for Speakers of Other Languages (ESOL), two levels of General Education Development (GED) preparation in Spanish, Spanish native literacy, ABE literacy, Pre-GED English, GED English and two levels of ESOL Family Literacy. The ABE courses are offered both day and evening either at the Chelsea Campus or at program partner sites in the community. The ABE program collaborates with the following partners in the Chelsea community: Centro Latino de Chelsea, Intergenerational Literacy Program/Chelsea Public Schools, LARE/American Training and ROCA, Inc.

The Transitions to College Program offers courses for students who have received their high school diploma in their native country, have English language proficiency or a GED, and plan to attend college. The Transition to College courses offered at the Charlestown Campus in the evening include Transitions Math, Transitions Writing & Reading and the Transitions to College seminar. In addition, the ABE and Transitions to College programs offer a variety of support services to assist students in achieving

academic success: tutoring, career counseling, financial aid and job skills counseling. The Massachusetts Department of Education funds the ABE and Transitions to College programs. For more information, call the ABE and Transitions to College Office at 617-228-2108.

The Language Institute

The Bunker Hill Community College Language Institute is a unit of the College that coordinates the various student services and programs into an integrated intake and educational system to meet the needs of English as a Second Language (ESL) students.

The Language Institute is guided by an advisory group comprised of representatives from departments that provide programming and support services for ESL students. The intake process begins in the Assessment Center, room B118, Charlestown Campus, where prospective students are assessed, advised and develop an academic plan based on their individual needs. Students are then oriented to the various support services that are available through the Multi-Media Multi-Purpose Language Lab, Tutoring and Academic Support Center, Center for Self-Directed Learning, International Center, Welcome Back Center, Career Services and Community Education. Special programming includes non-credit and credit ESL courses, Intensive Language programs, TOEFL preparation, NCLEX preparation for nurses who earned their credentials outside of the United States, and language enhancement courses for business professionals.

For more information, visit the Assessment Center, room B118, Charlestown Campus, or call 617-228-2377.

Academic Skills Development

Math Multi-Media Computer Lab

The Math Multi-Media Computer Lab is a mathematics resource center that is available to all students enrolled in mathematics courses at BHCC. The primary goal of the lab is to assist students in becoming independent learners and in achieving academic success in mathematics. The Math Multi-Media Computer Lab, equipped with 24 computer workstations, provides a computer-based environment with specialized math software such as Mathtype, TI interactive, Sketchpad, Derive and Maple. In addition to mathematical software the following are also available:

- MAT091 practice exit exam
- MAT091 exit exam
- One-on-one computer online help
- Online website services (e.g. MyMathLab, Web Assign, Eduspace)

The Math Multi-Media Computer Lab, located in M103, is open Monday through Friday and also on weekends. Hours vary from semester to semester, so please check the schedule posted on the door. For more information call 617-228-1012.

Multi-Purpose, Multi-Media Language Lab

The Multi-Purpose, Multi-Media Language Lab at BHCC provides students with a high-tech learning environment along with a knowledgeable tutoring staff to guide them with any aspect of language learning from speaking, listening, and pronunciation, to reading, writing, grammar, and punctuation. The lab currently has 8 language learning software programs, 12 support staff members, and 35 partitioned workstations to ensure privacy. The objective of the Lab is to help all students improve their language skills, whatever they may be. In addition to software and tutoring, the Lab offers the following support services:

- One-hour interactive grammar and software workshops.
- English 095 and 111 practice exit exams.
- ESL 079, 089, and 099 practice exit exams.
- One-on-One drop-in tutoring sessions.
- ESL-IP course instruction and tutoring.
- TOEFL practice exams, study guides, and tutoring.
- Foreign language learning programs.
- Online website services.

The Lab is located within the Center for Self Directed Learning in room E226.

For more information about the Lab, call us at 617-228-3440 or visit our website at www.noblenet.org/bhcc/LL. Fall and Spring semester hours are Monday - Thursday, 9:00 a.m. - 9:00 p.m.; Friday, 9:00 a.m. - 1:00 p.m. and Saturday and Sunday, 9:00 a.m. - 4:00 p.m. Summer semester hours are Monday - Thursday, 9:00 a.m. - 9:00 pm.

The Writing Place

The Writing Place is a tutoring service sponsored by the English Department. Students come to the Writing Place to work with peer tutors on specific writing tasks, including brainstorming ideas for college writing assignments, organizing rough drafts, revising, editing, and doing library research. The Writing Place tutors are students who have successfully completed their College English program and are taking a course that prepares them to provide effective feedback and assistance. Specific materials and computer resources are available in the Writing Place to supplement class instruction and develop composition skills. The Writing Place, located in E142, is open during the fall and spring semesters, Monday through Friday. Hours may vary from semester to semester, depending on tutor availability. Students are encouraged to visit the Writing Place in E142 to schedule weekly sessions with a tutor. Tutoring sessions can also be arranged by contacting the Writing Place at 617-228-3244.

Alternative Learning

Bunker Hill Community College provides a variety of alternative learning options for students who are self-directed learners interested in programming that addresses individual learning styles or provides flexible options for those constrained by time and/or distance. Online, weekend, home study correspondence courses, individualized courses through the Center for Self-Directed Learning and independent studies through the Contract Learning Program provide these types of non-traditional learning opportunities.

The Center for Self-Directed Learning

Students may enroll in college credit courses available through the Center for Self-Directed Learning (CSDL). Students have the flexibility to make their own schedules, progress at their own pace and complete assignments and tests according to their unique learning needs. The CSDL provides multi-media resources for individualized, independent instruction under the supervision of professional learning specialists. The instructional media materials include a wide range of DVDs, videotapes, CDs and innovative computer-assisted instruction. Regardless of the medium, students are always active participants in the learning process, solving problems, answering questions and developing skills. In order to ensure that effective learning takes place, student progress is evaluated on a continuous basis. Course facilitators and tutors are available to assist students at all times during the scheduled hours of operation of the Center: Monday through Thursday, 8:30 a.m. - 9 p.m.; Friday, 8:30 a.m. - 1 p.m. and Saturday and Sunday, 8:30 a.m. - 4:00 p.m. During the summer semester, the hours of operation are Monday - Thursday, 8:30 a.m. - 9 p.m. Refer to the current Course Schedule booklet or the college website at www.bhcc.mass.edu for a detailed listing of course offerings. The CSDL is located in room E235, Charlestown Campus. For more information, contact the Center at 617-228-2225 or csdl@bhcc.mass.edu.

Prior Learning Assessment Program

The Prior Learning Assessment program (PLA) provides a process for evaluation and, when appropriate, awards academic credits for learning acquired outside the traditional college environment. In order to receive PLA credits, students must provide evidence that their prior learning is equivalent to college-level learning and it must correspond to the courses offered at BHCC. This program assists students with identifying and documenting prior learning they possess. The PLA advisor assists

students in preparing portfolios and documenting credits. Specialists in each topic review completed portfolios. The credits may be used to fulfill degree or certificate requirements or may be used as electives. Students may apply a maximum of 45 PLA credits toward an associate degree at BHCC. For more information, visit the Prior Learning Assessment Office, room E235, Charlestown Campus, or call 617-228-2350.

Credit by Departmental Examinations. The PLA offers credit by departmental examinations. Through these examinations, students can demonstrate current proficiency in selected courses listed in the Bunker Hill Community College catalog. For each examination passed, students earn college credit. Departmental examinations are graded on a pass/fail basis. For more information about the specific courses and examinations, visit the Prior Learning Assessment Office, room E235, Charlestown Campus, or call 617-228-2350.

College-Level Examination Program (CLEP). In addition to the departmental examinations through the PLA program, students may test in the areas of English, foreign languages, social science, history, business, mathematics and science through the College Level Examination Program (CLEP). The examinations cover the material mastered during the first year of a college general education program. Students may select one or more examinations from the series. In addition to general area examinations, such as social science, humanities and natural science, students also may select from more than 30 specific examinations. CLEP exams are administered in the ACT Center, room E222, Charlestown Campus. For more information regarding the CLEP tests, visit the Prior Learning Assessment Office, room E235, Charlestown Campus, or call 617-228-2350.

Contract Learning Program

The Contract Learning Program (CLP) provides students with the opportunity to fulfill degree/certificate requirements or pursue special academic or career interests while learning the techniques and procedures necessary to negotiate, design, and carry out independent projects. Each learning contract is negotiated between the student and a member of the faculty. For more information see the Academic Dean for the subject area of the proposed contract.



Distance Education

Bunker Hill Community College offers several alternatives to classroom instruction that allow students to do all or part of their course work at a distance. These alternative modes of instruction include online courses, hybrid courses that are part online and part in class, interactive televised courses and home study packets. The College also offers an extensive program through the Weekend College.

Web Courses through BHCCOnline

Bunker Hill Community College offers courses online as a convenient alternative to the traditional classroom. These web courses, designated as WB, are designed for self-directed, motivated learners. The courses are equivalent in content and academic rigor to traditional classroom courses, but offer students the flexibility and convenience of learning virtually anytime or anywhere.

Hybrid courses designated as HB are also available through BHCCOnline. These courses include both traditional classroom and online components. Students in hybrid courses generally meet onsite for 50 percent of the instructional time. The other 50 percent of instruction is conducted online.

To succeed in online or hybrid courses, students must have a computer with Internet access. A multi-media computer with at least a 600 MHz processor, 128 MB of RAM,

or a comparable Macintosh is recommended. Although a 56k connection may be adequate, broadband access is preferable. Internet Explorer 6.0, Netscape 7x, or Mozilla Firefox 1.0x are some of accepted browsers. A recent version of Microsoft Office is also recommended.

It is expected that students possess basic computer skills such as navigating the World Wide Web, sending and receiving email with attachments, and word processing.

Students are expected to have solid reading and writing skills with the ability to follow directions. Successful students are highly motivated, independent learners with excellent time management skills. Distance learning students are required to maintain a consistent pace in submitting coursework and participating in online activities. It is expected that students enrolled in online and hybrid courses spend between 6-10 hours each week working on their course.

Students must begin their online coursework during the first week of the semester and are expected to complete their course in a semester's time. Students may access their online course(s) on the first day of classes. To receive a username and password for course access, students must complete a process in *My Online Course Access*. Directions are available in the Course Schedule booklet, or online at www.bhcc.mass.edu/mycourseaccess. Questions regarding access, technical requirements and related information may be emailed to onlinehelp@bhcc.mass.edu. Students may also call 617-228-2466 for more information.

New students are encouraged to attend one of the scheduled on-campus online course orientations or complete the online orientation demo available on the BHCCOnline web page at www.bhcc.mass.edu/bhcconline. Information about online tutoring, advising and online student support is also available on the BHCCOnline website. For access to online library resources, go to www.noblenet.org. Certain databases, however, can be accessed only with a library ID number. For more information, contact a member of the library staff.

Massachusetts Colleges Online

BHCC is a member of Massachusetts Colleges Online (MCO), a consortium of the 24 community and state colleges. The institutions have formed this partnership to extend convenient and flexible online courses and programs with students throughout the state and beyond. Students are encouraged to explore the website at www.mco.mass.edu to learn more about the more than 1,000 courses that are available through MCO. Although most courses transfer to other institutions, BHCC students should check with onlineadvising@bhcc.mass.edu for verification.

Interactive Televised Courses

Bunker Hill Community College uses interactive television technology for live courses broadcast from a network of higher educational institutions in Massachusetts. For more information, call 617-228-2214.

Home Study/External Study

Home Study/External Study is a delivery system for self-paced, individualized instruction that offers a series of courses designed for those who cannot attend classes on a weekly basis. In these courses, designated as ES, students utilize specially-designed study packets that enable them to study in the comfort of their homes. Course requirements include weekly take-home quizzes that are mailed back to the College plus exams that must be taken on campus. Home Study courses are credit-bearing and can be applied to degree programs at Bunker Hill Community College or may be transferred to other institutions. All Home Study courses provide the same course content that students would receive in a traditional classroom setting. For more information, call 617-228-2466.

Weekend College

The Weekend College is for busy adults who want to earn college credits on the weekends in an accelerated approach. The Weekend College schedules classes in various formats that provide students with flexible options as well as give them an opportunity to complete their programs of study by attending classes only on the weekends. Course schedules include:



- Eight-week concentrated mini-semesters that meet on Saturdays and/or Sundays;
- Hybrid courses that combine classroom instruction with online instruction;
- Web courses;
- Individualized, self-paced courses through the Center for Self-Directed Learning;
- Traditional sixteen-week courses available on Friday evenings, Saturdays, and Sundays.

Weekend College Enrollment Process

Students follow the same steps to enrollment as non-Weekend College students. For more information, go to www.bhcc.mass.edu and follow the directions for steps to enrollment. Interested students may also contact an online advisor at onlineadvising@bhcc.mass.edu or call 617-228-2214 for further information.

The College offers drop-in advising services on Saturdays and Sundays during the fall and spring semesters from 8:30 a.m. - 4:00 p.m. in room B109. Call 617-228-2230 for more information. The College provides assessment testing, required for most students before they register, on weekdays, evenings and some Saturdays. The computerized placement tests (CPTs) assess the students' skill level in mathematics, English, and reading. The College uses test results to determine students' starting points for their programs. The College administers CPTs in the Assessment Center, room B118, Charlestown Campus. Assessment testing is available on a drop-in basis. For testing times, call 617-228-2468. Students receive a testing exemption if they provide transcripts of completed courses in math and writing.

The Weekend College conducts registration during each of the Orientation Sessions. Students also may register for classes during any of the day and evening registration times. For more information, call 617-228-2345 or email onlineadvising@bhcc.mass.edu.

Weekend College Academic Support Services

The Library and Learning Commons, Center for Self-Directed Learning, Tutoring and Academic Support Center, Language Lab, Math Lab, BHCConline Office and Advising Center provide an array of services for all students during the weekends during the fall and spring semesters.

For more information, students may attend one of the scheduled weekend information sessions, visit the Advising Center in room B109 or email onlineadvising@bhcc.mass.edu.

Academic Policy and Procedure



Code of Behavior

Bunker Hill Community College expects students to behave in a manner appropriate to a college environment. College policy prohibits specific behaviors on campus property as described here and in the Student Handbook. These actions include disruptive behavior; violence or the written threat of violence; the possession or use of controlled substances or alcohol on College property; possession or use of weapons, ammunition or fireworks on College property; gambling on College property; unauthorized mass action; hazing; removal or mutilation of library books; plagiarism; cheating; sexual, racial or ideological harassment and damage to College property.

If it is proven that a student in any course in which he or she is enrolled has knowingly cheated or plagiarized, this may result in a failing grade for an exam or assignment, withdrawal from the course or a failing grade in the course. The student would also be subject to disciplinary proceedings as outlined in the Student Handbook for violation of the Student Code of Conduct.

Complaints against students should be referred to the appropriate academic dean for inappropriate behavior in the classroom, or to the Dean of Student Affairs for inappropriate behavior on College property. If necessary, the Dean will convene a disciplinary hearing committee. The members of the hearing committee make a

recommendation to the Vice President regarding the disposition of the case. The Vice President's decision is final and binding.

Complaints by students against other members of the College community may be resolved through the Student Grievance Procedure. Refer to the Bunker Hill Community College Student Handbook for more information.

Absence Due to Religious Beliefs

1985 Regular Session

STUDENTS ABSENCE DUE TO RELIGIOUS BELIEFS

Chapter 375

*AN ACT EXCUSING THE ABSENCE OF STUDENTS
FOR THEIR RELIGIOUS BELIEFS.*

*Be it enacted by the Senate and House of Representatives in General Court
assembled, and by the authority of the same, as follows:*

*Chapter 151C of the General Laws is hereby amended
by inserting after section 2A the following section:*

Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section.

*A copy of this section shall be published by each institution of higher education
in the catalog of such institution containing the list of available courses.*

Approved October 8, 1985

Attendance

Because poor attendance generally results in poor grades, students must attend all regularly-scheduled classes and laboratory sessions. Students having attendance difficulties should discuss this matter with their faculty members and advisors.

Students who know they will be absent for three or more consecutive class sessions because of a family emergency or personal illness should report the extended absence to the Office of the Dean of Student Affairs. The Dean will notify the faculty of the absence. Upon returning to class, students are responsible for discussing with their faculty members the completion of all course requirements. If the faculty member and student find it impossible to complete all assigned work, the student may need to withdraw from the course.

Students who attend no class meetings during the first four weeks of the semester will be withdrawn from the course and receive an NA (non-attendance) grade. The grade appears on the transcript and is counted toward credits attempted but is not computed in the grade point average. The NA grade designation is not used during the summer semester.

Auditing a Course

Students desiring to audit a course must obtain permission from the Registrar or the Assistant Registrar. Audit students must pay full tuition and fees. The audit request must be made at the time of registration.

Change of Grades

Students must direct questions regarding grades to the course instructor. The instructor will change final grades only if a clerical error exists. Students must submit a written request to the instructor for re-evaluation if they feel that an error exists. The final decision regarding grades rests with the professor/instructor. Students may initiate grade complaints no later than 30 calendar days following the last day of the instructional period for which the grade was granted. Refer to the Bunker Hill Community College Student Handbook for more information.

Clinical Experience Responsibilities

Students enrolled in programs that require clinical experience must adhere to all stated objectives and course competencies including those required for the clinical experience. Students are accountable for their behavior and demeanor during all clinical experiences and must conduct themselves in a manner that is in keeping with the professional conduct expected in their fields.

The College reserves the right to suspend and/or remove students from the clinical experience whose behavior is considered inappropriate. Removal may adversely affect prospects for completing the requirements of these programs. Students so removed may appeal in writing to the Office of the Associate Dean of Academic Affairs. Students participating in clinical experiences should refer to the Criminal Offender Record

Information (CORI) and the Sex Offender Registry Information (SORI) requirements listed on page 14 of this catalog.

Course Load

Students who carry 12 or more credit hours in a fall or spring semester or six credit hours in a summer or mini-session are full-time students. Students must enroll in a minimum of 15 credit hours per semester in order to complete an associate degree program in two years. Students who wish to carry more than 18 credits during a fall or spring semester or nine credits during a summer or mini-session must obtain written permission from the appropriate academic dean.

Course Prerequisites

Some courses require that students meet certain conditions prior to registering. These conditions are known as prerequisites. Prerequisites include completion of lower-level courses with a passing grade, completion of Computerized Placement Tests (CPTs) or formal admission to a specific program of study. In order to count a course from another college or university as a prerequisite at BHCC, students must bring evidence of completion of that course at the time of registration.

Dean's List

Students completing a minimum of 12 credit hours in courses graded A, B or C with a grade point average of at least 3.00 are named to the Dean's List, provided that no grade lower than C was earned in any course that semester. Grades lower than C include D, F, W, WA, NA and IP. For Dean's List computation, P is not considered a letter grade. Only courses numbered 100 or higher are considered in determining eligibility for the Dean's List.

Dropping or Adding a Course

Students may adjust their schedules either during the registration period or during the schedule adjustment period. After the schedule adjustment period, students may add only those courses offered through the Center for Self-Directed Learning or Home Studies courses. Refer to the College's Course Schedule booklet for published deadlines.

Final Examination Schedule

Final examinations take place during the last week of the semester. Final examination makeup time is scheduled for the last day of final exam week. Students who are scheduled for two final examinations at the same time or who have more than two exams scheduled in one day may request that they be allowed to take one of those exams during the final examination makeup time. Students who miss final examinations must notify the academic dean of their program area immediately, stating the reason. The individual faculty member makes the decision regarding makeup of final exams.

Grading and Notation System (effective January, 1990)

GRADES AND NOTATIONS	DEFINITIONS OF GRADES AND NOTATIONS	QUALITY POINTS PER CREDIT HOUR
A	Equivalent to a numerical grade of 94 - 100	4.00
A-	Equivalent to a numerical grade of 90 - 93	3.70
B+	Equivalent to a numerical grade of 87 - 89	3.30
B	Equivalent to a numerical grade of 83 - 86	3.00
B-	Equivalent to a numerical grade of 80 - 82	2.70
C+	Equivalent to a numerical grade of 77 - 79	2.30
C	Equivalent to a numerical grade of 70 - 76	2.00
D	Equivalent to a numerical grade of 60 - 69	1.00
F	Equivalent to a numerical grade of 0 - 59	none
P	Indicates satisfactory completion of coursework where no letter grade is given, or award of credits for a course by special examination. It is equivalent to a grade of C or higher and carries no quality points. Credit hours will be given equivalent to the number of credit hours normally assigned to the course	none
IP	Required work in the course is in progress. The method and time for completion of work must be agreed upon in writing by student and instructor; no credit is earned until the course is completed. IPs not completed by the end of the following semester are automatically changed to a grade of F unless an IP extension is agreed upon in writing by student and instructor and submitted to the Enrollment Services Center	none
AU	Audit; no credit earned	none
NA	Students who register for a specific course and who have not attended class meetings during the first four weeks of the semester will be withdrawn from the course and receive the grade designation NA (non-attendance) which will appear on the transcript and be counted toward credits attempted but not computed in the grade point average. The NA grade designation is not used during the summer semester	none
W	Official withdrawal from a course; no credit earned	none
WA	Administrative withdrawal from a course; no credit earned	none

The total quality points for a course is computed by multiplying the grade quality point by the number of credits for the course; for example, an A in College Writing (3 credits) produces 12.0 quality points.

Computation of Grade Point Average: The Cumulative Grade Point Average (CGPA) is computed by dividing the total number of quality points by the total number of credit hours attempted at Bunker Hill Community College. Grades of P, IP, AU, NA, W and WA are not calculated in the semester, cumulative or graduation grade point average. All grades are used in determining satisfactory academic progress, suspension and probation.

Example for determining a Cumulative Grade Point Average:

COURSE	CREDITS ATTEMPTED	GRADE	QUALITY POINTS	QUALITY POINTS EARNED
ENG112	3	A- =	(3.70)	11.10
MAT196	3	C+ =	(2.30)	6.90
BIO102	4	B =	(3.00)	12.00
SPN201	3	F =	(0.00)	0.00
TOTAL	13			30.00

Cumulative Grade Point Average (C.GPA): $30 \div 13 = 2.31$

Graduation Grade Point Average is calculated in the same manner but excludes developmental course work (i.e. courses numbered below 100).

Graduation with Honors

Highest Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.90 - 4.00, less developmental credits.

High Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.50 - 3.89, less developmental credits.

Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.30 - 3.49, less developmental credits.

The College gives honors awards for the highest grade point average, less developmental credits, in each program.





Satisfactory Academic Progress

Progress Reports

At the seventh week of the semester, course instructors issue warning grades to all students doing minimal or failing work. Students who receive such warnings should discuss their academic progress with the appropriate instructor and their advisor.

Program Changes

Students wishing to change from one program of study to another should consult with their advisors. Students then must complete a change of program form, available in the Enrollment Services Center. The Enrollment Services Center issues final approval for all program changes. A program change may increase the time needed for students to complete program requirements for graduation. Students who receive financial aid should consult with the Financial Aid Office regarding the fiscal implications of program changes. Students changing their program must fulfill the curriculum year program requirements in effect at the beginning of the semester following the date of the change.

Repeating a Course

Students may repeat only courses in which they earn a grade of D, F, W, WA or NA. The grade earned in the final attempt automatically becomes the official grade for

purposes of calculating grade point average and for determining eligibility for graduation. The grades for each attempt, however, are recorded on the student's transcript. Certain courses in the health programs must be repeated until the student earns a grade of A or B. When this exception applies, the College notifies the student.

Academic Standing

The College considers students to be in good academic standing if they successfully complete 66 percent or more of the total number of credits attempted with a cumulative grade point average of 2.00 or higher. Courses with a grade of IP, F, NA, W or WA are not considered to be completed successfully.

Satisfactory Academic Progress

In order to continue at Bunker Hill Community College and/or receive financial aid, students must make satisfactory progress toward a degree or certificate. The College considers students to be achieving satisfactory academic progress if they complete 66 percent or more of the total number of credits attempted and meet the following minimum cumulative grade point average:

CREDITS ATTEMPTED	CUMULATIVE GRADE POINT AVERAGE
Below 12	no minimum
12-30	1.79
Above 30	2.00

Academic Probation

The College places those students on academic probation who fail to meet the criterion of satisfactory academic progress. Students placed on academic probation may enroll in no more than 10 credits each semester while on probation, unless a TASC advisor grants permission to register for 12 credits.

Students who fail to attain both the required cumulative GPA and the percentage of total credits attempted remain on academic probation even though they attain the appropriate semester GPA and complete 66 percent of credits attempted in the probationary semester. Students who remain on academic probation status for three consecutive semesters are placed on academic suspension.

The College mandates academic support for students on academic probation. Students must meet with a counselor or a designated academic advisor to discuss the factors interfering with academic progress, to determine appropriate course selections for the next semester and to develop an individual plan for academic success.



Academic Suspension

The College will suspend students from attending the College if either of the following circumstances occurs during any probationary semester:

- A student fails to achieve a semester grade point average of 1.79 for between 12 and 30 credits attempted or 2.00 for more than 30 credits attempted;
- A student fails to complete a minimum of 66 percent of the total number of credits attempted.

The College will also suspend students from attending the College who have remained on academic probation for three consecutive semesters (see *Academic Probation*).

Following a minimum leave of one semester, the College may consider for re-admission students on academic suspension who provide the College with evidence of increased potential for academic success. Students must complete an application for re-admission secured through the Enrollment Services Center. Re-admission is contingent upon a review of the application by their Divisional Dean and space availability. Students are placed on academic probation for the semester in which they are readmitted (see *Academic Probation*).

Appeals Process

Students placed on academic probation or suspension from the College for unsatisfactory academic progress have the right to appeal to have the sanction lifted. For students on academic probation, the College grants appeals based on computational error. For students placed on suspension, the College grants appeals based on documented extraordinary personal circumstance. The decision of the Academic Appeals Committee is final. Academic reinstatement does not automatically reestablish eligibility for Financial Aid. See page 24 for information on the Financial Aid appeals process.

Withdrawal from a Course

Students may withdraw from a course only during the semester in which they are registered for the course and only by the deadline specified for each semester. The College does not process course withdrawals after the withdrawal deadline date specified for each semester. The College issues no refunds for students who withdraw from a course.

To withdraw from a course, students must complete and submit the appropriate course withdrawal forms, which are available at the Enrollment Services Center. After students officially withdraw, their transcripts show grades of W. The College designates course withdrawals as “uncompleted courses,” which may adversely affect academic standing and financial aid eligibility. Failure to attend or ceasing to attend classes does not constitute withdrawal from the course and results in a grade of F or NA for the course (see *Satisfactory Academic Progress*).

Withdrawal from the College

Students may withdraw from the College only during the semester in which they are registered. Withdrawals are not processed retroactively, that is, after the semester in which the student was enrolled. Students who withdraw from the College are not entitled to a refund. To withdraw from the College, students must complete a withdrawal form available at the Enrollment Services Center, complete all the withdrawal steps and submit the completed form to the Enrollment Services Center. Students who withdraw from the College receive W grades on their transcripts for all courses for the semester withdrawn. Failure to attend or ceasing to attend a class or classes does not constitute official withdrawal from the College and results in grades of F or NA for the course or courses. Failure to withdraw formally may affect students’ academic standing and eligibility to receive financial aid (see *Satisfactory Academic Progress*). Students desiring to be readmitted to the College may do so without submitting an application if they reapply within two consecutive semesters of the date of withdrawal.

Institutional Policy Statements

Affirmative Action and Equal Opportunity Policy

Bunker Hill Community College is an Affirmative Action/Equal Opportunity Employer. We are committed to a diverse, multicultural, multi-ethnic work environment. Women, people of color, persons with disabilities and others are strongly encouraged to apply.

Bunker Hill Community College does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation or disability status in its educational programs or in admission to, access to, treatment in or employment in its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated there under; 34 CFR Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). Direct all inquiries concerning application of these regulations to the Director of Diversity and Inclusion, the College's Affirmative Action Officer and Title IX and Section 504 Coordinator, by calling 617-228-3311.

When a student or employee believes s/he has been discriminated against based on race, color, national origin, age, gender, sexual orientation or disability status, the College's Affirmative Action Plan provides an informal complaint process and a formal grievance process which may be accessed by any member of the College community. For more information, or for a copy of the plan, contact the Affirmative Action Officer at 617-228-3311.

Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Students are informed of their rights under this act through the College Catalog and the Student Handbook. They are:

- **The right to Inspect and Review** the student's educational records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- **The right to Challenge Records** and request the amendment of the student's educational record that the student believes is inaccurate or misleading. Students may ask the College to amend a record by writing to the

College official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- **The right to consent to Record Disclosure** of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agency); a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance





committee, or assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

- **The right of Complaint**, to file a complaint with the U.S. Department of Education concerning alleged failures by Bunker Hill Community College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605**

Directory Information

Bunker Hill Community College has designated the following items as directory information: student name, academic program, semesters of attendance, current enrollment status, Dean's List, degrees or certificates awarded and dates of graduation.

The College may release directory information to a third party requesting such student information without first obtaining the student's consent.

A student has the right to refuse to permit the College to release directory information. In order to facilitate this, a student must request in writing that a privacy code be placed on his/her directory information through the Enrollment Services Center. If a privacy code is placed on a student's record, no directory information will be released in College publications or to third parties, excluding cases in which the Solomon Amendment or lawful subpoenas require the College to release such information by law.

Notwithstanding the College's definition of directory information, the Department of Defense, pursuant to the Omnibus Consolidated Appropriations Act of 1997, identifies the following additional student information as directory information for Department of Defense purposes: student's address, age and level of education. This information is available and accessible from student records. Nonconsensual release of directory information may be submitted to the Department of Defense in accordance with the Solomon Amendment.

Sexual Harassment

Sexual harassment of a student, an employee or any other person in the College is unlawful, unacceptable, impermissible and intolerable.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors and other physical conduct and expressive behavior of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance and creating an intimidating, hostile or demeaning employment or educational environment.

A student, an employee, or any other person in the College who is found to have engaged in sexual harassment is subject to discipline up to and including termination of employment or expulsion from the College.

When a student, an employee or any other person in the College believes s/he has been the subject of sexual harassment, the grievance process is a mechanism for redress. All grievants must contact the College's Affirmative Action Officer before proceeding under the Affirmative Action Policy's Grievance and Hearing Procedure. Reasonable efforts are made to maintain confidentiality during the grievance process. Sexual harassment is forbidden by both federal and state regulations. In keeping with these regulations, a concerted effort will be made to protect employees, students and others from sexual harassment as defined.

For the full text of the College's policy concerning sexual harassment, refer to the Bunker Hill Community College Student Handbook.

Student Right-to-Know Completion Information

As mandated by the Public Law 101-542, the Student Right-to-Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments of 1991, the public may obtain Bunker Hill Community College student completion information. This information is available in the Office of Institutional Effectiveness and the Office of the Dean of Student Affairs.

Academic and Student Services



Enrollment Services Center

The Enrollment Services Center provides a variety of services to students. Prospective students may obtain information regarding applying to a degree program, registration, graduation, specialized programs and Course Schedules through the Enrollment Services Center or via the College website at www.bhcc.mass.edu. The Enrollment Services Center also provides registration services for all new and currently enrolled students, degree- or non-degree-seeking and those taking noncredit courses. Registration services include course scheduling, course and College withdrawal and schedule adjustment. The Enrollment Services Center processes transcript and verification requests, the graduation application process, changes of programs and changes to personal information.

Online Services

The College offers all students secure, easy online access to academic/financial records and course availability information. Using a password, students access this information directly at <http://onlineservices.bhcc.mass.edu>. The College provides information online for students regarding semester grades, unofficial transcript, placement test summary, account summary, financial aid status, search for classes and Course Schedules.

Registration. Students with a GPA of at least 2.00 and a minimum of 12 completed credits may register and pay online, providing their student payment account and immunization records (if applicable) are in good standing. Students who have fewer than 12 completed credits and a 2.00 GPA may petition the Enrollment Services Center for online registration access by calling 617-228-2403.

Payment. Students can access their financial account summaries online at <http://onlineservices.bhcc.mass.edu>. The account shows both current semester payments received and balances due. Students also are able to make online payments using VISA, MasterCard, Discover and American Express. For information regarding your password and online access, please call the Student Helpline at 617-228-3441. Students also are able to make payments by phone by calling 1-866-519-0785.

Financial Aid. Through the online services system, students can see and print their Financial Aid award letters, view their current and previous years' Financial Aid records and check the status of their current Financial Aid application documentation.

Student Records. Students who have completed coursework since 1984 can access their academic records online. The records include GPA, assessment test scores (since 2003), educational plans, current Course Schedules and unofficial transcripts.

Obtaining a Password. The College creates students' initial passwords using the last six digits of their Student ID. To obtain a password, go to <http://onlineservices.bhcc.mass.edu> and select the *Student* menu. Select *What's My User Id?* and input your last name and either your Social Security Number or your BHCC Student ID, and submit this information. You will receive your User ID. Now select Log In and input your User ID. You will also need to input an initial password, which is the last 6 digits of your Social Security Number if you have one or the last 6 digits of your BHCC Student ID. The system will then require you to change your password. Please note that your password must contain between 6 and 9 characters, include both letters and numbers, and contain no special symbols.

If you have created a password in the past but have forgotten it, you can automatically reset your password by selecting *What's My Password?* For information regarding obtaining a password or accessing online services, call the Student Helpline at 617-228-3441.

Advising/Counseling Center

The Advising/Counseling Center provides a variety of services to assist students in achieving their academic, vocational and personal goals. These services include interpretation of assessment scores and assistance with selection of a program of

study, course placement, course selection and registration. The Center staff also assists students with a variety of issues and concerns affecting their educational success. The College encourages students with academic and/or personal concerns to meet with an academic counselor at the Advising/Counseling Center, room B109, Charlestown Campus, or call 617-228-2230.

Transfer Counseling

The College encourages students to meet with the transfer counselor to discuss the selection of a major and a transfer college, as well as to seek assistance with procedures to facilitate the transfer process. For transfer information, visit the Admissions Office, room B202, Charlestown Campus, or call 617-228-2299.

The International Center

The International Center provides programs, services and activities designed to advance the internationalization of the College community. Staff at the Center provide comprehensive programs and individual assistance to international students from more than 90 countries who are welcomed to the College every year. The Center, with assistance from the Student Government Association, provides opportunities for students, faculty and staff to participate in international study and travel experiences in a variety of locations such as Costa Rica, the Czech Republic, France, Italy, Mexico, Spain, China and the United Kingdom. The Center hosts many international visitors and the Center staff members develop customized training programs for educators and students from around the world. With federal funding, the Center provides support to faculty to develop new international courses and to update their courses to include an international perspective, so that graduates are prepared to practice their professions within a global and multicultural environment.

The International Center is located in room E236, Charlestown Campus, and can be reached by calling 617-228-2460 or by email at international@bhcc.mass.edu.

International students who wish to attend Bunker Hill Community College apply through the International Center, where they can obtain the necessary documentation to apply for student visas to study in the United States. International Student Advisors in the International Center assist students to maintain legal immigration status, obtain student visas, apply for a change of their tourist visas to student visas, transfer to other colleges, obtain work permission, obtain practical training and arrange travel or temporary absence certification from the United States. The International Student Advisors also serve as counselors to discuss academic concerns and/or personal issues such as adjustment to life in the United States. Orientation, social and cultural programs sponsored by the Center help international students learn more about U.S. culture and the educational system.





Career Center

The Career Center provides a wide range of career services to all currently enrolled students and alumni and provides a valuable link in the partnership between the College and the business community. Working closely with the academic programs, career counselors assist students in the process of career development, occupational research and job search. The Center houses a library of career information, current job listings, internships, and career/job search resources, including DISCOVER, a computer-based career and educational planning program and several resume writing software programs. The Career Center is located in room M101 on the Charlestown Campus and can be reached at 617-228-2245, or visit www.bhcc.mass.edu/careercenter.

Career and Life Planning. The Career Center provides an opportunity for students to identify their interests, skills and values by offering workshops and assessments, including the Self-Directed Search and the Myers-Briggs Type Indicator, all designed to help students choose a major or make career decisions. These tools will help students set personal and educational goals as they start and continue their college education. Career counselors are available to meet with students individually to guide them through the process of career exploration.

Job Search Activities. Workshops designed to assist students in all aspects of finding and keeping employment are offered, including resume writing, interviewing skills, how to look for a job, tips for second language job seekers, and more. Jobs are posted weekly from Boston-area employers and students and alumni can receive

coaching and support while they conduct their job search. Employers are invited to recruit on campus throughout the year and a Job Club for graduating students is also offered.

Job Fairs. Job Fairs are held in the fall and spring semesters and provide employers with an opportunity to actively recruit on campus. Students are able to explore employment and career opportunities in several industries through personal contact with employers. Job Fairs are widely advertised on the campus. Workshops are offered through the Career Center to prepare students to be successful at the Job Fair.

Internship Programs. The College supports the opportunity for students to gain hands-on experience in a field of study through two types of internships: *Academic Program Internships* are 3-credit courses available in several disciplines that count toward a degree or certificate. *Career Development Internships* are non-credit field placements matched to career learning goals. Current postings, workshops, and advising are offered to help students identify opportunities, apply, and empower success on the internship. For more information contact the Internship Coordinator, room B211D, Charlestown Campus, or visit www.bhcc.mass.edu/internships4students.

Office for Students with Disabilities

The College provides support services for students with documented disabilities. These services include classroom accommodations, testing modifications and the use of assistive technology. In addition, the Office offers academic advising, supportive counseling and study and support groups. These services promote equal access and student success, while maintaining student confidentiality and consideration in accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973. Students with appropriate documentation who wish to request accommodations should register with the Office for Students with Disabilities, room D106, Charlestown Campus, or call 617-228-3415 or 617-228-2234.

Note: Students are responsible for initiating the request for accommodations, which are only permissible through the Office for Students with Disabilities.

Health Services

Bunker Hill Community College offers health services to promote health education and wellness in an atmosphere that is welcoming, culturally sensitive and growth producing. The Health Services Office promotes wellness through regularly-scheduled health education and counseling programs.

The Health Services Coordinator provides emergency first aid and treatment of minor injuries and common illnesses and is available to discuss the individual health concerns of students, faculty and staff. The Coordinator acts as a resource for referral to local health care providers and health screening. For more information, visit the Health Services Office, room E154, Charlestown Campus or call 617-228-2274.

General Services

Bunker Hill Community College is a smoke-free environment. Smoking is not allowed in any building on any campus.

Bookstore. The bookstore is located on the fourth floor, E-Building, Charlestown Campus, and operates all year round as a service to the students, faculty and staff. The bookstore stocks textbooks and related materials for all college courses. In addition, the store sells school supplies, reference materials, backpacks, clothing, gifts, and more. During the beginning of each semester, the bookstore brings course materials to the Chelsea campus for courses offered at that location. BHCC students can now order their textbooks online at www.whywaitforbooks.com to have them shipped or for easy pick up with no waiting in line. For store hours and inquiries, visit the bookstore's web site at www.bhcc.bnccollege.com or contact the bookstore at 617-241-5161.

Food Services. A full-service cafeteria is located on the fourth floor, E-Building, Charlestown Campus. The cafeteria is open Monday through Friday during the fall and spring semesters, including late afternoon/early evening hours Monday through Thursday. A café, which is open days, evenings and weekends year-round, is located in the Main Lobby, Charlestown Campus.

Day Care/Child Focus Centers. Located on both the Charlestown and Chelsea Campuses, the Centers are preschools and kindergartens (at Charlestown only) licensed by the Massachusetts Department of Early Education and Care. Both Centers are accredited by the National Association for the Education of Young Children (NAEYC). The Centers are open to the children of students, faculty and staff of Bunker Hill Community College. For more information, call 617-241-5464.

Student Lounges. Lounges are located throughout the College and provide areas for quiet reading, conversation and table games.

Parking. Parking at the Charlestown and Chelsea College campuses is restricted to permit holders. On the Charlestown Campus, one-hour visitor parking is available in Lot Number 4, adjacent to the B-Building. The perimeter roadway and Lots 3, 4, 5 and 6 are reserved for faculty and staff parking. Student parking is available in designated Lots numbered 1 and 2. Charlestown Campus Lot 4, adjacent to B-Building, provides designated parking spaces for persons with disabilities. The Chelsea Campus provides similar parking in designated spaces for faculty and staff only. There is no student parking on the Chelsea Campus. The Student Handbook contains complete information regarding parking regulations. The College is not responsible for any damage to and/or theft of any vehicles.

Public Transportation and Directions. All College campuses and satellites are accessible by public transportation. See directions to each College location and an MBTA map beginning on page 216.

Security. Crime Statistics Law, 20 U.S.C. 1092F, mandates that each year colleges report for the previous calendar year and for two prior years, if available, statistics concerning on-campus occurrences of crimes of murder, sexual offenses, robbery, aggravated assault, burglary and motor vehicle theft. In addition, the law requires that the College report the number of on-campus arrests for liquor violations, drug abuse violations and the possession of weapons. In compliance with the law, Bunker Hill Community College makes this information available through the Public Safety Office, room E127, Charlestown Campus and via the College website at www.bhcc.mass.edu.

Evening and Weekend Services

In order to address evening students' needs, the College offers support services Monday through Thursday evenings. Enrollment Services, Financial Aid, Student Payment, Advising and Assessment are open Monday through Thursday in the evening until 7 p.m. Some offices are also open on weekends. Please see specific offices for schedules.

An academic dean is available on the Charlestown Campus Monday through Friday evenings until 7 p.m. during the fall and spring semesters. Students may consult the academic deans to seek information regarding their programs of study, specific courses or for other academic issues. On weekends during the fall and spring semesters, the Dean of BHCCOnline and Weekend College or his representative is available to address academic issues. BHCCOnline, Academic Computing Center, Audio-Visual Center, Center for Self-Directed Learning, Library and Learning Commons, Language Lab, Math Lab and the Tutoring and Academic Support Center are open during the evenings and weekends on the Charlestown Campus during the fall and spring semesters, and evenings Monday through Thursday during summer sessions, to support the academic needs of evening and weekend students.

The College schedules evening workshops such as Test-Taking Strategies, Choosing Your Major, Stress Reduction and a College Transfer Evening each semester. In addition, the College offers evening cultural activities for students, including a poetry series and musical entertainment.

The Enrollment Services Center in the Main Lobby of both campuses is open evenings, and also on weekends on the Charlestown campus during the fall and spring semesters, to provide students with program information, assistance with transcript requests, change of program forms, degree audits, advising and registration. In addition, students may speak with a faculty member, advisor or a peer counselor concerning admission to the College or specific program requirements.

The Student Payment Office is open Monday through Thursday evenings, and also some Saturday hours during the fall and spring semesters, to assist students with account information and the purchase of parking permits.

Student Activities and Athletics

The Bookstore has extended evening hours during the beginning of each semester and is open on Saturdays during the fall and spring semesters. BHCC students can now order their textbooks online at www.whywaitforbooks.com to have them shipped or for easy pick up with no waiting in line. For store hours and inquiries, visit the bookstore's web site at www.bhcc.bnccollege.com or contact the bookstore at 617-241-5161.

The Café, located in the Main Lobby of the Charlestown Campus, is open evenings Monday through Friday, and also on weekends during fall and spring semesters.

Student Activities and Athletics

Bunker Hill Community College offers a variety of co-curricular activities that provide students with opportunities to develop leadership skills and to engage in social interaction. Students can serve as leaders of a wide array of clubs and organizations, and work with College staff to administer the programs. The activities are designed to promote intellectual development and cultural awareness and understanding.

The Student Government Association (SGA) is an elected body of Bunker Hill students that provides the opportunity for students to develop leadership skills. Student Government Association members work in collaboration with the College administration to enhance the quality of student life on campus. Their meetings are open and all students are encouraged to take part in the decision-making process. The College requires any student holding or seeking an elected or appointed position in the SGA to continue to make satisfactory academic progress. The SGA develops a proposed annual budget with the Coordinator of Student Activities. The Dean of Student Affairs reviews the budget proposal. The College President approves the final SGA budget, which is funded with income derived from student fees.

The Campus Activities Board (CAB) organizes and administers events and activities that include films, lectures, concerts, comedy shows, and international festivals. Membership in the CAB is voluntary and open to all students in good academic standing with the College.

Clubs and Organizations provide the opportunity for students to meet other students, have fun, learn, and develop organizational skills. The Student Government Association formally approves clubs and organizations. The following clubs and organizations are active:

- **African-American Cultural Society**
- **Alpha Kappa Mu Honor Society**
- **Amnesty International at BHCC**
- **Arab Students Association**
- **Art Club**
- **Asian Students Association**
- **Brazilian Cultural Club**
- **Business Club**

- **Campus Activities Board**
- **Cape Verdean Club**
- **Criminal Justice Society**
- **Evening Students Association**
- **Gay, Lesbian, Bisexual and Transgender Student Union**
- **Gospel Choir**
- **Haitian Club**
- **Hillel Club**
- **Hospitality Club**
- **Islamic Students Association**
- **Italian American Society**
- **Latinos Unidos Club**
- **Multicultural Club**
- **Parents Association**
- **The Real Life Club**
- **S.H.O.C.W.A.V.E.S. (Students Helping Our Communities with Active Volunteer Experiences and Service)**
- **Stage and Screen Club**
- **Student Government Association**
- **Upsidedown Club**
- **Veterans of all Nations Club**
- **WBCC Radio Station**
- **Writer's Block**

Athletics. The Athletic Department sponsors varsity level sports in Men's and Women's Basketball, Men's and Women's Soccer, Men's Baseball, Women's Softball (Fast Pitch!) and Co-ed Golf. College League Memberships include NJCAA (National Junior College Athletic Association) Division III and the MCCAC (Massachusetts Community College Athletic Conference) Division III. Intramural College Activities include 3 on 3 Basketball, Tennis, Table Tennis, Chess and Checkers.

Student Handbook. The Student Handbook includes information about College policies, student disciplinary procedures, student rights and responsibilities and student services. The student grievance procedure for complaints regarding College policies, practices, or personnel is detailed in the *Student Handbook*. To obtain a copy, contact the Student Activities and Athletics Office, room D106H, Charlestown Campus. Direct all inquiries related to College regulations, student conduct and the student grievance procedure to the Office of the Dean of Student Affairs.

Hazing. The Massachusetts Legislature enacted a law in 1985 that prohibits hazing on all College campuses. Students may obtain copies of the law (MGLc269s17-19) from the Office of Student Activities and Athletics, room D106H.



BHCC Learning Communities: An Opportunity to Engage

BHCC Learning Communities provide students with the opportunity to learn in a supportive and engaging environment. Students who participate in BHCC Learning Communities benefit from interdisciplinary learning experiences, teacher-to-student mentoring, peer mentoring, and integrated support services.

BHCC Learning Communities promote active and engaged learning through such practices as collaborative and problem-based learning, peer teaching and study groups, and service learning. Learning Community structures build stronger relationships among students, faculty, and staff as well as encourage students to take responsibility for their learning. Students enrolled in Learning Communities are more likely to stay in college, do well in all their courses, and achieve their academic goals.

The Learning Community Seminar

The Learning Community Seminar (LCS-500) is a three-credit, college-level course orienting new students to the BHCC college experience and connecting them with other students, faculty, and campus resources. The Seminar is designed to help students discover their strengths and interests, explore career options, and develop the skills and confidence it takes to succeed. Modeled on the “workshop format” in which students learn by doing, the Seminar provides a student-centered learning environment that maximizes academic and personal growth. Frequent group activities, team projects, and peer mentoring create a community of learners sharing common needs and solutions.

The Learning Community Seminar is open to first time to college, full-time students. Each Seminar section explores a different theme. Students may choose a section based on their major or a topic of interest. The Seminar counts as an elective in several majors and programs. Students who are interested in enrolling in the Seminar should discuss this option with an academic advisor.

Learning Community Clusters

Learning Community Clusters enable students to take two or more courses together, and learn and study with the same group of students. In Learning Community Clusters, faculty members have planned their courses together around common themes. Sometimes the work in the Learning Community will be related to the

student’s major. Clusters offer smaller class sizes and hands-on activities such as field trips that make learning fun.

Common Interest Learning Communities

Common Interest Learning Communities bring together students with common interests, academic goals, or career aspirations for structured activities outside of the classroom. Students in Common Interest Learning Communities may share a common major, or they may have something else in common, such as new parenthood, being the first in their families to attend college, or a desire to transfer to a four-year college or university.

For more information about BHCC Learning Communities, contact the Assistant Director at 617-228-2238.

Office of Community Engagement

The Office of Community Engagement is the home to all Service Learning initiatives, student volunteer experiences, and community partnership developments. The Office of Community Engagement seeks to help students develop tangible skills through community service, service learning, civic engagement, and student activism. Whether the involvement is civic-centered or service-centered, the Office of Community Engagement will help students see the connection between involvement in their communities and their own professional and personal development. During the academic year, the office hosts a variety of programs, such as a Fall Community Service Fair, Hands-On Days, and workshops focused on leadership and civic engagement.

The Office of Community Engagement helps students find community organizations to volunteer with, and recognize how service connects with their professional development. The office staff can help students petition professors to use service learning, which allows students to combine service and research in the community that relates to the content of their class. Through these efforts, the Office of Community Engagement helps students realize their passions and interests by helping them become more civically involved in their community. For more information, visit the office in B211A or call 617-228-3485, or you may email the office staff at engagement@bhcc.mass.edu.

Programs of Study

Bunker Hill Community College offers numerous programs of study that lead to Associate in Arts (A.A.) degrees, Associate in Science (A.S.) degrees and certificates. All programs of study include courses from three required areas: general education requirements, career and/or liberal arts electives and program requirements. These required areas are explained on the following pages.

Associate in Arts (A.A.) degree concentrations prepare students to transfer to four-year colleges and universities. Extreme care was taken in fashioning these transfer-focused degrees. Nonetheless, the College advises students to comply with the following recommendations:

- In order to make the wisest choice of Bunker Hill Community College courses, consult the institution to which you wish to transfer.
- In order to facilitate transfer to the four-year institution, work with the BHCC transfer counselor and your academic advisor in planning your BHCC curriculum.

Associate in Science (A.S.) degree programs prepare students with the knowledge and skills necessary to enter the workforce at the conclusion of the degree. In addition to preparing students for employment, many Associate in Science degree programs transfer to four-year colleges and universities.

To assure smooth transfer to four-year programs, consult the institution to which you wish to transfer. Students will find current transfer agreements listed on page 34 of this catalog.

Certificate programs provide students with skill training and job upgrade opportunities.

See page 55 for a directory of all academic programs, organized by degree. Refer to the page number listed for your program of interest.

General Education Requirements

Bunker Hill Community College is committed to the belief that all graduates should possess the skills and breadth of knowledge necessary to live full and productive lives. The general education portion of associate degree programs assists students in acquiring knowledge and skills that enhance their major areas of concentration. Students who receive A.A. or A.S. degrees must take a total of 22 credits of general education.

Those credits must include:

1. ENG111 and ENG112 (six credits) to fulfill General Education Requirement 1 and
2. Sixteen additional credits to fulfill General Education Requirements 2, 3, 4, 5 and 6.

Students may fulfill their General Education requirement by completing one course from each of the six General Education menu areas listed on the fold-out section at the back of this publication. Instructors teaching General Education menu courses will outline in each course syllabus the General Education outcomes and requirements specific to their courses.

Students should consult their individual program grids in the following pages for general education course requirements specific to their major.

Some general education requirements are met by concentration courses. In this instance, an asterisk next to the menu number refers to a footnote below the program grid that states: "This requirement is satisfied by concentration courses."



General Education Outcomes for All Programs

- Students are able to interpret, analyze, synthesize, and evaluate information from multiple sources in a logical and coherent manner.
- Students are able to approach writing as a process and to write coherent, well developed, effectively proofread essays, research papers, arguments, and critical analyses while using sources responsibly.
- Students are able to explain the sociological and psychological concepts and theories that describe the nature of human societies and can relate these concepts and theories to their own life situations.
- Students are able to apply their understanding of diverse world perspectives and past historical events in order to critically evaluate potential resolutions to conflicts in our multicultural world.
- Students are able to apply computational methods, generate problem-solving strategies, and construct mathematical models necessary in a technologically sophisticated society.
- Students are able to use scientific methods of inquiry to investigate the ideas, laws, and theories used to explain the physical universe, its life forms and its natural phenomena.
- Students are able to explore the dimensions of the human intellect and imagination and develop an informed appreciation of the diverse modes of creative expression.

Refer to the fold-out section at the back of this publication for General Education Requirements and Elective Courses.

Student Learning Outcomes Assessment

The Student Learning Outcomes Assessment Program (SLOAP) is Bunker Hill Community College’s comprehensive plan to ensure relevant curriculum and quality teaching and learning in all of its academic and career programs. SLOAP was designed and implemented by the full-time faculty during the 2003-2004 academic year and it is designed to be a continuous and ongoing assessment of what students should know and be able to do as a result of enrolling in any College program or course.

A major belief of SLOAP is that writing is central to learning. Writing facilitates deep and efficient understanding of course content and develops the advanced critical thinking skills necessary for effective problem solving. Writing across the disciplines also helps students learn to communicate effectively, using the conventions appropriate to each discipline. This combination of improved critical thinking and communication skills supports personal and professional success.

In the pages that follow, each program has stated its mission in the program overview and has outlined the learning outcomes acquired upon completion of the program. Students should review this material along with the program curriculum in order to determine their individual expectations for a course of study. More information regarding the Student Learning Outcomes Assessment Program may be obtained from the Office of the Vice President of Academic Affairs.



BHCC Commonwealth Honors Program: An Invitation to Excellence



The Commonwealth Honors Program (CHP) offers students in the state's public colleges and universities an intellectually stimulating educational foundation for becoming independent thinkers and lifelong learners. Completing your degree within the Commonwealth Honors Program designates you as a Commonwealth Honors Program Scholar, and guarantees your transfer to the Commonwealth College at UMass Amherst or an Honors Program at any state college or university where you have been accepted. Students in the CHP can also participate in the Commonwealth Transfer Compact, Joint Admissions Program, and the Tuition Advantage Program for transfer to four-year public colleges and universities. Participation in this program will also enhance applications to private four-year institutions.

Honors Coursework

An Honors component is an additional part of a regular course in which a CHP student works with an Honors advisor and course professor to design an enriching and academically rigorous experience that earns Honors credit. Examples might be special research in a chemistry or psychology course, an art portfolio or an analysis of an author's works. Completion of an Honors component in a course will earn an Honors designation on your transcript for the course.

The Honors Seminar is an interdisciplinary three-credit course that allows students to develop their research skills by exploring the theme chosen for the semester from different perspectives. Recent Honors Seminar topics have included: *Shaping and Reflecting Who We Are*; *Our Changing Planet: Climate – Past and Present*; *Reflections on Evil*; *Concepts of Time*; and *The Oceans*.

The Honors Seminar satisfies the Menu 6 distribution requirement.

Admissions and Program Requirements

Some students enter the Honors Program immediately from high school. Others are returning BHCC students. To enter the Program you must satisfy one of the following requirements:

- Current BHCC student with a minimum 3.5 cumulative GPA and at least 12 earned credits;
- High school graduate with B+ average;
- Transfer student from another college with at least 12 earned credits and a 3.5 GPA; or
- Transfer student satisfactorily completing work in another CHP.

Scholarships

The College offers two scholarships of \$500 to Honors Program students. One is awarded to a continuing BHCC Honors Program student, the other to a student who has completed the Honors Program at BHCC and is transferring to a four-year institution to continue his/her education. For a complete listing of BHCC awards and scholarships, visit the College website at www.bhcc.mass.edu.



Associate Degree and Certificate Programs

Academic programs offered by BHCC begin on the following page. They are organized alphabetically by academic subject. Below is a listing of all academic programs organized alphabetically by degree. Refer to the page number listed below for the program of interest. *Refer to the fold-out section at the back of this publication for General Education Requirements and Elective Courses.*

	PAGE				
	54		15 • Computer Support Specialist Option	70	58 • Patient Care Technician
BHCC Commonwealth Honors Program			16 • Database Programming and Administration Option	71	59 • Phlebotomy Technician
ASSOCIATE IN ARTS DEGREES*			17 • Digital and Computer Forensics and Investigations Option	72	Business Administration:
GRID # PROGRAM	PAGE		18 • Network Technology and Administration Option	73	7 • Accounting Information
1 Business Concentration	56	Computer Media Technology:	Computer Media Technology:		8 • e-Commerce Marketing Management
81 Chemical Science Concentration	139	25 • Gaming/Computer Simulation Option	25 • Gaming/Computer Simulation Option	79	9 • International Business
11 Communication Concentration	66	26 • Web Development Option	26 • Web Development Option	80	10 • Paralegal
12 Computer Information Systems Concentration	67	28 Criminal Justice Program	28 Criminal Justice Program	82	Computer Information Technology:
13 Computer Science Concentration	68	30 Culinary Arts Program	30 Culinary Arts Program	84	19 • Computer Forensics
34 Education Concentration	88	32 Early Childhood Development Program	32 Early Childhood Development Program	86	20 • Computer Support Specialist
38 English Concentration	92	35 Electric Power Utility Program	35 Electric Power Utility Program	89	21 • Database Programming and Administration
84 Fine Arts Concentration	142	Engineering Program:	Engineering Program:		22 • Excel Applications Support Specialist
40 Foreign Language Concentration	94	36 • Biomedical Engineering Option	36 • Biomedical Engineering Option	90	23 • Network Technology and Administration
41 General Concentration	95	37 • Engineering Transfer Option	37 • Engineering Transfer Option	91	24 • Object Oriented Computer Programming and Design
62 History and Government Concentration	118	39 Fire Protection and Safety Program	39 Fire Protection and Safety Program	93	Computer Media Technology:
71 Mathematics Concentration	128	Hotel/Restaurant/Travel Program:	Hotel/Restaurant/Travel Program:		27 • Web Development
72 Music Concentration	129	64 • Hotel/Restaurant Management Option	64 • Hotel/Restaurant Management Option	121	Criminal Justice:
77 Physics/Engineering Concentration	135	65 • Travel and Tourism Management Option	65 • Travel and Tourism Management Option	122	29 • Law Enforcement
78 Psychology Concentration	136	67 Human Services Program	67 Human Services Program	124	31 Culinary Arts
82 Sociology Concentration	140	Medical Imaging Program	Medical Imaging Program	97	33 Early Childhood Development
83 Theatre Concentration	141	43 • Cardiac Sonography Option	43 • Cardiac Sonography Option	98	Human Services:
-----		44 • General Sonography Option	44 • General Sonography Option	99	68 • Community Health Worker
63 World Studies Emphasis*	119	45 • Medical Radiography Option	45 • Medical Radiography Option	100	69 • Professional Human Services Work
<i>Students enrolling in any A.A. degree program can earn World Studies Emphasis certification simultaneously.</i>		46 • Medical Radiography Part-time Evening Option	46 • Medical Radiography Part-time Evening Option	101	70 • Psychiatric Rehabilitation
ASSOCIATE IN SCIENCE DEGREES		Nursing Program	Nursing Program	107	56 Medical Coding
Biological Science Program:		52 • Nursing Program: Day/Evening Option	52 • Nursing Program: Day/Evening Option	108	Medical Imaging:
79 • Biology Transfer Option	137	53 • Nursing Program: Weekend Option	53 • Nursing Program: Weekend Option	109	47 • Computed Tomography
80 • Biotechnology Option	138	Office & Information Management Program	Office & Information Management Program	130	48 • Magnetic Resonance (MR)
Business Administration Program:		73 • Administrative Information Management Option	73 • Administrative Information Management Option	131	49 • Mammography
2 • Accounting Option	57	74 • Medical Information Management Option	74 • Medical Information Management Option	132	50 • PACS Administration
3 • Finance Option	58	54 Respiratory Therapy Program	54 Respiratory Therapy Program	110	51 • Vascular Sonography
4 • International Business Option	59	Visual and Media Arts Program:	Visual and Media Arts Program:		Office and Information Management:
5 • Management Option	60	85 • Graphic Design Program	85 • Graphic Design Program	143	75 • Information Management Specialist
6 • Technical Business Option	61	86 • Media Communications Program	86 • Media Communications Program	144	76 • Medical Information Management Assistant
42 Clinical Laboratory Science Program	96	CERTIFICATE PROGRAMS	CERTIFICATE PROGRAMS		Surgical Technology:
Computer Information Technology Program:		Allied Health:	Allied Health:		60 • Central Processing
14 • Computer Science Transfer Option	69	55 • Medical Assistant	55 • Medical Assistant	111	(Sterile Processing and Distribution Management)
		57 • Medical Lab Assistant	57 • Medical Lab Assistant	113	61 • Surgical Technology
					66 Travel and Tourism Management



1 Associate in Arts Degree: Business Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2*				
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
				19	
CONCENTRATION COURSES					
Introduction to Business	BUS101			3	
Principles of Accounting I	ACC101			3	
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Principles of Management	MAN111			3	BUS101
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Principles of Marketing	MAN105			3	ENG090 or placement and ESL098 or RDG095 or placement
Macroeconomics	ECO201			3	MAT094 or placement and ESL098 or RDG095 or placement
Principles of Accounting II	ACC102			3	ACC101
Microeconomics	ECO202			3	MAT094 or placement and ESL098 or RDG095 or placement
Calculus for Management Science	MAT231			4	MAT195
Behavioral Science Elective				3	
Lab Science Elective				4	
Literature Elective				3	pre/co-req ENG111
Literature Elective				3	pre/co-req ENG111
				44	
TOTAL CREDITS				63	

* This requirement is satisfied by Concentration Courses.

CONCENTRATION OVERVIEW

The Business Administration Department offers six high-demand academic programs, placing graduates in a competitive position when seeking employment or transferring to four-year academic institutions. Students qualify for entry-level positions within their areas of concentration.

This concentration prepares students to transfer to four-year colleges or universities and major in business administration. A bachelor's degree enhances the competitive status of students for entry into business-related fields, and is required for graduate work. The college has transfer articulation agreements with many four-year academic institutions in the area. The college encourages students to consult with their advisors.

CAREER OUTLOOK

This concentration meets all requirements of the Commonwealth Transfer Compact. Students' potential careers vary depending upon the chosen major and include accounting, mid-level management, banking, finance, and insurance. Students must complete a bachelor's degree as a minimum requirement for entry into these fields. Students may need to pursue graduate work, as well.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Describe the interaction of history, culture, literature, economics, and science as studied within a broad liberal arts curriculum.
- Demonstrate mastery in reading and writing/literacy skills and in the organization of critical thinking and problem solving behaviors.
- Examine management theory and practice and explain basic business methodology and application.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.



Associate in Science Degree: Business Administration Program

This program prepares students for employment and for transfer to four-year colleges and universities. The college has transfer articulation agreements with many of the four-year colleges and universities in the area. The college encourages students to meet with their advisors for additional information. This

program makes a concentrated effort to demonstrate how the subject matter relates to the cultures of our diversified student population. The program places emphasis on student participation and creates an interactive forum in which to learn.

2 Accounting Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Accounting I	ACC101			3	
Principles of Management	MAN111			3	ESL098 and ESL099 or ENG090 and RDG095 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Business Law I	BUS201			3	ENG095; ESL098 or RDG095 or placement
Principles of Accounting II	ACC102			3	ACC101
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Organizational Behavior/Design	MAN112*	Fall		3	ESL098 and ESL099 or ENG090 and RDG095 or placement
Quantitative Thought	From Area 4			3	MAT094 or placement
Principles of Marketing	MAN105			3	ENG090 or placement and ESL098 RDG095 or placement
Accounting Information Systems	ACC105	Spring		3	ACC101; ENG095 or placement and ESL098 or RDG095 or placement
Intermediate Accounting I	ACC201	Fall		3	ACC102
World View	From Area 3			3	
Federal Income Tax I	ACC203	Fall		3	ACC102
Cost Accounting I	ACC207	Fall		3	ACC102
Science and Technology	From Area 5			4	
Intermediate Accounting II	ACC202	Spring		3	ACC201
Humanities	From Area 6			3	
Volunteer Income Tax Assistance	ACC205	Spring		3	ACC203
Managerial Accounting I	ACC216	Spring		3	ACC207
TOTAL CREDITS				61	

* This course satisfies "Individual and Society" General Education Requirement Area 2.

OPTION OVERVIEW

The Business Administration Department offers six high-demand academic programs, placing graduates in a competitive position when seeking employment or transferring to four-year academic institutions. Students qualify for entry-level positions within their areas of concentration.

This option teaches students the accounting software used in industry by introducing computerized applications early in the sequence of courses. Students interface with the public through the Volunteer Income Tax Assistance (VITA) component of this option as they help interested members of the community prepare their tax returns.

CAREER OUTLOOK

This option qualifies graduates to enter the accounting profession in entry-level positions.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Understand all variables that are relevant to preparing individual tax returns at both the state and federal levels.
- Prepare a set of financial statements for a service, merchandising, or manufacturing business that is structured as either a proprietorship, partnership, or corporation
- Analyze a set of financial statements to determine the strengths or weaknesses of the business.
- Understand the importance of cash flow within a business and account for its use and source in evaluating the effectiveness of managerial decisions.



3 Finance Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Introduction to Business	BUS101	Must be taken first semester		3	
Principles of Accounting I	ACC101			3	
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Quantitative Thought	From Area 4			3	MAT094 or placement
Principles of Management	MAN111			3	BUS101
Real Estate Law or Estates and Trusts	BUS120 or BUS121	Spring		3	ENG095; ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Principles of Accounting II	ACC102			3	ACC101
Oral Communication	ENG171			3	
Macroeconomics	ECO201*			3	MAT094 or placement and ESL098 or RDG095 or placement
Science and Technology	From Area 5			4	
Investments	ACC111	Fall		3	
Personal Finance	ACC112	Spring		3	
Organizational Behavior/Design	MAN112**	Fall		3	ESL098 and ESL099 or ENG090 and RDG095 or placement
Microeconomics	ECO202			3	MAT094 or placement and ESL098 or RDG095 or placement
Financial Management	ACC210	Spring		3	ACC102
Humanities	From Area 6			3	
Money and Banking	ACC211	Spring		3	ECO201 and ECO202
Mutual Funds Industry	MAN213	Spring		3	ACC102 and ACC111
TOTAL CREDITS				61	

* This course satisfies "World View" General Education Requirement Area 3.

** This course satisfies "Individual and Society" General Education Requirement Area 2.

OPTION OVERVIEW

The Business Administration Department offers six high-demand academic programs, placing graduates in a competitive position when seeking employment or transferring to four-year academic institutions. Students qualify for entry-level positions within their areas of concentration.

This option prepares students with general workforce skills and specialized educational training for entry-level positions in financial services, investment banking, financial planning, budgeting, and/or administration.

CAREER OUTLOOK

This option qualifies graduates for a variety of positions in banking, insurance, finance, brokerage, and mutual fund operations.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Understand the process of preparing a budget and recognize the value it provides the end-user.
- Analyze the many choices available to the investor and recognize the importance of diversifying investment options.
- Evaluate sets of financial statements using financial ratios and draw accurate conclusions as to the strengths or weaknesses of the concern.
- Understand the mutual fund industry in order to design a comprehensive portfolio for a wide range of investors.

4 International Business Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Accounting I	ACC101			3	
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Macroeconomics	ECO201*			3	MAT094 or placement and ESL098 or RDG095 or placement
Principles of Marketing	MAN105			3	ENG090 or placement and ESL098 or RDG095 or placement
Principles of Management	MAN111			3	ESL098 and ESL099 or ENG090 and RDG095 or placement
College Writing II	ENG112			3	ENG111
Quantitative Thought	From Area 4			3	MAT094 or placement
Business Law I	BUS201			3	ENG095; ESL098 or RDG095 or placement
Microeconomics	ECO202			3	MAT094 or placement and ESL098 or RDG095 or placement
Principles of Accounting II	ACC102			3	ACC101
Science and Technology	From Area 5			4	
International Business	BUS106	Fall		3	ECO201 or ECO202
International Marketing	MAN106	Spring		3	MAN105
Liberal Arts Elective				3	
Cultural Anthropology	SOC109**			3	ESL098 or RDG095 or placement
Humanities	From Area 6			3	
Money and Banking	ACC211	Spring		3	ECO201 and ECO202
Exporting/Importing or International Logistics	BUS108 BUS112	Spring		3	BUS106
Career Elective***				3	
TOTAL CREDITS				61	

* This course satisfies "World View" General Education Requirement Area 3.

** This course satisfies "Individual and Society" General Education Requirement Area 2.

*** Career Elective may be selected from the following areas: any ACC course not required in the chosen option; any BUS course not required in the chosen option; any MAN course not required in the chosen option.

OPTION OVERVIEW

The Business Administration Department offers six high-demand academic programs, placing graduates in a competitive position when seeking employment or transferring to four-year academic institutions. Students qualify for entry-level positions within their areas of concentration.

This option introduces students to the principles and concepts of international business operations. Students examine the significance of a global marketplace impacted by the diverse cultural, political, and legal environments that interface in a dynamic manner. The college has transfer articulation agreements with many of the four-year colleges and universities in the area, allowing students to transfer from this option. The college advises students to speak with the department chairperson for specific transfer information.

CAREER OUTLOOK

This option qualifies graduates to seek employment with a business conducting international operations that satisfies the required career electives.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Understand the many variables that impact a business conducting transactions in an international arena.
- Gain an appreciation of what is required of a business to compete and survive in the global marketplace.
- Examine marketing strategies that are available to businesses attempting to promote their products beyond the domestic boundaries of the United States.



5 Management Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Introduction to Business	BUS101	Must be taken first semester		3	
Principles of Accounting I	ACC101			3	
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Principles of Marketing	MAN105			3	ENG090 or placement and ESL098 or RDG095 or placement
Business Law I	BUS201			3	ENG095; ESL098 or RDG095 or placement
Principles of Management	MAN111			3	BUS101
Principles of Accounting II	ACC102			3	ACC101
College Writing II	ENG112			3	ENG111
Quantitative Thought	From Area 4			3	MAT094 or placement
Organizational Behavior/Design	MAN112*	Fall		3	ESL098 and ESL099 or ENG090 and RDG095 or placement
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Macroeconomics	ECO201**			3	MAT094 or placement and ESL098 or RDG095 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
Financial Management	ACC210	Spring		3	ACC102
Management Seminar	MAN201***	Spring		3	MAN111
Liberal Arts Elective				3	
Computer Elective				3	
Career Elective+				3	
Career Elective+				3	
TOTAL CREDITS				61	

* This course satisfies "Individual and Society" General Education Requirement Area 2.

** This course satisfies "World View" General Education Requirement Area 3.

*** Management Seminar is a Capstone course and should be taken in the student's final semester.

+ Career Electives may be selected from the following areas: any ACC course not required in the chosen option; any BUS course not required in the chosen option; any MAN course not required in the chosen option.

OPTION OVERVIEW

The Business Administration Department offers six high-demand academic programs, placing graduates in a competitive position when seeking employment or transferring to four-year academic institutions. Students qualify for entry-level positions within their areas of concentration.

This option prepares students with a solid foundation of managerial principles and concepts that are readily practiced in business. The upper-level management courses focus on the case study approach, allowing students to analyze and solve realistic management problems. The college has transfer articulation agreements with many of the four-year colleges and universities in the area, allowing students to transfer in this option. The college advises students to speak with the department chairperson for specific transfer information.

CAREER OUTLOOK

This option qualifies graduates to enter the workforce as productive entry-level managers.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Direct, plan, organize, and control the operations of a business.
- Demonstrate the necessary leadership to mobilize and motivate employees to accomplish business goals.
- Employ effective decision-making techniques in the workplace.
- Utilize human relations techniques when working with individuals or groups to help meet business objectives and resolve conflicts.

6 Technical Business Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Organizational Behavior/Design	MAN112*			3	ESL098 and ESL099 or ENG090 and RDG095 or placement
Macroeconomics or Microeconomics	ECO201 or ECO202*			3	MAT094 or placement and ESL098 or RDG095 or placement
Quantitative Thought	From Area 4***			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
Principles of Management	MAN111			3	BUS101
Small Business Management	MAN207			3	ACC102 or ACC105; MAN111; MAN105 or permission of instructor
Principles of Marketing	MAN105			3	ENG090 or placement and ESL098 or RDG095 or placement
Principles of Accounting I	ACC101			3	
Principles of Accounting II or Accounting Information Systems	ACC102 or ACC105			3	ACC101; ENG095 or placement and ESL098 or RDG095 or placement
Business Law I	BUS201			3	ENG095 or placement and ESL098 or RDG095 or placement
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Approved Apprenticeship+				21	chair approval
TOTAL CREDITS				64	

* This course satisfies "Individual and Society" General Education Requirement Area 2.

** This course satisfies "World View" General Education Requirement Area 3.

*** Student must choose one of the following: MAT173, MAT181 or 183, or MAT195.

+ Students will transfer college credit for courses successfully completed during an apprenticeship. College credits must be approved by American Council on Education (ACE) and will be the responsibility of the student to obtain ACE approval.

OPTION OVERVIEW

The Business Administration Department offers six high-demand academic programs, placing graduates in a competitive position when seeking employment or transferring to four-year academic institutions. Students qualify for entry-level positions within their areas of concentration.

This option allows individuals in the vocational field to build on their apprenticeship training to earn a college degree. Students can earn transfer credit for courses that are approved by the American Council on Education. Students learn business skills that could be combined with their specialized skills to create opportunities for self-employment or for career advancement and career mobility.

CAREER OUTLOOK

This option prepares graduates to start and manage a small business, and to move into management and supervisory positions.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Develop and implement a business plan.
- Prepare a set of financial statements for a service, merchandising or manufacturing business that is structured as a sole proprietorship, partnership or a corporation.
- Analyze a set of financial statements to determine the strengths or weaknesses of the business.
- Understand the basic principles of business law, contracts and agency.
- Demonstrate proficiency in spreadsheet and software applications.
- Examine management theory and practice, and explain basic business methodology and management issues.
- Be able to identify and analyze the marketing strategies of an organization that can be used to advance its mission.



7 Accounting Information Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Accounting I	ACC101			3	
Principles of Accounting II	ACC102			3	ACC101
Accounting Information Systems	ACC105	Spring		3	ACC101; ENG095 or placement and ESL098 or RDG095 or placement
Intermediate Accounting I	ACC201	Fall		3	ACC102
Applications/Concepts or Introduction to MS Office	CIT110 or CIT133			3	ESL098 or RDG095 or placement
Decision Support Using MS Excel	CIT234			3	CIT110 or CIT133
Statistics	MAT181 or 183			3-4	MAT094 or placement
COURSES FROM POOL (2)				6	
TOTAL CREDITS				27-28	
THE POOL OF ELECTIVES					
Intermediate Accounting II	ACC202	Spring		3	ACC201
Cost Accounting	ACC207	Fall		3	ACC102
Federal Income Tax I	ACC203	Fall		3	ACC102
Financial Management	ACC210	Spring		3	ACC102
Systems Analysis & Design	CIT211	Fall		3	CIT110 or CIT120, and at least two other CIT courses

PROGRAM OVERVIEW

This program prepares students for entry-level training positions in firms where accounting departments may be specialized or all-inclusive (examples: accounts payable, accounts receivable, or inventory control). In addition, the program certifies those who are currently performing bookkeeper functions at their present employment. The certification enhances students' opportunities for growth. The program prepares graduates with skills directly transferable to the workplace through a combination of technical accounting training and financial accounting. The certificate program prepares students who feel that a degree program is not an appropriate choice.

CAREER OUTLOOK

This program qualifies graduates for entry-level accounting, billing, or advanced bookkeeping positions. Students may also transfer the courses into the Associate in Science Degree: either the Business Administration Accounting degree program option, or the Business Administration Management degree program option.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Describe and demonstrate an understanding of cash vs. accrual accounting.
- Compare and contrast different concepts of depreciation of property, plant and equipment assets.
- Explain in detail the nature of receivables, payables and inventory.
- Analyze and evaluate revenues, expenses cash flows, and behavior of cost.
- Assess and analyze integrated accounting systems, setup, and applications.
- Use spreadsheet models addressing a range of practical and business applications.
- Record transactions and input data from initial investment in the business cycle, ending entries that are necessary to ready the books for period-ending financial statements.
- Prepare and evaluate financial statements and process and maintain computerized records, accounts, and information.

8 e-Commerce Marketing Management Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Introduction to Business	BUS101			3	
The Internet	CIT117			3	
Principles of Accounting I	ACC101			3	
Accounting Information Systems	ACC105	Spring		3	ACC101; ENG095 or placement and ESL098 or RDG095 or placement
Principles of Marketing	MAN105			3	ENG090 or placement and ESL098 or RDG095 or placement
e-Commerce Marketing Mgmt.	MAN217	Fall		3	MAN105
Career Elective*				3	
Career Elective*				3	
TOTAL CREDITS				24	

* Career Electives may be selected from the following areas: any ACC course not required in the chosen option; any BUS course not required in the chosen option; any MAN course not required in the chosen option.

PROGRAM OVERVIEW

This program prepares students to understand the business, marketing, and technical issues that drive e-commerce. This program teaches students the principles, skills, and knowledge needed to operate within a small business administration environment. The program provides hands-on practice on e-commerce marketing, computerized accounting, and business computer applications. Students develop a strong capacity for decision-making, problem solving, and gain the ability to organize and manage e-commerce projects effectively.

CAREER OUTLOOK

Graduates of this program qualify for entry-level positions dealing with e-commerce projects. Students can apply all of the credits earned in this certificate to the Associate in Science Degree: Business Administration Management Option.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Identify ways in which the Internet can be used to advance the mission and the marketing strategy of the organization.
- Develop a strong capacity for decision-making.
- Explore management and marketing issues involved in setting up, developing, and maintaining an e-commerce website.



9 International Business Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
International Business	BUS106	Fall		3	ECO201 or ECO202
Cultural Anthropology	SOC109			3	ESL098 or RDG095 or placement
Foreign Language I				3	
Foreign Language II				3	
International Marketing	MAN106	Spring		3	MAN105
Courses from Pool (4)				12	
TOTAL CREDITS				27	
THE POOL OF ELECTIVES					
Export/Import Process	BUS108	Spring		3	BUS106
Money and Banking	ACC211	Spring		3	ECO201 and ECO202
International Logistics	BUS112			3	BUS106
International Business Issues	BUS114			3	BUS106
Career Elective*				3	
Business Internship	MAN299			3	Chair approval

* Career Elective may be selected from the following areas: any ACC course not required in the chosen option; any BUS course not required in the chosen option; any MAN course not required in the chosen option.

PROGRAM OVERVIEW

This program prepares students already employed in a business environment with an international dimension to their existing areas of expertise. All students must take BUS106, International Business and MAN106, International Marketing but may choose any four courses from the pool of electives. Students have the unique opportunity to custom design their curriculum in order to accomplish their educational objectives. Students must take courses in English, mathematics, and reading as prerequisites to this program.

CAREER OUTLOOK

Graduates of this program qualify for entry-level positions in various fields in international business or for continuation in an associate degree program.

UPON COMPLETION OF THIS PROGRAM GRADUATES WILL BE ABLE TO:

- Understand the export/import process.
- Understand the technology specific to international business.
- Understand the concepts of international business financing.
- Understand freight forwarding.

**10 Paralegal Certificate Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111	Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
Business Law I	BUS201	Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
Real Estate Law	BUS120	Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
Estates and Trusts	BUS121	Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
Intro to Law/Paralegal Practices	BUS122	Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
Criminal Law	CRJ103	Spring		3	ENG095 or placement
Business Law II	BUS202	Spring		3	BUS201
Legal Research/Writing	BUS123	Spring		3	BUS122
Family Law	BUS124	Spring		3	BUS122
TOTAL CREDITS				27	

PROGRAM OVERVIEW

This program introduces students to paralegal practice and procedures. Students develop paralegal skills and knowledge that enables them to assist lawyers in conducting research and in preparing legal documents.

CAREER OUTLOOK

Graduates of this program qualify for careers as paralegals in law firms, finance, insurance, real estate companies, and government agencies.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Understand the dynamics of a law practice.
- Assist attorneys in case preparation.
- Write legal briefs and conduct research.
- Understand the basic principles of real estate law, estates and trusts, business law, and criminal law.



11 Associate in Arts Degree: Communication Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
				22	
CONCENTRATION COURSES					
Journalism I	ENG241			3	ENG095 or placement
Mathematics Elective				3	MAT094 or placement
Lab Science Elective				4	
Behavioral Science Elective				3	
Social Science Elective				3	
Elective*				3	
Elective*				3	
Literature Elective				3	pre/co-req ENG111
Literature Elective				3	pre/co-req ENG111
Courses from Pool (4)				12	
				40	
TOTAL CREDITS				62	
THE POOL OF ELECTIVES					
Principles of Advertising	BUS225			3	MAN105
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Film as Art	FLM101			3	
Oral Communication	ENG171			3	
Intro to Desktop Publishing	VMA131			3	ENG095 and MAT092
Introduction to Mass Media	VMA111			3	ENG095 and MAT092
Journalism II	ENG242			3	ENG095

* The department recommends a two-semester foreign language sequence. Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102.

CONCENTRATION OVERVIEW

The English Department offers programs which qualify graduates to transfer to four-year institutions that prepare them for careers in teaching, journalism, public relations, and media communications. Students must complete a bachelor's degree and teaching certificate to pursue a teaching career. A bachelor's degree in English is a minimum requirement for entry level work in careers such as publishing, advertising, public relations, and journalism.

The communications concentration prepares students to transfer to four-year colleges or universities in journalism or media communications. The degree meets requirements of the Commonwealth Transfer Compact.

CAREER OUTLOOK

Graduates of this concentration qualify to transfer to four-year colleges or universities that prepare students for professional careers in journalism, public relations, and media communications.

A bachelor's degree is the minimum requirement for entry into these fields. Graduate work may be necessary, as well.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Communicate effectively in a variety of formats and situations.
- Write for a variety of purposes, adapting to varying audiences.
- Write pieces for specific markets, such as news stories and traditional academic papers.
- Use a computer to compose and edit papers and conduct Internet research.
- Demonstrate proficiency in critical thinking.
- Understand the dynamics of communication in a global context.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.



12 Associate in Arts Degree: Computer Information Systems Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3*				
Quantitative Thought	From Area 4*				
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
				16	
CONCENTRATION COURSES					
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Principles of Accounting I	ACC101			3	
Systems Analysis/Design	CIT211			3	CIT110 or CIT120
Visual Basic	CIT216			3	CIT110 or CIT120
Principles of Accounting II	ACC102			3	ACC101
Microeconomics	ECO202			3	ENG095 and MAT094 or placement
Macroeconomics	ECO201			3	ENG095 and MAT094 or placement
Behavioral Science Elective				3	
Lab Science Elective				4	
Literature Elective	LIT			3	pre/co-req ENG111
Literature Elective	LIT			3	pre/co-req ENG111
Computer Elective**	CIT			3	
Computer Elective**	CIT			3	
Mathematics Elective	MAT			3-4	MAT094 or placement
Mathematics Elective	MAT			3-4	MAT094 or placement
				46-48	
TOTAL CREDITS				62-64	

* This requirement is satisfied by Concentration Courses.

** Recommended computer electives: CIT118, 120, 128, 162, 216, 242, 268, 272, 284.

CONCENTRATION OVERVIEW

The Computer Information Technology (CIT) Department mission is two-fold. CIT prepares its students for good paying, entry-level careers as database professionals through the Associate in Science (A.S.) and Certificate Database Programming & Administration Programs. CIT also prepares students to transfer to four-year college Information Technology (IT) Programs through two Associate in Arts (A.A.) Programs: A.A. Computer Information Systems Transfer & A.A. Computer Science Transfer. The department's goals are in concert with the college's goals (www.bhcc.mass.edu). Using input from its Industry Advisory Committee and internship course, the department is continually updating and fine tuning its programs of study.

CAREER OUTLOOK

Graduates of this concentration can transfer to bachelor's programs at four-year colleges.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Analyze the system needs of an organization.
- Make feasible recommendations for computer solutions that meet those needs.

This program also is available through the Weekend College Program.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.



13 Associate in Arts Degree: Computer Science Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4*				
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
				15	
CONCENTRATION COURSES					
Intro to Computer Science & Object Oriented Programming	CIT120			3	ENG095 and MAT094 or placement and ESL098 or RDG095 or placement
Introduction to JAVA	CIT239			3	CIT120
Advanced JAVA	CIT285			3	CIT239
Data Structures	CIT242			3	CIT239
Linear Algebra or C++ Programming	MAT291 or CIT237			3	MAT281 CIT120 and MAT197
Precalculus	MAT197			4	MAT195 or placement
Calculus I	MAT281			4	MAT196 or MAT197
Calculus II	MAT282			4	MAT281
College Physics I/Lab	PHY251			4	pre/co-req MAT281
College Physics II/Lab	PHY252			4	PHY251; pre/co-req MAT282
Behavioral Science Elective				3	
Social Science Elective				3	
Literature Elective	LIT			3	pre/co-req ENG111
Literature Elective	LIT			3	pre/co-req ENG111
				47-48	
TOTAL CREDITS				62	

* This requirement is satisfied by Concentration Courses.
The Department recommends that a college-level math course be taken before or concurrently with CIT120.

OPTION OVERVIEW

The Computer Information Technology (CIT) Department mission is two-fold. CIT prepares its students for good paying, entry-level careers as database professionals through the Associate in Science (A.S.) and Certificate Database Programming & Administration Programs. CIT also prepares students to transfer to four-year college Information Technology (IT) Programs through the Computer Information Systems Transfer Program and the A.S. Computer Science Transfer Option. The department's goals are in concert with the college's goals (www.bhcc.mass.edu). Using input from its Industry Advisory Committee and internship course, the department is continually updating and fine tuning its programs of study.

CAREER OUTLOOK

Graduates of this concentration can transfer to bachelor's programs at four-year colleges.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Design, implement, and maintain a software solution for a realistic problem by correctly employing and applying the principles of object oriented programming.
- Write Java code.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.



Associate in Science Degree: Computer Information Technology Program

This program prepares students with entry-level skills in various computer concentrations. Students take the required core courses as well as a cluster of courses in a specific concentration. Students choose elective courses from relevant disciplines within the college. Graduates of this program qualify for entry-level positions in businesses and work environments that rely on network functions.

14 Computer Science Transfer Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4*				
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
Intro to Computer Science & Object Oriented Programming	CIT120			4	ENG095 and MAT094 or placement and ESL098 or RDG095 or placement
Introduction to JAVA	CIT239			4	CIT120
Advanced JAVA	CIT285			3	CIT239
Data Structures	CIT242			3	CIT239
C++ Programming	CIT237			4	CIT120
College Algebra+	MAT195			3	MAT094 or placement
Precalculus	MAT197			4	MAT195 or placement
Calculus I	MAT281			4	MAT196 or MAT197
Calculus II	MAT282			4	MAT281
College Physics I/Lab	PHY251			4	pre/co-req MAT281
College Physics II/Lab	PHY252			4	PHY251
Elective**				3-4	
Elective**				3-4	
Elective**				3-4	
TOTAL CREDITS				61 - 65	

* This requirement is satisfied by Option courses.

** The department recommends the following courses as electives: CIT237, 257, 284; MAT283, 285, 291 or any lab science.

+ Students placing out of MAT195 will not have to replace the credits.
Students choosing two 4-credit electives will need one less elective.

OPTION OVERVIEW

The Computer Information Technology (CIT) Department mission is two-fold. CIT prepares its students for good paying, entry-level careers as database professionals through the Associate in Science (A.S.) and Certificate Database Programming & Administration Programs. CIT also prepares students to transfer to four-year college Information Technology (IT) Programs through the Computer Information Systems Transfer Program & the A.S. Computer Science Transfer Option. The department's goals are in concert with the college's goals (www.bhcc.mass.edu). Using input from its Industry Advisory Committee and internship course, the department is continually updating and fine tuning its programs of study.

CAREER OUTLOOK

Graduates of this concentration can transfer to bachelor's programs at four-year colleges.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Design, implement, and maintain a software solution for a realistic problem by correctly employing and applying the principles of object oriented programming.
- Write Java code.



15 Computer Support Specialist Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Individual and Society	From Area 2			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
College Writing II	ENG112			3	ENG111
Introduction to Networking	CIT162			3	CIT110
HTML & Dreamweaver	CMT111			3	
World View	From Area 3			3	
Systems Analysis/Design	CIT211			3	CIT110 or CIT120 and at least two other CIT courses
Humanities	From Area 6			3	
Science and Technology	From Area 5			4	
Oral Communication	ENG171			3	
Principles of Accounting I	ACC101			3	
Introduction to MS Office	CIT133			3	
Advanced MS Office	CIT233			3	CIT133
PC Hardware	CIT182			3	CIT110 or CIT120 or permission
Windows Operating Systems	CIT268			3	CIT110
Visual Basic	CIT216			3	CIT110 or CIT120
Help Desk Techniques	CIT230			3	CIT110 or CIT120 and one additional CIT course; ENG095 or placement and ESL098 or RDG095 or placement
Internship	NTA299			3	Chair approval
TOTAL CREDITS				61	

OPTION OVERVIEW

This option prepares students to become vital links between the company and its customers, to deal directly with customer issues, to become good sources of product information, to educate users, and to solve hardware or software operation and application problems.

CAREER OUTLOOK

Graduates of this option qualify for entry-level support positions in hardware support, trouble-shooting, help desk, Microsoft applications and other Internet support positions.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Pass the Comp TIA A+ Certification Examination.
- Understand help desk, Internet support, hardware and other entry level IT support professions.



16 Database Programming and Administration Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Individual and Society	From Area 2			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
College Writing II	ENG112			3	ENG111
Database Administration	CIT245			3	CIT236 or chair approval
Principles of Internet & Info Security	CIT118			3	CIT110 or CIT120 or chair approval
World View	From Area 3			3	
Systems Analysis/Design	CIT211			3	CIT110 or CIT120, and at least two other CIT courses
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
Oral Communication	ENG171			3	
Principles of Accounting I	ACC101			3	
Visual Basic	CIT216			3	CIT110 or CIT120
Intermediate Visual Basic	CIT218			3	CIT216
Database Design with MS Access	CIT128			3	CIT110 or CIT120 or chair approval
SQL Programming	CIT236			3	CIT110 or CIT120 or chair approval
Database Programming	CIT240			3	CIT236 or chair approval
Elective*				3	
Elective*				3	
TOTAL CREDITS				61	

* Recommended electives: CIT118, 299, CIT162 or 268.

OPTION OVERVIEW

The Computer Information Technology (CIT) Department mission is two-fold. CIT prepares its students for good paying, entry-level careers as Database professionals through the Associate in Science (A.S.) and Certificate Data Base Programming & Administration Program. CIT also prepares students to transfer to four-year college Information Technology (IT) Programs through two Associate in Arts (A.A.) Programs: A.A. Computer Information Systems Transfer & A.A. Computer Science Transfer. The department's goals are in concert with the college's goals (www.bhcc.mass.edu). Using input from its Industry Advisory Committee and internship course, the department is continually updating and fine tuning its programs of study.

This option prepares students to gather data to determine user requirements and to design and program reports and forms so those users can create queries and interpret results. It also prepares students to determine necessary system changes, to create security procedures, and to implement backup and recovery processes.

CAREER OUTLOOK

Graduates of this option qualify for entry-level database programming and support positions in a wide range of organizations.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Qualify with the skill set necessary to take the first level of Oracle database certification.



17 Digital and Computer Forensics and Investigations Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
PREREQUISITE					
Applications/Concepts	CIT110			3	
PROGRAM CURRICULUM					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual/Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
Principles of Internet & Information Security	CIT118			3	CIT110 or CIT120 or approval of department chair
Introduction to Computer Forensics	CIT121			3	CIT110 or CIT112 or approval of department chair
Introduction to Networking	CIT162			3	CIT110
Windows Operating Systems	CIT268			3	CIT110 or approval of department chair
Visual Basic	CIT216			3	CIT110 or CIT120 or approval of department chair
Advanced Computer Forensics	CIT221			3	CIT121
Information Security and Assurance	CIT219			3	CIT118
Batch File Programming	CIT271			1	CIT268
Special Topics in Digital and Computer Forensics	CIT223			3	CIT221
Directed Studies in Digital and Computer Forensics	CIT220			1	CIT221
Criminal Law	CRJ103			3	ENG095
Evidence and Court Procedures	CRJ202			3	CRJ101 and CRJ102 or approval of department chair
Cyber Crime in Today's Society	CRJ145			3	ENG095 or placement and ESL098 or RDG095 or placement
Career Elective*				3	
Career Elective*				3	
Career Elective*					
TOTAL CREDITS				61	

* Career electives may be selected from any non-required CIT courses.

OPTION OVERVIEW

Digital and Computer Forensics is the name for a newly emerging field of study and practice that incorporates many areas of expertise including but not limited to internet, network and information security, intrusion detection, incident response, infrastructure protection, and computer crime investigation.

This program provides to Information Technology and Criminal Justice professionals the opportunity to obtain knowledge, training, and skills in Computer Forensics. Both civil and criminal offenders are using computers to commit crimes such as illegally downloading information, documents, or copyrighted materials, committing accounting fraud or releasing malicious code on computer networks to disrupt services. Internet crimes against children and other vulnerable populations have increased dramatically. Computers and other digital devices now play a part in many criminal activities. As a result, the need for computer forensics-based skills continues to grow.

CAREER OUTLOOK

This Associate Program is designed to align with the law enforcement, public safety, private industry and homeland security needs to ensure consistent, current and flexible training in the emerging technology field of Computer and Digital Forensics.

UPON COMPLETION OF THIS OPTION

GRADUATES WILL BE ABLE TO:

- Image and analyze the evidence found on a hard drive including file system analysis.
- Demonstrate knowledge of the issues surrounding a digital investigation including evidence and court procedures and search and seizure laws and regulations.
- Analyze digital evidence including evidence found in the seizure of cell phones, PDA's and other mobile devices.

**18 Network Technology and Administration Option**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111	Fall, 1st year		3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112	Spring, 1st year		3	ENG111
Organizational Behavior	MAN112*	Spring, 1st year		3	ESL098 and ESL099 or ENG090 and RDG095 or placement
World View	From Area 3	Spring, 2nd year		3	
Quantitative Thought	From Area 4	Fall, 2nd year		3	MAT094 or placement
Science and Technology	From Area 5	Fall, 1st year		4	
Humanities	From Area 6	Spring, 2nd year		3	
Applications/Concepts	CIT110	Fall, 1st year		3	ESL098 or RDG095 or placement
Introduction to Networking	CIT162	Fall, 1st year		3	CIT110
Routers and Routing Basics	CIT167	Fall, 1st year		3	CIT162
Switching Basics and Intermediate Routing	CIT267	Spring, 1st year		3	CIT167
WAN Technologies	CIT274	Spring, 1st year		3	CIT267
Windows Operating Systems	CIT268	Spring, 1st year		3	CIT110 or instructor/chair approval
MS Windows Server Admin/Lab	CIT282	Fall, 2nd year		4	CIT162; pre/co-req CIT268
Linux Administration/Lab	CIT270	Spring, 2nd year		4	CIT162 and CIT268
Networking Security	CIT264	Spring, 2nd year		3	CIT162
Wireless Technology	CIT262	Fall, 2nd year		3	CIT162
PC Hardware	CIT182	Fall, 2nd year		3	CIT110 or CIT120 or chair approval
Oral Communication	ENG171	Fall, 2nd year		3	
Internship	NTA299	Spring, 2nd year		3	chair approval
TOTAL CREDITS				63	

* This course satisfies "Individual and Society" General Education Requirement Area 2.

Note: For evening students, CIT264 and CIT270 are offered in the fall and CIT262 and CIT282 are offered in the spring.

OPTION OVERVIEW

This option prepares students to maintain network hardware and software so that people within the organization receive timely and accurate information. Using cable, fiber optics, or wireless communications, the option prepares students to configure, manage and maintain a company's computer networking infrastructure. The option emphasizes networking technology for local area networks (LANs), and for connecting to larger networks (WANs) and to the Internet.

CAREER OUTLOOK

Graduates of this option qualify as network administrators, responsible for day to day network operations as well as for entry-level networking positions, that may include hardware support and troubleshooting, software installation, and maintenance of a network.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Have knowledge of the latest versions of Network Operating Systems (NOS) including Linux and Microsoft.
- Set up and configure a network.
- Set up user accounts and profiles to protect the network's integrity and security.
- Qualify to pass the Microsoft Certified Professional (MCP) Examination, the Comp TIA Network+ and Comp TIA A+ Certification examinations, the Cisco Certified Network Administrator (CCNA) examination, and the Certified Wireless Network Administrator (CWNA) examination.



19 Computer Forensics Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Internet & Information Security	CIT118			3	
Introduction to Computer Forensics	CIT121			3	CIT110 or CIT112 or permission of chair
Information Security and Assurance	CIT219			3	CIT118
Advanced Computer Forensics	CIT221			3	CIT121
Criminal Law	CRJ103			3	ENG095
Evidence & Court Procedures	CRJ202			3	CRJ101 and CRJ103 or permission of chair
CRJ elective				3	
CIT elective				3	
CIT/CRJ elective				3	
TOTAL CREDITS				27	

Completion of CIT110 or CIT112 (CIT112 preferred) for CJ Professionals or completion of CRJ101 for IT Professionals are required as prerequisites to the program.

Note: Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check is required for this program.

PROGRAM OVERVIEW

Computer and Digital Forensics is the name for a newly emerging field of study and practice that incorporates many areas of expertise including but not limited to internet, network and information security, intrusion detection, incident response, infrastructure protection, and computer crime investigation.

This certificate provides to the Information Technology and Criminal Justice professionals the opportunity to obtain knowledge, training and skills in Computer Forensics. Both Civil and Criminal offenders are using materials or releasing malicious code on computer networks to disrupt services. Internet Crimes against children and other vulnerable populations has increased dramatically. Computers and other digital devices now play a part in many criminal activities. As a result, the need for Computer Forensics based skills continues to grow.

CAREER OUTLOOK

This Certificate Program is designed to align with the law enforcement, public safety, private industry and homeland security needs to ensure consistent, current and flexible training in the emerging technology field of Computer and Digital Forensics.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Image and analyze the evidence found on a hard drive including file system analysis.
- Demonstrate knowledge of the issues surrounding a digital investigation including evidence and court procedures and search and seizure laws and regulations.
- Analyze digital evidence including evidence found in the seizure of cell phones, PDA's and other mobile devices.



20 Computer Support Specialist Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
HTML & Dreamweaver	CMT111			3	
Introduction to Networking	CIT162			3	CIT110
Oral Communication	ENG171			3	
Introduction to MS Office	CIT133			3	
Visual Basic	CIT216			3	CIT110 or CIT120
PC Hardware	CIT182			3	CIT110 or CIT120 or permission
Window Operating Systems	CIT268			3	CIT110
Help Desk Techniques	CIT230			3	CIT110 or CIT120 and one additional CIT course; ENG095 or placement and ESL098 or RDG095 or placement
TOTAL CREDITS				27	

PROGRAM OVERVIEW

This program prepares students to become vital links between the company and its customers; to educate users, solve hardware or software operation and application problems; and to become good sources of product information.

CAREER OUTLOOK

Graduates of this program qualify for entry-level support positions in hardware support and trouble shooting, help desk, and other Internet support positions.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Have the skill set necessary to pass the Comp TIA A+ Certification Examination.
- Understand help desk, Internet support, hardware and other entry level IT support professions.



21 Database Programming and Administration Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Principles of Information Security	CIT118			3	CIT110 or CIT120 or chair approval
Database Administration	CIT245			3	CIT236 or chair approval
Oral Communication	ENG171			3	
Database Design with MS Access	CIT128			3	CIT110 or CIT120 or chair approval
SQL Programming	CIT236			3	CIT110 or CIT120 or chair approval
Database Programming	CIT240			3	CIT236 or chair approval
Visual Basic	CIT216			3	CIT110 or CIT120
Intermediate Visual Basic	CIT218			3	CIT216
TOTAL CREDITS				27	

PROGRAM OVERVIEW

This program prepares students to become database programmers or administrators who work with users to identify their needs and design and program reports and forms to meet those needs. The program prepares students to create security procedures, implement backup and recovery processes, and determine necessary system changes.

CAREER OUTLOOK

Graduates of this program qualify for entry-level database programming and support positions in a wide range of organizations.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Have the skill set necessary to take the first level of Oracle database certification.

22 Excel Applications Support Specialist Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Principles of Internet & Information Security	CIT118			3	CIT110 or CIT120 or chair approval
Decision Support Using MS Excel	CIT234			3	CIT110 or CIT120 or chair approval
Collaboration, Communication & Integration in MS Office Applications	CIT250				CIT110; ENG095 or placement and ESL098 or RDG095 or placement; or chair approval
Practical Computer System Integration & Troubleshooting	CIT140			3	RDG095 or ESL098 or placement
Principles of Accounting	ACC101			3	
PC Keyboarding Techniques	OIM100			1	
Computer Information Technology Internship	CIT299			3	chair approval
TOTAL CREDITS				22	

PROGRAM OVERVIEW

This certificate is designed to prepare students for entry-level positions in Excel support. The program has a total of 22 credits, spread over eight distinct courses. All courses are offered web-based to provide maximum scheduling flexibility for students, and most are offered in the traditional classroom setting each term. This certificate program is open to all CIT, BUS, OIM and other students.

CAREER OUTLOOK

Most organizations, across all industry segments have increased utilization of Excel software. As a result, the employment prospects for students completing this certificate program are extremely high. Over 1,500 requests for Excel skills can be found through Boston-area searches of job placement websites.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Use spreadsheet models, analyze and evaluate revenues, expenses and cash flows.
- Understand and utilize collaboration techniques of the Microsoft Office Suite.
- Understand the requirements of securing data and computer systems.

**23 Network Technology and Administration Certificate Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Introduction to Networking	CIT162			3	CIT110
Routers and Routing Basics	CIT167			3	CIT162
Switching Basics and Intermediate Routing	CIT267			3	CIT167
WAN Technologies	CIT274			3	CIT267
MS Windows Server Admin/Lab	CIT282			4	CIT162; pre/co-req CIT268
Linux Administration/Lab	CIT270			4	CIT162 and CIT268
Networking Security	CIT264			3	CIT162
Wireless Technology	CIT262			3	CIT162
PC Hardware	CIT182			3	CIT110 or CIT120 or chair approval
TOTAL CREDITS				29	

PROGRAM OVERVIEW

This program prepares students to maintain network hardware and software so that people within the organization receive timely and accurate information. The program prepares students to connect users to the company's computer system, by using cable, fiber optics, or wireless communications. It prepares students to identify, document, solve problems, and recommend system improvements, based on user needs and technological advances.

CAREER OUTLOOK

Graduates of this program qualify to become network administrators, responsible for day-to-day network operations, and for other entry-level network positions.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Set up, maintain, and support networks for small and medium sized businesses.
- Qualify to pass the Microsoft Certified Professional (MCP) Examination, the Comp TIA Network+ and Comp TIA A+ Certification examinations, the Cisco Certified Network Administrator (CCNA) examination, and the Certified Wireless Network Administrator (CWNA) examination.



24 Object Oriented Computer Programming and Design Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Intro to Computer Science & Object Oriented Programming	CIT120	Semester I		4	ENG095 and MAT094 or placement and ESL098 or RDG095 or placement
Precalculus	MAT197	Semester I		4	MAT195 or placement
C++ Programming	CIT237	Semester II		4	MAT197; CIT120 or any programming language
Advanced C++/OOP	CIT284	Semester III		3	CIT237 or CIT239 or permission
Java Programming	CIT239	Semester III		3	CIT120 and MAT195
Data Structures	CIT242	Semester IV		3	CIT239
Advanced Java	CIT285	Semester IV		3	CIT239
TOTAL CREDITS				24	

Within two semesters of entering the program, students are expected to demonstrate acceptable keyboarding proficiency.

PROGRAM OVERVIEW

This certificate prepares students with in-depth knowledge of object oriented programming and design.

CAREER OUTLOOK

Graduates of this certificate qualify as entry-level programmers who can analyze complex problems and design, implement, and run viable solutions using any of the most common object oriented languages.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Design, implement, and maintain software solutions for realistic problems by applying principles of object oriented programming.
- Write sophisticated and efficient code using the latest object oriented programming languages such as C++ and Java.
- Work in both Unix and Windows environments.



Associate in Science Degree: Computer Technology Program

This Computer Media Technology program prepares students in the design, development, and production skills necessary for entry into the Computer Gaming Industry and the Computer Simulation industry. Students will satisfy the requirements of this program by completing a succession of General

Education courses and Gaming/Simulation specific courses as well as elective courses from within the program disciplines. Graduates of this program will qualify for entry-level positions in the computer Gaming and Computer Simulation industries.

25 Gaming/Computer Simulation Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111	Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112	Spring		3	ENG111
Oral Communication	ENG171	Spring		3	
Individual and Society	From Area 2	Spring		3	
World View	From Area 3	Fall		3	
College Algebra	MAT195*	Fall		3	MAT094 or placement
General Physics I	PHY201**	Fall		4	
Humanities	From Area 6	Spring		3	
Game Development Essentials	CMT101	Fall 1st year		3	ENG095 or placement and ESL098 or RDG095 or placement
Maya Foundations	CMT121	Fall 1st year		3	ENG095 or placement and ESL098 or RDG095 or placement
Maya Character Modeling	CMT123	Spring 1st year		3	CMT121
Maya Character Animation	CMT223	Fall 2nd year		3	CMT123
Creating 3-D Special Effects	CMT229	Fall 2nd year		3	CMT121
MEL Scripting in Maya	CMT231	Spring 2nd year		3	CMT229
The Human Character	CMT119	Spring 1st year		3	
Managing Game Development	CMT103	Spring 1st year		3	ENG095 or placement and ESL098 or RDG095 or placement
Career Elective +		Fall 2nd year		3	Department approval
Career Elective +		Spring 2nd year		3	Department approval
Digital Imaging with Photoshop	VMA105	Fall 1st year		3	ENG095 and MAT091 or placement
Introduction to Audio Technology	VMA151	Spring 1st year		3	ENG095 and MAT091 or placement
TOTAL CREDITS				61	

* This course satisfies "Quantitative Thought" General Education Requirement Area 4.

** This course satisfies "Science and Technology" General Education Requirement Area 5.

+ Career elective may be selected from the following departments, Computer Media Technology

Visual & Media Arts, or Computer Information Technology. Career electives must be approved by the Computer Media Technology department.

PROGRAM OVERVIEW

This program prepares students in the fundamentals of 3D Game/Simulation design, development, and production. The program will teach the student how to utilize state-of-the-art software to create, construct, shape, texture, and animate 3D objects and characters in a computer game environment. This program will also teach the student the techniques and skills required to incorporate depth, lights, and shading into the 3D game to simulate real-world situations. The student will also be instructed on how to design and write scripts and programs to the control the game animation and sequencing. Students will also be instructed in the techniques and tools of game program management.

CAREER OUTLOOK

Students that complete this program qualify for entry level positions in local and national gaming and computer simulation companies. The career outlook for computer gaming/simulation opportunities is projected to grow at a rapid rate in the coming years.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Create game characters
- Create 3D objects as game constructs
- Effectively light and shade the game scene
- Animate the game scene
- Manage the game development process



26 Web Development Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
Intro to Mass Media	VMA111*			3	ENG095 and MAT092
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
Oral Communication	ENG171			3	
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Database Design with MS Access	CIT128			3	CIT110 or CIT120 or chair approval
HTML & Dreamweaver	CMT111			3	
Javascript	CMT113			3	CIT110 and CMT111
Flash 8 & Fireworks 8	CMT115			3	CIT110
XML	CMT117			3	CMT111
Introduction to Networking	CIT162			3	CIT110
XSL	CMT211			3	CMT111 and CMT117
ASP.NET/JSP	CMT215			3	CIT110 and CMT111 and CIT128 or CIT239
XML Web Services	CMT221			3	CMT111 and CMT113 and CMT117
Windows Operating Systems	CIT268			3	CIT110 or instructor or chair approval
Digital Imaging with Photoshop	VMA105			3	ENG095 and MAT092
Internship	NTA299			3	Chair approval
TOTAL CREDITS				64	

* This course satisfies "World View" General Education Requirement Area 3.

PROGRAM OVERVIEW

This program prepares students for entry-level positions in firms that specialize in web-based delivery development of products, services, and web technologies; for entry-level positions in general business opportunities that employ in-house staff in the support and development of their own web delivery mechanisms, for such support services as company directories real-time content presentation. This program also provides a student a sound basis to enter the ever growing opportunities available for independent web development consulting opportunities. Additionally this program trains students in the concepts and application of leading-edge web delivery mechanisms such as XML (Extensible Markup Language), XML Transformation languages, ASP.net, advanced graphical techniques and database incorporation into web delivery technologies. This program will also prepare the student to apply their knowledge towards the pursuit of Webmaster certification through a certification agency.

CAREER OUTLOOK

Graduates of this program will qualify as web developers and web development support positions and provide them a solid basis for pursuing certification as a Webmaster.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Design, implement, publish, and maintain websites in support of creating a web presence for businesses and organizations.
- Create animated, event driven multimedia content for web delivery.
- Construct, extract, transform, and present database resident content directly into a web delivery mechanism.
- Construct event driven action scripts within a web page to respond to user stimulations and provide dynamic results in a real time environment.

**27 Web Development Certificate Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
HTML & Dreamweaver	CMT111			3	
Javascript	CMT113			3	CIT110 and CMT111
Flash MX & Fireworks MX	CMT115			3	CIT110
XML	CMT117			3	CMT111
XSL	CMT211			3	CMT111 and CMT117
ASP.NET/JSP	CMT215			3	CIT110 and CMT111 and CIT128 or CIT239
Windows Operating Systems	CIT268			3	CIT110 or instructor or chair approval
Database Design with MS Access	CIT128			3	CIT110 or CIT120 or chair approval
Digital Imaging with Photoshop	VMA105			3	ENG095 and MAT092
TOTAL CREDITS				27	

PROGRAM OVERVIEW

This program provides students with a sound basis for employment in the field of Web Development. The program trains students in the concepts and applications of leading-edge web delivery mechanisms. This program would also be beneficial to professionals with degrees in other disciplines who are seeking new career options. In addition, the knowledge gained can be applied toward the pursuit of Webmaster Certification through a certification agency.

CAREER OUTLOOK

Graduates of this program will qualify as entry-level web developers and web development support personnel.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Design, implement, publish, and maintain websites in support of creating a web presence for businesses and organizations.
- Create animated, event driven multimedia content for web delivery.
- Construct, extract, transform, and present database resident content directly into a web delivery mechanism.
- Construct event driven action scripts within a web page to respond to user stimulations and provide dynamic results in a real time environment.



28 Associate in Science Degree: Criminal Justice Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Introduction to Criminal Justice	CRJ101			3	
Criminal Law	CRJ103			3	ENG095 or placement
Introduction to Corrections	CRJ107			3	
Criminal Investigations	CRJ108			3	
Management for Criminal Justice	CRJ201			3	
Evidence & Court Procedure	CRJ202			3	CRJ101 and CRJ103 or permission
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Statistics I	MAT181 or MAT183*			3-4	MAT094
Principles of Sociology	SOC101**			3	ESL098 or RDG095 or placement
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Criminology	SOC107			3	PSY101 or SOC101
State/Local Politics	GOV103			3	
Oral Communication	ENG171			3	
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
Career Elective***	CRJ			3	
Career Elective***	CRJ			3	
Career Elective***	CRJ			3	
Career Elective***	CRJ			3	
TOTAL CREDITS				61-62	

* This course satisfies "Quantitative Thought" General Education Requirement Area 4.

** This course satisfies "Individual and Society" General Education Requirement Area 2.

*** Recommended career electives: CRJ102, 104, 106, 109, 110, 111, 114, 115, 203, 212, 214, 216, 220, 228, 230, 232, 234, 299.

"World View" General Education Requirement Area 3 is satisfied by program courses.

PROGRAM OVERVIEW

The Criminal Justice Program will provide academically rigorous education to prepare students for entry-level careers in security, law enforcement, and corrections. Preparation for transfer to four-year programs and opportunities for professional development for those already employed in areas that are important in the Criminal Justice field will also be provided. In addition to specific content knowledge, all students will develop critical thinking, technological, cross-cultural and gender competencies, ethical understanding and communication skills.

CAREER OUTLOOK

Graduates of this program qualify for entry-level positions in security, law enforcement, and corrections in local, state, and some federal law enforcement agencies.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Meet specific competencies* in the following areas:
 - ethics and professional responsibility;
 - applying theory to policy and procedure;
 - community involvement; constitutional issues, correctional institutions and processes;
 - crime, justice and society; criminal justice administration; criminal law; forensics;
 - innovations in police policy and management;
 - issues of race, class, and gender; and
 - researching criminal justice issues.
 - Communicate effectively both orally and in writing.
 - Use a computer to access data and information.
- * See the department chairperson or course syllabi for detailed program competencies and policies.

29 Law Enforcement Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Introduction to Criminal Justice	CRJ101			3	
Criminal Law	CRJ103			3	ENG095 or placement
Evidence & Court Procedure	CRJ202			3	CRJ101 and CRJ103 or permission
Policing in a Democratic Society	CRJ220			3	
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Principles of Sociology	SOC101			3	ESL098 or RDG095 or placement
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Criminology	SOC107			3	PSY101 or SOC101
Oral Communication	ENG171			3	
TOTAL CREDITS				27	

PROGRAM OVERVIEW

Developed in cooperation with the Massachusetts Chiefs of Police Association, the Law Enforcement Certificate Program has been approved by the Massachusetts Department of Higher Education for participation in the Police Career Incentive Program (PCIP-Quinn Bill). The certificate combines specialized criminal justice and general education coursework to provide students with the knowledge and skills they need to compete for entry into the Massachusetts law enforcement field. All of the credits earned in the certificate program can be applied to a Quinn Bill eligible Associate in Science degree in criminal justice.

CAREER OUTLOOK

The certificate program has been ratified by the Massachusetts Chiefs of Police Association's Training and Education Committee as an important step in their goal to have a better-educated and more professional workforce. Although the certificate is not yet a requirement in the hiring and training procedures, it is anticipated that it will substitute for a significant part of the Massachusetts Training Council curriculum in the future. Since the Law Enforcement Certificate Program will only be offered at PCIP approved colleges, all courses qualify students for the pay incentives once they earn the A.S. degree in Criminal Justice.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Enhance their cultural awareness and interpersonal communication skills.
- Acquire specific content knowledge of criminal justice and criminal law.



30 Associate in Science Degree: Culinary Arts Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111	Spring or Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112	Spring or Fall		3	ENG111
Individual and Society	From Area 2	Spring or Fall		3	
World View	From Area 3*				
Topics in Career Math	MAT100**			3	MAT092 or placement
Nutrition Science/Lab	BIO115***	Spring		4	
Humanities	From Area 6*				
Food Services Sanitation & Skills	CUL111	Spring or Fall		3	ENG095 and MAT092 or placement and ESL098 or RDG095 or placement
Introduction to Culinary Arts	CUL115	Fall		4	co-req CUL111
Principles of Baking	CUL125	Fall		4	co-req CUL111
Café and Bistro Cuisine	CUL135	Spring		4	CUL115 and CUL125
Advanced Desserts and Pastries	CUL145	Spring		4	CUL115 and CUL125
Menu Design and Purchasing	CUL211	Fall		3	CUL135 and CUL145
Essentials of Food Production	CUL215	Fall		4	CUL211
Essentials of Dining Service	CUL225	Fall		4	CUL211
Advanced & Ethnic Food Production	CUL235	Spring		4	CUL215 and CUL225
Food and Beverage Operations	CUL245	Spring		4	CUL215 and CUL225
Culinary Arts Internship	CUL299	Summer		3	Permission of chair
Hospitality Law	HRT117	Spring or Fall		3	
Career Elective+		Spring or Fall		3	
TOTAL CREDITS				63	

* This requirement is satisfied by core courses.

** This course satisfies "Quantitative Thought" General Education Requirement Area 4 for Culinary Arts students only.

*** This course satisfies "Science and Technology" General Education Requirement Area 5.

+ Career Electives: HRT104, HRT115, or CIT110

PROGRAM OVERVIEW

The mission of the Culinary Arts Program is to be a leader in Hospitality and Culinary Arts education, developing future leaders for the Hospitality and Food Service industries. The Culinary Arts Program provides education for entry level careers in Restaurant Management, Food Service Management, and Culinary Arts. In addition, preparation for transfer to four-year, higher education programs and opportunities for professional development will be provided. Students will develop technological, communicative, critical thinking, quantitative, and human relation skills.

This program prepares students with an intensive, practical application of skills and decision making demanded by the culinary arts profession. Using a hands-on curriculum interwoven with operational procedures found in most food production and service venues, the program prepares students to operate a restaurant on campus and participate in an internship experience. This curriculum is based on American Culinary Federation standards.

CAREER OUTLOOK

Graduates of this program qualify for a variety of positions in hotels, restaurants, and resorts. Typically, these positions are in food production, shift supervision, and kitchen management. Students also qualify to transfer to four-year colleges or universities to pursue bachelor's degrees.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate practiced and acquired technical skills in the usage of tools and equipment found in a typical food service/food production setting.
- Demonstrate necessary administrative skills common to basic cost control and planning methods found in a typical commercial food service/food production setting.
- Demonstrate conceptual skills acquired through course work relative to planning a successful restaurant operation.

**31 Culinary Arts Certificate Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Food Service Sanitation and Skills	CUL111	Spring or Fall		3	ENG095 and MAT092 or placement and ESL098 or RDG095 or placement
Introduction to Culinary Arts	CUL115	Fall		4	co-req CUL111
Principles of Baking	CUL125	Fall		4	co-req CUL111
Café and Bistro Cuisine	CUL135	Spring		4	CUL115 and CUL125
Advanced Desserts and Pastries	CUL145	Spring		4	CUL115 and CUL125
College Writing I	ENG111	Spring or Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
Menu Design and Purchasing	CUL211	Fall		3	CUL135 and CUL145
Nutrition Science/Lab	BIO115	Spring		4	
TOTAL CREDITS				29	

PROGRAM OVERVIEW

This program prepares students with the basic skills and knowledge required for entry-level positions in the food service industry. This two- semester, 25-credit program is scheduled from September through May.

CAREER OUTLOOK

Graduates of this program qualify for a variety of entry-level positions in food production, including restaurant and institutional line cooking, pastry preparation, steward departments, and other related positions. Students also qualify to transfer all credits to the Associate in Science Degree: Hotel/ Restaurant/Travel Program.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate practiced and acquired technical skills in the usage of tools and equipment found in a typical food service/food production setting.
- Demonstrate the necessary administrative skills common to basic cost control and planning methods found in a typical commercial food service/food production setting.
- Demonstrate conceptual skills acquired through course work relative to planning a successful restaurant operation.



32 Associate in Science Degree: Early Childhood Development Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Child Growth/Development	ECE103*			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
Program Environments	ECE106			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Issues in Early Childhood Education	ECE102			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
Guidance/Discipline	ECE101			3	ECE103
Curriculum in Early Childhood Education	ECE104			3	ECE103
Observation/Recording Behavior	ECE117			3	ECE103
College Writing II	ENG112			3	ENG111
World View	From Area 3			3	
Principles of Psychology	PSY101**			3	ESL098 or RDG095 or placement
Children's Literature I	LIT217			3	pre/co-req ENG111
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
Families/Community in Early Childhood Education	ECE112			3	ECE103 plus additional 3 courses in ECE
Practicum in Early Childhood Education I	ECE120			3	Chair approval
Special Needs Child in Early Childhood Education	ECE111			3	3 courses in ECE; ECE103
Practicum in Early Childhood Education II	ECE121			3	Chair approval
Elective***				3	
Elective***				3	
TOTAL CREDITS				61	

* ECE103 was formerly PSY109. Students may not receive credit for both ECE103 and PSY109.

** This course satisfies "Individual and Society" General Education Requirement Area 2.

*** Recommended electives: ECE108, ECE113 or ECE115.

Student with credentials from the Council for Early Childhood Professional Recognition as a Child Development Associate (CDA) may apply for six credits in the associate degree program through the Prior Learning Assessment Program (PLAP). See department chairperson for details.

Note: Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check is required for this program.

PROGRAM OVERVIEW

Early Childhood Education & Human Services Department's mission statement and goals state two primary purposes. These are: 1) To provide knowledge, training and skill development for persons interested in working in the area of social services with specific educational opportunities for those interested in early childhood development, human services, and education. 2) To serve the community as an information and knowledge-base in the area of social service, with specific expertise in early childhood education and development, human services, and education.

This program prepares students in the fields of growth of the child, influences of the family upon the child, and environmental pressures upon the family.

CAREER OUTLOOK

Graduates of this program qualify for employment in a variety of settings, including day care centers, preschools, head start programs, family home care, social service organizations, and day camps. Students also may transfer to four-year colleges or universities in elementary education, human services work with families and children, or special needs childcare. Graduates of this program qualify as teachers and/or lead teachers in the state of Massachusetts. For more information on minimal requirements for employment, contact the department chairperson.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Use knowledge of child development and relationships with children and families to understand children as individuals and plan for their unique development by organizing environments which facilitate development in all developmental areas.
- Design and implement developmentally appropriate learning experiences using methods and materials which promote growth and development.
- Work with parents, families, and community leaders to support growth and development of children by engaging each child in meaningful experiences.
- Observe children in their care and be able to analyze and synthesize information about children so as to improve their own work with children, families, and communities.
- Analyze, evaluate and strengthen their work with children by reflecting upon effective practices and collaborating with other professionals in the field.



33 Early Childhood Development Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Issues in Early Childhood Education	ECE102			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
Program Environments	ECE106			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
Child Growth/Development	ECE103*			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Guidance/Discipline	ECE101			3	ECE103
Curriculum in Early Childhood Education	ECE104			3	ECE103
Observation/Recording Behavior	ECE117			3	ECE103
TOTAL CREDITS				24	

*ECE103 was formerly PSY109. Students may not receive credit for both ECE103 and PSY109.

Note: Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check is required for this program.

PROGRAM OVERVIEW

This program prepares students as teachers and/or lead teachers in the State of Massachusetts. Students must meet additional experiential requirements by working in a licensed child care program during or after meeting the educational requirements for teacher and/or lead teacher certification.

CAREER OUTLOOK

Graduates of this program qualify as teacher's aides in the State of Massachusetts. For more information on minimal requirements for employment, contact the department chairperson.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Use knowledge of child development and relationships with children and families to understand children as individuals and plan for their unique development by organizing environments which facilitate development in all developmental areas.
- Design and implement developmentally appropriate learning experiences using methods and materials which promote growth and development.
- Work with parents, families, and community leaders to support growth and development of children by engaging each child in meaningful experiences.
- Observe children in their care to analyze and synthesize information about those children so as to improve their work with children, families, and communities.
- Analyze, evaluate and strengthen their work with children by reflecting upon effective practices and collaborating with other professionals in the field.



34 Associate in Arts Degree: Education Concentration

Transfer agreements to Bridgewater, Salem State and UMass Boston vary. Please check with Department Chair or Transfer Counselor.

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2*				
World View	From Area 3*				
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
				16	
CONCENTRATION COURSES					
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Child Growth/Development or Adolescent/Adult Development	ECE103** or PSY124			3	PSY101
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Oral Communication	ENG171			3	
World Civilization I	HIS111			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
World Civilization II	HIS112			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
US History I or US History II	HIS151 or HIS152			3	
Children's Literature or Elective	LIT217			3	pre/co-req ENG111
Literature Elective***	LIT			3	pre/co-req ENG111
Literature Elective***	LIT			3	pre/co-req ENG111
Mathematics Elective				3	MAT094 or placement
Lab Science Elective				4	
Elective				3	
Elective				3	
Elective				3	
				46	
TOTAL CREDITS				62	

* This requirement is satisfied by Concentration Courses.

** ECE103 was formerly PSY109. Prerequisite for ECE103 is ESL098 and ESL099 or RDG095 and ENG090 or placement.

Students may not receive credit for both ECE103 and PSY109.

*** Literature options: LIT203 & 204, LIT205 & 206, or LIT211 & 212. Recommended electives: foreign language, EDU140 or EDU150.

CONCENTRATION OVERVIEW

Early Childhood Education & Human Services Department's mission statement and goals state two primary purposes. These are: 1.) To provide knowledge, training and skill development for persons interested in working in the area of social services with specific educational opportunities for those interested in early childhood development, human services, and education. 2.) To serve the community as an information and knowledge-base in the area of social service, with specific expertise in early childhood education and development, human services, and education.

This concentration prepares students seeking bachelor's degrees in education or liberal arts to transfer to four-year colleges or universities. In order to assure certification by the Massachusetts Office of Child Care Services, students seeking entry-level work in child care should enroll in the Associate in Science Degree: Early Childhood Development Program. For more information, contact the department chairperson.

CAREER OUTLOOK

Graduates of this concentration, which meets all the requirements of the Commonwealth Transfer Compact, qualify to transfer to four-year colleges or universities as juniors. Potential teaching careers include teacher aid; early elementary, later elementary, middle school and high school teaching; preschool and kindergarten teaching; and special education teaching. Students must obtain a bachelor's degree as the minimum requirement for entry into these fields. Graduate work may be necessary, as well.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Describe the interaction of history, culture, literature, economics, and science as studied within a broad liberal arts curriculum.
- Demonstrate a mastery in reading and writing/ literacy skills and the organization of critical thinking and problem solving behaviors.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

Electric Power Utility Program – A Partnership with NSTAR

In partnership with NSTAR, Bunker Hill Community College, and Local 369 UWUA, students can achieve a two-year Accredited Associate in Science Degree with a focus on Electric Power Utility Technology. Students will conduct much of their laboratory training at an NSTAR facility. Most classroom course work will be conducted at BHCC.

ADMISSION REQUIREMENTS:

Students must apply to the program through the Advising Counseling Center (B109) and:

1. Complete the NSTAR application (Sent directly to NSTAR).
2. Possess a high school diploma or GED certificate.
3. Complete Fundamentals of Algebra (MAT094) or place into College Algebra (MAT195).
4. Complete Writing Skills II (ENG095) or place into College Writing I (ENG111).
5. Achieve a reading level of 10th grade or higher on the College Placement Test (CPT).
6. Qualified applicants undergo a Criminal Offender Record Information (CORI) check and a drug and alcohol test before being accepted to the program.
7. Qualified applicants must pass height phobia and upper body strength testing.
8. Qualified applicants must participate in a 2-week pole climbing camp, facilitated by NSTAR during the summer.

35 Associate in Science Degree: Electric Power Utility Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111	Semester I		3	ENG095 or placement and ESL098 or RDG095 or placement
Topics in Algebra & Trigonometry	MAT193*	Semester I		3	MAT094 or placement
DC Circuit Theory/Lab	EPU101	Semester I		4	pre/co-req MAT193
Fundamentals of Single Phase & Polyphase Metering	EPU151	Semester I		4	Acceptance in Program
College Writing II	ENG112	Semester II		3	ENG111
Applications/Concepts	CIT110	Semester II		3	ESL098 or RDG095 or placement
Group Dynamics	PSY107**	Semester II		3	
AC Circuit Theory/Lab	EPU104	Semester II		4	EPU101
Overview of Underground and Substation Operations	EPU153	Semester II		4	Acceptance in Program
Electric Power/Utility Tech Internship	EPU251	Summer I, Yr I		3	EPU151 and EPU153
Intro to Mass Media	VMA111***	Semester III		3	ENG095 and MAT092
Fundamentals of Overhead Linework I	EPU253	Semester III		4	EPU251
Fundamentals of Overhead Linework II	EPU255	Semester III		4	EPU251
Power and Distribution Systems	EPU257	Semester III		3	EPU104
Intro to Physics	PHY191****	Semester IV		4	MAT193
Humanities	From Area 6	Semester IV		3	
Intermediate Overhead Linework I	EPU259	Semester IV		4	EPU253 and EPU255
Intermediate Overhead Linework II	EPU261	Semester IV		4	EPU253 and EPU255
TOTAL CREDITS				63	

* This course satisfies "Quantitative Thought" General Education Requirement Area 4.

** This course satisfies "Individual and Society" General Education Requirement Area 2.

*** This course satisfies "World View" General Education Requirement Area 3.

**** This course satisfies "Science and Technology" General Education Requirement Area 5.

CAREER OUTLOOK

Based on a student's grades, skills, and attitude, employment opportunities exist with NSTAR or an NSTAR qualified contractor upon graduation. Current starting salary is approximately \$23 to \$25 per hour, and overtime is also compensated. NSTAR offers a competitive and comprehensive benefits package including: health and dental care, life insurance, pension plan, 401K plan (including company matching program), as well as continuing education reimbursement.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate practiced and acquired skills while working at NSTAR in a variety of electrical fields with emphasis on the Overhead Line Worker.
- Use a computer to access data and information.
- Communicate effectively both orally and in writing.
- Obtain licenses from NSTAR.

Students will earn the following certifications:

- OSHA 1910.269 Regulations.
- First Aid/CPR.
- Pole-Top, Vault Rescue, Bucket Truck Rescue.
- CDL Pre-trip Training.
- DL Class B Drivers License.
- D.O.T. Medical Certification.

Associate in Science Degree: Engineering Program

The Associate of Science in Engineering Program is offered as part of a response to the skill shortages in the engineering workforce, and is consistent with the mission of the College. It is designed to meet the needs of BHCC students and to address the workforce demands of Greater Boston. The curriculum is structured to mirror the freshman and sophomore years of a university engineering degree.

Accordingly, the Science Department is developing articulation agreements with area universities to enable BHCC engineering graduates to transfer as juniors, upon completing the Associate of Science degree. The curriculum offers two options: an Engineering Transfer Option and a Biomedical Engineering Option.

36 Biomedical Engineering Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual/Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4*				
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
Intro to Engineering /Lab	ENR101			4	MAT195
Biomedical Engineering/Lab	BME100			4	MAT281 and CHM201 co-req MAT282
Biomedical Engineering II	BME200			3	BME100 and MAT282; co-req MAT283
Biomedical Engineering III	BME250			3	BME200; co-req MAT285
Calculus I	MAT281			4	MAT196 or MAT197
Calculus II	MAT282			4	MAT281
Calculus III	MAT283			4	MAT282
Ordinary Differential Equations	MAT285			4	MAT282
College Physics I/Lab	PHY251			4	Pre/co-req MAT281
College Physics II/Lab	PHY252			4	PHY251; pre/co-req MAT282
General Chemistry I/Lab	CHM201			4	MAT195
General Chemistry II/Lab	CHM202			4	CHM201
General Biology I/Lab	BIO195			4	ENG095 and MAT094 or placement and ESL098 or RDG095 or placement
General Biology II/Lab	BIO196			4	BIO195
TOTAL CREDITS				69	

* This requirement is satisfied by Option Courses.

OPTION OVERVIEW

This option brings engineering design and technology into the field of biology and medicine. This option prepares students for transfer to a four-year institution as a Biomedical Engineering major, or for direct employment in entry-level positions.

CAREER OUTLOOK

Graduates with an associate of science degree will be qualified for direct employment in entry-level research/lab assistant, design and manufacturing positions available in private industries, academic research institutions, and hospitals locally and nationwide. According to the Massachusetts Biotechnology Council, Massachusetts will experience a dramatic job growth in all areas related to biology, including Biotechnology and Biomedical Engineering, with an estimated 100,000 new jobs by 2012, 8% (or 8,000) of which will be available to holders of the associate degree.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Design and conduct experiments.
- Analyze and interpret data.
- Apply computational tools and scientific concept to biomedical engineering problems.
- Design systems, components, or processes for solving biomedical engineering problems.
- Function as part of a biomedical engineering team.
- Articulate the professional and ethical responsibilities required of engineers.

37 Engineering Transfer Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual/Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4*				
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
Intro to Engineering /Lab	ENR101			4	MAT195
Engineering Statics	ENR260			3	MAT282 and PHY251
Ordinary Differential Equations	MAT285			4	MAT282
Engineering Dynamics	ENR265			3	ENR260; coreq MAT285
Strength of Materials	ENR270			3	ENR260; coreq MAT285
Calculus I	MAT281			4	MAT196 or MAT197
Calculus II	MAT282			4	MAT281
Calculus III	MAT283			4	MAT282
College Physics I/Lab	PHY251			4	pre/co-req MAT281
College Physics II/Lab	PHY252			4	PHY251; pre/co-req MAT282
General Chemistry I/Lab	CHM201			4	MAT195
General Chemistry II/Lab	CHM202			4	CHM201
Career Elective**				3-4	departmental approval
Career Elective**				3-4	departmental approval
TOTAL CREDITS				66-68	

* This requirement is satisfied by core courses.

** Career Elective selection must be recommended and approved by the Engineering Advisor and/or the Engineering Department.

OPTION OVERVIEW

This option provides students with the technical coursework and laboratory experience that enables them to succeed in undergraduate engineering programs. Students planning to transfer into Civil, Mechanical, Electrical, Structural, Materials, or other related engineering degree programs, should enroll in this option. Upon graduation from BHCC, students are able to pursue further study at four-year colleges and universities.

CAREER OUTLOOK

Overall engineering jobs will rise by 9.4% through 2010, according to the US DOL, though growth in specific disciplines of engineering will rise faster. Graduates will have a strong engineering foundation and able to select from a variety of high demand fields for the balance of their training. Such high demand fields include Nanotechnology, Materials, and Robotics.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Design and conduct experiments.
- Analyze and interpret data.
- Apply computational tools and scientific concept to engineering problems.
- Design systems, components, or processes for solving engineering problems.
- Function as part of an engineering team.
- Articulate the professional and ethical responsibilities required of engineers.

38 Associate in Arts Degree: English Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6*				
				19	
CONCENTRATION COURSES					
Writing Tutor Seminar I	ENG115			1-4	instructor approval
Literature Course	LIT			3	pre/co-req ENG111
Literature Course	LIT			3	pre/co-req ENG111
Literature Course	LIT			3	pre/co-req ENG111
Literature Course	LIT			3	pre/co-req ENG111
English Elective				3	
Foreign Language Elective				3	
Foreign Language Elective				3	
Behavioral Science Elective				3	
Social Science Elective				3	
Mathematics Elective				3	MAT094 or placement
Lab Science Elective				4	
Elective				3	
Elective				3	
				41-44	
TOTAL CREDITS				60-63	

* This requirement is satisfied by Concentration Courses.

CONCENTRATION OVERVIEW

The English Department offers programs which qualify graduates to transfer to four-year institutions that prepare them for careers in teaching, journalism, public relations, and media communications. Students must complete a bachelor's degree and teaching certificate to pursue a teaching career. A bachelor's degree in English is a minimum requirement for entry level work in careers such as publishing, advertising, public relations, and journalism.

The English concentration prepares students to transfer to four-year colleges or universities. Students who select this concentration may be particularly interested in pursuing a career in teaching or journalism. This concentration, however, would be of value in any career in which good communication skills are fundamental to success. This program meets all requirements of the Commonwealth Transfer Compact.

CAREER OUTLOOK

Graduates of this concentration qualify to transfer to four-year institutions that prepare students for careers in teaching, journalism, public relations, and media communications. Students must complete a bachelor's degree and teaching certificate to pursue a teaching career. A bachelor's degree in English is a minimum requirement for entry level work in careers such as publishing, advertising, public relations, and journalism. In order to advance in some fields, graduate work may be required.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Demonstrate competence as a writer. Write for a variety of purposes, adapting to various audiences.
- Demonstrate proficiency in critical thinking.
- Demonstrate a basic understanding of a language other than English.
- Demonstrate strong interpersonal communication skills.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

**39 Associate in Science Degree: Fire Protection and Safety Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Algebra	MAT195*			3	MAT094 or placement
Principles of Sociology	SOC101**			3	ESL098 or RDG095 or placement
Inspection/Fire Prevention	FPS101			3	
Fire Protection/Safety	FPS103			3	
College Writing II	ENG112			3	ENG111
Building Construction for Fire	FPS105			3	
Hydraulics/Fire Protection	FPS205			3	
Hazardous Materials	FPS208			3	
Fire Codes/Standards	FPS211			3	
World View	From Area 3			3	
Fire Protection Systems/Equipment	FPS212			3	
Chemical Science I/Lab	CHM110			4	ENG095 and MAT094 or placement
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Oral Communication	ENG171			3	
Humanities	From Area 6			3	
Career Elective***				3	
Career Elective***				3	
Behavioral Science Elective				3	
Elective				3	
TOTAL CREDITS				61	

* This course satisfies "Quantitative Thought" General Education Requirement Area 4.

** This course satisfies "Individual and Society" General Education Requirement Area 2.

*** Choose two of these three Career Elective options: FPS107, 207, or 209.

"Science and Technology" General Education Requirement Area 5 is satisfied by program courses.

PROGRAM OVERVIEW

This program prepares students with practical and technical information and instruction. Students may include both potential fire fighters and in-service fire fighters wishing to upgrade their career status. An associate degree in fire protection and safety may lead to higher scores on promotional examinations. This program is offered in late afternoon and evening.

CAREER OUTLOOK

Graduates of this program qualify for careers in municipal, state and federal agencies, industry, and insurance companies. Graduates also qualify to transfer to four-year colleges or universities in fire protection and safety. This program also prepares fire fighters who wish to upgrade their career status.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Understand the principles of fire protection and safety.
- Demonstrate preparedness to be a fire company officer.
- Understand the principles of arson investigation.
- Demonstrate familiarity with inspections for fire prevention.
- Demonstrate preparedness to take promotional civil service fire exams.



40 Associate in Arts Degree: Foreign Language Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3*				
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6*				
				16	
CONCENTRATION COURSES					
First Foreign Language (Intermediate Proficiency)				3	
First Foreign Language (Intermediate Proficiency)				3	
History of Western Civilization I	HIS101			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
History of Western Civilization II	HIS102			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
Masterpieces of World Literature I	LIT211			3	pre/co-req ENG111
Masterpieces of World Literature II	LIT212			3	pre/co-req ENG111
Second Foreign Language (Elementary Proficiency)				3	
Second Foreign Language (Elementary Proficiency)				3	
Lab Science Elective				4	
Behavioral Science Elective				3	
Mathematics Elective				3	MAT094 or placement
Elective				3	
Elective				3	
Elective				3	
Elective				3	
				46	
TOTAL CREDITS				62	

* This requirement is satisfied by Concentration Courses.

CONCENTRATION OVERVIEW

The goal of the Foreign Language department at Bunker Hill Community College is to expose students to a language and culture in order to make them knowledgeable and active members of a global society. Students will learn to use modern foreign languages for meaningful communication in both spoken and written form. Students completing classes in the Foreign Language Program will gradually achieve course-appropriate outcomes in the four basic language skills of speaking, listening comprehension, reading and writing of the target language. Through foreign language study, students develop sensitivity to the cultural and linguistic heritage of other groups and their influence on our own, and are prepared to participate in a society characterized by linguistic and cultural diversity.

This concentration prepares students to transfer to four-year colleges or universities to major in a foreign language. The program meets all requirements of the Commonwealth Transfer Compact.

CAREER OUTLOOK

Graduates of this concentration often qualify for careers that require bilingual skills.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Demonstrate the basic skills for understanding and speaking a foreign language.
- Read and comprehend simple readings in a foreign language.
- Express their thoughts and ideas in writing in an uncomplicated manner in a foreign language.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

41 Associate in Arts Degree: General Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
				22	
CONCENTRATION COURSES					
Behavioral Science Elective				3	
Social Science Elective				3	
Mathematics Elective				3	MAT094 or placement
Lab Science Elective				4	
Literature Elective	LIT			3	pre/co-req ENG111
Literature Elective	LIT			3	pre/co-req ENG111
Elective				3	
Elective				3	
Elective				3	
Elective				3	
Elective				3	
Elective				3	
Elective				3	
				40	
TOTAL CREDITS				62	

Note: The department encourages students to consult with their intended transfer institution to determine appropriate electives. The department recommends a two-semester language sequence.

CONCENTRATION OVERVIEW

This concentration prepares students who have not yet chosen a major field of study to transfer to four-year colleges or universities as juniors. The college encourages students to take electives in disciplines in which they may major at a four-year institution. This concentration meets all requirements of the Commonwealth Transfer Compact.

CAREER OUTLOOK

Graduates of this concentration qualify for a variety of careers depending upon the chosen major. A bachelor's degree is the usual minimum requirement for entry into most fields. Graduate work may be necessary, as well.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Describe the interaction of history, culture, literature, economics, and science as studied within a broad liberal arts curriculum.
- Demonstrate skills as critical thinkers, readers, and writers.
- Demonstrate competence in basic computer use.

This program also is available through the Weekend College Program.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

Associate in Science Degree: Clinical Laboratory Sciences Program

This program prepares students through lectures, laboratory activities and hospital-based clinical experience to become Clinical/Medical Laboratory Technicians. Students will acquire the skills and knowledge essential to working in a medical laboratory and performing tests that aid in the diagnosis and treatment of disease and the maintenance of health.

Students must earn a numerical grade of 77 or higher in all Biology, Chemistry, and Clinical Laboratory Science courses. Either failure to meet clinical objectives or failure to obtain a numerical course grade of 77 or better constitutes failure in that course. Students may apply for readmission to the program.

All clinical laboratory science students are required to: undergo a physical examination, complete the necessary immunization forms, including the three (3) dose Hepatitis B immunization series; carry malpractice and health insurance; and undergo a Criminal Offender Record Information (CORI) check. In accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 172-178 and regulations pursuant to these statutes, CORI checks are required prior to participation in the clinical component of courses. The outcome of the CORI check may impact the student's ability to participate in the clinical experience.

PREREQUISITES FOR THE CLINICAL LABORATORY SCIENCES PROGRAM:

Students must apply to the program through the Admissions Office (B202) and:

1. Possess a high school diploma or GED certificate.
2. Attendance at a mandatory informational interview with the Program Director.
3. Completion of college placement tests in reading, math and English.

PROGRAM ACCREDITATION

The Program is actively perusing accreditation by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Bryn Mawr Ave., Suite 670, Chicago, IL 60631. Tel: 773 714 8880. Upon achieving Accreditation, graduates of the Program will be eligible to take national certification examinations.

42 Associate in Science Degree: Clinical Laboratory Science

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Principles of Psychology	PSY101*			3	ESL098 or RDG095 or placement
World View	From Area 3			3	
Statistics	MAT181**			3	MAT094
Anatomy and Physiology I/Lab	BIO203			4	BIO101 or BIO108 or BIO195
Anatomy and Physiology II/Lab	BIO204			4	BIO203
Microbiology	BIO205			4	BIO195 or BIO203
Chemical Science I/lab	CHM110			4	ENG095 and MAT094
Chemical Science II/Lab	CHM111			4	CHM110
Intro to Clinical Laboratory Sciences I	CLS101			3	Admission to CLS Program
Intro to Clinical Laboratory Sciences II	CLS102			3	CLS101
CLS Seminar I	CLS201			3	CLS102
CLS Seminar II	CLS202			3	CLS201 and CLS251
CLS Seminar III	CLS203			3	CLS202 and CLS252
CLS Practicum I	CLS251			4	co-req CLS201
CLS Practicum II	CLS252			4	co-req CLS202
CLS Practicum III	CLS253			4	co-req CLS203
TOTAL CREDITS				62	

* This course satisfies "Individual and Society" General Education Requirement Area 2.

** This course satisfies "Quantitative Thought" General Education Requirement Area 4.

CAREER OUTLOOK

Graduates of this program are eligible to take the CLT/MLT certification exam administered by the American Society of Clinical Pathology. Graduates are then qualified for employment in hospitals, clinics and health maintenance organizations.

UPON COMPLETION OF THIS PROGRAM

GRADUATES WILL BE ABLE TO:

- Collect and prepare clinical specimens for analysis.
- Operate laboratory instruments.
- Prepare a variety of diagnostic analyses according to prescribed methodology.
- Relate test results to other patient information to the extent required for understanding the analyses.

Associate in Science Degree: Medical Imaging Program

The Medical Imaging Program prepares students in four different Associate in Science Degree options:

THE FOUR ASSOCIATE IN SCIENCE DEGREE OPTIONS ARE:

- The full-time Cardiac Sonography Option – 24 months in duration
- The full-time Medical Radiography Option – 21 months in duration
- The part-time Medical Radiography Option – 35 months in duration
- The full-time General Sonography Option – 24 months in duration

Programmatic accreditation is as follows:

The Cardiac Sonography and General Sonography Options are accredited by the Commission on Accreditation of Allied Health Education Programs.

The Medical Radiography Options are accredited by the Joint Review Committee on Education in Radiologic Technology.

See BHCC accreditation statement on the inside back cover of this catalog for contact information for each of the accrediting agencies.

The application process for the Medical Imaging Program is highly competitive and selective. Potential applicants are ranked based on prerequisite grades, reading score on the College Placement Test (LOEP for ESL students), general education courses taken at BHCC, and related work experience. Consideration is also given for completion of a prior college-level physics class. Interviews will be scheduled for the 70 highest ranking Medical Radiography applicants (40 for full-time and 30 for part-time options), and the 20 highest ranking applicants to Cardiac Sonography, and General Sonography. When interviews are scheduled, job shadows will be requested of applicants.

The program prepares students for entry-level positions in the respective fields. Graduates are eligible to apply to take the American Registry of Radiologic Technologists Exam (Medical Radiography) or the American Registry of Diagnostic Medical Sonography Exam (Sonography Options). Medical Radiography graduates are also eligible to apply to take the Massachusetts State Licensing Examination. The program begins in the fall semester, and didactic and clinical education are carefully correlated to provide reinforcement in the clinical setting of skills learned in the classroom. Students in the program must earn a numerical course grade of 80% or better in all imaging courses, and a minimum grade of C in all general education courses. Failure to meet clinical objectives or failure to meet the academic standard in any course will result in withdrawal from the program. Students may apply for readmission to the program one time, on a space-available basis. All medical imaging students must undergo a physical examination, complete the necessary immunization forms, including the three (3) dose Hepatitis B immunization series, have CPR certification, carry malpractice and health insurance, and undergo a Criminal Offender Record Information (CORI) check. In accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 172 – 178 and regulations pursuant to these statutes, CORI checks are required prior to participation in the clinical component of medical imaging courses. If a student is found to have a CORI issue, he/she will be referred to the BHCC CORI officer for further discussion. If a CORI offense precludes



participation in the clinical component of the program, the student will be withdrawn from the program. Admission to the medical imaging program does not guarantee clinical placement. The outcome of the CORI check may impact the student's ability to participate in the clinical experience. Individuals with previous court convictions also must meet eligibility requirements of the previously mentioned credentialing bodies. For further information, please see the department chairperson.

PREREQUISITES FOR ALL MEDICAL IMAGING OPTIONS:

1. Attend one MANDATORY information session. (Refer to BHCC website for dates)
2. Possess a high school diploma or GED certificate.
3. Take college placement test (CPT), or LOEP for ESL students.
4. Complete the following courses with a grade of C or better:
 - a. One semester of college algebra (MAT195) or equivalent;
 - b. One semester of college level Anatomy/Physiology I/Lab (must be completed within 5 years of application unless currently working in related healthcare position).

AFTER ALL PREREQUISITES ARE COMPLETED:

1. Apply through The Admissions Office between September 15 – December 31.
2. Top-scoring applicants in each option will be invited to interview with the Medical Imaging Admissions Committee.
3. Job shadows will be recommended to each of these applicants prior to the interview.
4. Communication skills and overall knowledge of the field will be ranked during the interview and essay process.
5. The Medical Imaging Admissions Committee will evaluate each candidate's record at the completion of interviews.
6. Admission to the Medical Imaging Program will be based on the initial ranking as well as the ranking of the interview.

Note: A college physics course is highly recommended for Diagnostic Medical Sonography applicants.



43 Cardiac Sonography Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Patient Care in Medical Imaging	MIG109	Fall		4	co-req MIG101
Intro to Ultrasound	MIG101	Fall		2	
Ultrasound Instrumentation	MIG105	Fall		3	
Anatomy/Physiology II/Lab	BIO204	Fall		4	BIO203
Echo I	MIG112	Spring		3	MIG101
Interpretation I	MIG115	Spring		4	MIG109
College Writing I	ENG111	Spring		3	ENG095 or placement and ESL098 or RDG095 or placement
Vascular Ultrasound	MIG205	Summer I		3	MIG119
Echo II	MIG119	Summer I		3	MIG112
College Writing II	ENG112	Summer I		3	ENG111
Principles of Sociology	SOC101	Summer II		3	ESL098 or RDG095 or placement
Interpretation II	MIG203	Summer II		3	MIG115
Related Pharmacology	MIG121	Summer II		2	MIG115
Echo III	MIG201	Fall		4	MIG119
Ultrasound Instrumentation II	MIG207	Fall		2	MIG119
Cardiac Sonography Clinical I	MIG211	Fall		3	MIG119; co-req MIG201
Cardiac Sonography Clinical II	MIG213	Spring		4	MIG211; co-req MIG215
Echo IV/Interpretation	MIG215	Spring		4	MIG203
Advanced Interpretation Seminar	MIG216	Spring		2	MIG211 and MIG203; co-req MIG215
Applications/Concepts	CIT110	Spring		3	ESL098 or RDG095 or placement
Cardiac Sonography Clinical III	MIG217	Summer		4	MIG213
TOTAL CREDITS				66	

OPTION OVERVIEW

This option prepares students in the imaging of the human heart with soundwaves. This option prepares students to use the equipment that produces soundwaves, obtains an image, and provides the physician with diagnostic information for treatment.

CAREER OUTLOOK

Graduates of this option qualify for employment in hospitals, HMOs, clinics, doctors' offices, mobile units, community health agencies, equipment/film companies, and/or as application specialist sales representatives.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Possess the general knowledge and technical skills required to perform cardiac echo examinations as an entry-level cardiac sonographer.
- Demonstrate sufficient knowledge of cardiac sonography to pursue registry status through The American Registry of Diagnostic Medical Sonographers.
- Understand the importance of lifelong continuing education in the field of Cardiac Sonography.

44 General Sonography Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Patient Care in Medical Imaging	MIG109	Fall		4	
Introduction to Ultrasound	MIG101	Fall		2	
Ultrasound Instrumentation	MIG105	Fall		3	
Cross Sectional Anatomy	SON113	Fall		4	co-req BIO204
Anatomy/Physiology II/Lab	BIO204	Fall		4	BIO203
Abdominal Ultrasound	SON115	Spring		3	co-req SON121
Applications/Concepts	CIT110	Spring		3	ESL098 and RDG095 or placement
Ultrasound Scanning Protocols & Pathology	SON117	Spring		4	co-req SON121
Subspecialty Sonography & Neurosonography	SON119	Spring		3	co-req SON121
General Sonography Clinical I	SON121	Spring		3	co-reqs SON115 and SON117 and SON119
Vascular Ultrasound	MIG205	Summer I		3	co-req SON123
General Sonography Clinical II	SON123	Summer		3	SON121; co-req MIG205
College Writing I	ENG111	Summer II		3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112	Fall		3	ENG111
Diagnostic Instrumentation	SON213	Fall		2	co-req SON223
Advanced General Sonography Seminar I	SON215	Fall		2	co-req SON223
Obstetrical/Gynecological Sonography I	SON219	Fall		3	co-req SON223
General Sonography Clinical III	SON223	Fall		3	SON123; coreqs: SON213, SON215, and SON219
Principles of Sociology	SOC101	Spring		3	ESL098 or RDG095 or placement
Advanced General Sonography Seminar II	SON217	Spring		2	SON215; co-req SON225
Obstetrical/Gynecological Sonography II	SON221	Spring		3	SON219; co-req SON225
General Sonography Clinical IV	SON225	Spring		3	SON223; coreqs: SON217 and SON221
General Sonography Clinical V	SON227	Summer		3	SON225
TOTAL CREDITS				69	

OPTION OVERVIEW

Through comprehensive instruction and clinical experience, this program prepares students to pursue careers and registry-status in diagnostic medical sonography. The program covers ultrasound physics, abdominal sonography, obstetrical and gynecological sonography, sonographic subspecialties, and cross-sectional anatomy.

CAREER OUTLOOK

Graduates of this option qualify for employment in hospitals, HMOs, clinics, doctors' offices, mobile units, community health agencies, equipment/film companies, and/or as application specialist sales representatives.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Recognize and identify the sonographic appearance of normal anatomic structures and Doppler flow patterns.
- Utilize ultrasound equipment to obtain an image and provide physicians with diagnostic information for treatment.
- Understand the role of ultrasound in patient management and discuss the biologic effects of ultrasound.
- Apply to take the national registry exam (ARDMS).



45 Medical Radiography Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Patient Care in Medical Imaging	MIG109	Fall		4	co-req MIG107
Intro to Medical Radiography	MIG107	Fall		2	
Positioning I	MIG122	Fall		3	co-req MIG124
Medical Radiography Clinical I	MIG124	Fall		2	
Anatomy/Physiology II/Lab	BIO204	Spring		4	BIO203
Radiologic Imaging I	MIG120	Spring		2	MIG107
Imaging Technology I	MIG111	Spring		3	MAT094 or placement
Positioning II	MIG126	Spring		3	MIG122; co-req MIG128
Medical Radiography Clinical II	MIG128	Spring		2	MIG124
Medical Radiography Clinical III	MIG222	Summer		4	MIG128
College Writing I	ENG111	Summer II		3	ENG095 or placement and ESL098 or RDG095 or placement
Principles of Sociology	SOC101	Summer II		3	ESL098 or RDG095 or placement
Positioning III	MIG220	Fall		3	MIG126
Medical Radiography Clinical IV	MIG228	Fall		2	MIG222
Imaging Technology II	MIG224	Fall		3	MIG111
Radiologic Imaging II	MIG226	Fall		3	MIG120
Pharmacology of Radiology	MIG227	Fall		1	MIG109 and BIO204
College Writing II	ENG112	Fall		3	ENG111
Radiation Protection	MIG230	Spring		3	MIG226
Medical Radiography Clinical V	MIG236	Spring		3	MIG228
CT/Cross Sectional Anatomy	MIG234	Spring		2	BIO204
Applications/Concepts	CIT110	Spring		3	ESL098 or RDG095 or placement
Advanced Medical Radiography Seminar	MIG238	Spring		2	MIG224 and MIG226
TOTAL CREDITS				63	

OPTION OVERVIEW

This option prepares students to perform entry level diagnostic examinations on patients utilizing analog and digital technology to produce diagnostic images in a diverse, healthcare environment. The field of radiography includes radiography, computed tomography (CT), magnetic resonance imaging (MRI), mammography, and cardiovascular and interventional technology.

CAREER OUTLOOK

Graduates of this option qualify for employment in hospitals, HMOs, clinics, doctors' offices, mobile units, community health agencies, industrial x-ray, and equipment/film companies. Successful graduates will qualify to take the American Registry of Radiologic Technologists Registry Examination and the State of Massachusetts Licensing Examination for entry-level Radiologic Technologists.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Demonstrate competence in the essential aspects of medical radiography at the entry level.
- Develop skills in problem-solving, critical thinking, and effective communication.
- Promote life-long learning, professional growth, values, and ethics.

46 Medical Radiography Part-time Evening Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Patient Care in Medical Imaging	MIG109	Fall		4	co-req MIG107
Intro to Medical Radiography	MIG107	Fall		2	
College Writing I	ENG111	Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
Imaging Technology I	MIG111	Spring		3	MAT094 or placement
Radiologic Imaging I	MIG120	Spring		2	MIG107
College Writing II	ENG112	Spring		3	ENG111
Imaging Technology II	MIG224	Summer		3	MIG111
Principles of Sociology	SOC101	Summer		3	ESL098 or RDG095 or placement
Applications/Concepts	CIT110	Summer		3	ESL098 or RDG095 or placement
Radiologic Imaging II	MIG226	Fall		3	MIG120
Radiation Protection	MIG230	Fall		3	co-req MIG226
Positioning I	MIG122	Spring		3	co-req MIG124
Anatomy/Physiology II/Lab	BIO204	Spring		4	BIO203
Medical Radiography Clinical I	MIG124	Spring		2	
Positioning II	MIG126	Summer		3	MIG122; co-req MIG128
Pharmacology of Radiology	MIG227	Summer		1	MIG109 and BIO204
Medical Radiography Clinical II	MIG128	Summer		2	MIG124
Positioning III	MIG220	Fall		3	MIG126
Medical Radiography Clinical III	MIG222	Fall		4	MIG128
Medical Radiography Clinical IV	MIG228	Spring (day)		2	MIG222
CT/Cross Sectional Anatomy	MIG234	Fall		2	BIO204
Advanced Medical Radiography Seminar	MIG238	Spring		2	MIG224 and MIG226
Medical Radiography Clinical V	MIG236	Summer (day)		3	MIG228
TOTAL CREDITS				63	

OPTION OVERVIEW

This option prepares students to perform entry level diagnostic examinations on patients utilizing analog and digital technology to produce diagnostic images in a diverse, healthcare environment. The field of radiography includes radiography, computed tomography (CT), magnetic resonance imaging (MRI), mammography, and cardiovascular and interventional technology.

CAREER OUTLOOK

Graduates of this option qualify for employment in hospitals, HMOs, clinics, doctors' offices, mobile units, community health agencies, industrial x-ray, and equipment/ film companies. Successful graduates will qualify to take the American Registry of Radiologic Technologists Registry Examination and the State of Massachusetts Licensing Examination for entry-level Radiologic Technologists.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Demonstrate competence in the essential aspects of medical radiography at the entry level.
- Develop skills in problem-solving, critical thinking, and effective communication.
- Promote life-long learning, professional growth, values, and ethics.

Computed Tomography Certificate Program

This CT Certificate Program is designed for experienced medical imaging professions seeking to enter the field of computed tomography. The didactic and clinical content is structured to meet the content requirements of the American Registry of Radiologic Technologists (ARRT) Post-primary Registry Exam in CT, and will help professionals prepare for the examination. Didactic courses are delivered online in an interactive format to accommodate the working adult student. Students are responsible for finding a host hospital in which to complete the 100 hour clinical internship in which relevant skills will be reinforced. Students must earn a numerical grade of 80 or higher in all courses. Failure to meet internship objectives or failure to obtain a numerical course grade of 80 or better constitutes failure in that course. Students may apply for readmission to the program one time.

All CT students are required to undergo a physical examination; complete the necessary immunization forms, including three (3) Hepatitis B series; have malpractice and health insurance, and undergo a Criminal Offender Record Information (CORI) Check. In accordance with the Criminal Records Information Act: mass. General Laws, Chapter 6 172-178 and regulations pursuant to these statutes, CORI checks are required prior to participation in the internship component of the

Computed Tomography Certificate program. The outcome of the CORI check may impact the student's ability to participate in the internship experience.

ADMISSION REQUIREMENTS:

Student must apply to the program through the Admissions Office and:

1. Present a completed application with fee.
2. Submit a copy of the current ARRT or NMTCB card.
3. Submit a letter of interest.
4. Submit a letter of recommendation from a supervisor, including guarantee of a clinical site for the clinical internship.

Admission is selective. Completed applications will be reviewed by the Medical Imaging Department in July for a September start, and in December for a January start.

47 Computed Tomography Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Computed Tomography I	CTC111			3	acceptance into CT Program
Computed Tomography II	CTC211			3	CTC111
Computed Tomography Internship	CTC299			3	chair approval; pre/co-req CTC211
TOTAL CREDITS				9	

PROGRAM OVERVIEW

This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) post-primary registry examination in CT, as well as for entry-level CT positions. It is intended for ARRT or Nuclear Medicine Technologist Certification Board (NMTCB) registered imaging professionals.

CAREER OUTLOOK

It is expected that the number of positions in this modality will continue to grow in the near future. Opportunities exist in hospitals, outpatient clinics and free-standing medical imaging facilities.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate competence in the essential aspects of computed tomography at the entry-level.
- Understand the importance of life-long continuing education in the field of computed tomography.

Magnetic Resonance (MR) Certificate Program

This Magnetic Resonance (MR) Certificate Program is designed for experienced medical imaging professions seeking to enter the field of MR imaging. The didactic and clinical content is structured to meet the content requirements of the American Registry of Radiologic Technologists (ARRT) Post-primary Examination in MR, and will help professionals prepare for the examination. Didactic courses are delivered online in an interactive format to accommodate the working adult student. Students are responsible for finding a host hospital in which to complete the 100 hour clinical internship in which relevant skills will be reinforced. Students must earn a numerical grade of 80 or higher in all courses. Failure to meet internship objectives or failure to obtain a numerical course grade of 80 or better constitutes failure in that course. Students may apply for readmission to the program one time.

All MR students are required to undergo a physical examination; complete the necessary immunization forms, including three (3) Hepatitis B series; have malpractice and health insurance, and undergo a Criminal Offender Record Information (CORI) Check. In accordance with the Criminal Records Information Act: mass. General Laws, Chapter 6 172-178 and regulations pursuant to these

statutes, CORI checks are required prior to participation in the internship component of the MR Certificate program. The outcome of the CORI check may impact the student's ability to participate in the internship experience.

ADMISSION REQUIREMENTS:

Student must apply to the program through the Admissions Office and:

1. Present a completed application with fee.
2. Submit a copy of the current ARRT card.
3. Submit a letter of interest.
4. Submit a letter of recommendation from a supervisor, including guarantee of a clinical site for the clinical internship.

Admission is selective. Completed applications will be reviewed by the Medical Imaging Department in July for a September start, and in December for a January start.

48 Magnetic Resonance (MR) Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
MR Concepts I	MRC111			3	acceptance into MR Program
MR Concepts II	MRC211			3	MRC111
MR Clinical Internship	MRC299			3	chair approval; pre/co-req: MRC211
TOTAL CREDITS				9	

PROGRAM OVERVIEW

This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) Post-primary Registry Examination in Magnetic Resonance, as well as for entry-level MR positions. It is intended for ARRT registered imaging professionals.

CAREER OUTLOOK

It is expected that the number of positions in this modality will continue to grow in the near future. Opportunities exist in hospitals, outpatient clinics and free-standing medical imaging facilities.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate competence in the essential aspects of MR imaging at the entry-level.
- Understand the importance of life-long continuing education in the field of MR imaging.

Mammography Certificate Program

This Mammography Certificate Program is designed for experienced medical imaging professions seeking to enter the field of mammography. The didactic and clinical content is structured to meet the content requirements of the American Registry of Radiologic Technologists (ARRT) Post-primary Examination in Mammography, and will help professionals prepare for the examination. Didactic courses are delivered online in an interactive format to accommodate the working adult student. Students are responsible for finding a host hospital in which to complete the 100 hour clinical internship in which relevant skills will be reinforced. Students must earn a numerical grade of 80 or higher in all courses. Failure to meet internship objectives or failure to obtain a numerical course grade of 80 or better constitutes failure in that course. Students may apply for readmission to the program one time.

All mammography students are required to undergo a physical examination; complete the necessary immunization forms, including three (3) Hepatitis B series; have malpractice and health insurance, and undergo a Criminal Offender Record Information (CORI) Check. In accordance with the Criminal Records Information Act: mass. General Laws, Chapter 6 172-178 and regulations

pursuant to these statutes, CORI checks are required prior to participation in the internship component of the Mammography Certificate program. The outcome of the CORI check may impact the student's ability to participate in the internship experience.

ADMISSION REQUIREMENTS:

Student must apply to the program through the Admissions Office and:

1. Present a completed application with fee.
2. Submit a copy of the current ARRT card.
3. Submit a letter of interest.
4. Submit a letter of recommendation from a supervisor, including guarantee of a clinical site for the clinical internship.

Admission is selective. Completed applications will be reviewed by the Medical Imaging Department in July for a September start, and in December for a January start.

49 Mammography Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Mammography I	MAC111			3	acceptance into Mammography Program
Mammography Principles II	MAC211			3	MAC111
Mammography Clinical Internship	MAC299			3	chair approval; pre/co-req MAC211
TOTAL CREDITS				9	

PROGRAM OVERVIEW

This certificate helps to prepare students for the American Registry of Radiologic Technologists' (ARRT) post-primary registry examination in mammography, as well as for entry-level mammography positions. It is intended for ARRT registered imaging professionals.

CAREER OUTLOOK

It is expected that the number of positions in this modality will continue to grow in the near future. Opportunities exist in hospitals, outpatient clinics and free-standing medical imaging facilities.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate competence in the essential aspects of mammography at the entry-level.
- Understand the importance of lifelong continuing education in the field of mammography.

PACS Administration Certificate Program

PACS Administration, or Picture Archival and Communication Systems, is designed for experienced computer science or medical imaging professionals seeking to enter the field of PACS Administration. This program provides relevant knowledge of both IT and Medical Imaging concepts in a web-based format for the working adult. This is a full-time, two semester program. Many of the courses are offered each semester, and through the summer for flexibility, and the program may be extended to a third semester if necessary. Students are responsible for finding a host hospital in which to complete the 100 hour internship in which relevant skills will be reinforced. Students must earn a numerical grade of 80 or higher in all courses. Failure to meet internship objectives or failure to obtain a numerical course grade of 80 or better constitutes failure in that course. Students may apply for readmission to the program one time.

All PACS students are required to undergo a physical examination; complete the necessary immunization forms, including three (3) Hepatitis B immunization series; have malpractice and health insurance and undergo a Criminal Offender Record Information (CORI) Check. In accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 172-178 and regulations pursuant to these statutes, CORI checks are required prior to participation in the internship component of the PACS Certificate Program. The outcome of the CORI check may impact the student's ability to participate in the internship experience.

ADMISSION REQUIREMENTS:

Students must apply to the program through the Admissions Office between September 15 – December 31 and:

1. Applicants must have a degree in a computer science field, extensive experience as determined by the Chair of the CIT Department, or be a graduate of an accredited Medical Imaging Program and be credentialed with a recognized national agency.
2. Submit an application with high school and college transcripts.
3. Submit a letter of interest with professional resume and references.
4. Attend an on-site or phone interview.

Admission is selective. Completed applications will be reviewed by the Medical Imaging and CIT Department Chairs.

50 PACS Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Introduction to Diagnostic Imaging & PACS	MIG161			3	Admission to PACS Certificate Program
Advanced PACS Seminar	MIG251			3	MIG161 and CIT141
Information Technology Fundamentals	CIT112			3	ESL098 or RDG095
Principles of Information Security	CIT118			3	CIT110 or CIT120 or permission of chair
PACS Administration I	CIT141			3	CIT112 or permission of chair
PACS Administration II	CIT241			3	CIT141
Practical Computer System Integration & Troubleshooting	CIT140			3	ESL098 or RDG095
PACS Administration Internship	MIG299			3	Admission to PACS Certificate Program
TOTAL CREDITS				24	

CAREER OUTLOOK

Every hospital in the country is in the process of migrating their medical imaging department to a filmless state due to PACs technology. Every hospital will need at least one PACs administrator, and many will need more than one. Teaching hospitals have already begun this process, and community hospitals are now in the process of planning for and purchasing these database management systems for their departments.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Manage medical image databases, and interact with other information system databases used in healthcare facilities.
- Evaluate and implement practical operational strategies that will make the workflow more efficient.
- Function as an entry-level PACs Administrator.



Vascular Sonography Certificate Program

This program prepares students for career positions in the profession of vascular ultrasound (vascular technology). This one-year certificate program combines didactic and clinical experience in the areas of arterial, venous and cerebrovascular ultrasound as well as a course in vascular instrumentation. In addition to exposure to ultrasound protocols the student will become acquainted with other types of diagnostic instruments used to assess blood flow.

ADMISSION REQUIREMENTS:

To be considered for admission into this program, applicants must apply to the program through the Admissions Office (B202) and:

1. Attend a MANDATORY information session.
2. Be a graduate of a CAAHEP accredited Diagnostic Ultrasound Program with an A.S. or be a graduate with a B.S. from an allied health program.
3. If a graduate of a non-CAAHEP approved ultrasound program, applicant must be registered by the American Registry of Diagnostic Medical Sonography (ARDMS).
4. Complete Anatomy and Physiology I and II.
5. Show evidence of good physical and emotional health as indicated by a physician's recommendation.
6. High school physics or college physics is recommended.
7. Qualified applicants may be asked to complete an interview process conducted by academic and clinical faculty.
8. Must provide an original letter from a credentialed sonographer (Registered Vascular Technologist) or physician stating that the student has secured a clinical site prior to the start of the program.

51 Vascular Sonography Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Vascular Principles and Instrumentation	VSN111	Fall		3	
Peripheral Arterial Testing	VSN113	Fall		3	
Vascular Ultrasound Clinical I	VSN115	Fall		3	co-reqs VSN111 and VSN113
Peripheral Venous Testing	VSN211	Spring		3	VSN113
Cerebrovascular Testing	VSN213	Spring		3	VSN113
Vascular Ultrasound Clinical II	VSN215	Spring		3	VSN115; co-req VSN211
Vascular Ultrasound Clinical III	VSN217	Summer		3	VSN215
TOTAL CREDITS				21	

CAREER OUTLOOK

According to the United States Department of Labor employment in the field of Vascular Technology is expected to grow faster than most imaging modalities. Graduates of this program are qualified for entry-level positions as Vascular Technologists in hospitals and clinical settings.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Pursue employment opportunities as entry-level Vascular Technologists.



Associate in Science Degree: Nursing Program

This program prepares students to become nurses at the associate's degree level and prepares students to become eligible to take the NCLEX-RN (National Council Licensure Exam for Registered Nurses). The National League for Nursing Accrediting Commission (N.L.N.A.C.) 61 Broadway, NY, NY, 10006, 1-800-669-1656, accredits the Nursing program and the Massachusetts Board of Registration in Nursing approves it. In order to provide a sound theoretical base for the practice of nursing, the curriculum offers general education courses concurrently with nursing courses. Students begin clinical learning experiences in the first semester and the clinicals continue throughout the program. The program curriculum begins with the fall and spring semesters. Due to the nature of clinical placements, students in any nursing program option may complete their clinical experience in day, evening or weekend hours. Students are responsible for their own transportation to clinical sites.

Students must earn a numerical grade of 75 or higher in all nursing courses and a grade of C or higher in all science courses. Either failure to meet clinical objectives or failure to obtain a numerical course grade of 75 or better constitutes failure in that course. Students may apply for readmission to the program one time.

All nursing students are required to: undergo a physical examination; complete the necessary immunization forms, including, but not limited to the three (3) dose Hepatitis B immunization series; proof of immunity against measles, mumps, rubella and chicken pox; current proof of freedom from tuberculosis and any other immunization(s) that clinical sites require. Students must complete all health requirements prior to entering any clinical experience. Students who do not complete health requirements will not be allowed to enter the clinical component and may jeopardize their standing in the nursing program. All nursing students must have current American Heart Association CPR certification for the Healthcare Provider, carry malpractice and health insurance; and undergo a Criminal Offender Record Information (CORI) check. In accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 § 172-178 and regulations pursuant to these statutes, CORI checks are required prior to participation in the clinical component of nursing courses. Admission to the nursing program does not guarantee clinical placement. The outcome of the CORI check may impact the student's ability to participate in the clinical experience. Individuals with previous court convictions also must meet eligibility requirements of the Massachusetts Board of Registration in Nursing for licensure. Answering yes to any of the following questions may impact upon a person's ability to meet good moral character requirements specified by the Massachusetts Board of Registration in Nursing, be eligible to sit for the NCLEX-RN examination, and ultimately to practice as a registered nurse in Massachusetts:

1. Has any disciplinary action ever been taken against you by a professional and/or trade licensing/certification board located in the United States or any country/foreign jurisdiction, including removal from a long-term care nursing aide registry program?
2. Are you the subject of pending disciplinary action by a professional and/or trade licensing/certification board located in the United States or any foreign country/foreign jurisdiction?
3. Have you ever applied for, and been denied, a professional and/or trade license/certification in the United States or any other country/foreign jurisdiction?
4. Have you ever surrendered or resigned a professional and/or trade license/certificate in the United States or any other country/foreign jurisdiction?
5. Have you ever been convicted of a felony or misdemeanor in the United States or any other country/foreign jurisdiction?

For further information, please see the department chairperson.

This is a full-time two and one half-year program. Students may select either day, evening or weekend program options.

PREREQUISITES FOR THE NURSING PROGRAM:

1. Attend one MANDATORY information session.
2. Possess a high school diploma or GED certificate.
3. Achieve a reading level of 10th grade or higher on the College Placement Test (CPT).
4. Complete the following courses with a grade of C or better:
 - One year of high school chemistry with lab or one semester of college chemistry with lab.
 - MAT094 Fundamentals of Algebra or placement above MAT094.
 - BIO203 Anatomy & Physiology I/Lab (credits for Anatomy and Physiology/Lab that were earned more than five (5) years prior to enrollment in the nursing program are not accepted).
 - ENG111 College Writing I.
 - NUR100 Drug Calculations.

AFTER ALL PREREQUISITES ARE COMPLETED:

1. Apply through The Admissions Office during the following enrollment periods:
Fall Program: September 15 - December 31. Spring Program: May 1 - August 31.
2. After applying, qualified applicants will be invited to take the Nursing admissions test (Test of Essential Academic Skills).
3. Applicants must score at least 70% in reading and 50% in math and science on the TEAS (Test of Essential Academic Skills).
4. Admission to the Nursing Program will be based on a ranking system that includes student performance on the TEAS as well as performance in other courses in the nursing curriculum.

Applicants are accepted into the Nursing Program after evaluation of the applicant's record by the Nurse Education Admissions Committee.

COSTS OF THE NURSING PROGRAM YEAR I AND II :

Costs associated with the nursing program are different than other programs at Bunker Hill Community College and include: **

Tuition and fees:

For Massachusetts Residents	\$9500.00
For Non-Mass Residents/International Students	\$23,500.00
Uniforms	\$200.00
Malpractice/Liability Insurance 10/1-9/30.	\$15.00 yearly
Books/ ATI Materials	\$1500.00
Nursing Pin	\$60.00
Licensure Application/Exam Fees	\$375.00

** Costs are estimates and may change

52 Nursing Program: Day/Evening Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
PREREQUISITE COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Anatomy/Physiology/Lab I	BIO203*			4	BIO101 or BIO108 or BIO195
Drug Calculation	NUR100			1	MAT094 or placement
PROGRAM CURRICULUM					
Anatomy/Physiology/Lab II	BIO204*	Semester 1		4	BIO203
Principles of Psychology	PSY101	Semester 1		3	ESL098 or RDG095 or placement
Physical Assessment/Basic Skills	NUR101	Semester 1		2	BIO203 and ENG111 and NUR100
Nursing I +	NUR111	Semester 1		7	BIO203 and ENG111 and NUR100
Human Growth/Development	PSY113	Semester 2		3	PSY101
College Writing II	ENG112			3	ENG111
Nursing II++	NUR112	Semester 2		10	BIO204 and NUR101 and NUR111 and PSY101
Microbiology/Lab	BIO205*	Semester 2		4	BIO203 or BIO195
Quantitative Thought	From Area 4			3	MAT094 or placement
Nursing III++	NUR211	Semester 3		9	BIO205 and NUR112 and PSY113
Principles of Sociology	SOC101**			3	ESL098 or RDG095 or placement
Nursing IV++	NUR212	Semester 4		9	NUR211
Nursing Seminar	NUR213	Semester 4		1	NUR211
TOTAL CREDITS				69	

* Credits earned more than five years prior to enrollment in the nursing clinical sequence are not accepted.

** This course satisfies "Individual and Society" General Education Requirement Area 2.

+ Clinical Practice one day or evening per week.

++ Clinical Practice two days or evenings per week.

"World View" General Education Requirement Area 3, "Science and Technology" General Education Requirement Area 5, and "Humanities" General Education Requirement Area 6 are satisfied by program courses.

Students must earn a numerical grade of 75 or higher in all NUR courses with the exception of NUR100 in which students must earn a grade of 80 or higher. Students who fail to meet either the clinical objectives or the appropriate course grade noted above fail that course.

CAREER OUTLOOK

Graduates of this option qualify for employment in hospitals, long-term care facilities, HMOs, clinics, doctors' offices, and other community health agencies.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Apply the nursing process and critical thinking in the delivery of holistic nursing care in a variety of settings.
- Apply scientific knowledge and technology in the delivery of holistic nursing care.
- Integrate the roles of the associate degree nurse into nursing practice.
- Communicate effectively with individuals, families, and groups within the health care system.
- Integrate cultural competence in the delivery of nursing care to a transcultural, diverse population throughout the lifespan.
- Integrate principles of teaching/learning in the delivery of holistic nursing care.
- Integrate the legal, ethical, and professional standards in the delivery of care.
- Demonstrate accountability as a manager of care utilizing delegation and leadership skills.

53 Nursing Program: Weekend Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
PREREQUISITE COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Anatomy/Physiology/Lab I	BIO203*			4	BIO101 or BIO108 or BIO195
Drug Calculation	NUR100			1	MAT094 or placement
Anatomy/Physiology/Lab II	BIO204*			4	BIO203
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Human Growth/Development	PSY113			3	PSY101
College Writing II	ENG112			3	ENG111
Microbiology/Lab	BIO205*			4	BIO203 or BIO195
Principles of Sociology	SOC101			3	ESL098 or RDG095 or placement
Quantitative Thought	From Area 4			3	MAT094 or placement
PROGRAM CURRICULUM					
Physical Assessment/Basic Skills	NUR101	Fall, year 1		2	BIO203 and ENG111 and NUR100
Nursing I +	NUR111	Fall, year 1		7	BIO203 and ENG111 and NUR100
Nursing II++	NUR112	Spring, year 1		10	BIO204 and NUR101 and NUR111 and PSY101
Nursing III++	NUR211	Fall, year 2		9	BIO205 and NUR112 and PSY113
Nursing IV++	NUR212	Spring, year 2		9	NUR211
Nursing Seminar	NUR213	Spring, year 2		1	NUR211
TOTAL CREDITS				69	

* Credits earned more than five years prior to enrollment in the nursing clinical sequence are not accepted.

+ Clinical Practice one day or evening per week.

++ Clinical Practice two days or evenings per week.

"World View" General Education Requirement Area 3, "Science and Technology" General Education Requirement Area 5, and "Humanities" General Education Requirement Area 6 are satisfied by program courses.

Students must earn a numerical grade of 75 or higher in all NUR courses with the exception of NUR100 in which students must earn a grade of 80 or higher. Students who fail to meet either the clinical objectives or the appropriate course grade noted above fail that course.

CAREER OUTLOOK

Graduates of this option qualify for employment in hospitals, long-term care facilities, HMOs, clinics, doctors' offices, and other community health agencies.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Apply the nursing process and critical thinking in the delivery of holistic nursing care in a variety of settings.
- Apply scientific knowledge and technology in the delivery of holistic nursing care.
- Integrate the roles of the associate degree nurse into nursing practice.
- Communicate effectively with individuals, families, and groups within the health care system.
- Integrate cultural competence in the delivery of nursing care to a transcultural, diverse population throughout the lifespan.
- Integrate principles of teaching/learning in the delivery of holistic nursing care.
- Integrate the legal, ethical, and professional standards in the delivery of care.
- Demonstrate accountability as a manager of care utilizing delegation and leadership skills.



54 Associate in Science Degree: Respiratory Therapy Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
PREREQUISITE COURSES					
Anatomy/Physiology I/Lab	BIO203*				BIO101or BIO108 or BIO195
College Algebra	MAT195**				MAT094 or placement
PROGRAM CURRICULUM					
Principles of Respiratory Therapy I	RTH101	Fall, year 1		4	co-reqs RTH111 and RTH121
Modalities of Respiratory Therapy I	RTH111	Fall, year 1		2	co-reqs RTH101 and RTH121
Clinical Practice in Respiratory Therapy I	RTH121	Fall, year 1		2	co-reqs RTH101 and RTH111
Respiratory Therapy Pharmacology	RTH132	Fall, year 1		1	
Anatomy/Physiology II/Lab	BIO204	Spring, year 1		4	BIO203
Chemical Science I/Lab	CHM110	Spring, year 1		4	ENG095 and MAT094
Principles of Respiratory Therapy II	RTH102	Spring, year 1		4	RTH101
Modalities of Respiratory Therapy II	RTH 112	Spring, year 1		2	RTH101 and RTH111
Clinical Practice in Respiratory Therapy II	RTH122	Spring, year 1		2	RTH101and RTH111 and RTH121
Cardiopulmonary Physiology	RTH134	Spring, year 1		2	
College Writing I	ENG111	Summer, year 1		3	ENG095 or placement and ESL098 or RDG095 or placement
Microbiology/Lab	BIO205	Summer, year 1		4	BIO195 or BIO203
College Writing II	ENG112	Fall, year 2		3	ENG111
Principles of Respiratory Therapy III	RTH201	Fall, year 2		4	RTH102 and RTH112 and RTH122
Modalities of Respiratory Therapy III	RTH211	Fall, year 2		3	RTH102 and RTH112 and RTH122
Clinical Practice in Respiratory Therapy III	RTH221	Fall, year 2		4	RTH102 and RTH112 and RTH122
Cardiopulmonary Diseases	RTH232	Fall, year 2		2	RTH134
Principles of Psychology	PSY101***	Spring, year 2		3	ESL098 or RDG095 or placement
Principles of Respiratory Therapy IV	RTH202	Spring, year 2		4	RTH201 and RTH211 and RTH221
Modalities of Respiratory Therapy IV	RTH212	Spring, year 2		2	RTH201 and RTH211 and RTH221
Clinical Practice in Respiratory Therapy IV	RTH222	Spring, year 2		4	RTH201 and RTH211 and RTH221
TOTAL CREDITS				63	

* This course fulfills General Education "Science and Technology" Requirement Area 5.

** This course fulfills General Education "Quantitative Thought" Requirement Area 4.

*** This course fulfills General Education "Individual and Society" Requirement Area 2.

PROGRAM OVERVIEW

This is a 21-month respiratory therapist day program which prepares students through lectures, laboratory activities and hospital based hands-on clinical experience, to evaluate, treat and care for patients with breathing disorders. Respiratory students work under the direction of a physician in a variety of health care settings, such as acute hospitals, long term facilities, neonatal and pediatric care specialties, pulmonary rehabilitation and home care.

CAREER OUTLOOK

This program prepares students to pursue careers as respiratory therapists at the associate degree level and prepares students to be eligible to take the CRT Examination offered by the National Board for Respiratory Care (NBRC). Having successfully earned the CRT credential the graduate is eligible to take the advanced-level NBRC Registry examinations to earn the RRT credential. Respiratory care practitioners are licensed in the state of Massachusetts.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Administer oxygen and other medical gases.
- Administer humidification and aerosol therapy, including aerosolized medications.
- Interpret and report tests in diagnosing lung and breathing disorders and recommending treatment methods.
- Manage mechanical ventilators and artificial airway devices for patient who can't breathe normally on their own.
- Perform postural drainage, bronchopulmonary hygiene, breathing exercises, pulmonary rehabilitation, and cardiopulmonary resuscitation.
- Measure ventilatory volumes, pressure and flows.
- Perform pulmonary function testing, hemodynamic and other related physiologic monitoring of the cardiopulmonary system.
- Interview patients and perform chest physical exam to determine what kind of therapy is best for their condition.
- Educate patient and families about lung conditions so they can maximize their recovery.
- Consult with physicians to recommend a change in therapy, based on their evaluation of the patient.

55 Medical Assistant Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Clinical Practice	AHE110			3	
Medical Assisting Skills	AHE112			3	
Health Employment Issues	AHE104			3	
Advanced Clinical Skills	AHE201			3	AHE111 or AHE112
Practicum/Medical Assistant	AHE205			3	AHE112; coreq AHE201
Practicum Seminar/Allied Health	AHE209			1	co-req AHE205
Computer or Office Adm. Course				3	
Procedures for the Medical Office	OIM170			3	
Elective				3	
TOTAL CREDITS				25	
ESL OPTION:					
Principles of Clinical Practice	AHE110			3	
Medical Assisting Skills	AHE112			3	
Health Employment Issues	AHE104			3	
ESL Health Communications	ESL052			3	
Advanced Clinical Skills	AHE201			3	AHE111 or AHE112
Practicum/Medical Assistant	AHE205			3	AHE112; co-req AHE201
Practicum Seminar/Allied Health	AHE209			1	co-req AHE205
Computer or Office Adm. Course				3	
Procedures for the Medical Office	OIM170			3	
TOTAL CREDITS				25	

The college requires Criminal Offender Record Information (CORI) checks prior to participation in the clinical component of allied health courses in accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 § 172-178, and regulations pursuant to these statutes. Admission to an Allied Health program does not guarantee clinical placement. The outcome of the CORI may impact the student's ability to participate in the clinical experience. For further information, see the department chairperson. Students must maintain a grade of B- in AHE110 and AHE112 in order to continue in the second semester.

PROGRAM OVERVIEW

This program prepares students to function as members of a health care delivery team and to perform administrative and clinical duties. The program prepares students in Healthcare Provider CPR, EKG, and phlebotomy.

CAREER OUTLOOK

Graduates of this program qualify for employment in hospitals, clinics, health maintenance organizations, and physicians' offices as multi-skilled workers, medical assistants, medical aides, clinical assistants, and clinical practice assistants.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Assist with the examination and treatment of patients in combined clinical/administrative areas, phlebotomy, and EKG.
- Perform computer and medical office tasks.

PROGRAM REQUIREMENTS:

- High school diploma or GED certification.
- Attendance at information session, individual program application and interview with program staff.
- Complete college placement tests in reading, math, and English.
- Health insurance, completion of health form, and completion of CORI.



56 Medical Coding Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
PREREQUISITE COURSES					
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
PROGRAM CURRICULUM					
Human Biology/Lab	BIO108			4	ENG095 and MAT092 and RDG095 or placement
Medical Terminology	NHP180			3	
Medical Coding I	NHP101			3	BIO108 and CIT110 and ENG111 and NHP110 and NHP180
Medical Coding II	NHP102			3	NHP101
Concepts of Disease	NHP110			3	BIO108 and NHP180
Advanced Medical Coding	NHP201			4	BIO108 and NHP102
Coding Practicum	NHP202			4	BIO108 and NHP101 and NHP102 and NHP180 and NHP110; pre/coreq NHP201
Elective				3	
TOTAL CREDITS				27	

PROGRAM OVERVIEW

Through comprehensive instruction, this program prepares students to pursue a career in medical coding. The program covers coding common illnesses, procedures and medical diagnoses using the ICD-9 system and coding office visits surgical intervention and other ambulatory procedures using Current Procedural Coding (CPT).

CAREER OUTLOOK

Graduates from this option qualify for employment in hospitals, HMOs, clinics, doctors' offices and insurance companies.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate an understanding and mastery of the primary coding systems.
- Demonstrate familiarity with some of the concerns of professional coders in the areas of medical law, confidentiality and ethics as applied to patient records.
- Accurately code common diseases, medical diagnoses procedures and surgical interventions.
- Qualify to take National Certification Exam.

57 Medical Lab Assistant Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Clinical Practice	AHE110			3	
Phlebotomy Theory/Lab	AHE115			3	ENG090 and MAT091 and RDG090 or placement
Health Employment Issues	AHE104			3	
Clinical Laboratory Procedures	AHE208			3	AHE115 or AHE201
Practicum/Laboratory Assistant	AHE207			3	AHE115
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Principles of Biology I/Lab or Human Biology/Lab	BIO101 or BIO108			4	ENG095 and MAT092 or placement and ESL098 or RDG095 or placement
Chemical Science I/Lab	CHM110			4	ENG095 and MAT094 or placement
Computer or Office Adm. Course				3	
TOTAL CREDITS				29	

The college requires Criminal Offender Record Information (CORI) checks prior to participation in the clinical component of allied health courses in accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 § 172-178, and regulations pursuant to these statutes. Admission to an Allied Health program does not guarantee clinical placement. The outcome of the CORI may impact the student's ability to participate in the clinical experience. For further information, see the department chairperson. Students must maintain a grade of B- in AHE110 and AHE115 in order to continue in the second semester.

PROGRAM OVERVIEW

This program prepares students to perform basic and routine laboratory procedures. The program prepares students in CPR, EKG, and phlebotomy.

CAREER OUTLOOK

Graduates of this program qualify for employment as multi-skilled workers and lab assistants who assist laboratory technicians in labs, hospitals, clinics, health maintenance organizations, and doctors' offices.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Perform basic and routine laboratory procedures, phlebotomy, and EKG.
- Demonstrate basic computer skills.

PROGRAM REQUIREMENTS:

- High school diploma or GED certification.
- Attendance at information session, individual program application and interview with program staff.
- Complete college placement tests in reading, math, and English.
- Health insurance, completion of health form, and completion of CORI.

58 Patient Care Technician Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Clinical Practice	AHE110			3	
Patient Care Skills	AHE111			3	co-reqs AHE106 and AHE110
CNA Practicum	AHE106			1	co-reqs AHE110 and AHE111
Health Employment Issues	AHE104			3	
Advanced Clinical Skills	AHE201			3	AHE111 or AHE112
Practicum/Patient Care Technician	AHE204			3	AHE111; co-req AHE201
Practicum Seminar/Allied Health	AHE209			1	co-req AHE204
Computer or Office Adm. course				3	
Elective				3	
Elective				3	
TOTAL CREDITS				26	
ESL OPTION					
Principles of Clinical Practice	AHE110			3	
Patient Care Skills	AHE111			3	co-req AHE110
CNA Practicum	AHE106			1	co-reqs AHE110 and AHE111
Health Employment Issues	AHE104			3	
ESL Health Communications	ESL052			3	
Advanced Clinical Skills	AHE201			3	AHE111 or AHE112
Practicum/Patient Care Technician	AHE204			3	AHE111; co-req AHE201
Practicum Seminar/Allied Health	AHE209			1	co-req AHE204
Computer or Office Adm. course				3	
Elective				3	
TOTAL CREDITS				26	

The college requires Criminal Offender Record Information (CORI) checks prior to participation in the clinical component of allied health courses in accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 § 172-178, and regulations pursuant to these statutes. Admission to an Allied Health program does not guarantee clinical placement. The outcome of the CORI may impact the student's ability to participate in the clinical experience. For further information, see the department chairperson. Students must maintain a grade of B- in AHE110 and AHE111 in order to continue in the second semester.

PROGRAM OVERVIEW

This program prepares students to deliver direct patient care through classroom teaching, lab practice, and actual clinical experience in hospitals and long-term care facilities. The program prepares students for a variety of entry-level positions in health care, at the same time allowing them to take prerequisite courses for the Nursing, Medical Imaging, Surgical Technology, or other related programs.

CAREER OUTLOOK

Graduates of this program qualify for employment in hospitals, clinics, chronic care facilities, and the home environment as multi-skilled workers, patient care technicians, patient care associates, medical aides, certified nursing assistants, and home health aides. Graduates receive a BHCC Certificate, State Nurse Aide, Home Health Aide, and Healthcare Provider CPR Certifications.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Perform direct patient care competently.
- Perform basic computer skills.

PROGRAM REQUIREMENTS:

- High school diploma or GED certification.
- Attendance at information session, individual program application and interview with program staff.
- Complete college placement tests in reading, math, and English.
- Health insurance, completion of health form, and completion of CORI.

**59 Phlebotomy Technician Certificate Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Clinical Practice	AHE110			3	
Phlebotomy Theory/Lab	AHE115			3	ENG090 and MAT091 and RDG090 or placement
Health Employment Issues	AHE104			3	
Clinical Laboratory Procedures	AHE208			3	AHE115 or AHE201
Practicum/Phlebotomy Tech	AHE206			3	AHE110 and AHE115
Computer or Office Administration Course				3	
Practicum Seminar/Allied Health	AHE209			1	co-req AHE206
Electives				6	
TOTAL CREDITS				25	
ESL OPTION					
Principles of Clinical Practice	AHE110			3	
Phlebotomy Theory/Lab	AHE115			3	ENG090 and MAT091 and RDG090 or placement
Health Employment Issues	AHE104			3	
Clinical Laboratory Procedures	AHE208			3	AHE115 or AHE201
Practicum/Phlebotomy Tech.	AHE206			3	AHE110 and AHE115
Practicum Seminar/Allied Health	AHE209			1	co-req AHE206
ESL Health Communications	ESL052			3	
Computer or Office Adm. Course				3	
TOTAL CREDITS				22	

The college requires Criminal Offender Record Information (CORI) checks prior to participation in the clinical component of allied health courses in accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 § 172-178, and regulations pursuant to these statutes. Admission to an Allied Health program does not guarantee clinical placement. The outcome of the CORI may impact the student's ability to participate in the clinical experience. For further information, see the department chairperson. Students must maintain a grade of B- in AHE110 and AHE115 in order to continue in the second semester.

PROGRAM OVERVIEW

This program prepares students to perform blood collection by venipuncture and introduces them to basic laboratory techniques. The program prepares students in CPR and EKG.

CAREER OUTLOOK

Graduates of this program qualify for employment in hospitals, clinics, chronic care facilities, health maintenance organizations, and physicians' offices as multi-skilled workers and phlebotomy technicians.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Perform blood collection by venipuncture.
- Perform basic computer skills and EKG processes.

PROGRAM REQUIREMENTS:

- High school diploma or GED certification.
- Attendance at information session, individual program application and interview with program staff.
- Complete college placement tests in reading, math, and English.
- Health insurance, completion of health form, and completion of CORI.



Central Processing Certificate Program (Sterile Processing and Distribution Management)

This evening program prepares working students to enter this expanding field as Registered Central Processing Technicians. The program prepares students to assume leadership roles within the profession, through a blend of clinical skills and business concepts. The program prepares students in computer competency, accounting, medical terminology, central processing functions, central processing skills, and regulations. In accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 § 172-178, and regulations pursuant to these statutes, Criminal Offender Record Information (CORI) checks are required prior to participation in the clinical component of central processing courses. Admission to the central processing program does not guarantee clinical placement. The outcome of the CORI check may impact the student's ability to participate in the clinical experience. For further information, see the department chairperson.

ADMISSION REQUIREMENTS:

1. Possess a high school diploma or GED certificate.
2. Complete Writing Skills II (ENG095) with a grade of C or better or place into College Writing I (ENG111).
3. Complete Fundamentals of Math (MAT091) with a grade of C or better or place into College Algebra (MAT195).
4. Complete the college placement tests in reading, math, and English (10th grade reading level preferred).
5. Qualified applicants will be invited for an interview.

Applicants should apply through the Admissions Office.

60 Central Processing Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Central Processing I	SGT109			2	
Central Processing I Clinical	SGT109A			2	
Medical Terminology	NHP180			3	
Central Processing II	SGT110			2	SGT109 and ENG090 and MAT091 and RDG090
Central Processing II Clinical	SGT110A			2	
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Central Processing Clinical	SGT111			2	SGT110
Principles of Accounting	ACC101			3	
TOTAL CREDITS				19	

CAREER OUTLOOK

Graduates of this program qualify as Central Processing Technicians who perform duties in one or more of the functional areas of materials management, supply, processing, and distribution. Graduates qualify for positions in healthcare facilities and industry. Graduates qualify for advanced responsibilities within the profession, and job prospects are excellent.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Qualify for the Registered Central Processing Technician certifying exam.
- Support the operative team during surgical procedures.
- Prepare equipment and supplies for use throughout the hospital.
- Assist in resource allocation and budget preparation for central processing.

Surgical Technology Certificate Program - Chelsea Campus

Through classroom teaching, lab observation and practice, and clinical experience, this full-time, 11-month certificate program prepares students to work closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel to deliver patient care in the operating room. The program prepares students to handle the instruments, supplies, and equipment necessary during the surgical procedure; to understand the procedures being performed and anticipate the needs of the surgeon; to have the necessary knowledge and ability to provide quality patient care during the operative procedure and to maintain sterile technique. Students spend two days per week in area hospitals during spring semester and work full-time during June and July. Students must maintain a grade of C or better in all surgical technology courses. In accordance with the Criminal Records Information Act: Mass. General Laws, Chapter 6 § 172-178, and regulations pursuant to these statutes Criminal Offender Record Information (CORI) checks are required prior to participation in the clinical component of surgical technology courses. Admission to the surgical technology program does not guarantee clinical placement. The outcome of the CORI check may impact the student's ability to participate in the clinical experience. For further information, see the department chairperson.

ADMISSION REQUIREMENTS:

1. Possess a high school diploma or GED certificate.
2. Complete Writing Skills II (ENG095) with a grade of C or better or place into College Writing I (ENG111).
3. Complete Fundamentals of Math (MAT091) with a grade of C or better or place into Pre Algebra (MAT092).
4. Complete the college placement tests in reading, math, and English (10th grade reading level preferred).
5. Qualified applicants will be invited for an interview.

Applicants should apply through the Admissions Office.

61 Surgical Technology Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111	Fall		3	ENG095 or placement and ESL098 or RDG095 or placement
Principles of Psychology	PSY101	Fall		3	ESL098 and RDG095 or placement
Human Biology/Lab	BIO108	Fall		4	ENG095 and MAT092 and RDG095 or placement
Surgical Technology I	SGT105	Fall		5	ENG095 and MAT091 or placement
Human Growth/Development	PSY113	Spring		3	PSY101
Surgical Technology II	SGT106	Spring		8	BIO108 and SGT105
Surgical Technology III	SGT107	Summer		3	SGT106
TOTAL CREDITS				29	

CAREER OUTLOOK

Graduates of this program qualify for surgical technologist positions in hospitals. The prospect for jobs is very good at the present time as the cost of health care rises. Graduates of the program qualify to take the certification exam after a few months of on-the-job experience.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Assist the operative team during the pre-operative, intra-operative, and post-operative phases of surgery.
- Prepare equipment and supplies for use during surgery.
- Function as "first scrub" on most surgical procedures.



62 Associate in Arts Degree: History and Government Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2*				
World View	From Area 3*				
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
				16	
CONCENTRATION COURSES					
History of Western Civilization I or World Civilization I	HIS101 or HIS111			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
History of Western Civilization II or World Civilization II	HIS102 or HIS112	choose sequential course		3	ESL098 and ESL099 or RDG095 and ENG090 or placement
State/Local Politics	GOV103			3	
Government/Politics in US	GOV101			3	
US History I	HIS151			3	
US History II	HIS152			3	
Foreign Language Elective				3	
Foreign Language Elective				3	
Literature in America I or Masterpieces of World Lit. I	LIT203 or LIT211**			3	pre/co-req ENG111
Literature in America II or Masterpieces of World Lit. II	LIT204 or LIT212			3	pre/co-req ENG111
Behavioral Science Elective				3	
Mathematics Elective				3	MAT094 or placement
Lab Science Elective				4	
Elective				3	
Elective				3	
				46	
TOTAL CREDITS				62	

* This requirement is satisfied by Concentration Courses.

** Choose sequential courses: LIT204 or LIT212

Recommended electives: GEO101, GOV101, GOV103, ECO201, ECO202, PHL111.

CONCENTRATION OVERVIEW

The mission of this program prepares students to transfer to four-year colleges or universities and provides a foundation for advanced studies for students who major in history or government

This concentration is excellent preparation for careers in law, teaching, government, museums, or similar public service fields. A bachelor's degree is the minimum requirement for entry into many of these fields.

CAREER OUTLOOK

Graduates of this concentration, which meets all the requirements of the Commonwealth Transfer Compact, qualify to transfer to four-year colleges or universities as juniors. This concentration is excellent preparation for careers in law, teaching, government, museums, or similar public service fields. A bachelor's degree is the minimum requirement for entry into many of these fields. Graduate work may be necessary, as well.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Demonstrate an understanding of chronology for their subject.
- Articulate the importance of information synthesis.
- Demonstrate analytical skill in evaluating people and problems.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

World Studies Emphasis Certification



PROGRAM OVERVIEW

This program enables students enrolled in Associate in Arts degree programs to obtain World Studies Emphasis certification with no additional coursework through careful selection of general education and elective courses needed to fulfill their degree requirements. World Studies Emphasis certification is an additional credential to demonstrate acquired knowledge, skills, and competencies needed to live and work in a globally interdependent world. Students must complete five courses from the World Studies Emphasis menu. The common objective of these courses is to foster an ability to appreciate, analyze, and deal constructively with historical/contemporary experiences of diversity in the United States and other parts of the world. The menu includes courses in the areas of history, sociology, geography, science, religion, language, and literature.

CAREER OUTLOOK

Graduates who transfer to four-year colleges or universities with a major in international studies, geography, history, literature, languages, education, classics, sociology, anthropology, religion, or a regional studies program such as Middle East Studies, find World Studies Emphasis certification to be an asset. Graduates with World Studies Emphasis certification enhance their future employability because business, government, non-profit, and education leaders now seek employees with an understanding of world issues and the capacity to work in a multicultural environment.

UPON COMPLETION OF THIS PROGRAM, IN ADDITION TO THE REQUIRED ASSOCIATE IN ARTS DEGREE, GRADUATES WILL BE ABLE TO:

- Demonstrate an understanding of the geographical, political, and social issues of a country or region other than their own.
- Understand the impact of historical events, culture, political structures, religion, and/or geography on world events.
- Demonstrate open-mindedness and curiosity with respect to other countries and cultures.
- View global issues from multiple perspectives.

63 World Studies Emphasis Certification

CHOOSE FIVE COURSES FROM ONLY THREE OF THE FOLLOWING AREAS:	COURSE TITLE	COURSE #	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
AREA I: LANGUAGES	Arabic	ARB			3	
	French	FRE			3	
	Spanish	SPN			3	
	Portuguese	POR			3	
	Mandarin	CHN			3	
	Japanese	JPN			3	
AREA II: LITERATURE	Literature in America I	LIT203			3	pre/co-req ENG111
	Literature in America II	LIT204			3	pre/co-req ENG111
	Masterpieces of World Literature I	LIT211			3	pre/co-req ENG111
	Masterpieces of World Literature II	LIT212			3	pre/co-req ENG111
	African Literature	LIT219			3	pre/co-req ENG111
	Latin American Literature	LIT221			3	pre/co-req ENG111
	Immigrant Experience in Literature	LIT223			3	pre/co-req ENG111
	Middle East Literature	LIT224			3	pre/co-req ENG111
AREA III: HISTORY	History of Western Civilization I	HIS101			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
	History of Western Civilization II	HIS102			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
	World Civilization I	HIS111			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
	World Civilization II	HIS112			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
	US History I	HIS151			3	
	US History II	HIS152			3	
AREA IV: SOCIOLOGY	Cultural Anthropology	SOC109			3	ESL098 or RDG095 or placement
AREA V: GEOGRAPHY	World Regional Geography	GEO101			3	
AREA VI: RELIGION	World Religions	PHL111			3	
	Religions of the Middle East	PHL113			3	
AREA VII: SCIENCE	Environmental Science I/Lab	ENV105			4	ENG095 and MAT092 or placement and ESL098 or RDG095 or placement
TOTAL CREDITS					15-16	

World Studies Emphasis certification is an additional credential to the Associate in Arts degree. It cannot be taken as a stand-alone program. Students must choose five courses from only three of the seven areas listed in the grid above.



Associate in Science Degree: Hotel/Restaurant/Travel Program

This program prepares students in two options: Hotel and Restaurant Management and Travel and Tourism Management. The program prepares students in a variety of industry-oriented learning settings and a variety of teaching and learning environments that reflect the unique circumstances of

the hospitality industry. Well-trained graduates are in great demand, with opportunities to advance, based upon their technical and critical thinking skills.

64 Hotel/Restaurant Management Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Intro to Hospitality Mgt.	HRT104			3	
Lodging Operations Mgt. I	HRT111	Fall		3	
Food Service Operations Mgt. I	HRT115	Fall		3	
Hospitality Marketing Mgt.	HRT109	Fall		3	
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
College Algebra	MAT195*			3	MAT094 or placement
Lodging Operations Mgt. II	HRT211	Spring		3	
Science and Technology	From Area 5			4	
Food Service Operations Mgt. II	HRT215	Spring		3	
Principles of Accounting I	ACC101			3	
Principles of Accounting II	ACC102			3	ACC101
Culinary Theory/Skills Proficiency	CUL112	Fall		3	
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
World View	From Area 3			3	
Hospitality Law	HRT117			3	
Meeting/Special Events Planning	HRT219	Spring		3	HRT104
Management Seminar	MAN201	Spring		3	HRT104
Field Experience Internship	HRT210			3	HRT104
Humanities	From Area 6			3	
TOTAL CREDITS				64	

*This course satisfies "Quantitative Thought" General Education Requirement Area 4.

OPTION OVERVIEW

The mission of the Hospitality Management programs is to be a leader in programs providing education for entry level careers in Hotel & Restaurant Management, Food Service Management, and Travel & Tourism Management. In addition, preparation for transfer to four-year, higher education programs and opportunities for professional development will be provided. Students will develop technological, communicative, critical thinking, quantitative, and interpersonal skills.

This option prepares students in skills training and decision making in such crucial areas as guest services, human resources, and hotel and restaurant operations. A variety of teaching methods lead students to a better understanding of the importance of the tourism industry as an economic growth vehicle and as a method of working with a culturally diverse workforce.

CAREER OUTLOOK

Graduates of this option qualify for many supervisory and managerial positions as well as for management training programs in nationally recognized hotels and restaurants. Students also qualify to transfer to four-year college or university programs in Hotel/Restaurant Management.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Perform technical skills in basic cooking and kitchen operations, basic skills in front desk, reservations and housekeeping procedures.
- Perform administrative skills in basic business bookkeeping procedure, business cost controls, and planning and coordinating hotel and restaurant operations.
- Demonstrate conceptual skills necessary to understanding the interrelationship of the component parts of the travel and tourism/hospitality industry.



65 Travel and Tourism Management Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Intro to Hospitality Management	HRT104			3	
Travel and Tourism	HRT101	Fall		3	
Travel Agency Operations I	HRT102	Fall		3	
Principles of Accounting I	ACC101			3	
College Writing II	ENG112			3	ENG111
College Algebra	MAT195*			3	MAT094 or placement
Travel Agency Operations II	HRT103	Spring		3	HRT102
Principles of Accounting II	ACC102			3	ACC101
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Hospitality Marketing Mgt.	HRT109	Fall		3	
Hospitality Law	HRT117			3	
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Field Experience Internship	HRT210			3	HRT104
Science and Technology	From Area 5			4	
Meeting/Special Events Planning	HRT219	Spring		3	HRT104
Tourism Planning/Destination Dev.	HRT107	Spring		3	
Management Seminar	MAN201	Spring		3	HRT104
Humanities	From Area 6			3	
TOTAL CREDITS				61	

*This course satisfies "Quantitative Thought" General Education Requirement Area 4.

OPTION OVERVIEW

The mission of the Hospitality Management programs is to be a leader in programs providing education for entry level careers in Hotel & Restaurant Management, Food Service Management, and Travel & Tourism Management. In addition, preparation for transfer to four-year, higher education programs and opportunities for professional development will be provided. Students will develop technological, communicative, critical thinking, quantitative, and interpersonal skills.

This option prepares students in the ever-increasing career opportunities in regional, national, and international tourism development. The option provides students with a broad-based introduction to key areas of opportunity in the tourism industry. By exposure to a variety of teaching methods, students understand the tourism industry as an economic growth vehicle and as a vehicle for working with a culturally diverse workforce.

CAREER OUTLOOK

Graduates of this option qualify for a variety of positions in the travel and tourism industry including front line guest service, ticketing, ground support, and steward positions for major airline companies, travel agencies, and tour companies. Students also qualify to transfer to four-year college or university programs in Travel and Tourism Management.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Perform technical skills in usage of the Sabre travel agency software.
- Perform administrative skills in basic business bookkeeping procedure, business cost controls, planning and coordinating tours, and writing basic traveler itineraries.

66 Travel and Tourism Management Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Intro to Hospitality Management	HRT104			3	
Travel and Tourism	HRT101	Fall		3	
Travel Agency Operations I	HRT102	Fall		3	
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Tourism Planning/Destination Dev	HRT107	Spring		3	
Travel Agency Operations II	HRT103	Spring		3	HRT102
Field Experience Internship	HRT210			3	HRT104
TOTAL CREDITS				24	

PROGRAM OVERVIEW

This program prepares students for a wide range of career opportunities with regional, national, and international emphasis on tourism development. Course offerings provide a broad-based introduction to the key topical areas of the tourism industry. By exposure to a variety of teaching methods, students understand the tourism industry as an economic growth vehicle and as a vehicle for working with a culturally diverse workforce.

CAREER OUTLOOK

Graduates of this program qualify to fill a variety of entry-level positions in the travel and tourism industry, including travel agencies, tour guides, local, regional, and state agencies, as well as in a variety of hotel industry positions. Graduates of this program may use all credits towards the Travel and Tourism Management Option in the Associate in Science Degree: Hotel/Restaurant/Travel Program.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Perform technical skills in usage of the Sabre travel agency software.
- Perform administrative skills in basic business bookkeeping procedure, business cost controls, planning and coordinating tours, and writing basic traveler itineraries.



67 Associate in Science Degree: Human Services Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Principles of Psychology	PSY101*			3	ESL098 or RDG095 or placement
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Intro to Human Services Profession w/ Field Practice	HSV101			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
College Writing II	ENG112			3	ENG111
Case Management in Human Services	HSV118			3	PSY115
World View	From Area 3			3	
Child Growth/Development	ECE103			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
Adolescent/Adult Development	PSY124			3	PSY101
Addiction	HSV112			3	PSY101
Counseling	PSY115**			3	PSY101
Humanities	From Area 6			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Human Services Practicum I	HSV120			3	Chair approval
Science and Technology	From Area 5			4	
Human Services Practicum II	HSV121			3	Chair approval and HSV120
Issues in HSV	HSV117			3	HSV101 and PSY101 and PSY115 and PSY124
Human Services Practicum III	HSV122			3	Chair approval and HSV121
Computer Elective				3	
Elective				3	
Elective				3	
TOTAL CREDITS				61	

* This course satisfies "Individual and Society" General Education Requirement Area 2.

** This course is restricted to those students enrolled in the Human Services, Education, Early Childhood, Psychology, or Sociology programs or by permission of the department chair of Education, Early Childhood, and Human Services or the department chair of Behavioral Sciences.

Note: Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check is required for this program.

PROGRAM OVERVIEW

Early Childhood Education & Human Services Department's mission statement and goals state two primary purposes. These are: 1) To provide knowledge, training and skill development for persons interested in working in the area of social services with specific educational opportunities for those interested in early childhood development, human services, and education. 2) To serve the community as an information and knowledge-base in the area of social service, with specific expertise in early childhood education and development, human services, and education.

This program prepares students as assistants and paraprofessionals in careers that direct the delivery of services to people.

CAREER OUTLOOK

Graduates of this program qualify for careers in social welfare, mental health, community development, public administration, youth work, work with elderly, family counseling, homemaking, and recreation in such institutions as community centers, neighborhood houses, recreational centers, and social agency rehabilitation units.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Use formal and informal assessment practices to respond to the needs, desires, and interests of participants receiving information and support from a Human Service organization, enhancing the persons' ability to lead a self-determining life.
- Communicate effectively and demonstrate skills needed to establish collaborative relationships with participants receiving services.
- Demonstrate knowledge about formal and informal supports available, as well as diverse challenges facing participants, using advocacy strategies to overcome these challenges by mobilizing resources to reach participant goals.
- Demonstrate knowledge and skill in handling crisis prevention, intervention, and resolution techniques with detailed documentation of the work in a human services agency.
- Understand the mission and practices of human services organizations, fully participating in the life of the agency as a professional and be able to identify areas of self-improvement and professional development needed for future goal attainment.

**68 Community Health Worker Certificate Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Counseling	PSY115			3	PSY101
Addiction	HSV112			3	PSY101
Health Employment Issues	AHE104			3	
Current Issues for the Community Health Worker	HSV119			3	AHE104 and PSY115
Practical Application in Counseling	HSV109			1	PSY101; co-req PSY115
Practical Application in HSV Specialty Work	HSV110			1	PSY115 and HSV109
Practical Application in HSV Case Mgmt	HSV111			1	HSV110 and HSV Specialty/Service courses
Case Management in Human Services	HSV118			3	Admission to HSV Certificate Specialty
TOTAL CREDITS				24	

PROGRAM OVERVIEW

This certificate program prepares students for direct service jobs in a specialty area of Human Services – providing training for those providing community health work to community agencies.

CAREER OUTLOOK

Students completing the certificate may qualify for careers providing community health work. Work may take place in social welfare, mental health, or community-based human services organizations. Multi-age populations are served. Job outlook is excellent with many agencies offering employment in this area of specialty.

UPON COMPLETION OF THIS PROGRAM**GRADUATES WILL BE ABLE TO:**

- Use assessment practices to respond to the needs of participants and enhance these individuals in leading a life that involves self-empowerment, assertiveness, and strong decision-making skills.
- Communicate effectively and establish collaborative relationships to allow planning, implementation of support services, and interventions with participants, agency supports, and other community resources.
- Demonstrate knowledge of supports available, while understanding the challenges facing participants, assist in gaining resources for aid, advocate by overcoming challenges and providing supports through community and educational resources.
- Demonstrate skill in handling crisis prevention, intervention, and resolution techniques to solve problems and keep detailed documentation of the process and outcome of each situation.
- Participate in the life of a human services agency, being familiar with the mission and “best” practices of human services organizations, demonstrating these skills in professional activities.



69 Professional Human Services Work Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Intro to Human Services Profession w/ Field Practice	HSV101			3	ESL098 and ESL099 or RDG095 and ENG090 or placement
Addiction	HSV112			3	PSY101
Adolescent and Adult Development	PSY124			3	PSY101
Counseling	PSY115*			3	PSY101
Practicum in Human Services I	HSV120			3	Chair approval
Practicum in Human Services II	HSV121			3	Chair approval and HSV120
Practicum in Human Services III	HSV122			3	Chair approval and HSV120 and HSV121
TOTAL CREDITS				27	

* This course is restricted to those students enrolled in the Human Services, Education, Early Childhood, Psychology, or Sociology programs or by permission of the department chair of Education, Early Childhood, and Human Services or the department chair of Behavioral Sciences.
 Note: Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check is required for this program.

PROGRAM OVERVIEW

This certificate prepares students for direct service jobs in human services providing the delivery of services to participants in human service organizations.

CAREER OUTLOOK

Students completing the certificate may qualify for careers in social welfare, mental health, community development, or other similar human service organizations in the community serving families and children, adolescents, elders, or other specific populations in need of services through community programming.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Use assessment practices to respond to the needs of participants and enhance these individuals in leading a life that involves self-empowerment, assertiveness, and strong decision-making skills.
- Communicate effectively and establish collaborative relationships to allow planning, implementation of support services, and interventions with participants, agency supports, and other community resources.
- Demonstrate knowledge of supports available, while understanding the challenges facing participants, assist in gaining resources for aid, advocate by overcoming challenges and providing supports through community and educational resources.
- Demonstrate skill in handling crisis prevention, intervention, and resolution techniques to solve problems and keep detailed documentation of the process and outcome of each situation.
- Participate in the life of a human services agency, being familiar with the mission and “best” practices of human services organizations, demonstrating these skills in professional activities.

**70 Psychiatric Rehabilitation Certificate Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Counseling	PSY115			3	PSY101
Addiction	HSV112			3	PSY101
Intro to Psychiatric Rehabilitation	PSY133			3	PSY101
Practical Application in Counseling	HSV109			1	PSY101 and co-req PSY115
Practical Application in HSV Specialty Work	HSV110			1	PSY115 and HSV109; coreq PSY133
Practical Application in HSV Case Mgmt	HSV111			1	HSV110 and HSV specialty service courses
Case Management in Human Services	HSV118			3	Special Option Intro Course (PSY133)
Abnormal Psychology	PSY127			3	PSY101 or permission of instructor
TOTAL CREDITS				24	

Note: Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check is required for this program.

PROGRAM OVERVIEW

This certificate program prepares students for direct service jobs in a specialty area of Human Services – providing services to those with mental illness.

CAREER OUTLOOK

Students completing the certificate may qualify for careers serving those with mental illness. Work may take place in social welfare, mental health, or community-based human services organizations. Multi-age populations are served. Job outlook is excellent with many agencies offering employment in this area of specialty.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Use assessment practices to respond to the needs of participants and enhance these individuals in leading a life that involves self-empowerment, assertiveness, and strong decision-making skills.
- Communicate effectively and establish collaborative relationships to allow planning, implementation of support services, and interventions with participants, agency supports, and other community resources.
- Demonstrate knowledge of supports available, while understanding the challenges facing participants, assist in gaining resources for aid, advocate by overcoming challenges and providing supports through community and educational resources.
- Demonstrate skill in handling crisis prevention, intervention, and resolution techniques to solve problems and keep detailed documentation of the process and outcome of each situation.
- Participate in the life of a human services agency, being familiar with the mission and “best” practices of human services organizations, demonstrating these skills in professional activities.



Associate in Arts Degree: Mathematics Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4*				MAT094 or placement
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
				15	
CONCENTRATION COURSES					
Calculus I	MAT281			4	MAT196 or MAT197
Calculus II	MAT282			4	MAT281
Calculus III	MAT283			4	MAT282
Ordinary Differential Equations	MAT285			4	MAT282
Linear Algebra	MAT291			3	MAT281
College Physics I/Lab	PHY251			4	pre/co-req MAT281
College Physics II/Lab	PHY252			4	PHY251; pre/co-req MAT282
Computer Elective				3	
Behavioral Science Elective				3	
Literature Elective	LIT			3	pre/co-req ENG111
Literature Elective	LIT			3	pre/co-req ENG111
Social Science Elective				3	
Elective				3	
				45	
TOTAL CREDITS				60	

*This requirement is satisfied by Concentration Courses.
Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102.

CONCENTRATION OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities to seek bachelors' degrees in mathematics. After transferring, students study to become more proficient in areas such as calculus, analysis, discrete mathematics, and number theory.

CAREER OUTLOOK

Graduates of this concentration should transfer to a four-year college or university, as most entry-level employment opportunities in industry require a minimum of a bachelor's degree. Professional positions in education and research fields usually require a minimum of a master's degree. The program meets all requirements of the Commonwealth Transfer Compact.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Analyze and solve quantitative problems.
- Reason logically from hypothesis to conclusion.
- Understand and appreciate an analytical approach to problem solving.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

72 Associate in Arts Degree: Music Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6*				
				19	
CONCENTRATION COURSES					
Music Appreciation I	MUS118			3	
Foundations of Music	MUS122			3	
Social Science Elective				3	
Mathematics Elective				3	MAT094 or placement
Music Appreciation II	MUS119			3	MUS118 or permission
Theory of Harmony	MUS123			3	MUS122
Behavioral Science Elective				3	
Lab Science Elective				4	
Electronic Music I	MUS137			3	
Music in the United States	MUS151			3	
Literature Elective	LIT			3	pre/co-req ENG111
Literature Elective	LIT			3	pre/co-req ENG111
Music Elective				3	
Music Elective				3	
				43	
TOTAL CREDITS				62	

*This requirement is satisfied by Concentration Courses.

CONCENTRATION OVERVIEW

This concentration prepares students in the foundations of music theory, history, and practice. It prepares students to transfer to four-year colleges or universities to seek bachelors' degrees in music. It also helps students develop skills in music for their personal enrichment.

CAREER OUTLOOK

Graduates of this concentration qualify for entry-level positions in the music field. Depending on electives selected, students begin work toward a career in music education, performance, or music management. Graduates of this concentration qualify to transfer to four-year colleges or universities for bachelors' degrees in music.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Create or analyze work that has aesthetic value.
- Explain personal preferences and interpret the underlying meanings of music as expressed in a specific historical period or contemporary popular culture.
- Demonstrate knowledge of musical expression and identify unifying factors.
- Examine and compare various modes of musical expression.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

Associate in Science Degree: Office and Information Management Program

ASSOCIATE IN SCIENCE DEGREE OFFICE AND INFORMATION MANAGEMENT PROGRAM

This program offers two degree options: Administrative Information Management and Medical Information Management. Each option prepares students to develop computer, human relations, and organizational skills required of information management professionals. Students use the most current computer applications in a hands-on environment. The options include software programs in Microsoft Word, Access, Excel, PowerPoint, and Outlook, as well as in the use of e-mail and the Internet. Students who plan to transfer to a four-year business administration or information management program should contact the department chairperson for more information.

OFFICE AND INFORMATION MANAGEMENT CERTIFICATE PROGRAMS

The program offers two certificate programs: Medical Information Management Assistant and Information Management Specialist. Each program prepares students for a variety of entry-level positions in office administration. The majority of credits earned in either certificate can be applied to the Associate in Science degree programs within the department.

Students with previous keyboarding training may take the Keyboarding Exemption Exam given every semester. Students should contact the department chair for test dates and information regarding the process.



**73 Administrative Information Management Option**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
CORE COURSES					
Documentation Generation II	OIM110			3	OIM101; CIT101 or CIT110
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Introduction to Business	BUS101			3	
Records and Information Management	OIM106			3	OIM101; co-req PSY107
Business Correspondence and Editing	OIM130			3	OIM101 and ENG095
Admin Tech and Procedures	OIM115			3	OIM101 and CIT110
Principles of Internet & Information Security	CIT118			3	CIT110; ENG095 or placement and ESL098 or RDG095 or placement
Admin Business Communication	OIM230	Fall only		3	pre/coreqs OIM106, OIM110, OIM115, and OIM130
Database Design with MS Access	CIT128			3	CIT110 or CIT120
Design Support Using MS Excel	CIT234			3	CIT110 or CIT133
Collaboration, Communication & Integration in MS Office	CIT250			3	CIT110; ENG095 or placement and ESL098 or RDG095 or placement
Group Dynamics	PSY107*			3	co-req OIM106
Office and Information Management Internship	OIM299			3	Pre/co-req all core courses
Career Elective**				3	
TOTAL CREDITS				61	

* This course satisfies "Individual and Society" General Education Requirement Area 2.

** Career Electives: ACC101, BUS106, BUS201, MAN111, MAN112, VMA131

Note: OIM101 is a prerequisite for the program and should be taken in the first semester. Students who type 35 words per minute or more AND know MS Word can take an exemption test for OIM101 through the Center for Self-Directed Learning in Room E235.

OPTION OVERVIEW

The Office and Information Management Department's mission is to provide industry-identified knowledge, skills, and abilities to prepare students for entry-level careers within office administrative and/or medical office administrative fields. For individuals already employed within these fields, professional development can be obtained through the more advanced courses. In addition, transfer to four-year programs is possible. The department offers a capstone internship program for all degree students.

This option prepares students in computer, human relations, and organizational skills. In addition to required core requirements, students choose three career electives from a wide array of business, communications, computer, desktop publishing, and legal courses. This option prepares students to enhance their skills and be more marketable within their own areas of interest. Students participate in an internship in a business setting during their last spring semester to reinforce skills learned. Classes in this option prepare individuals who seek retraining, upgrading computer or management skills, or who seek MOUS certification.

CAREER OUTLOOK

Graduates of this option qualify for job opportunities within a wide range of businesses, corporations, and government agencies. Depending upon the specialization selected, graduates qualify for entry-level positions such as account specialist or representative, executive/administrative assistant, office administrator, computer application specialist, customer service representative, or information processing specialist.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Demonstrate proficiency in computer operations and software applications.
- Qualify for the MOUS certification exam.
- Use the complete range of Microsoft applications in the most efficient way.
- Demonstrate proficiency in office operations and communication mediums.



74 Medical Information Management Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
CORE COURSES					
Documentation Generation II	OIM110			3	OIM101; CIT101 or CIT110
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Medical Terminology	NHP180			3	
Records & Information Management	OIM106			3	OIM101; co-req PSY107
Business Correspondence and Editing	OIM130			3	OIM101 and ENG095
Admin Tech and Procedures	OIM115			3	OIM101 and CIT110
Principles of Internet & Information Security	CIT118			3	CIT110; ENG095 or placement and ESL098 or RDG095 or placement
Admin Business Communication	OIM230	Fall only		3	Pre/coreqs: OIM106, OIM110, OIM115 and OIM130
Database Design with MS Access	CIT128			3	CIT110 or CIT120
Medical Information Management	OIM190	Fall only		3	OIM101
Intro to Physicians' Billing	OIM200			3	NHP180
Collaboration, Communication & Integration in MS Office	CIT250			3	CIT110: ENG095 or placement and ESL098 or RDG095 or placement
Group Dynamics	PSY107*			3	Co-req OIM106
Principles of Biology I/Lab Nutrition Science/Lab	BIO101 or BIO115			4	ENG095 and MAT092 or placement and ESL098 or RDG095 or placement
Office and Information Management Internship	OIM299			3	Pre/co-req all core courses
TOTAL CREDITS				61	

* This course satisfies "Individual and Society" General Education Requirement Area 2.

Note: OIM101 is a prerequisite for the program and should be taken in the first semester. Students who type 35 words per minute or more AND know MS Word can take an exemption test for OIM101 through the Center for Self-Directed Learning in Room E235.

OPTION OVERVIEW

The Office and Information Management Department's mission is to provide industry-identified knowledge, skills, and abilities to prepare students for entry-level careers within office administrative and/or medical office administrative fields. For individuals already employed within these fields, professional development can be obtained through the more advanced courses. In addition, transfer to four-year programs is possible. The department offers a capstone internship program for all degree students.

This option prepares students to work as professionals within a medical office environment. It prepares students in basic medical terminology, which is then applied using Medisoft computer applications, a leading business productivity software package. It also prepares students in third party billing and coding. Students participate in an internship in a medical office setting during their last spring semester to reinforce skills learned.

CAREER OUTLOOK

Graduates of this option qualify for job opportunities in physicians' and dentists' offices, clinics, HMOs, community health agencies, long-term care facilities, and hospitals. Students also qualify for jobs in large corporations that provide on-site health services, medical research, or produce medical products. Graduates qualify for entry-level positions such as medical receptionists, medical records management specialists, medical transcriptionists, medical office managers, patient service representatives, and medical administrative assistants. Students also qualify for at-home opportunities as medical transcriptionists.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Demonstrate proficiency in computer operations and software applications unique to a medical setting.
- Demonstrate proficiency in understanding and using medical terminology.
- Use the complete range of Microsoft applications in the most efficient way.
- Demonstrate proficiency in medical office operations and communication mediums.

**75 Information Management Specialist Certificate Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Documentation Generation II	OIM110			3	OIM101: CIT101 or CIT110
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Records and Information Management	OIM106			3	OIM101; co-req PSY107
Business Correspondence and Editing	OIM130			3	OIM101 and ENG095
Admin Tech and Procedures	OIM115			3	OIM101 and CIT110
Principles of Internet & Information Security	CIT118			3	CIT110; ENG095 or placement and ESL098 or RDG095 or placement
Database Design with MS Access	CIT128			3	CIT110
Design Support Using MS Excel	CIT234			3	CIT110 or CIT 133
Group Dynamics	PSY107			3	co-req OIM106
TOTAL CREDITS				27	

Note: OIM101 is a prerequisite for the program and should be taken in the first semester. Students who type 35 words per minute or more AND know MS Word can take an exemption test for OIM101 through the Center for Self-Directed Learning in Room E235.

PROGRAM OVERVIEW

This program prepares students with the practical skills needed to work in an office using hands-on training with the most current computer applications.

CAREER OUTLOOK

Graduates of this program qualify for entry-level positions such as receptionists, data-entry clerks, information processing specialists, office assistants, or customer service representatives in a wide variety of businesses and corporations. All courses in this certificate program may be applied to any option in the Associate in Science Degree: Office and Information Management Program.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate proficiency in computer operations and software applications.
- Use the complete range of Microsoft applications in the most efficient way.
- Demonstrate proficiency in office operations and communication mediums.



76 Medical Information Management Assistant Certificate Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
Records and Information Management	OIM106			3	OIM101; CIT101 or CIT110 co-req PSY107
Medical Information Management	OIM190	Fall only		3	OIM101
Medical Terminology	NHP180			3	
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Documentation Generation II	OIM110			3	OIM101; CIT101 or CIT110
Business Correspondence and Editing	OIM130			3	OIM101 and ENG095
Group Dynamics	PSY107			3	co-req OIM106
Introduction to Physicians' Billing	OIM200			3	NHP180
Database Design with MS Access	CIT128			3	CIT110 or CIT120
TOTAL CREDITS				27	

Note: OIM101 is a prerequisite for the program and should be taken in the first semester. Students who type 35 words per minute or more AND know MS Word can take an exemption test for OIM101 through the Center for Self-Directed Learning in Room E235.

PROGRAM OVERVIEW

This certificate program is designed to prepare students to work as professionals within a medical office environment. Students learn basic medical terminology, which is then applied using Medisoft computer applications and third-party billing and coding. All program requirements may be applied to the Associate in Science Degree: Office and Information Management Program.

CAREER OUTLOOK

Graduates of the program qualify for job opportunities in physicians' and dentists' offices, clinics, HMOs, community health agencies, long-term care facilities, and hospitals. They also qualify for jobs within large corporations that provide on-site health services, medical research, or medical products. Graduates will qualify for entry-level positions such as medical receptionists, medical records management specialists, medical transcriptionists, patient service representatives, and medical administrative assistants. Students also qualify for opportunities as medical transcriptionists.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL:

- Demonstrate proficiency in computer operations and the software applications unique to a medical setting.
- Demonstrate proficiency in understanding and using medical terminology.
- Use the complete range of Microsoft applications in the most efficient way.
- Have demonstrated proficiency in medical office operations and communication mediums.

7 Associate in Arts Degree: Physics/Engineering Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4*				
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
				15	
CONCENTRATION COURSES					
College Physics I/Lab	PHY251			4	MAT281 or concurrently
College Physics II/Lab	PHY252			4	PHY251; pre/co-req MAT282
Calculus I	MAT281			4	MAT196 or MAT197
Calculus II	MAT282			4	MAT281
Calculus III	MAT283			4	MAT282
Ordinary Differential Equations	MAT285			4	MAT282
Linear Algebra	MAT291			3	MAT281
General Chemistry I/Lab	CHM201			4	MAT195
General Chemistry II/Lab	CHM202			4	CHM201
Behavioral Science Elective				3	
Literature Elective	LIT			3	ENG095 or placement
Literature Elective	LIT			3	ENG095 or placement
Computer Elective				3	
Social Science Elective				3	
				50	
TOTAL CREDITS				65	

*This requirement is satisfied by Concentration Courses.
Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102.

CONCENTRATION OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities to seek bachelors' degrees in physical science, physics, or engineering. After transferring, students study to become more proficient in one or more of the divisions of the physical sciences: i.e. nuclear physics, astrophysics, optics, or electrical engineering.

CAREER OUTLOOK

Graduates of this concentration should transfer to a four-year college or university, because employment opportunities in physical science such as lab technicians usually require a minimum of a bachelor's degree. Professional positions such as engineers, researchers, or college instructors usually require a minimum of a master's degree. The program meets all requirements of the Commonwealth Transfer Compact.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Understand basic physics principles.
- Analyze and create solutions for problems involving physics principles.
- Apply mathematics techniques in scientific problem solving.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.



78 Associate in Arts Degree: Psychology Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2*				
World View	From Area 3			3	
Quantitative Thought	MAT181 or 183			3-4	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
				19-20	
CONCENTRATION COURSES					
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Principles of Sociology	SOC101			3	ESL098 or RDG095 or placement
Human Growth/Development	PSY113			3	PSY101
Psychology of Adjustment	PSY103			3	PSY101
Intro to Behavioral Research	PSY135			3	
Mathematics Elective				3	MAT094 or placement
Lab Science Elective				4	
Social Science Elective				3	
Literature Elective				3	pre/co-req ENG111
Literature Elective				3	pre/co-req ENG111
PSY, HSV or ECE Elective				3	
Elective				3	
Elective				3	
Elective				3	
				43	
TOTAL CREDITS				62-63	

* This requirement is satisfied by Concentration Courses. Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102. The department encourages students to take a computer course.

CONCENTRATION OVERVIEW

The mission of the Behavioral Science Department is to produce students who are critical thinkers, i.e. students who can examine various propositions, theoretical statements and social assertions they encounter with an analytical eye and a healthy skepticism. Further, students all gain an understanding of basic research methods and techniques employed by psychologists, sociologists and cultural anthropologists. In addition, we seek to assure that our students are acquainted with the fundamental theoretical foundations of their respective fields of study.

This concentration prepares students to transfer to four-year colleges or universities for bachelors' degrees in the behavioral sciences.

CAREER OUTLOOK

Graduates of this concentration should transfer to a four-year college or university because entry-level positions in the general field of psychology require a bachelor's degree. Career positions generally require masters' degrees. This concentration meets all requirements of the Commonwealth Transfer Compact.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Describe the characteristics of the major psychological theories.
- Understand current perspectives regarding the relationship between the mind and body.
- Understand the current schools of psychotherapy.
- Describe the biological, cognitive, affective, and emotional stages of human development throughout the life span.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

Associate in Science Degree: Biological Sciences

This program offers two degree options: Biology Transfer and Biotechnology. Each option prepares students for employment and for transfer to four-year colleges and universities. It engages students in

industry-level, inquiry based laboratory activities in order to develop and strengthen their critical thinking as well as their industry skills.

79 Biology Transfer Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual/Society	From Area 2			3	
World View	From Area 3			3	
Humanities	From Area 6			3	
General Biology I/Lab	BIO195			4	ENG095 and MAT094 or placement and ESL098 or RDG095 or placement
General Biology II/Lab	BIO196			4	BIO195
Cell Biology/Lab	BIO207			4	BIO195 and CHM201 and CIT110
Genetics and Lab	BIO208			4	BIO196 or permission of science department
General Chemistry I/Lab	CHM201			4	MAT195
General Chemistry II/Lab	CHM202			4	CHM201
General Physics I/Lab	PHY201*			4	MAT195
General Physics II/Lab	PHY202*			4	PHY201
Calculus I	MAT281			4	MAT196 or MAT197
Courses from Option Electives (Choose 5)				19-21	
TOTAL CREDITS				62-64	
OPTION ELECTIVES					
Organic Chemistry/Lab I	CHM251			4	CHM202
Organic Chemistry/Lab II	CHM252			4	CHM251
Statistics I/Lab	MAT183			4	MAT094
Calculus II	MAT282			4	MAT281
Intro to Biotechnology	BIO120			4	ENG095 and MAT092 or placement and ESL098 or RDG095 or placement
Biotechnology and Lab	BIO251			5	BIO208
Honors Seminar	HON200			3	

* May substitute College Physics I and II (PHY251/PHY252)

OPTION OVERVIEW

This option provides students with the technical coursework and laboratory experience that enables them to succeed in undergraduate biology programs. Upon graduation from BHCC, students are able to pursue further study at four-year colleges and universities in any number of areas, including: physiology, ecology, cell biology, biotechnology, genetics, botany, zoology, microbiology, biochemistry, wildlife conservation, or any of the health sciences. BHCC has articulation agreements with UMass Boston, UMass Amherst and UMass Lowell, enabling Biology Transfer graduates to enroll in any one of these universities as juniors, without losing credits

CAREER OUTLOOK

This option will allow students to transfer to four-year colleges and universities to seek a bachelor's degree in biology. Students planning to transfer into a pre-medical, pre-veterinary, pre-dental, pharmacy or chiropractic degree program should enroll in this program.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Use currently accepted biological, chemical, and physical concepts to investigate problems and ideas presented in advanced biological study.
- Use biological concepts to evaluate their own science related concerns such as personal health or careers
- Use laboratory technology, equipment and techniques to investigate scientific problems critically and safely using proper scientific methods.
- Use molecular and cellular laboratory techniques that are commonly used in Biotechnology.
- Explain the major concepts of cell structure, function and cellular processes that are key to life.
- Explain current models, concepts and principles of genetics and inheritance.



80 Biotechnology Option

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual/Society	From Area 2			3	
World View	From Area 3			3	
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
General Biology I/Lab	BIO195			4	ENG095 and MAT095 and RDG095
General Biology II/Lab	BIO196			4	BIO195
General Chemistry I/Lab	CHM201			4	MAT195
General Chemistry II/Lab	CHM202			4	CHM201
Cell Biology/Lab	BIO207			4	BIO195 and CHM201 and CIT110
Genetics and Lab	BIO208			4	BIO207 or permission of science department
Biotechnology and Lab	BIO251			5	BIO208
Precalculus	MAT197**			4	MAT195
Courses from Option Electives (Choose 4)				19-21	
OPTION ELECTIVES					
Microbiology/Lab	BIO205			4	BIO195 or BIO203
Seminar in Biotechnology	BIO252			4	BIO251
Chemical Science II	CHM111			4	CHM110 or CHM201
Statistics I/Lab	MAT183			4	MAT094
Calculus I	MAT281			4	MAT196 or MAT197
Honors Seminar	HON200			3	
TOTAL CREDITS				62-64	

* This requirement is satisfied by Option courses.

** This course satisfies "Quantitative Thought" General Education Requirement Area 4.

OPTION OVERVIEW

This option provides students with a rigorous academic background as well as industry specific laboratory skills, including sophisticated laboratory procedures, experimental design, data interpretation, and equipment maintenance. The program will also reinforce general industry specific skills such as communication, organization, and teamwork. Graduates of this program may also transfer to four-year colleges and universities to continue their studies in biotechnology or other life sciences.

CAREER OUTLOOK

This option will cover the concepts, methodology and techniques of biochemistry, cell biology, genetics, cell culture, molecular biology, immunology, bioinformatics and microbiology. This qualifies for entry level positions in a wide range of biotechnology disciplines in industry, police, government and academic labs. According to the MBC directory (www.massbio.org/directory), the current annual salary for entry level research assistant positions ranges from \$32,000 - \$48,000, while the annual salary for entry level lab assistant positions ranges from \$24,000 - \$33,000. These positions require a biotechnology certificate, AS degree or BS degree with 0-2 years of experience. Such positions offer the possibility of merit bonus and promotion and are available locally as well as nationwide.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:

- Use currently accepted biological, chemical, and physical concepts to investigate problems and ideas presented in advanced biological study.
- Use biological concepts to evaluate their own science related concerns such as personal health or careers
- Use laboratory technology, equipment and techniques to investigate scientific problems critically and safely using proper scientific methods.
- Use molecular and cellular laboratory techniques that are commonly used in Biotechnology.
- Explain the major concepts of cell structure, function and cellular processes that are key to life.
- Explain current models, concepts and principles of genetics and inheritance.
- Explain and apply the underlying concepts of current topics and experimental models in molecular biology and Biotechnology.
- Use industry skills and work practices of the biotechnology industry for direct employment.

81 Associate in Arts Degree: Chemical Science Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4*				
Science and Technology	From Area 5*				
Humanities	From Area 6			3	
CONCENTRATION COURSES					
Calculus I	MAT281			4	MAT196 and MAT197 or placement
Calculus II	MAT282			4	MAT281
General Chemistry I/Lab	CHM201			4	MAT195
General Chemistry II/Lab	CHM202			4	CHM201
Organic Chemistry I/Lab	CHM251			4	CHM202
Organic Chemistry II/Lab	CHM252			4	CHM251
College Physics I/Lab	PHY251			4	MAT281 or concurrently
College Physics II/Lab	PHY252			4	MAT282 and PHY251 or concurrently
Social Science Elective				3	
Behavioral Science Elective				3	
Literature Elective				3	pre/co-req ENG111
Literature Elective				3	pre/co-req ENG111
1 course from Pool				3-4	
TOTAL CREDITS				62-63	
POOL OF ELECTIVES					
Applications/Concepts	CIT110			3	ESL098 or RDG095 or placement
Statistics I/Lab	MAT183			4	MAT094 or placement
Calculus III	MAT283			4	MAT282
Honors Seminar	HON200			3	instructor approval

* This requirement is satisfied by Concentration Courses.

CONCENTRATION OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities to seek bachelor's degrees in chemistry. After transferring, students develop a course of study to become proficient in one or more of the divisions of chemistry: i.e. polymer chemistry, physical chemistry, organic chemistry, biochemistry, analytical chemistry, chemical engineering, hazardous waste management. A further goal of the program is to provide students with the technical course-work and laboratory experience that would enable them to enter the work force as entry-level laboratory technicians in positions that require some background in the physical and/or biological sciences.

CAREER OUTLOOK

Graduates of this concentration should transfer to a four-year college or university because entry-level employment opportunities in chemistry such as lab or field technicians usually require a minimum of a bachelor's degree in chemistry. Professional positions such as engineers, researchers, or college instructors usually require a minimum of a master's degree. This program meets all requirements of the Commonwealth Transfer Compact.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Use currently accepted chemical concepts to investigate problems and ideas presented in advanced chemical study.
- Use chemical concepts to evaluate their own science-related concerns such as personal health or careers in science.
- Use laboratory technology, equipment, and techniques critically and safely to investigate scientific problems using proper scientific methods.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

82 Associate in Arts Degree: Sociology Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2*				
World View	From Area 3			3	
Quantitative Thought	From Area 4*				
Science and Technology	From Area 5			4	
Humanities	From Area 6			3	
				16	
CONCENTRATION COURSES					
Principles of Psychology	PSY101			3	ESL098 or RDG095 or placement
Principles of Sociology	SOC101			3	ESL098 or RDG095 or placement
Statistics I/ Lab	MAT181 or 183			3-4	MAT094 or placement
Cultural Anthropology	SOC109			3	ESL098 or RDG095 or placement
Mathematics Elective				3	MAT094 or placement
Lab Science Elective				4	
Urban Sociology	SOC105			3	SOC101
Literature Elective				3	pre/co-req ENG111
Literature Elective				3	pre/co-req ENG111
Career Elective**				3	
Computer Essentials	CIT101			3	
The Family	SOC111			3	
Intro to Behavioral Research	PSY135			3	
Elective				3	
Elective				3	
				46	
TOTAL CREDITS				62	

* This requirement is satisfied by Concentration Courses.

** Career Elective may be selected from any non-required Behavioral Science course.

CONCENTRATION OVERVIEW

The mission of the Behavioral Science Department is to produce students who are critical thinkers, i.e. students who can examine various propositions, theoretical statements and social assertions they encounter with an analytical eye and a healthy skepticism. Further, students all gain an understanding of basic research methods and techniques employed by psychologists, sociologists and cultural anthropologists. In addition, we seek to assure that our students are acquainted with the fundamental theoretical foundations of their respective fields of study.

This concentration prepares students to transfer to four-year colleges or universities to seek bachelor's degrees in the behavioral sciences.

CAREER OUTLOOK

Graduates of this concentration qualify for entry-level positions in the general field of human services. Graduates may wish to transfer to a four-year college or university, however, because career opportunities in sociology and/or social work require a minimum of a bachelor's degree and often require a master's degree. This program meets all requirements of the Commonwealth Transfer Compact.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Understand and describe the Functionalist, Interactionist, and Conflict perspectives.
- Apply these theories to social structure, socialization, stratification, social control, and deviance.
- Understand the development of societies from hunter-gathers to post-modern information.
- Describe the nature of urban life and globalization.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.

83 Associate in Arts Degree: Theatre Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual and Society	From Area 2			3	
World View	From Area 3			3	
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5			4	
Humanities	From Area 6*				
				19	
CONCENTRATION COURSES					
Acting I	THE107			3	
Play Production Workshop	THE109			3	
Oral Communication	ENG171			3	
Social Science Elective				3	
Mathematics Elective				3	MAT094 or placement
Humanities Elective				3	
Humanities Elective				3	
Theatre Elective				3	
Theatre Elective				3	
Lab Science Elective				4	
Literature Elective				3	pre/co-req ENG111
Literature Elective				3	pre/co-req ENG111
Elective				3	
Elective				3	
				43	
TOTAL CREDITS				62	

* This requirement is satisfied by Concentration Courses. Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102.

CONCENTRATION OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities to seek bachelor's degrees in one of the following: theatre arts, theatre education (elementary or secondary), early childhood education, literature/drama, public speaking, or communication. Students should complete requirements for the associate's degree before transferring to a four-year institution for the bachelor's degree.

CAREER OUTLOOK

Graduates of this concentration with a strong theatre background qualify for careers in all aspects of print and broadcast journalism; radio/TV production; dance and expressive movement; art and art therapies, as they are related to counseling and psychology; elementary and secondary teaching; communication; and literature. This concentration meets all requirements of the Commonwealth Transfer Compact.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Demonstrate familiarity with the components necessary to produce a play.
- Know and understand theatre history and literature.
- Demonstrate practical experience in producing a play from planning to performing.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 120.



84 Associate in Arts Degree: Fine Arts Concentration

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
GENERAL EDUCATION COURSES					
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual/Society	From Area 2			3	
Word View	From Area 3*				
Quantitative Thought	From Area 4			3	MAT094 or placement
Scientific View of the World	From Area 5			4	
Humanities	From Area 6*				
				16	
CONCENTRATION COURSES					
Freshman Seminar	VMA100	Fall		1	ENG095 and MAT091
Two-Dimensional Design	VMA102	Fall		3	ENG095 and MAT092
Drawing I	VMA104	Fall		3	ENG095
Drawing II	VMA204	Spring		3	VMA104
Introduction to Mass Media	VMA111			3	ENG095 and MAT092
Art History Prehistoric to Medieval or Art History Renaissance to Contemporary	VMA112 or VMA113	Spring		3	ENG095 and MAT092
Three-Dimensional Design	VMA103			3	VMA102
Painting I	VMA122	Fall		3	ENG095 and MAT092
Painting II	VMA222	Spring		3	VMA122
Portfolio Prep. Seminar	VMA209	Spring		1	
Career Elective**		Spring		3	
Behavioral Science Elective				3	
Social Science Elective				3	
Lab Science Elective				4	
Literature Elective				3	pre/co-req ENG111
Literature Elective				3	pre/co-req ENG111
Mathematics Elective				3	MAT094 or placement
				48	
TOTAL CREDITS				64	

* This requirement is satisfied by Concentration Courses.
 ** Career Electives may be any non-required VMA courses.

CONCENTRATION OVERVIEW

This concentration, which meets all the requirements of the Commonwealth Transfer Compact, prepares students to transfer to four-year colleges or universities offering fine arts degrees.

CAREER OUTLOOK

Graduates of this concentration qualify to transfer to bachelor's degree-granting colleges or universities. Potential careers in the visual arts, which vary according to the chosen major, include teaching, museum work, illustration, medical and scientific illustration, advertising and printing, photography, and merchandise display. A bachelor's degree is the minimum requirement for entry into these fields. Graduate work may be necessary, as well.

UPON COMPLETION OF THIS CONCENTRATION, GRADUATES WILL BE ABLE TO:

- Develop a portfolio in preparation for transfer to a four-year college or university.
- Demonstrate proficiency in the techniques of drawing and painting.
- Demonstrate a basic understanding of color theory.

Students enrolling in this degree program can earn World Studies Emphasis Certification simultaneously. See page 120.

**85 Associate in Science Degree: Graphic Design Program**

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual/Society	From Area 2			3	
Introduction to Mass Media	VMA111*			3	ENG095 and MAT092
Quantitative Thought	From Area 4			3	MAT094 or placement
Scientific View of the World	From Area 5			4	
Drawing I	VMA104**	Fall		3	ENG095
Freshman Seminar	VMA100	Fall		1	ENG095 and MAT091
Two-Dimensional Design	VMA102	Fall		3	ENG095 and MAT092
Digital Imaging w/Photoshop	VMA105	Spring		3	ENG095 and MAT092
Three-Dimensional Design	VMA103			3	VMA102
History of Graphic Design	VMA114	Spring		3	ENG095 and MAT092
Intro to Desktop Publishing	VMA131			3	ENG095 and MAT092
Typography	VMA132	Fall		3	ENG095 and MAT092
Drawing II+ or Graphic Design Internship++	VMA204 VMA299G	Spring		3 3	VMA104 VMA232
Graphic Design Applications	VMA231			3	VMA131
Design Communication I	VMA232	Fall		3	VMA131 and VMA132
Design Communication II	VMA233	Spring		3	VMA232
Publication Design	VMA234	Spring		3	VMA232 or chair approval
Portfolio Prep Seminar	VMA209	Spring		1	
Career Elective***				3	
Career Elective***				3	
TOTAL CREDITS				63	

* This course satisfies "World View" General Education Requirement Area 3.

** This course satisfies "Humanities" General Education Requirement Area 6.

*** Career Elective may be any non-required VMA course.

+ Transfer-track students only.

++ Career-track students only.

PROGRAM OVERVIEW

This program introduces students to the aesthetics, materials, and methods of effective visual communication for commercial art and design. The program combines theoretical elements with practical experience, up-to-date technologies, and professional equipment to give students a complete knowledge and understanding of career options, requirements, and responsibilities. Students may take elective courses in options other than their own, as scheduling permits. Because courses are offered sequentially, students must take courses in the appropriate semester.

CAREER OUTLOOK

Graduates of this program qualify for job opportunities in advertising, communications, marketing, packaging, publishing, and in companies using printed material in their product or in the promotion of that product.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Demonstrate proficiency in basic visual design skills and production skills.
- Demonstrate proficiency in basic computer operation and page layout software applications.
- Demonstrate proficiency in drawing and image software applications.
- Use the Internet and integrate Internet text and images in media.
- Demonstrate their understanding of paper, finishing, printing processes, and the distribution or delivery process.



86 Associate in Science Degree: Media Communication Program

COURSE TITLE	COURSE NUMBER	SEMESTER TAKEN	GRADE	CREDITS	PREREQUISITES
College Writing I	ENG111			3	ENG095 or placement and and ESL098 or RDG095 or placement
College Writing II	ENG112			3	ENG111
Individual & Society	From Area 2			3	
Introduction to Mass Media	VMA111*			3	ENG095 and MAT092
Quantitative Thought	From Area 4			3	MAT094 or placement
Science and Technology	From Area 5	Fall		4	
Drawing I	VMA104**	Fall		3	ENG095
VMA Freshman Seminar	VMA100	Fall		1	ENG095 and MAT091
Two-Dimensional Design	VMA102	Fall		3	ENG095 and MAT092
Elements of Video Production	VMA141			3	ENG095 and MAT092
Digital Imaging w/Photoshop	VMA105			3	ENG095 and MAT092
History of Moving Image	VMA115	Spring		3	ENG095 and MAT092
Introduction to Audio Tech	VMA151	Spring		3	ENG095 and MAT092
Advanced Video Production	VMA241	Fall		3	VMA141; co-req VMA242
Video Post-Production	VMA242	Fall		3	VMA141; co-req VMA241
Projects in Video Production	VMA243	Fall		3	VMA241 and VMA242 or instructor approval
DVD Authoring	VMA274			3	VMA105 and VMA141
Media Project Planning	VMA244	Spring		3	VMA141
Media Communications Internship	VMA299M	Spring		3	VMA241 or chair approval
Portfolio Preparation Seminar	VMA209	Spring		1	
Career Elective***				3	
TOTAL CREDITS				60	

* This course satisfies "World View" General Education Requirement Area 3.

** This course satisfies "Humanities" General Education Requirement Area 6.

*** Career Electives may be any non-required VMA courses.

PROGRAM OVERVIEW

The Media Communication Program provides a well-integrated learning environment to prepare students for careers as professional digital media producers and well-informed mass media consumers. Our mission is to lay the foundation for professional careers as digital media producers, managers, and technical staff through extensive academic and technical experiences related to digital media industries and production, including video and audio production, Web page design, and multimedia programs. The Media Communication Program promotes creativity, independence, and critical thinking as valuable life skills in a fast-changing and technology-driven world. This program seeks to promote creative problem-solving skills as well as a thorough technical background aimed at providing students with educational and professional career opportunities in both artistic and commercial settings. Courses in theory, organization, and applications complement the lab courses. In addition to basic program requirements, students participate in an internship in a commercial setting and take a course in career-related electives appropriate to career goals.

CAREER OUTLOOK

Graduates of this program qualify to continue their education in programs leading to a bachelor's degree. Graduates also qualify for employment in educational media centers, media service organizations, corporate media departments, cable television, libraries, and hospitals.

UPON COMPLETION OF THIS PROGRAM, GRADUATES WILL BE ABLE TO:

- Write clearly and intelligently about mass media issues.
- Demonstrate an understanding of the processes involved in planning, scripting, shooting, and editing a media production.
- Demonstrate an understanding of the basic technical aspects of the video camera, lighting for video, audio recording, videotape recording and editing.
- Demonstrate a basic level of skill in using the video camera, various kinds of microphones, a lighting kit and analog and nonlinear editing systems.
- Demonstrate a knowledge, understanding and basic skill in the use of television studio production and audio production elements.
- Demonstrate a knowledge, understanding and basic skill in the production of multimedia projects using various computer software programs.

Course Descriptions

Accounting

ACC101 PRINCIPLES OF ACCOUNTING I

3 Credits

After a brief consideration of the meaning and purpose of accounting, this course explores the basic statements of an accounting system: the balance sheet, the income statement and the statement of owner's equity. Students will examine the accounting cycle with an emphasis on the methods of accumulating and summarizing data generated by business transactions. Students will apply their manual accounting skills to an automated accounting system using general ledger software. Areas of concentration will include adjusting entries, closing process, inventory analysis, merchandising, transactions, cash control procedures, receivables, and payables.

ACC102 PRINCIPLES OF ACCOUNTING II

3 Credits

This course will expand upon the basic concepts and theories that students learned in the Principles of Accounting I course. Students will be expected to apply their knowledge in a managerial decision-making mode. Areas studied include, but not limited to, the following: examine long-term assets and liabilities; financial statement analysis; transactions unique to the corporate business structure; bonds payable; planning and controlling using master budgets and cost behavior recognition utilizing cost-volume analysis as well as gaining exposure to accounting for manufacturers. Prerequisite: Principles of Accounting I (ACC101).

ACC105 ACCOUNTING INFORMATION SYSTEMS

3 Credits

This course introduces students to Accounting Information Systems. The course focuses upon integrated systems, set up, and applications. The modules covered include, among other topics: general ledger, report writing, invoicing, purchasing, inventory control, accounts receivable, accounts payable, cash receipts, cash disbursements, payroll, and spreadsheet application. Prerequisites: Principles of Accounting I (ACC101); Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).

ACC111 INVESTMENTS

3 Credits

Students will be introduced to the dynamic world of investing by evaluating strategies endorsed by many of the pioneers within the investment industry. A major objective of the course will be to analyze techniques to successfully manage risk and achieve high returns. An in-depth examination of key economic reports will enable students to prepare a balanced portfolio of investments. Students will be exposed to the following investment vehicles; cash equivalents, bonds, mutual funds, stocks, real estate, and leveraging with options and futures.

ACC112 PERSONAL FINANCE

3 Credits

An overview of personal financial planning, this course covers the following topics: the intelligent use of consumer credit, budgets, banking, the time value of money, investments, insurance, retirement, and other long-term planning and their tax ramifications. It is intended for students at all levels and for all programs of study.

ACC201 INTERMEDIATE ACCOUNTING I

3 Credits

This course covers, in detail, financial accounting, and generally accepted accounting principles. After a review of the accounting cycle, issues in revenue recognition and the time value of money are discussed. The four main financial statements are studied. Specific accounting issues pertaining to various current assets are covered. Prerequisite: Principles of Accounting II (ACC102).

ACC202 INTERMEDIATE ACCOUNTING II

3 Credits

A continuation of Intermediate Accounting I (ACC201), this course discusses accounting problems for long-term assets, current, and long-term liabilities. Issues in investments, leases, employee compensation, and taxes are covered. Accounting for shareholder equity and earnings per share are covered. The preparation of the Statement of Cash flow is studied. Prerequisite: Intermediate Accounting I (ACC201).

ACC203 FEDERAL INCOME TAX I

3 Credits

This course provides a comprehensive explanation of tax principles dealing with individuals and small businesses. The course covers modules in federal and state income tax processes, concepts, and applications as well as other topics. Prerequisite: Principles of Accounting II (ACC102).

ACC204 FEDERAL INCOME TAX II

3 Credits

A continuation of Federal Income Tax I (ACC203), this course discusses the theoretical tax concepts that are applicable to corporations, partnerships, and trusts. The course covers both effective tax research and planning techniques for these types of entities. Prerequisite: Federal Income Tax I (ACC203).

ACC205 VOLUNTEER INCOME TAX ASSISTANCE

3 Credits

This VITA internship provides an opportunity for students to perform a community service in cooperation with the Internal Revenue Service and the Massachusetts Department of Revenue. The course trains students to assist taxpayers in filling out tax returns. Students also staff centers in Boston and surrounding areas, helping local residents complete their tax returns. Prerequisite: Federal Income Tax I (ACC203).

ACC207 COST ACCOUNTING I

3 Credits

After an introduction to the nature of cost accounting and key definitions, this course covers the accumulation of costs through a job order system and a process system. It also covers the accounting for and control of materials, labor, and factory overhead. Prerequisite: Principles of Accounting II (ACC102).

ACC210 FINANCIAL MANAGEMENT

3 Credits

This course uses the tools of financial analysis such as ratios, budgets, forecasting techniques, present value concepts, and cash flow. The course also explores short, intermediate, and long-term sources and uses of cash. Prerequisite: Principles of Accounting II (ACC102).

ACC211 MONEY AND BANKING

3 Credits

This course covers an economic analysis of financial institutions and markets in the world economy. It covers institutional and economic factors in the determination of the money supply. The course includes the commercial banking system and the money and capital markets. Current policy issues are debated. Prerequisites: Macroeconomics (ECO201) and Microeconomics (ECO202).

ACC216 MANAGERIAL ACCOUNTING

3 Credits

This course examines the needs of management and provides students with the necessary analytical skills that become critical to the financial decision-making process. The course covers such areas as budgetary planning and control, cost information, management decision-making, cost volume profit analysis, capital budgeting decisions, and control of decentralized organizations. Prerequisite: Cost Accounting I (ACC207).

Allied Health

AHE095 TOPICS IN HEALTH CARE

3 Credits

This course increases understanding across a broad spectrum of health care topics using readings and writings as related to the core curriculum.

AHE104 HEALTH EMPLOYMENT ISSUES

3 Credits

This course introduces students to the challenges and responsibilities of health care and health care systems. Discussions center on cross-cultural issues, AIDS, drugs and alcohol, human growth and development, and on-the-job interpersonal relations.

AHE106 CNA PRACTICUM

1 Credit

This course consists of a clinical practicum of 21 hours at a skilled nursing facility to fulfill the State Nurse Aide Certification requirement. Additional expenses may include supplies, equipment, and/or uniforms. Co-requisites: Principles of Clinical Practice (AHE110) and Patient Care Skills (AHE111).

AHE108 CNA/HOME HEALTH AIDE

7 Credits

This course provides the training and skills necessary to take the Certified Nurse Aide and Home Health Aide exams. The course includes CPR training. There is a 21-hour clinical practicum at a long-term care facility, which may be scheduled on Saturdays and/or evenings. The course requires health clearance forms. (Students must assume responsibility for CNA testing.) Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Writing Skills I (ENG090) and Reading Skills I (RDG090).

AHE110 PRINCIPLES OF CLINICAL PRACTICE

3 Credits

This course includes topics in the anatomy and physiology of body systems, diseases and conditions, ethics in health care, communications, medical terminology and abbreviations, standard and transmission-based precautions, CPR, and selected clinical skills. The course is open to Allied Health certificate program students only. Additional expenses may include supplies, equipment, and/or uniforms.

AHE111 PATIENT CARE SKILLS

3 Credits

This course, taken with CNA Practicum (AHE106) and Principles of Clinical Practice (AHE110), covers the patient care theory and skills required to take the Certified Nurse Aide and Home Health exams. Co-requisites: CNA Practicum (AHE106) and Principles of Clinical Practice (AHE110).

AHE112 MEDICAL ASSISTING SKILLS

3 Credits

This course covers the skills and theory necessary for medical assistants in hospitals and clinics. Topics include setting up and assisting for physical and specialty examinations, minor surgical procedures, routine laboratory tests, and related medical terminology and abbreviations. Co-requisite: Principles of Clinical Practice (AHE110).

AHE115 PHLEBOTOMY/LABORATORY THEORY

3 Credits

This course teaches anatomy and physiology of the circulatory system and the process of collecting blood samples. Introduction to EKG is included. This course and Practicum/Phlebotomy Technology (AHE206) meet the requirements necessary to sit for a phlebotomy certification exam offered by several private certification groups. Certification is the responsibility of the student. Prerequisites: Writing Skills I (ENG090), Fundamentals of Math (MAT091), and Reading Skills I (RDG090). Co-requisite: Principles of Clinical Practice (AHE110) or permission of program director.

AHE201 ADVANCED CLINICAL SKILLS

3 Credits

This course covers advanced theory and skills for the patient care technician and medical assistant. Students are cross-trained in EKG and Phlebotomy. Prerequisite: Patient Care Skills (AHE111) or Medical Assisting Skills (AHE112).

AHE204 PRACTICUM/PATIENT CARE TECHNICIAN

3 Credits

This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Patient Care Skills (AHE111). Co-requisite: Advanced Clinical Skills (AHE201).

AHE205 PRACTICUM/MEDICAL ASSISTANT

3 Credits

This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Medical Assisting Skills (AHE112). Co-requisite: Advanced Clinical Skills (AHE201).

AHE206 PRACTICUM/PHLEBOTOMY TECHNICIAN

3 Credits

This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Principles of Clinical Practice (AHE110) and Phlebotomy/Laboratory Theory (AHE115).

AHE207 PRACTICUM/LABORATORY ASSISTANT

3 Credits

This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Phlebotomy/Laboratory Theory (AHE115).

AHE208 CLINICAL LABORATORY PROCEDURES

3 Credits

This course emphasizes performance in the clinical laboratory. The processes of safety and infection control are reviewed. Main focus of the course includes waived testing, point of care testing, quality control assurance, and specimen handling and collection. Prerequisite: Phlebotomy/Laboratory Theory (AHE115) or Advanced Clinical Skills (AHE201).

AHE209 PRACTICUM SEMINAR FOR ALLIED HEALTH

1 Credit

This seminar is an inter-disciplinary course that provides a broad overview of the medical workplace. Taken concurrently with an Allied Health Practicum, it includes discussions of the internship experience, employment opportunities as well as job search skills. Co-requisite: Practicum Patient Care Assistant (AHE204) or Practicum Medical Assistant (AHE205) or Practicum Phlebotomy Technician (AHE206) or Practicum Laboratory Assistant (AHE207).

Arabic

ARB101 ELEMENTARY ARABIC I

3 Credits

This course is a beginning class in modern standard Arabic. The course begins with exposure to the alphabet, basic vocabulary, and expressions of greetings. The course then focuses on the spoken and written language used in contemporary life in Arab countries. The course works on all skill areas: listening, speaking, reading, and writing presenting pertinent grammar in context. The course is not intended for native speakers or students who have studied this language within the last three years.

ARB102 ELEMENTARY ARABIC II

3 Credits

A continuation of Elementary Arabic I (ARB101), this course emphasizes conversational skills and sentence structure. The course stresses practical applications of the Arabic language. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Elementary Arabic I (ARB101).

Astronomy

AST102 ASTRONOMY/LAB

4 Credits

This course covers an introductory study of basic astronomy, including the planets, the apparent motions of celestial objects, the seasons, constellations, comets and meteors, stars, galaxies, and the large-scale structure of the universe. The course includes current events in space exploration. The course meets General Education "Science and Technology" Requirement Area 5. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095) and Fundamentals of Algebra (MAT094) or placement equivalency.

Biology

BIO101 PRINCIPLES OF BIOLOGY I/LAB

4 Credits

This integrated course focuses on a unified conceptual approach to the study of living organisms, with emphasis on the application of units of measurement, molecular and cellular basis of life processes, morphology, physiology, human health and nutrition, and issues in biotechnology. The course meets General Education "Science and Technology" Requirement Area 5. The course does not satisfy the biology requirement of the Biological Science concentration. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

BIO102 PRINCIPLES OF BIOLOGY II/LAB

4 Credits

This integrated course focuses on a unified, functional approach to the study of living organisms, with emphasis on their evolution, classification, genetics, diversity, and ecology. The course does not satisfy the biology requirement of the Biological Science concentration. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

BIO108 HUMAN BIOLOGY/LAB

4 Credits

This course is designed to introduce students pursuing careers in the health fields to the structure and function of the human body. It is intended to help students with a limited scientific background grasp the fundamental concepts of biology as well as human anatomy and physiology. Pathophysiology, genetics and relevant clinical aspects are discussed with each system so that students can apply their clinical learning. This course does not substitute for programs that require BIO203 and BIO204. Open to all students and satisfies General Education "Science and Technology" Requirement Area 5. Note: May be used as a prerequisite for Anatomy & Physiology I/Lab (BIO203). Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalent.

BIO111 FOOD/NUTRITION

3 Credits

This course covers a study of plant and animal sources of human food, their nutritional values, and the way they are utilized by the body in health and disease. Topics include the selection of an adequate diet, evaluation of nutrition status, nutrition in pregnancy and lactation, nutrition in infancy and in aging, weight control, alternate food patterns, ethnic foods, and nutrition-related health problems. The department recommends this course for students in Allied Health programs. The course is offered in the Center for Self-Directed Learning only.

BIO115 NUTRITION SCIENCE/LAB

4 Credits

This course covers a study of plant and animal sources of human food, their nutritional values, and the way they are utilized by the body in health and disease. Topics include chemistry and biology of food, personal nutrition evaluation, nutrition-related health problems, and global food and nutrition issues. Laboratory exercises introduce students to the diagnostic procedures used by nutritionists and to reinforce learning of nutritional theory. A background in biology or chemistry is not required. The course meets General Education "Science and Technology" Requirement Area 5. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

BIO120 INTRODUCTION TO BIOTECHNOLOGY

4 Credits

This course offers an introduction to the field of biotechnology designed for students in all programs of study. General principles of biology, their applications in biotechnology and the concepts and work practices of the biotechnology industry will be presented. The medical, social, political, and ethical implications of recombinant DNA technology and the Human Genome project will be discussed. Career opportunities in biotechnology will also be presented. Students will be introduced to basic investigative techniques and procedures used in Biotechnology research. Labs are designed to reinforce lecture concepts. The course meets General Education "Science and Technology" Requirement Area 5. Class meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisite: Writing Skills II (ENG095) and Prealgebra (MAT092) or placement, and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

BIO195 GENERAL BIOLOGY I/LAB

4 Credits

The first semester of this two-semester lecture/laboratory course concentrates on the cell as the basic unit of life. After establishing a foundation of biochemical principles, this course investigates cell structure, cellular functions, cellular respiration, and photosynthesis. The course concludes with an examination of cellular reproduction and the genetic bases of inheritance. Laboratory work provides students with the basic skills necessary to work in advanced laboratory situations. The course is intended for students planning to transfer as science majors. Pre-allied health students should enroll in Principles of Biology I/Lab (BIO101). The course meets General Education "Science and Technology" Requirement Area 5. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisites: Writing Skills II (ENG095) and Fundamentals of Algebra (MAT094) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

BIO196 GENERAL BIOLOGY II/LAB

4 Credits

This course covers a continuation of General Biology I/Lab (BIO195). The course investigates the mechanisms of natural selection, adaptation, and speciation to explain biological diversity and extinction. The course continues with a study of the form, function, and taxonomy of representative organisms from the five kingdoms of life. The course concludes with an examination of the interactions of organisms in populations and natural communities and the way the living and non-living environments unite to form ecosystems. Laboratory work continues to develop the student's critical thinking and problem-solving skills. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: General Biology I/Lab (BIO195).

BIO203 ANATOMY/PHYSIOLOGY I/LAB

4 Credits

This course covers a survey of the human body that stresses biological principles, chemical interpretations, and physical applications at the various levels of organization. The class lectures cover embryonic and physiologic theories of muscular, nervous, integument, skeletal, and endocrine systems. The class laboratories examine the integument, skeletal, and nervous

systems. The department encourages students to complete Principles of Biology II/Lab (BIO102) and/or Chemical Science I/Lab (CHM110) before enrolling in this course. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Principles of Biology I/Lab (BIO101) or Human Biology/Lab (BIO108) or General Biology I/Lab (BIO195).

BIO204 ANATOMY/PHYSIOLOGY II/LAB

4 Credits

A continuation of Anatomy/Physiology I/Lab (BIO203) in lectures and lab work, this course concentrates on the circulatory, immune, excretory, endocrine, digestive, respiratory, and reproductive systems. In addition, lectures cover the subjects of fluid regulation and metabolism. The muscular system as well as the circulatory, digestive, respiratory, and urogenital systems form the basis of the laboratory program. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Anatomy/Physiology I/Lab (BIO203).

BIO205 MICROBIOLOGY/LAB

4 Credits

This course covers the morphology, growth, metabolism, and genetics of microorganisms, including bacteria, viruses, protozoa, and fungi. The course also covers the following topics: pathogenicity, disease transmission, control of microbial growth, the biological basis of resistance, immune response to infection, survey of important human pathogens, and the role of microorganisms in genetic engineering. Experimental work develops students' critical thinking skills and provides training in the culturing and identification of microorganisms. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: General Biology I/Lab (BIO195) or Anatomy/Physiology I/Lab (BIO203).

BIO207 CELL BIOLOGY/LAB

4 Credits

A study of cell structure and function including the following topics: organelles, membrane function, metabolism, gene action, communication, and regulation of growth. Some specialized cells will be discussed. The laboratory will include biotechnological, molecular, and cellular experiments. Class meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: General Biology I/Lab (BIO195), General Chemistry I/Lab (CHM201) and Applications/Concepts (CIT110) or CIT placement test equivalence.

BIO208 GENETICS AND LAB

4 Credits

This course offers a broad understanding of classical, molecular and evolutionary genetics. Highlighted topics will include the molecular and chromosomal basis of inheritance, extranuclear inheritance, gene mapping and analysis, control of gene expression in pro- and eukaryotes, Chi square analysis, probability theory, DNA mutation and repair, genetics of cancer, population and human genetics. Experimental work will focus on the theory and practice of current techniques in genetics. Prerequisite: General Biology II/Lab (BIO196) or permission of science department.

BIO251 BIOTECHNOLOGY AND LAB

5 Credits

This course offers a broad understanding of the important aspects of molecular biology and biotechnology. The course will focus on recombinant DNA technology, genetically engineered organisms, protein expression and analysis, Genomics and the far reaching applications of biotechnology. Another emphasis of this course will be on the understanding of current experimental procedures and scientific models, the underlying concepts, and the development of these models through laboratory investigation. Students will use research-quality laboratory equipment to master the laboratory techniques commonly used in biotechnology. Students will follow and modify protocols for optimum results as well as carry out inquiry-based investigations. Prerequisite: Genetics and Lab (BIO208).

BIO252 SEMINAR IN BIOTECHNOLOGY

4 Credits

This course will focus on the skills and work practices required for employment in the biotechnology industry. Topics will include biotech business models, company profiles, hiring trends, documentation (GLP), impact of regulatory agencies, relationship of R&D to large scale manufacturing of products, laboratory safety, intellectual property and ethical implications. This course will also expand on the concepts and applications presented in Biotechnology and Lab (BIO251). Topics will include Bioinformatics, Proteomics, immunological tools, fluorescence techniques, DNA and protein micro arrays, diagnostics tools, animal models and RNA interference (RNAi). Lab work will focus on bioassay, screening techniques, and calibrations. Formal written laboratory reports and classroom presentations will strengthen the student's communication skills. Upon completion of this course, students will be qualified to apply for internships in the biotechnology field. Prerequisite: Biotechnology and Lab (BIO251).

Business

BUS101 INTRODUCTION TO BUSINESS

3 Credits

This course is a survey of the purpose, role, and responsibility of business in a capitalistic society, including an introduction to the major areas of business such as: Finance, Management, Economics, and Marketing. This course provides a basic foundation for the student who will specialize in some aspect of business in college, and it also provides the opportunity for non-business majors to learn about the business in which they will someday be both producers and consumers. Note: this is a first semester course and must be taken prior to Principles of Management (MAN111) for students accepted into either the Management or Finance option of the Business Administration Program. This course cannot be taken for degree credit if Principles of Management (MAN111) is taken first for the aforementioned options.

BUS106 INTERNATIONAL BUSINESS

3 Credits

This course is an introduction to the environments, institutions, systems and operations involved in international business. Students will learn how different economic, legal, political and cultural forces influence the conduct of international trade and investment and how international competitive strategies, firm operations and organizational structures contribute to business success or failure in the global marketplace. The impact of international trade and investment on economies, businesses and consumers will also be examined. Prerequisite: Macroeconomics (ECO201) or Microeconomics (ECO202).

BUS108 EXPORTING/IMPORTING

3 Credits

This course presents an overview of the steps involved in international movement of goods and services from the point of origin to their final destination. In addition to providing a working knowledge of the various terms and techniques essential to the export/import process, the course includes an introduction to the role of important organizations such as the freight forwarder, the international banker, the freight carrier, the insurance company, and U.S. Customs. The course also includes tariff regulations and documentation. Prerequisite: International Business (BUS106).

BUS112 INTERNATIONAL LOGISTICS

3 Credits

This course presents the various functions, practices, and principles of freight forwarding. Specific topics include government regulations, maritime laws, and transportation agreements as they influence traffic movement by water, air, motor, and rail. Prerequisite: International Business (BUS106).

BUS114 INTERNATIONAL BUSINESS ISSUES**3 Credits**

This course covers an in-depth analysis of contemporary issues in international business. Due to the ever-changing nature of the subject matter, topics in this course likely change periodically. The instructor announces specific topics when the course is scheduled. Prerequisite: International Business (BUS106).

BUS120 REAL ESTATE LAW**3 Credits**

This course thoroughly investigates the theory and practice of real estate transactions from the perspectives of both the buyer and the seller. The topics include examination of titles, estates in land, restrictions, easements, covenants, options, deeds, mortgages, and foreclosure proceedings. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

BUS121 ESTATES AND TRUSTS**3 Credits**

This course covers the initial investigation and preparation of estates and trusts in detail. Topics include the causes and effects of trusts, wills and probate; litigation and procedural laws. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

BUS122 INTRO TO LAW/PARALEGAL PRACTICES**3 Credits**

This course provides students with an understanding of the paralegal field. The course assists students to become familiar with all aspects of the legal system. The course emphasizes the role of the paralegal and the way that role complements that of the lawyer. The course explores the role of law in our society, the judicial system, contract law, tort law, equity, and criminal law. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

BUS123 LEGAL RESEARCH/WRITING**3 Credits**

This course covers an introduction to legal writing and proper use of legal terminology in developing and drafting a format for the legal memorandum, preparing briefs, and, in particular, formulating research skills. Prerequisite: Intro to Law/Paralegal Practices (BUS122).

BUS124 FAMILY LAW**3 Credits**

This course covers the laws concerning family relationship, marriage, cohabitation, adoption, divorce, child custody, support, alimony, and the effects of wills and probate. Prerequisite: Intro to Law/Paralegal Practices (BUS122).

BUS201 BUSINESS LAW I**3 Credits**

In this introductory study of the law and its application to the individual, students learn to evaluate and analyze legal problems and systems. The course emphasizes business situations. Topics include procedural law, contracts, torts, consumer law, and related areas. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

BUS202 BUSINESS LAW II**3 Credits**

This concentrated course reviews and emphasizes corporation and basic contract law, product liability, sales, warranties, bankruptcy, repossession, sale and transfer, foreclosure, insurance, trusts, and wills. Prerequisite: Business Law I (BUS201).

BUS225 PRINCIPLES OF ADVERTISING**3 Credits**

This introductory course in advertising covers concepts, consumerism, strategies, and media use. Recommended prerequisite: Principles of Marketing (MAN105).

Chemistry**CHM110 CHEMICAL SCIENCE I/LAB****4 Credits**

This course is an introduction to chemical theory and terminology. Topics include measurement theory, methods of scientific investigation, atomic theory, compound chemical nomenclature, chemical reactions, the mole concept, solution chemistry, acid base theory, and the role of chemistry in society. Laboratory work reinforces concepts as well as introduces students to basic laboratory techniques, safety regulations, and chemical hygiene. The course does not satisfy the chemistry requirement of the Biological, Chemical, or Physics/Engineering concentrations. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095) and Fundamentals of Algebra (MAT094).

CHM111 CHEMICAL SCIENCE II/LAB**4 Credits**

This course is an introduction to organic and biochemistry. Topics include organic compound classification, organic nomenclature, organic synthesis and reactions, the macromolecules of life, and the chemical aspects of metabolism. Experimental work further develops students' laboratory knowledge and skills. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisite: Chemical Science I/Lab (CHM110).

CHM151 BASIC CHEMISTRY/NON-LAB**3 Credits**

This course is an introduction to basic concepts of inorganic chemistry. The course is designed primarily for students who have not previously studied chemistry. Topics, which are presented in a multi-media, modular format, include measurement, chemical symbols and equations, physical and chemical properties, atomic structure, chemical compounds, solutions, and an overview of chemical reactions. The course is offered in the Center for Self-Directed Learning only. Prerequisite: Fundamentals of Algebra (MAT094).

CHM201 GENERAL CHEMISTRY I/LAB**4 Credits**

This course covers a consideration of chemical principles including atomic structure and bonding, stoichiometry, gas laws, and solution chemistry. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: College Algebra (MAT195). Note: This course is intended for students planning to transfer as science majors. Pre-allied health students should enroll in Chemical Science I/Lab (CHM110).

CHM202 GENERAL CHEMISTRY II/LAB**4 Credits**

Topics for this course include solution chemistry, acids and bases, oxidation and reduction, reaction rates and equilibrium, and an introduction to methods of qualitative analysis. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: General Chemistry I/Lab (CHM201).

CHM251 ORGANIC CHEMISTRY I/LAB**4 Credits**

This course covers a study of carbon compounds including nomenclature, molecular structure, and functional groups. Topics include stereochemical relationships of compounds, the reactivity and properties of saturated, unsaturated, and aromatic compounds. The course uses mechanisms that relate to chemical changes as a unifying principle. The laboratory component of the course presents and uses instrumental methods of analysis as they relate to organic compounds. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in General Chemistry II/Lab (CHM202).



CHM252 ORGANIC CHEMISTRY II/LAB

4 Credits

This course covers a continuation of Organic Chemistry I/Lab (CHM251). The course places additional emphasis on the manipulation of functional groups and synthetic approaches. Compounds discussed in this course include carbon compounds, acid derivatives, amines, and carbohydrates. The laboratory places an emphasis on synthesis, isolation and purification of synthetic compounds, and instrumental techniques in organic chemistry. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in Organic Chemistry I/Lab (CHM251).

Chinese

CHN101 ELEMENTARY MANDARIN I

3 Credits

A beginning level course in modern standard Mandarin Chinese, mainly for students with no experience in the language. The goal of the course is to develop in the students through a multi-approach the four basic skills in the Mandarin language: listening, speaking, reading, and writing. The course content is geared to use in real life, and the teaching method emphasizes mutual understanding and appreciation of cultures that differ from one's own and draws on the experiences and backgrounds of both the instructor and students. After a semester's study in this course, students are expected to have achieved a general understanding of the speaking and writing systems of the Mandarin language, and be able to communicate, both in oral and writing forms (speaking, listening, reading, and writing), with some simple and daily Mandarin.

Clinical Laboratory Sciences

CLS101 INTRODUCTION TO CLINICAL LABORATORY SCIENCES I

3 Credits

This course provides an orientation to the clinical laboratory. Topics include the history and scope of clinical laboratory technology, professionalism, ethics, safety practices, computer and laboratory information system, basic laboratory procedures. Disciplines introduced will include: Phlebotomy, Urinalysis, Hematology, and Coagulation. Prerequisite: Admission to the CLS program.

CLS102 INTRODUCTION TO CLINICAL LABORATORY SCIENCES II

3 Credits

This course is a continuation of Clinical Laboratory Sciences I, providing an orientation to the clinical laboratory. Emphasis is on topics relevant to foundation knowledge and those specialized techniques required prior to entry into the laboratory practicum. Topics included are: Coagulation Disorders, Immunology, and Serodiagnostic Testing, Infectious Diseases, and Safety Precautions. Additional topics: Hematology and Erythrocytes. Prerequisite: Introduction to Clinical Laboratory Science I (CLS101).

CLS201 CLINICAL LABORATORY SCIENCES SEMINAR I

3 Credits

This course is highly specialized consisting of lectures in Clinical Laboratory Technology-the diagnosis of disease by laboratory methods. The seminar provides the formal theory for the experiences gained during the laboratory practicum. Emphasis on Clinical Chemistry and Immunohematology. Prerequisite: Introduction to Clinical Laboratory Sciences II (CLS102).

CLS202 CLINICAL LABORATORY SCIENCES SEMINAR II

3 Credits

This course is highly specialized consisting of lectures in Clinical Laboratory Technology – the diagnosis of disease by laboratory methods. The seminar provides the formal theory for the experiences gained during the laboratory practicum. Emphasis on Diagnostic Microbiology, Hematology, and Coagulation. Prerequisite: Clinical Laboratory Sciences Seminar I (CLS201) and Clinical Laboratory Science Practicum I (CLS251).

CLS203 CLINICAL LABORATORY SCIENCE SEMINAR III

3 Credits

This course is highly specialized consisting of lectures in clinical laboratory Technology – the diagnosis of disease by laboratory methods. The seminar provides the formal theory for the experiences gained during the laboratory practicum. Emphasis on Body fluids & Urinalysis, Clinical Immunology/Serology, Parasitology, Mycology and review of Clinical Chemistry and Immunohematology. Prerequisite: Clinical Laboratory Science Seminar II (CLS202) and Clinical Laboratory Science Practicum II (CLS252).

CLS251 CLINICAL LABORATORY SCIENCE PRACTICUM I

4 Credits

This course consists of Practicum experiences at one of the college's clinical laboratory affiliates in which the student acquires knowledge and experience in laboratory practices and procedures. Prerequisite: Co-requisite: Clinical Lab Science Seminar I (CLS201).

CLS252 CLINICAL LABORATORY SCIENCE PRACTICUM II

4 Credits

This course consists of a continuation practicum experiences at one of the college's clinical laboratory affiliates in which the student acquires knowledge and experience in laboratory practices and procedures. Co-requisite: Clinical Lab Science Seminar II (CLS202).

CLS253 CLINICAL LABORATORY SCIENCE PRACTICUM III

4 Credits

This course is a continuation of practicum experiences at one of the college's clinical laboratory affiliates in which the student acquires knowledge and experience in laboratory practices and procedures. Co-requisite: Clinical Lab Services Seminar III (CLS201).

Computed Tomography (CT)

CTC111 COMPUTED TOMOGRAPHY I

3 Credits

This interactive, web-based course presents principles and physics of conventional as well as spiral/helical CT. It begins with descriptions of the hardware configurations, and progresses to include the computer science of the system, including digital image processing, data acquisition, display, and reconstruction methods. Technical factors affecting image quality, artifact recognition and reduction, quality control and patient dose will be discussed. Multislice technology will have particular emphasis, and 3D applications, CT angiography, CT fluoroscopy and other advanced applications will be presented. Radiation safety, dosimetry and contrast agents will also be included in this course. Prerequisite: Acceptance into CT Certificate Program.

CTC211 COMPUTED TOMOGRAPHY II

3 Credits

This interactive, web-based course will present patient care in computed tomography, including administration of contrast agents. Imaging procedures of the head, neck, chest, abdomen, pelvis and musculoskeletal system will be discussed, as well as relevant pathology. Special procedures including but not limited to 3-D studies, biopsies, drainage and aspiration and PET/CT fusion will also be presented. Prerequisite: Computed Tomography I (CIT111).

CTC299 COMPUTED TOMOGRAPHY CLINICAL INTERNSHIP

3 Credits

This 100-hour clinical introduction will enhance the academic experience for students by introducing them to the clinical practice of CT. Students are responsible for providing their own clinical site. Clinical sites must be pre-approved by program faculty. Students must comply with the clinical policies, as stated in the Student Manual before attending clinical. Criminal Offender Record Information (CORI) checks will be conducted on all students before placement, and the outcome may impact the student's ability to participate in the internship experience. Health clearance is also required prior to participation. Prerequisite: Computed Tomography II (CTC211) and approval of department chair.



Computer Information Technology

CIT101 COMPUTER ESSENTIALS

3 Credits

This introductory course is intended for students with little to no computer experience. Students in developmental mathematics, reading and English as well as English as a Second Language (ESL) should consider this for their first computer course. This course starts with an introduction to the Windows environment and covers operating system topics appropriate for beginners, keyboarding, document processing, and productivity skills necessary to function in today's electronic office environment. The course teaches students other skills necessary to use a personal computer as a tool for academic success. Utilizing the college's computer laboratories students get extensive "hands-on" personal computer experience in MS WORD as well as E-Mail, INTERNET, and World Wide Web (WWW) access and use. Students emerge from this course with an understanding of essential computer concepts and terminology, use and application of the INTERNET, keyboarding proficiency, and a high degree of competence with personal computer hardware and software. All Learners Outcomes and Competencies in this course are approved by the National Workforce Center for Emerging Technologies (NWCET). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT110 APPLICATIONS/CONCEPTS

3 Credits

This survey course covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, applications, and theory. Students will get extensive "hands-on" personal computer experience and gain a good working knowledge of MS WINDOWS™ and MS OFFICE™. Upon completion of this course, students will have a grasp of important computer concepts and terminology, an understanding of INTERNET use and applications, a high degree of competence with personal computer hardware and software, as well as an understanding of the effects of information technology on the individual, organizations, and society. All Learner Outcomes and Competencies in this course are approved by the National Workforce Center for Emerging Technologies (NWCET). Students with prior learning experience may "test-out" of this course by contacting pla@bhcc.mass.edu. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement or enrollment in an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT112 INFORMATION TECHNOLOGY FUNDAMENTALS

3 Credits

This is a survey course covering major aspects of the Information Technology (IT) industry and provides students with an overview and introduction to the core aspects of Information Technology including Network and Infrastructure Systems, Information Support and Services, Interactive Media and Programming and Software Development. This course focuses on an understanding and appreciation of the duties of information technology professionals and how each IT area related to and interacts with the others. Upon completion of this course students will have the knowledge necessary to make educational choices about continued study in IT as well as understanding of the impact of technology on society and organizations of all types. Students taking this course are expected to have a solid knowledge of basic computer terminology, internet navigation and e-mail, operating system and file management skills. All Skill and Knowledge Statements in the course are published and approved by the Massachusetts Department of Education Vocational Technical Education. Frameworks for the Information Technology Services cluster. These frameworks are published at <http://www.mcte.org/frameworks>. This course is eligible for Massachusetts Tech Prep advanced placement credit. Prerequisite: Academic Reading III (ESL098) or Reading Skills (RDG095) or placement. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu

CIT118 PRINCIPLES OF INTERNET & INFORMATION SECURITY

3 Credits

This is a course in Internet and Information Security which introduces students to all major areas related to securing both personal and organizational information in the "Internet Age." Beginning with an introduction to physical and electronic security issues, students proceed to explore the legal, ethical and professional issues in information and Internet security. Topics covered include, but are not limited to, identity theft, phishing and other email scams, personal and corporate firewalls, spy ware and virus scanning software, chat rooms, Internet crimes against children, cyber predators, digital computer forensics, wired and wireless home & organization networks, cyber terrorism, and cyber vandalism. Students gain practical experience in Internet security considerations through a capstone security project. Taught in the College's hands-on laboratory students will gain an in-depth knowledge of the principles, practices, procedures and competencies in the techniques used in securing both personal and organizational information. Prerequisite: Applications/Concepts (CIT110) or Introduction to Computer Science and Object Oriented Programming (CIT120), equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT120 INTRO TO COMPUTER SCIENCE & OBJECT ORIENTED PROGRAMING

4 Credits

This is a first course in Object Oriented Programming (OOP) theory, logic and design. Taught in the College's hands-on computer classrooms, this course emphasizes the program design and development process including concepts of variables and flow control, objects, classes, methods, and polymorphism. Students will use an Object Oriented Programming language as they design code, debug and implement several programs covering the topics presented. Students taking this course are expected to have solid knowledge of basic computer terminology, internet navigation and email, operating system and file management skills. Strong analytical skills are recommended for students enrolling in this course. Prerequisites: Fundamentals of Algebra (MAT094) and Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT121 INTRODUCTION TO COMPUTER FORENSICS

3 Credits

This is an introductory course in Computer Forensics. Forensics Computing, Digital Forensics, or Computer Forensics is the name for a newly emerging field of study and practice that incorporates many areas of expertise. Some of these areas have been called network security, intrusion detection, incident response, infrastructure protection, disaster recovery, continuity planning, software engineering, cyber security, and computer crime investigation. It is an area of practice in public law enforcement at the federal, state and local levels that deals with cyber crime, cyber vandalism, cyber predators, and cyber terrorism. In the private sector, it deals with critical infrastructure, such as business, hospitals, utilities, transportation, finance, education, and other key institutions. Taught in the College's hands-on laboratory students will gain an in-depth knowledge of the principles, procedures, and techniques used in digital forensic analysis. Prerequisite: Applications/Concepts (CIT110) or Information Technology Fundamentals (CIT112) or equivalent experience or permission of department chairperson.

CIT128 DATABASE DESIGN WITH MS ACCESS

3 Credits

This is a comprehensive course in the use and application of computers in database applications based on the most current version of MICROSOFT ACCESS. The course covers all aspects of database design including entity relationship modeling, tables, reports, queries, forms and



other database objects. All key MS ACCESS functionality including Internet applications, integration with the Web and other software programs are covered. Students gain some experience using Structured Query Language (SQL) and Visual BASIC for Applications (VBA) in the final component of the course. Microsoft Corporation has approved this course material as courseware for the Microsoft Office User Specialist (MOUS) Certification Program and students may choose to take the MOUS ACCESS Certification Examination(s) upon completion of this course. Visit www.mous.net for more information on Certification Options. Prerequisite: Applications/Concepts (CIT110) or Introduction to Computer Science and Object Oriented Programming (CIT120), equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT133 INTRODUCTION TO MS OFFICE 3 Credits
(Formerly ITB133) This introductory course covers the use and application of integrated PC applications software based on the most current version of Microsoft Office. The course initially covers the MS Windows skills necessary to complete the course. Using the hands-on college computer laboratory, the course covers the following applications in detail: Word Processing, Spreadsheet, Database, Presentation Graphics, and Desktop Information Management. The course emphasizes Internet applications relating to MS Office. It also covers integration among the MS Office Applications. Microsoft Corporation approved the course material as courseware for the Microsoft Office User Specialist (MOUS) Program Core Level. Upon completion of the course, students have an in-depth knowledge of basic MS Office applications and concepts, and may choose to take the MOUS Core Certification Examinations. Please visit www.mous.net for more details on MOUS certification.

CIT140 PRACTICAL COMPUTER SYSTEM INTEGRATION & TROUBLESHOOTING 3 Credits
(Formerly ITB140) Using several multi-media, Computer-Based Training (CBT) tools, this course covers most major technical issues related to Personal Computer and/or Workstation troubleshooting. Through real-world simulations, students gain an understanding of situations where hardware & software applications relating to MS Office. It also covers integration among the MS Office Applications. Microsoft Corporation approved the course material as courseware for the Microsoft Office User Specialist (MOUS) Program Core Level. Upon completion of the course, students have an in-depth knowledge of basic MS Office applications and concepts, and may choose to take the MOUS Core Certification Examinations. Please visit www.mous.net for more details on MOUS certification.

CIT141 PACS ADMINISTRATION I 3 Credits
This is an introductory course covering the major aspects of administering Picture Archiving & Communication Systems, PACS. This course provides students with an overview and introduction to the core aspects PACS Systems Administration and Technology including but not limited to: PACS components, functions and standards, PACS network and infrastructure, PACS image acquisition, archiving, query, storage and retrieval, and PACS Management Software modules. This course focuses on an understanding and appreciation of the duties of PACS administration professional and how PACS relates to and interacts with the Hospital Information

(HIS) and Radiology Information (RIS) Systems. Upon completion of this course students will have the knowledge, skills and competencies necessary to administer PACS Systems at a basic level. Students taking the course are expected to have a solid knowledge of computer terminology, internet navigation and e-mail, operating system and file management skills. Prerequisite: Information Technology Fundamentals (CIT112), equivalent course, equivalent experience or permission of the CIT department chairperson. Pre/co-requisite: Introduction to Diagnostic Imaging & PACS (MIG161).

CIT162 INTRODUCTION TO NETWORKING 3 Credits
(Formerly ITB162) This course provides students with classroom and laboratory experience in current and emerging networking technology that empowers them to enter employment or further education and training in the computer-networking field. Instruction includes, but is not limited to, networking, network terminology and protocols, network standards, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. The course particularly emphasizes the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, students learn the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations. Prerequisite: Applications/Concepts (CIT110). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT167 ROUTERS AND ROUTING BASICS 3 Credits
(Formerly ITB167) Course topics include, but are not limited to, the Open System Interconnection (OSI) Reference Model, local area networks (LANs); wide area networks (WANs), transmission control protocol/Internet protocol (TCP/IP) addressing, routers, router configuration, routing and routing protocols, internetworking open system (IOS) images and network troubleshooting. The course covers these topics in both a classroom and laboratory setup. The course particularly emphasizes understanding the nature and component of networks that make up LANs, WANs and the Internet. The class assists students to become familiar with the use of command protocols that are used when configuring networks and to troubleshoot a 5-router topology. Prerequisite: Introduction to Networking (CIT162). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT182 PC HARDWARE 3 Credits
(Formerly ITB182) This course provides students with a better understanding of the way computer hardware interacts and the impact of the hardware on the operating systems and the applications software. The class covers areas such as systems boards, input devices, output devices, and video displays. Students gain hands-on experience tearing down and rebuilding a computer. Prerequisite: Applications/Concepts (CIT110) or Introduction to Computer Science & Object Oriented Programming (CIT120) or permission of the department chairperson. For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT211 SYSTEM ANALYSIS AND DESIGN 3 Credits
This first course in computer information systems development introduces students to the tools and techniques available to the systems analyst and designer. The course covers phases of the systems development cycle with emphasis on analysis and design. A major component of the course includes an understanding of structured analysis and design techniques and the transition from structured analysis to Object Oriented Analysis. The course covers Language (UML) and Entity Relationship Diagrams (ERD). The department strongly suggests that

students complete or take concurrently College Writing I (ENG111). Prerequisites: Applications/Concepts (CIT110) or Introduction to Computer Science & Object Oriented Programming (CIT120) and at least two other CIT courses. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT216 VISUAL BASIC 3 Credits
This course covers an introduction to computer programming using Visual Basic. The course provides students with “hands-on” exposure to object-oriented programming techniques and emphasizes programming logic, using the event-driven components of Visual Basic. Using laboratory case assignments, students plan, design, and create their own Windows applications. They learn how to create a user interface, set control properties, design the logic structures of the project and write the associated Visual Basic code. Prerequisite: Applications/Concepts (CIT110) or Introduction to Computer Science & Object Oriented Programming (CIT120) or equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT218 INTERMEDIATE VISUAL BASIC 3 Credits
Expanding on the principles of visual programming contained in Visual Basic (CIT216), this intermediate level course provides students with additional in-depth use of the Visual Basic language. Students gain experience working with VB arrays and data interfaces, combination controls and functions, menu design and database interfaces. The course emphasizes development of graphical interfaces. Prerequisite: Visual Basic (CIT216) or permission of the instructor and/or department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT219 INFORMATION SECURITY AND ASSURANCE 3 Credits
This is a course in the foundations of information security. Emphasis will be placed on understanding the key issues associated with protecting information, the technologies behind securing information and the subsequent detection and response to security incidents. Topics will include inspection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical responses and an overview of the Information Security Planning functions. There will be a hands-on lab component required for this course. Students taking this course will be required to sign The White hat Oath, a Code of Ethics form the International Information Systems Security Certification Consortium, Inc. (www.isc2.org). Prerequisite: Principles of Internet and Information Security (CIT118).

CIT220 DIRECTED STUDY IN DIGITAL AND COMPUTER FORENSICS 1 Credit
Students in this course will be assigned a special research topic from either the technical or legal side of digital and computer forensics or cyber crime or an internship, when possible, or a combination of a special research topic and a short term job shadowing assignment. Prerequisite: Advanced Computer Forensics (CIT221). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT221 ADVANCED COMPUTER FORENSICS 3 Credits
This course provides advanced work in computer and digital forensic analysis. Emphasis in this course will be placed on file system forensic recovery, analysis and reporting, intrusion detection and analysis, and advanced use of computer forensics tools. Topics covered in Introduction to Computer Forensics will be expanded upon especially in the areas of file system analysis, drive imaging and backup, email and mobile devices forensics and the impact these analyses have upon investigations. Prerequisite: Introduction to Computer Forensics (CIT121).

CIT223 SPECIAL TOPICS IN DIGITAL AND COMPUTER FORENSICS 3 Credits
This course is designed to cover emerging and changing issues in Computer and digital Forensics. Issues covered in this course could include but will not be limited to testifying as an expert technical witness, mobile device forensics, and new legal issues pertaining to digital evidence. Topics covered will be adjusted as the curriculum needs of the field change. Pre/co-requisite: Advanced Computer Forensics (CIT221). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT230 HELP DESK TECHNIQUES 3 Credits
(Formerly ITB230) This course provides students with an overview of the design, implementation, and management of a computer help desk or customer support center. Course topics include customer service skills, troubleshooting tools and methods, problem-solving strategies for common support problems, the incident management process, and user needs analysis and assessment. The course also covers industry certifications, professional associations, and standards of ethical conduct for help desk personnel. Prerequisites: Applications /Concepts (CIT110) or Introduction to Computer Science & Object Oriented Programming (CIT120); Writing Skills II (ENG095) or placement; Academic Reading III (ESL098) or Reading Skills II (RDG095) and one additional completed CIT course. For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT233 ADVANCED MS OFFICE 3 Credits
(Formerly ITB233) This advanced course covers the use and application of integrated PC applications software based on the most current version of Microsoft Office. The course covers the following applications in detail: Advanced Word Processing, Spreadsheet, Database, Presentation Graphics and Desktop Information Management applications. The course emphasizes Internet applications, including on-line collaboration using MS Office. It also stresses integration of the MS Office applications. Microsoft Corporation approved this course material as courseware for the Microsoft Office User Specialist (MOUS) Program Expert Level. Upon completion of the course, students have an in-depth knowledge of expert MS Office applications and concepts and may choose to take the MOUS Certification Examinations. Prerequisite: Introduction to MS Office (CIT133). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT234 DECISION SUPPORT USING MS EXCEL 3 Credits
This comprehensive course covers the use and application of Decision Support using spreadsheet software based on the most current version of Microsoft Excel. The applications include basic spreadsheet operations, charting, web queries, multiple sheet workbooks, macros, advanced functions, and data base features. The course emphasizes applications involving financial decision-making, financial planning and “what-if” analyses as they relate to various business and organizational models. It also emphasizes Internet applications of MS Excel. The course covers integration of the other MS Office programs. Upon completion of the course, students have an in-depth knowledge of Statistical Data Analysis and Decision Modeling based on MS Excel. Microsoft Corporation approved this course material as courseware for the Microsoft Office User Specialist (MOUS) Certification Program and students may choose to take the MOUS Excel Certification Examinations. (Visit www.mous.net for more information). Prerequisite: Applications/Concepts (CIT110) or Introduction to Computer Science Object Oriented Programming (CIT120) or equivalent experience or permission of the department chairperson. For additional information and/or for a course syllabus, contact CITDepartment@bhcc.mass.edu.



CIT236 SQL PROGRAMMING

3 Credits

This course introduces students to the fundamentals and functions of Structured Query Language (SQL), including relational database, table creation, updating, and manipulation concepts. Using a live data base, students learn SQL basics and then move on to the more sophisticated and challenging aspects of SQL. Students get in-depth knowledge of the language through extensive use of Internet based, industry standard SQL programming and certification testing engines. Upon completion of this course, student have the skills and competencies required to program in SQL and the background necessary to continue to intermediate and advanced courses in PL/SQL and database administration. Prerequisite: Applications/Concepts (CIT110) or Introduction to Computer Science and Object Orient Programming (CIT120), equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT237 C++ PROGRAMMING

4 Credits

In this course, students who already have been exposed to programming and Object Oriented thinking, develop the ability to correctly analyze a variety of problems and generate appropriate algorithmic solutions using the C++ Programming Language. The course emphasizes the principles of top-down structured design and Object Oriented thinking. Topics include but are not limited to branching and looping mechanisms; arrays, functions and function overloading, arguments by reference and by value as well as optional arguments; recursion; pointers, creating libraries and namespaces, structures and classes, constructors and other methods, overloading operators; file I/O; inheritance and polymorphism. Strong analytical skills are recommended for students enrolling in this course. Prerequisite: College Algebra (MAT195) and Introduction to Computer Science & Object Oriented Programming (CIT120) with grade C or better or equivalent experience with permission of the department chair. For addition information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT239 JAVA Programming

4 Credits

In this course, students who already have been exposed to programming and Object Oriented thinking, develop the ability to correctly analyze a variety of problems and generate appropriate algorithmic solutions using the Java Programming Language. The course emphasizes the principles of top-down structured design and Object Oriented thinking. Topics include but are not limited to branching and looping mechanisms; arrays, functions and function overloading, arguments by reference and by value as well as optional arguments; recursion; creating packages, structures and classes, constructors and other methods, file I/O; inheritance and polymorphism. Strong analytical skills are recommended for students enrolling in this course, plus familiarity and experience working with the Internet and basic HTML tags. The course covers creating both Java Applications and Java Applets including event handling, animation, and audio. Prerequisite: College Algebra (MAT195) and Introduction to Computer Science & Object Oriented Programming (CIT120) with grade C or better or equivalent experience with permission of department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT240 DATABASE PROGRAMMING

3 Credits

This is an intermediate course in the use of the ORACLE Database Management Systems Procedural Language, PL/SQL. Students perform mid-to advanced level manipulation of ORACLE data base including functions related to multiple tables, compound and complex queries, exporting and importing tables, sub-queries, and reporting using a live ORACLE database. Prerequisite: SQL Programming (CIT236). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT241 PACS ADMINISTRATION II

3 Credits

This course covers the more complex aspects of Picture Archiving & Communication Systems and proceeds to advanced topics including but not limited to: PACS workflow monitoring, clinical PACS system review, archive back-up, PACS system security, disaster recovery, and advanced features of PACS display software. This course continues to focus on the duties of PACS administration professionals and covers in more depth the relation to and interaction with the Hospital Information (HIS) and Radiology Information (RIS) Systems as well as PACS Internet applications, telemedicine and teleradiology. Upon completion of this course students will have the knowledge, skills and competencies necessary to administer PACS systems. Prerequisite: PACS Administration I (CIT141). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT242 DATA STRUCTURES

3 Credits

This course prepares students to understand the fundamentals of data structures with an emphasis on software engineering. Topics include multidimensional arrays, records, dynamic memory allocation, stacks, queues, lists, trees, graphs, and others. The department strongly recommends that students achieve a grade of B- or better in C++ Programming (CIT237). Prerequisite: C++ Programming (CIT237) or Java Programming (CIT239). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT245 DATA BASE ADMINISTRATION

3 Credits

This course is designed to introduce students to the fundamentals of Relational Database Administration, using the most current versions of the Oracle RDBMS engine. Students will learn the basics of database maintenance including installing and configuring the database, controlling the data dictionary, managing the database tables including constraints, indexes and user roles. Students gain extensive "real-world" experience utilizing the DBA tools associated with Oracle. This course will present the material covered in the Database Fundamentals I Oracle Certification Exam #1Z0-031. Students will also be provided with the personal edition of the Oracle software. Prerequisite: SQL Programming (CIT236), equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT247 PROGRAMMING IN C

3 Credits

This course is for programmers already knowledgeable in some high-level language (e.g., having taken one semester of introductory programming in Java or C++). C is presented as both a general-purpose and machine-level language. Topics covered include representation of integer and character data, bitwise operations, masking, memory allocation methods, pointers, dynamic data structures, file I/O, separate compilation, program development tools and use of debuggers. Prerequisite: College Algebra (MAT195) and C++ Programming (CIT237) or Java Programming (CIT239) with a grade of C or better in each of the prerequisites, or equivalent experience with permission of department chair.

CIT250 COLLABORATION, COMMUNICATION & INTEGRATION IN MS OFFICE APPLICATIONS

3 Credits

This is a course in modern office technology which introduces students to all major areas of personal and organizational collaboration, communication and integration of MS Office applications in the "Internet Age." Building on students' basic knowledge of the most current version of the core MS office applications, the course proceeds to cover in detail, the aspects of Office applications including but not limited to handwriting and speech recognition, Object Linking & embedding (OLE), Discussion Groups and Servers, LiveMeeting, and the other teamwork features of MS Office. Using Word as the "core" application, students gain practical

experience in moving and linking data among all applications: WORD, EXCEL, ACCESS, POWERPOINT and OUTLOOK. Particular emphasis is placed on LiveMeeting as the primary on-line Internet collaboration platform. Advantages and limitations of Voice over IP (VoIP) and video conferencing, along with the importance of security and other considerations involved in implementing these technologies are also covered. Students also gain experience in the web enabling and web publishing features of all applications as well as gaining an in-depth knowledge of the principles, practices, procedures, competencies and techniques used in implementing all of these collaborative applications in offices large and small. Microsoft Corporation has approved this courseware for the Microsoft Office User Specialist (MOUS) Certification Program and students may choose to take the MOUS Certification Examination(s) upon completion of this course. Visit www.mous.net for more information on Certification Options. Prerequisite: Applications and Concepts (CIT110) or equivalent course or experience; Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement, Writing Skills II (ENG095) or placement, or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT262 WIRELESS TECHNOLOGY 3 Credits
(Formerly ITB262) This course introduces students to the fundamentals of planning, installing, maintaining and troubleshooting a network supported by unbound media. It is assumed that students have no prior knowledge of wireless networks and devices. Hence, this course permits students to learn how to apply and support wireless technology in personal, LAN, MAN, CAN, and WAN networks. The course is divided into two sections, one that teaches the wireless skills required to take and pass your Certified Wireless Network Administration (CWNA) exam and the other educates students on how many different wireless devices work. Prerequisite: Introduction to Networking (CIT162).

CIT264 NETWORKING SECURITY 3 Credits
(Formerly ITB264) The goal of this course is to provide you with a fundamental understanding of network security principles and implementation. You will learn about the technologies used and principles involved in creating a secure computer networking environment. You will learn about the authentication, the types of attacks and malicious codes that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Further, you will learn about intrusion detection systems, firewalls, and physical networking security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, you will get to understand the daily tasks involved with managing and troubleshooting those technologies. You will have a variety of hands-on and case project assignments that reinforce the concepts you read in each chapter. Prerequisite: Introduction to Networking (CIT162).

CIT267 SWITCHING BASICS AND INTERMEDIATE ROUTING 3 Credits
(Formerly ITB267) In both the classroom and laboratory setup, students work with a Threaded Case Study (TCS), which involves a school district that wants to upgrade its networking system. Instruction includes, but is not limited to, a review of the Open System Interconnection (OSI) Reference Model, a study of the OSI layer functions, local area network (LAN) switching, Ethernet and virtual LANS (VLANs), LAN design, interior gateway routing protocol (IGRP), access control lists (ACLs), Novell Internet Packet Exchange (IPX), and network management. The course particularly emphasizes students' ability to demonstrate and apply learning from Semesters 1 and 2 to a network and their ability to explain how and why a particular strategy is

employed. In addition, students learn appropriate methodologies for managing networks, with emphasis on clear and adequate documentation of the Network. Prerequisite: Routers and Routing Basics (CIT167).

CIT268 WINDOWS OPERATING SYSTEMS 3 Credits
(Formerly ITB268) This course provides students with in-depth, hands-on experience with the most commonly used versions of the Windows operating systems. Students gain experience using system file managers, utilities, set-up procedures, and other major components of the operating systems. In addition, the course emphasizes gaining an understanding of device drivers, link libraries, memory management, multi-tasking requirements, and multi-media considerations. Upon completion of the course, students have a high degree of competence in the application and use of these Windows operating systems such as Windows, DOS, and Linux. Prerequisite: Applications/Concepts (CIT110) or permission of instructor or department chair. For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT270 LINUX ADMINISTRATION/LAB 4 Credits
(Formerly ITB270) This course introduces students to the fundamentals of creating and maintaining a network supported by LINUX clients and servers. It is assumed that students already have a grasp of the basic LINUX commands hence the focus will be on System Administration which will include but not be limited to installation, distributed computing, system administrator tools and tasks, file systems, printing, send mail, NIS, NFS, DNS/BIND and setting up a firewall. Prerequisites: Introduction to Networking (CIT162) and Windows Operating Systems (CIT268).

CIT271 BATCH FILE PROGRAMMING 1 Credit
This course teaches students how to create batch files to automate a sequence of commands, to write and use batch files for complex tasks, to use batch file subcommands, to halt the execution of a batch file and to write batch files using replaceable parameters and environment variables. Pre/co-requisite: Windows Operating Systems (CIT268). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT274 WAN TECHNOLOGIES 3 Credits
(Formerly ITB274) In this course, students continue to work with the Threaded Case Study (TCS) introduced in Routers and Routing Basics (CIT167), which involves a school district that wants to upgrade its networking system. Instruction includes, but is not limited to, a review of local area network (LAN) switching, virtual LANs, LAN design, routing protocols, access lists, wide area networks (WANs), the open system interconnection (OSI) reference model, networking, point-to-point protocols (PPPs), integrated services digital network (ISDN), dial-on-demand routing (DDR), frame relays and network management. The course particularly emphasizes students' ability to demonstrate and apply learning acquired during Introduction to Networking (CIT162) and Routers and Routing Basics (CIT167) to a network and to explain how and why a particular strategy is employed. In addition, students prepare for the CCNA Exam and have the option to prepare for the Network+ Certification Exam. Prerequisite: Switching Basics and Intermediate Routing (CIT267). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT281 NETWORK NETWORK ADMINISTRATION/LAB 4 Credits
(Formerly ITB281) This course provides students with the necessary knowledge and hands-on skills required to manage the most current and industry accepted version of Novell NetWare. The course tailors information to requirements necessary to complete the Novell NetWare Certified Administrator (CNA) exam. Topics include, but are not limited to, Novell Directory



Services (NDS), the network file system, installation, managing users, groups and login security, rights and attributes, printing, login scripts, and network projects. The course includes related lab projects that challenge the student to piece together new and old networking concepts that reinforce each topic. Class meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisite: Introduction to Networking (CIT262). Pre/co-requisite: Windows Operating Systems (CIT268). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT282 MS WINDOWS NETWORK ADMINISTRATION/LAB 4 Credits
(Formerly ITB282) This course provides students with the necessary knowledge and hands-on skills required to manage the most current and industry-accepted version of Microsoft Windows. The course tailors information to requirements necessary to complete the Microsoft Certified Professional (MCP) exam required by industry. Topics include, but are not limited to, installation, managing users and groups, managing domains via an overview of the Active Directory Services feature, print services, disk storage, remote access, managing and monitoring the network, the Registry and troubleshooting techniques. Course labs challenge students to piece together new and old networking concepts that reinforce each topic. Prerequisite: Introduction to Networking (CIT162). Pre/co-requisite: Windows Operating Systems (CIT268). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CIT284 ADVANCED C++ 3 Credits
This course covers intermediate-level programming. Students learn advanced topics of C++, dynamic memory, allocation, pointers, etc., and OOP function and operator overloading, class design and object abstraction, ADT design, templates, inheritance, and polymorphism. Students learn to analyze a variety of problems and generate appropriate object oriented solutions. The department recommends that students taking this course have no less than a grade of B in the prerequisite course. Prerequisite: C++ Programming (CIT237) or Java Programming (CIT239) or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT285 ADVANCED JAVA PROGRAMMING 3 Credits
This course thoroughly examines many of the sophisticated features of the Java programming language, including interfaces, advanced graphics, some data structures, file I/O techniques, multithreading, advanced JDBC Servlets, and Java Server Pages. Students demonstrate their mastery of the material through a series of graded projects and examinations that challenge at an extremely high level. The course not only instructs in the preparation of applications and applets that focus on business-related topics, but also teaches JAVA in an internet-based, integrative environment that utilizes cross-platform tools. Prerequisite: Java Programming (CIT239) and College Algebra (MAT195). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT299 COMPUTER INFORMATION TECHNOLOGY INTERNSHIP 3 Credits
This course enhances the academic experience for students. All internships take place at pre-approved sites. The course allows students enrolled in computer technology courses to apply what they have learned in the "real world" environment. Students must attend a weekly on-campus seminar. Students must comply with the Internship requirements, as stated in the "Internship Handbook," before registering for the course. In all cases, students need permission of the department chairperson to register for this course.

NTA299 NETWORKING INTERNSHIP 3 Credits
(Formerly ITB299) This course provides students with hands-on experience in networking. The course is divided into three sections, one that teaches the concepts for building and maintaining a networking career, another introduces guest lectures from industry and finally either an internship, job shadowing, or team walk through approach to learning. This course provides a solid foundation to understanding the types of jobs available to students with network administration skills, what it is like to work in the networking field, and students will acquire a perspective of employer's expectations. Students will become more successful with the interview process since they will have had real world experience and/or understanding of what will be expected of them when they begin their networking career. Prerequisite: Permission of department chairperson.

Computer Media Technology

CMT101 GAME DEVELOPMENT ESSENTIALS 3 Credits
This course will present the principles, concepts, and components all of games and the gaming industry's processes, methodologies, and principles associated with the design, development, and distribution of computer-based games and computer-based simulations. This course is designed to provide the student with an overall comprehension of all the precepts and building blocks that are essential to every computer-based game and simulation. Prerequisite: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

CMT103 MANAGING GAME DEVELOPMENT 3 Credits
This course will cover the concepts and application of management tools and philosophies incorporated in today's game development climate for the purposes of effectively managing game production scenarios. The student will be introduced to the tasks associated with the development of a game or simulation projects and the constraints, effects, and ramifications affecting the project components. Additionally, the student will be taught critical project management analysis techniques such as resource allocation, estimating obstacles and opportunities and how to exploit them to the project's advantage. Prerequisite: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

CMT111 HTML & DREAMWEAVER 3 Credits
(Formerly ITB111) This course teaches the student the principles and concepts of designing and creating WEB pages in an HTML format. The course is designed to expose the student to the constructs of HTML tags, the attribute modification of HTML tags, the incorporation of CSS tags, CSS pseudo tags, dynamic effects using styles, and class assignments. Additionally, the course will teach the student the utilization of graphics and dynamic graphics used in Web design. Also included will be content presentation control via HTML tables, HTML layers, and HTML frames. The course will explore the requirements, tools and controls used in WEB page development by lecture, in-class practical exercises, and home study exercises. The course will also teach the student to create WEB sites using Dreamweaver as a state-of-the-art web authoring tool to enable rapid deployment of WEB development projects. For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CMT113 JAVASCRIPT 3 Credits
(Formerly ITB113) This course teaches students the concepts and practical application of JavaScript programming language as a WEB authoring tool. Students learn to program WEB pages to perform such tasks as forms and form validation, image swapping, auto-scrolling text,

browser detection and control and time and date extraction and conversion. The course explores designing and developing JavaScript functions using iteration loops, conditional statements, switch statements, parameter passing, location redirection, in-line JavaScript and remote access JavaScript utilization. Prerequisites: Applications/Concepts (CIT110) and HTML & Dreamweaver (CMT111). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CMT115 FLASH MX & FIREWORKS MX 3 Credits

(Formerly ITB115) Fireworks is a graphics design tool that allows designers to work visually to create graphics and the code that brings the graphics to life. Fireworks combines the features of many other graphic programs to allow designers to incorporate the results into a WEB environment or as components of other presentation tools such as MS PowerPoint or Flash. Flash MX is a vector based animation and authoring application tool that provides the capability to design and develop animated graphics, animated movies, animated buttons, and interactive navigation menus that are increasingly being incorporated into WEB design strategies. Flash provides a Web message delivery medium that is unique and attention grabbing when viewed. Prerequisite: Applications/Concepts (CIT110). For additional information and/or a course syllabus contact CITDept@bhcc.mass.edu.

CMT117 XML 3 Credits

(Formerly ITB117) This course introduces the student to writing Extensible Markup Language documents for the Web, using custom markup tags, Cascading Style Sheets and Extensible Style Language Style sheets. Students will create a Document Type Definition (DTD) for validating their documents with an XML parser. Students will also learn how to transform XML documents into other formats for computers that are not capable of viewing XML format documents. Prerequisite: HTML and Dreamweaver (CMT111).

CMT119 THE HUMAN CHARACTER 3 Credits

This course will present concepts in the creation of 3D human character and object modeling using detailed structures based on polygon modeling design tools such as patch modeling, image planes, planar projections, and curve projections. This course will also cover in-depth NURBS modeling of 3D characters and conversion from NURBS to polygonals. These skills are requisite skills for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film "The ChubbChubbs". Prerequisite: Game Development Essentials (CMT101).

CMT121 MAYA FOUNDATIONS 3 Credits

This course will present the principles of designing gaming and computer simulation using the same Autodesk Maya techniques and principles as were used in the Sony Pictures feature film "Open Season". The course will cover the fundamentals of three dimensional (3D) object creation, 3D object shading, shape texturing, scene and object lighting, and simple animations. Prerequisite: Game Development Essentials (CMT101).

CMT123 MAYA CHARACTER MODELING 3 Credits

This course will present advanced concepts in the creation of 3D character and object modeling using detailed structures based on polygon modeling design tools such as patch modeling, image planes, planar projections, and curve projections. This course will also cover in-depth NURBS modeling of 3D characters and conversion from NURBS to polygonals. These skills are requisite skills for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film "The ChubbChubbs". Prerequisite: Maya Foundations (CMT121).

CMT211 XSLT 3 Credits

(Formerly ITB211) This course is designed to add a new dimension to the students XML Web Design learning foundation by introducing them to the XSL style sheet and transformation language. XSL is a specialized formatting and manipulation that is uniquely applicable to the XML markup language which enables the developer of XML Web content to perform such tasks as contextual formatting, conditional selection of Web content from a data source, sorting of content on a Web page, dynamic counting, dynamic summarization, attribute processing, and creating dynamic document-wide numbering schemes. Prerequisite: HTML & Dreamweaver (CMT111) and XML (CMT117).

CMT215 ASP.NET/JSP 3 Credits

(Formerly ITB215) This course will teach students the concepts and practical application of WEB-to-database interface. ASP is a powerful server-based technology from Microsoft Corporation. ASP uses specialized instructions to automatically render WEB pages that extract data from real-time databases. ASP technology permits WEB developers to present real-time data. Prerequisites: Applications/Concepts (CIT110) and HTML & Dreamweaver (CMT111) and Access Database (CIT127) or SQL (CIT239).

CMT221 XML Web Services 3 Credits

(Formerly ITB221) This course is designed to teach students how to program and utilize Web services architectures using the Extensible Markup Language (XML) as the foundation language. XML Web services are services consisting of a combination of programming and data that are made available from a business's Web server for Web users or other Web-connected programs. Web services range from such major services as storage management and customer relationship management down to much more limited services such as the furnishing of a stock quote and the checking of bids for an auction item such as is done on E-bay. The accelerating creation and availability of these services is a major Web trend. This course will prepare students to employ XML Web services within an overall Web design architecture. Prerequisites: HTML & Dreamweaver (CMT111) and Javascript (CMT113) and XML (CMT117).

CMT223 MAYA CHARACTER ANIMATION 3 Credits

This course will present advanced concepts in the creation of 3D character animation from simple joint movement to complete synchronized character movement. This course will also cover blend shaping, skinning techniques, joint constraints and their effect on skinning. These skills are requisite skills for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film "The ChubbChubbs". Prerequisites: Maya Character Modeling (CMT123).

CMT229 CREATING 3-D SPECIAL EFFECTS 3 Credits

This course will present advanced concepts in the creation and implementation of special effects, shadings, caustics, global illumination, mental ray rendering, and lighting, shadows, and cameras. These skills are requisite skills for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film "The ChubbChubbs". Prerequisites: Maya Foundations (CMT121).

CMT231 MEL SCRIPTING IN MAYA 3 Credits

The course will cover the process of using Maya Embedded Language to manipulate and animate characters, objects, and object interactions into a complete animation scenario. MEL scripting incorporates traditional programming constructs such as loops, conditionals, functions, expressions, and nodes. In addition to traditional constructs this course will



introduce specific animation and gaming constructs such as particle dynamics control, user input selection dialogs, solid body dynamics, and crowd systems. Prerequisite: Creating 2-D Special Effects (CMT229).

Criminal Justice

- CRJ101 INTRODUCTION TO CRIMINAL JUSTICE 3 Credits**
 This course covers a survey of the history, development, and role of the American criminal justice system. It includes the organization and jurisdiction of the various criminal justice agencies, a review of the court process, professional orientation, and current trends in the criminal justice system.
- CRJ102 THE JUVENILE PROCESS: DELINQUENCY, ADJUDICATION AND CORRECTIONS 3 Credits**
 This course examines the causative factors in the development of youthful offenders, the civil and new criminal procedures used in juvenile court, and the history of the development of the juvenile courts and juvenile justice. The course presents an overview of the institutional response to the problems of juvenile delinquency, along with status offenders, gender specific offenders, special needs offenders and a focus on dependent/neglected and abused children. It emphasizes the police, court, correctional, and child protective agencies that process young offenders.
- CRJ103 CRIMINAL LAW 3 Credits**
 This course examines the substantive law of crimes including the general and social parts of criminal law; classification of crimes against persons, property, and the public welfare; nature of crime; criminal liability; elements of crimes; and jurisdiction. Through case studies, the course emphasizes matters affecting law enforcement. Prerequisite: Writing Skills II (ENG095).
- CRJ104 AMERICAN LEGAL SYSTEM 3 Credits**
 This introductory course covers American law. The course examines the origins of the American legal system through an analysis of its function, its sources, and its varied aspects. It explores the uniqueness of the American legal system through a thorough analysis of due process. The course covers the myths versus the realities of law.
- CRJ106 PRINCIPLES OF SECURITY MANAGEMENT 3 Credits**
 This survey course covers the organization and administration of security and loss prevention programs in industry, business, and government. The course emphasizes the protection of assets, personnel and facilities, and the concept of risk management. It focuses on physical security methods, the development and implementation of security policies and procedures, and the use of security officers.
- CRJ107 INTRODUCTION TO CORRECTIONS 3 Credits**
 This survey course covers the correctional process from arrest to probation or parole. The course provides students with an understanding of corrections as an essential component in the criminal justice system and gives an orientation to current correctional concepts and various correctional institutions.
- CRJ108 CRIMINAL INVESTIGATION 3 Credits**
 This course identifies and traces the significance and application of the tools of criminal investigation. It includes fundamentals and theory of an investigation, crime scene procedures, report writing, collection and preservation of evidence, methods of gathering information, and specialized and scientific methods.

- CRJ109 CRIME VICTIMS 3 Credits**
 This course examines current theories and research relating to victims of crime. It pays particular attention to special victim groups such as children, the elderly, women, and gays. The course explores victim interactions with the criminal justice system. It assesses current victim initiatives such as restitution, mediation, compensation, and victim rights legislation.
- CRJ110 RACE, ETHNICITY AND CULTURAL ISSUES IN THE AMERICAN CRIMINAL JUSTICE SYSTEM 3 Credits**
 This course examines the impact of the policies, procedures, and interpretation of data concerning the American criminal justice system across ethnic, racial, sexual, and cultural lines. It examines cross-cultural interaction within the system and the history and institutional attitudes concerning multicultural issues.
- CRJ111 CRIMINAL PROCEDURE 3 Credits**
 This course explores constitutional issues related to criminal justice. Students learn the Incorporation Doctrine and the views of Justices Black and Frankfurter concerning this doctrine. In addition, the course examines the nuances of search and seizure under the 4th Amendment, 5th Amendment self-incrimination issues, 6th Amendment right to counsel issues, as well as the use of informants and electronic interceptions. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103).
- CRJ114 WHITE COLLAR & ORGANIZED CRIME 3 Credits**
 This survey course covers the nature and extent of white-collar and organized crime, the social-psychological makeup of white-collar/organized criminals, historical roots, and the interrelationship of white-collar criminals and organized crime. It explores possible solutions, the scope of techniques used in combating crime, interagency and jurisdictional problems, and the benefits of cooperation.
- CRJ115 TERRORISM 3 Credits**
 This course examines terrorism from both a philosophical and historic perspective. It covers right and left wing organizations, international and domestic groups as well as the ways terrorism relates to the business community.
- CRJ143 CYBER CRIME IN TODAY'S SOCIETY 3 Credits**
 This course will focus on the issues, trends and problems associated with crimes perpetrated over the Internet or other telecommunications networks. This course will discuss crimes ranging from embezzlement to auction fraud and social engineering to digital warfare and cyber terrorism. Investigative techniques and issues will also be presented. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.
- CRJ201 MANAGEMENT FOR CRIMINAL JUSTICE 3 Credits**
 This course presents the principles of administration and management of criminal justice agencies. It examines organizational structure, responsibilities, and the interrelationships of administrative, line, and staff services in police, security, court, and correctional facilities.
- CRJ202 EVIDENCE/COURT PROCEDURES 3 Credits**
 This course covers rules of evidence in law enforcement procedures from investigations to courtroom hearings. It examines burden of proof, judicial notice, and admissibility of testimonial and documentary evidence, relevancy, materiality, and competency. The course analyzes state and federal court cases as well as trial techniques and presentation of evidence. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or permission of the department chairperson.

- CRJ203 REHABILITATION OF THE OFFENDER 3 Credits**
 This course covers an examination of current programs and services available in the corrections component of the criminal justice system. It emphasizes contemporary practices in corrections such as the community-based work-release programs, furloughs, halfway houses, and individual treatment services. The course includes an examination of alternatives to incarceration.
- CRJ212 COMMUNITY CORRECTIONS 3 Credits**
 This survey course covers the history, development, trends, and role of the community-based correction program in the American criminal justice system. The course includes therapeutic, support, and supervision programs for offenders. It examines pretrial release, detainment, and community services, as well as innovative programs. Students must make site visits. Prerequisite: Criminal Law (CRJ103).
- CRJ214 NEGOTIATIONS/ MEDIATIONS 3 Credits**
 This course examines skills needed to negotiate and mediate in the criminal justice system. It provides strategies to achieve settlements and to intervene in disputes. Students conduct actual negotiations and mediations. Students critique and videotape both of these activities. Prerequisite: Criminal Law (CRJ103).
- CRJ216 STREET DRUGS AND PHARMACEUTICALS 3 Credits**
 This survey course covers the manner in which the criminal justice system deals with drug use and abuse in our society. Topics include the psychosocial aspects of drugs, the pharmacology of drugs, street names, cost, and current rehabilitation practices. The course analyzes prevention programs in light of what works and what doesn't as well as the cost of drugs to society.
- CRJ218 INFORMATION & ELECTRONIC SECURITY 3 Credits**
 This course introduces crimes involving the use of computers, the federal and state laws addressing them, and the preventive and investigative methods used to secure computers and defend and prosecute offenders. Part of information security is the electronics and technology needed to provide protection. Topics include budgeting, vendor selection, and security systems (biometrics, access control, closed circuit television, etc.) to meet organizational needs. Prerequisites: Principles of Security Management (CRJ106) and Management for Criminal Justice (CRJ201).
- CRJ220 POLICING IN A DEMOCRATIC SOCIETY 3 Credits**
 This course covers an introduction to the philosophy and techniques of contemporary policing including the history, traditions, and social developments that have resulted in the present system. The course emphasizes the effects of economics, social developments, and Supreme Court decisions on the evolution of the modern system. Discussion focuses on police accountability and the measurement of effectiveness of operations. The course traces the shift from technological policing to community and problem solving policing.
- CRJ228 CRIMINAL INVESTIGATION II 3 Credits**
 This course examines the types of analyses conducted on crime scene evidence, their value, and limitations. It covers the evidentiary value of the following types of evidence: glass, soil, hairs and fibers, firearms, tool marks, and questioned documents. This course also covers forensic concepts, methods of collecting samples, and the value of blood distribution patterns, bloodstains and other bodily fluids. Prerequisite: Criminal Investigation (CRJ108).
- CRJ230 AMERICAN DRUG LAW 3 Credits**
 This course explores the problems with drugs, illicit and lawful, and the ways the laws in the United States relate to drugs, their users and distributors. Students learn the manner in which federal and state laws differ in terms of punishment. The course analyzes the dichotomy in the

federal treatment of crack cocaine as opposed to powder cocaine and the attendant effect this policy has on communities of color. The course also examines the minimum, mandatory drug sentencing laws and their impact on the criminal justice system. Students also learn about the major worldwide drug smuggling routes through the Balkans, South East Asia, and South and Central America, and the way United States interdiction policies affect this smuggling. Prerequisite: Criminal Law (CRJ103).

- CRJ232 CIVIL RIGHTS & CIVIL LIBERTIES 3 Credits**
 This course explores the concepts of individual rights and liberties in America and the ways they are balanced against the rights and interests of the sovereign. It scrutinizes first Amendment issues of freedom of speech and religion. The course analyzes the fourteenth Amendment and its impact on states' rights as they affect individuals, as well as the ever-changing concept of civil rights and liberties as they conflict with "homeland security" and the "war against terrorism." Prerequisite: State/Local Politics (GOV103).

- CRJ234 ETHICS AND PROFESSIONAL RESPONSIBILITY IN THE CRIMINAL JUSTICE SYSTEM 3 Credits**
 This course gives students an overview of the ethical dilemmas facing criminal justice professionals in American society. It aids students in the comprehension and retention of diverse ethical issues by analyzing the aspects of ethical behavior and decision-making in law enforcement, court procedure and operations, and corrections. Prerequisites: Introduction to Criminal Justice (CRJ101), Criminal Law (CRJ103), Introduction to Corrections (CRJ107), Criminal Investigation (CRJ108), Policing in a Democratic Society (CRJ220), College Writing I (ENG111), or permission of instructor.

- CRJ299 CRIMINAL JUSTICE INTERNSHIP 3 Credits**
 Students work 150 hours in a criminal justice facility, probation department, juvenile detention center, or house of corrections, as assigned by the contract advisor. Students work under an assigned criminal justice professional, participate actively in the preparation of pre-sentence reports, and conduct intake and post conviction interviews. Students learn how to perform record checks and prepare probation recommendations, etc. Students work on inmate classification, work release programs, and in educational settings. Students may assist counselors and other staff, depending upon the type of facility to which the student is assigned. Through active participation in online functions of the criminal justice agency, students gain knowledge and understanding. The contract advisor and the assigned criminal justice official evaluate students' work. Students meet bi-weekly with their advisors to prepare papers and work on related projects. Students are responsible for following all guidelines in the BHCC Internship Handbook. Prerequisite: Permission of the instructor.

Culinary Arts

- CUL102 FOOD SERVICE PURCHASING 3 Credits**
 Students are taught ways in which products are packaged, proper procedures for storing, and identification of products in terms of quality, quantity, or grade. Also included are ordering procedures, par stock planning, ways to plan storage and facilities, and systems to control the flow of products.
- CUL103 DINING ROOM PROCEDURES 3 Credits**
 This course presents table service techniques and procedures used in most dining rooms. Students learn American, French, and Russian style table service, as well as buffet service and preparation of tableside foods. Students are also introduced to wines, wine service, and bartending techniques.



CUL104 HEALTHY FOODS PREPARATION

3 Credits

This course acquaints students with basic nutritional concepts and their relationships to the promotion of good health, consumer food choices, and appropriate means to ensure pleasurable and healthful dining experiences. The course also covers current nutritional concerns related to dietary practices and the consumer.

CUL108 BAKING

3 Credits

This course covers the fundamentals of baking, including the methods and equipment for the production of a variety of baked goods. Students learn to produce yeast products, general desserts, and various pastry products. Additional expenses may include supplies, equipment, and/or uniforms.

CUL111 FOOD SERVICE SANITATION AND SKILLS

3 Credits

This two-week intensive course provides students with all necessary information to complete the Food Service Certification course required by the National Restaurant Association. Students learn the skills required to correctly handle all food service equipment, including weights and measures. The course provides “hands on” experience for students. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

CUL112 CULINARY THEORY/SKILLS PROFICIENCY

3 Credits

Students gain knowledge in the use of tools and equipment while learning basic procedures related to preparation and cooking. Students learn basic menu construction and presentation used in the development of full menus utilized in a quantity food production facility. The course emphasizes cooking techniques, terminology, equipment use, and commercial kitchen operation, as well as proficiencies in knife skills and uses of various culinary tools. Additional expenses may include supplies, equipment, and/or uniforms.

CUL114 APPLIED FOOD SERVICE SANITATION

1 Credit

Students study and prepare for the Education Foundation Sanitation exam prepared by the National Restaurant Association (NRA). Students learn the regulations governing sanitation and the methods employed for eliminating hazards. Testing for the NRA Education Foundation is required.

CUL115 INTRODUCTION TO CULINARY ARTS

4 Credits

This six-week course introduces students to the theory behind cooking. The class covers the history of cuisine as well as the terminology, equipment use, cooking techniques, and ordering and receiving procedures. Course instruction emphasizes the techniques and skills needed to work in a commercial kitchen. The course introduces students to basic menu and food presentation. Students become proficient in the use of tools and equipment. Additional expenses may include supplies, equipment, and/or uniforms. Pre/co-requisite: Food Service Sanitation and Skills (CUL111).

CUL120 ADVANCED CULINARY SKILLS/APPLICATIONS

3 Credits

Students expand upon the knowledge gained in Culinary Theories and Skills Proficiency (CUL112). Students develop ethnic menus, as well as prepare and serve the menu items. The course introduces students to advanced cooking techniques. The course emphasizes presentation, mise en place, timing and skill in organizing and executing the meal. The course introduces students to Garde Manger and Charcuterie as well as ice carving, vegetable carving, and butter sculpture. At the completion of the course, students are ready to begin their internships in various area restaurants. Additional expenses may include supplies, equipment and/or uniforms. Prerequisite: Culinary Theory/Skills Proficiency (CUL112).

CUL125 PRINCIPLES OF BAKING

4 Credits

This six-week production lab course covers the fundamentals of baking. It introduces students to the methods and procedures for producing a variety of baked goods, including yeast products, quick-breads, general desserts, and pastry products. Students follow a standard recipe, do basic conversions, and apply the foundations of math as they pertain to the food service industry. The course places emphasis on their knowledge of weights and measures. The course focuses on the bakeshop and receiving areas of the kitchen. Additional expenses may include supplies, equipment, and/or uniforms. Pre/co-requisite: Food Service Sanitation and Skills (CUL111).

CUL135 CAFÉ AND BISTRO CUISINE

4 Credits

This seven-week course introduces students to the procedures of the art of Garde Manger and cold food preparation. The course covers basic cooking methods and the chemistry of cooking. The course teaches students to become responsible for menu preparation and production of the daily meal in a café environment. The hands-on production lab teaches students to prepare various types of basic stocks, soups, sauces, salads, and sandwiches throughout the course. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Introduction to Culinary Arts (CUL115) and Principles of Baking (CUL125).

CUL145 ADVANCED DESSERTS AND PASTRIES

4 Credits

This seven-week course takes students beyond the basic principles of baking. The students learn cake decorating and advanced pastry production techniques. The course introduces students to the proper application of mixes, laminated dough, fillings, and choux pastries. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Introduction to Culinary Arts (CUL115) and Principles of Baking (CUL125).

CUL211 MENU DESIGN AND PURCHASING

3 Credits

This two-week intensive course introduces students to various menu types and costing of menu items. Students also learn the skills necessary to purchase all food items, properly receive and store those items, conduct yield tests and become familiar with the “NAMP” guide and can-cutting procedures. The course emphasizes the math skills used to calculate food and beverage cost percentages. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Café and Bistro Cuisine (CUL135) and Advanced Desserts and Pastries (CUL145).

CUL215 ESSENTIALS OF FOOD PRODUCTION

4 Credits

This course goes beyond the basics of food production. The course introduces students to production and service of menus involving all aspects of cooking techniques as well as skills needed to execute service properly. It introduces students to various cooking techniques in an actual restaurant setting with emphasis on the timing and skills necessary to perform these tasks. Faculty demonstrate food-garnishing techniques. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Menu Design and Purchasing (CUL211).

CUL225 ESSENTIALS OF DINING SERVICE

4 Credits

This course gives students a complete overview of the inner workings of the dining room. In this beginning phase of dining room service, using proper techniques, the course emphasizes the various types of service and the timing and execution of the meal. It introduces students to various service types, table settings, and food delivery systems. The course also covers all aspects of bar and beverage management, as well as preparation of guest checks, payroll, and tip credits. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Menu Design and Purchasing (CUL211).

CUL235 ADVANCED AND ETHNIC FOOD PRODUCTION 4 Credits

This course expands upon students' knowledge of the principles of cooking. The course teaches students to become responsible for preparation and production of a meal from a variety of ethnic cuisines that are integrated into a restaurant setting. Also, the course emphasizes the significance and influence of geography as a factor in the development of regional and international cuisine and culture. The course introduces students to advanced Garde Manger and Dessert techniques that fully complement the meal. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Essentials of Food Production (CUL215) and Essentials of Dining Service (CUL225).

CUL245 FOOD AND BEVERAGE OPERATIONS 4 Credits

This course acquaints students with current industry technology and sales techniques. It discusses nutrition and food allergy concerns. The course exposes students to all managerial procedures required in the food service industry. Students learn how to interpret a basic financial statement and use current technology as is required in the restaurant industry. The course introduces students to the wines and spirits that might be paired with the various ethnic cuisines. In this course, students provide service for the Advanced and Ethnic Food Production course. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Essentials of Food Production (CUL215) and Essentials of Dining Service (CUL225).

CUL299 CULINARY ARTS INTERNSHIP 3 Credits

The internship allows students the opportunity to gain practical experience in the field of culinary arts. The internship begins after completion of the first academic year and consists of 300 hours of work experience in an approved foodservice facility.

Early Childhood Development

ECE101 GUIDANCE/DISCIPLINE 3 Credits

This course covers the study of effective communication in guiding behavior. The course emphasizes techniques that help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. Prerequisite: Child Growth/Development (ECE103).

ECE102 ISSUES IN EARLY CHILDHOOD EDUCATION 3 Credits

This course is a study of early childhood education programs. The course includes the history of childcare, regulation, types of programs, and current trends and issues in early care and education. The needs of children and families and components of quality programs with emphasis on social, political, and economic influences on professional issues and career opportunities in the field are covered. Prerequisite: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

ECE103 CHILD GROWTH/DEVELOPMENT 3 Credits

(Formerly PSY109) This course covers the normal development of children through the age of twelve with emphasis on the physical, cognitive, social, and emotional components of development of the infant, toddler, preschool, and school age child. The course meets Office of Child Care Services guidelines for child growth and development. Prerequisite: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

ECE104 CURRICULUM IN EARLY CHILDHOOD EDUCATION 3 Credits

This course is the study of early childhood education programs with emphasis on curriculum development in areas such as art, music, science, literature, math, language arts, and dramatic play. Prerequisite: Child Growth/Development (ECE103).

ECE106 PROGRAM ENVIRONMENTS 3 Credits

This course covers the study of setting up and maintaining a program environment with emphasis on health and safety concerns, nutritional considerations, space utilization, equipment needs, and material usage. Prerequisite: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

ECE108 INFANT/TODDLER CURRICULUM DEVELOPMENT 3 Credits

This course is the study of the aspects of planning and implementing group care for infants and toddlers, including developmental issues, routines and transitions in care-giving, curriculum activities, environmental designs, equipment and materials, guiding behavior including limit setting and developing security through behavioral management, and working with parents. The course meets Office of Child Care Services requirements for Infant/Toddler Lead Teacher certification. Prerequisite: Child Growth/Development (ECE103) and a grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

ECE111 SPECIAL NEEDS CHILD IN EARLY CHILDHOOD EDUCATION 3 Credits

This course covers the study of children with physical, social, emotional and/or cognitive disabilities with emphasis on techniques for mainstreaming and inclusion of these children into existing early childhood programs. Prerequisites: Child Growth/Development (ECE103) plus three (3) ECE courses or equivalent.

ECE112 FAMILIES/COMMUNITY IN EARLY CHILDHOOD EDUCATION 3 Credits

This course is the study of the relationship of parents and communities to early childhood programs. The course emphasizes parental needs for early care and education, parenting skills and need for communication with parents, challenges of dealing with diverse populations and multiple family structures using an anti-bias approach which respects diversity and encourages collaborative efforts in caring for children. Prerequisites: Child Growth/Development (ECE103) plus three (3) ECE courses or equivalent.

ECE113 CHILD CARE ADMINISTRATION I 3 Credits

This course covers the study of program management in early childhood education, including planning, implementing, and evaluating programs. The course emphasizes financial, legal, personnel, and program aspects of program administration. It meets Office of Child Care Services Director certification requirements. Prerequisite: Lead teacher qualifications or permission of department chair prior to enrollment.

ECE115 SUPERVISION IN EARLY CHILDHOOD EDUCATION 3 Credits

This course covers the study of child-care management with an emphasis on staffing and personnel functions within an early care and education program. Areas of study include organizational development, staffing, personnel practices, leadership, and mentoring. The course meets Office for Child Care Services Director II certification requirements. Prerequisite: Lead teacher qualifications or permission of department chair prior to enrollment.

ECE117 OBSERVATION/RECORDING BEHAVIOR

3 Credits

This course is the study of observing and recording behavior of children with emphasis on child study in all areas of development using a variety of observational tools and recording techniques with children from birth to age twelve. Prerequisite: Child Growth/Development (ECE103).

ECE120 PRACTICUM IN EARLY CHILDHOOD EDUCATION I

3 Credits

This practicum experience in an early childhood setting must be completed during the final two semesters of study. The department assigns and/or approves student placement settings. Students must make application for placement and enrollment one semester prior to registration. Acceptance into the Early Childhood Development program does not assure permission to enroll in the course or a placement assignment. For complete course requirements and application procedures, contact the department chairperson. The course is graded on a pass/fail scale. The course is open only to students matriculated in the Associate in Science Degree: Early Childhood Concentration. Prerequisite: Permission of department chairperson.

ECE121 PRACTICUM IN EARLY CHILDHOOD EDUCATION II

3 Credits

This practicum experience in an early childhood setting must be completed during the final two semesters of study. The department assigns and/or approves student placement settings. Students must make application for placement and enrollment one semester prior to registration. Acceptance into the Early Childhood Development program does not assure permission to enroll in the course or a placement assignment. For complete course requirements and application procedures, contact the department chairperson. The course is graded on a pass-fail scale. The course is open only to students matriculated in the Associate in Science Degree: Early Childhood Concentration. Prerequisite: Permission of department chairperson.

Economics

ECO201 MACROECONOMICS

3 Credits

This course covers an introduction to the American economy. Topics include: scarcity, opportunity cost and the production possibility curve, unemployment, inflation, GDP and related aggregates, economic growth, classical Keynesian models of income and employment determination, government policies for full employment and price stability, and money and the banking system. The course meets General Education "World View" Requirement Area 3. Prerequisites: Fundamentals of Algebra (MAT094) and Reading Skills II (RDG095) or placement.

ECO202 MICROECONOMICS

3 Credits

This course covers an introduction to the market system. It covers basic demand and supply analysis, theory of consumer choice, demand and supply elasticity, long run and short run cost curves, and price and output determination under different market structures, such as perfect competition, monopoly and monopolistic competition. The course applies microeconomic principles for analyzing government regulations. The course meets General Education "World View" Requirement Area 3. Prerequisites: Fundamentals of Algebra (MAT094) and Reading Skills II (RDG095) or placement.

Education

EDU140 PRACTICUM IN INSTRUCTION

3 Credits

This course exposes students to various techniques of learning through the experience of tutoring. Faculty develops supervised tutoring placements in specified subject areas. The placements may be in the classroom, computer lab, Tutoring and Academic Support Center, the

Center for Self-Directed Learning, and/or other areas on campus. Students must participate in a weekly on-campus seminar, in addition to two hours of tutoring per credit, per week. The seminar relates the field experience to students' objectives through discussions of learning styles, modes of instruction, cross-cultural awareness, tutoring techniques, and study habits. Students gain experience in tutoring, the evaluation process, and management of instructional operations. Prerequisites: Writing Skills I (ENG090) and Prealgebra (MAT092).

EDU150 TUTORING/LITERACY

3 Credits

This field-based tutoring experience provides literacy training for all ages in a variety of local agencies. Students must participate in a weekly on-campus seminar and six hours of on-site tutoring per week. On-site supervisors provide minimal on-the-job training, while the on-campus seminar relates the field experience to the student's program content and theories. Prerequisites: Writing Skills I (ENG090) and Prealgebra (MAT092).

Electric Power Utility

EPU101 DC CIRCUIT THEORY/LAB

4 Credits

This course provides an introduction to the nature of electricity in general, in-depth coverage of direct current electrical theory and laboratory practices. Topics covered include static electricity, the Bohr Atom, Ohm's Law, Kirchhoff's Law, network theorems, and magnetism. Course meets: 3 hrs. lecture: 3 hrs. lab. Prerequisite: Topics of Algebra/Trigonometry (MAT193) or may be take concurrently.

EPU104 AC CIRCUIT THEORY/LAB

4 Credits

This course provides in-depth coverage of alternating current electrical theory. Topics covered include inductance, transformers, capacitance, reactance, impedance, and resonance. The j-operator is employed. Course meets 3 hrs. lecture/3 hrs. lab. Prerequisite: DC Circuit Theory/Lab (EPU101).

EPU151 FUND OF SINGLE PHASE & POLYPHASE METERING

4 Credits

This course introduces students to the fundamentals of Single Phase & Polyphase Metering, such as terminology and basic principles of meters. Students review basic math (learned in MAT095) specific to metering, and gain knowledge of basic electricity and magnetism principles. Students will be introduced to meter testing equipment, meter diagrams and standards, and learn technical data and how to read watt-hour and demand meter schematics. They will also learn about power factor analyzers, high amperage current transformer cabinets, meter demand theory and demand registers. Students are introduced to various instrument transformers, their design, application and troubleshooting. They learn about high voltage metering equipment and how to safely install the equipment. In addition all students will learn how to connect electrical secondary services up to 600 volts from the pole to the house working off a ladder. Prerequisite: Admittance into the Electric Power Utility Program.

EPU153 UNDERGROUND & SUBSTATION OPERATIONS

4 Credits

This course introduces students to the basic operation of the underground and substation systems. Students will become familiar with the underground network electrical system and the various job classifications of personnel. Using the power formula to determine wire size an electrical heat shrink joint will be constructed, and manhole entry/exit procedures will be discussed. Cable types and sizes and an equipment orientation will be performed to provide students with a basic understanding of underground apparatus. In addition students will learn the purpose of substations and become familiar with the various types of equipment involved. Students will become familiar with the dispatch center and its functions. Prerequisite: Admittance into the Electric Power Utility Program.

EPU251 ELECTRIC POWER/UTILITY TECH INTERNSHIP 3 Credits

This course will cover a variety of topics that consist of practical work experience in the NSTAR workforce environment involving working on line trucks and learning and performing all of the tasks of an overhead line worker. The course will also cover the instruction and practical exercise of soft skills in today's work environment. Soft skills are those skills used everyday in the workplace to assist in making assigned tasks easier to accomplish through teamwork and collaboration in a multi-cultural environment. Soft skills are increasingly being incorporated in job descriptions throughout the workforce as companies and institutions seek to employ students that have had successfully incorporated soft skills as part of their curriculum. Prerequisites: College Writing I (ENG111), Fundamentals of Single Phase and Polyphase Metering (EPU151), Underground & Substation Operations (EPU153), and Group Dynamics (PSY107).

EPU253 FUNDAMENTALS OF OVERHEAD LINEWORK I 4 Credits

This course introduces students to the basic fundamentals of overhead line work and begins to perform more advanced pole work techniques. During this intensive training period students will learn to become comfortable working at heights in excess of 35' by performing industry approved procedures. Students will be introduced to and become familiar with important sections of the Safety Manual as they pertain to Overhead Line Work. Hand tools will be assigned and students will learn how to care for and use their equipment. Prerequisite: Electric Power/Utility Tech Internship (EPU251).

EPU255 FUNDAMENTALS OF OVERHEAD LINEWORK II 4 Credits

Lectures on basic electricity will be performed and students will become familiar with voltage test instruments. The proper usage of power tools will be introduced and a basic introduction to NSTAR vehicles and state Public Safety Laws when using a bucket truck and/or digger derrick. During this semester students will use geometric functions for ladder and pole work. Students will excavate holes to set poles, use Ohm's Law to determine wire size, and be shown safe cutting techniques. Holes will be bored in poles at various heights and appropriate cross arms will be installed. Prerequisite: Electric Power/Utility Tech Internship (EPU251).

EPU257 POWER AND DISTRIBUTION SYSTEMS 4 Credits

This course introduces the basic concepts of electrical power systems. Subject areas include on electrical power generation, transmission, and distribution. Distribution system layout, distribution transformers, transmission line fault calculations and transmission line protection will also be covered. Prerequisite: AC Circuit Theory (EPU104).

EPU259 INTERMEDIATE OVERHEAD LINEWORK I 4 Credits

This course introduces students to more advanced tasks and functions associated with overhead line work. Students will continue to lash poles, run wire and install cross arms of various types and heights. Guy wires, and anchors will be installed using geometric functions to determine their location. Single and three phase electrical services will be installed from a bucket truck using concepts learned in AC/DC theory courses. Hands on usage of 600-voltage test equipment will be demonstrated and performed by the students. Students will also begin installing streetlights using Ohm's Law to determine wattage and wire size. Prerequisites: Fundamentals of Overhead Linework I (EPU253) and Fundamentals of Overhead Linework II (EPU255).

EPU261 INTERMEDIATE OVERHEAD LINEWORK II 4 Credits

Students will become qualified by issuance of a state approved hoisting license to operate bucket trucks and corner mounts. Trainees will also become familiar with various types of

equipment and understand transformer theory and installation. Heat shrink joints and Underground Residential Distribution (URD) services will be explored. The job specifications for a Grade C Line Worker will also be distributed and discussed. Prerequisites: Fundamentals of Overhead Linework I (EPU253) and Fundamentals of Overhead Linework II (EPU255).

Emergency Medical Technician

EMT103 EMERGENCY MEDICAL TECHNICIAN 7 Credits

This course covers the rendering of emergency care to the sick and injured promptly and efficiently. It conforms to the EMT-B national standard curriculum, as adopted by the Commonwealth of Massachusetts, and is a prerequisite for taking the state EMT Exam. Students are responsible for taking the certification examination for EMT. Additional expenses may include supplies, equipment, and/or uniforms.

Engineering**ENR101 INTRODUCTION TO ENGINEERING/LAB 4 Credits**

This course provides an overview of the engineering profession. Topics to be discussed include fields of study within engineering; the engineering profession, including engineering ethnics; and engineering design and problem-solving. Emphasis is on team building and teamwork approach to engineering projects. Course meets 3 hours lecture – 3 hours lab. Prerequisite: College Algebra (MAT195).

ENR260 ENGINEERING STATICS 3 Credits

This course will apply the laws of Newtonian mechanics to help students attain the basic engineering science concepts that serve as the building block for further courses in engineering analysis and design. The course applies the equations of mechanics to the general engineering sciences, including solid, fluid mechanics, and materials, thereby contributing to the success of students as practicing engineers after graduation. Course meets: 3 hour lecture. Pre/co-requisite: Calculus II (MAT282). Prerequisite: College Physics I/Lab (PHY251).

ENR265 ENGINEERING DYNAMICS 3 Credits

The course covers Kinematics and Kinetics of particles and rigid bodies, with the application of Newton's Second Law and the principles of work-energy and impulse. The course enables students to distinguish statics problems from dynamics problems and to identify inertial effects. The course also enables students who are interested in Engineering Mechanics or related disciplines to comprehend the vast applications of the principles of dynamics ranging from structural design of vehicles, electro-mechanical devices such as motors and movable tools, biomedical devices such as artificial heart and bladder, to predictions of the motions of satellites, spacecraft, etc. Course meets 3 hours lecture. Prerequisite: Grade of C or better in Engineering Statics (ENR260). Co-requisite: Ordinary Differential Equations (MAT285).

ENR270 STRENGTH OF MATERIALS 3 Credits

The course extends the equilibrium analysis covered in statics to deformable bodies, especially to various members that make up structures and machines. Students will learn the three fundamental concepts in this course, i.e. Equilibrium, Force-Temperature-Deformation Behavior of Materials, and Geometry of Deformation. The course includes the following concepts: stress and strain, stress transformation, temperature stresses, stress and deformation in bodies under axial, shearing, flexural, torsional and combined loadings, shear and bending moment diagrams, and Euler's columns. Course meets: 3 hour lecture. Prerequisite: Engineering Statics (ENR260). Co-requisite: Ordinary Differential Equations (MAT285).

Engineering (Biomedical)

BME100 BIOMEDICAL ENGINEERING I

4 Credits

A first course in Biomedical Engineering (BME), this course introduces students to preliminary Biomedical Engineering topics. Topics include: the BME profession, morals and ethics, anatomy and physiology, static biomechanics, rehabilitation engineering, static bioinstrumentation, biosensors, biosignal processing, and models of neurons. MATLAB is used for ease in problem solving. Laboratory involves using a virtual instrument (Biopac) to record and analyze signals from the body. Class meets: 3 hrs. lecture; 2 hrs. laboratory. Prerequisite: Calculus I (MAT281) and General Chemistry I/Lab (CHM201). Co-requisite: Calculus II (MAT282).

BME200 BIOMEDICAL ENGINEERING II

3 Credits

This course explores the techniques for analysis and modeling of biomedical systems with applications of advanced mathematics including Differential Equations, Difference Equations, State-Variables, and computer-aided methods to study problems at the interface of engineering and biology. Other topics include elements of physiological modeling and the solution of the transient and forced response for a variety of biomechanical and bioelectrical systems. Class meets: 3 hrs. lecture. Prerequisite: Biomedical Engineering I (BME100) and Calculus II (MAT282). Co-requisite: Calculus III (MAT283).

BME250 BIOMEDICAL ENGINEERING III

3 Credits

This course explores Fourier analysis, Laplace analysis and Z-transforms along with the techniques for generating quantitative mathematical models of physiological control systems and the behavior of physiological control systems using both time and frequency domain methods. Computer problems are implemented in MATLAB. Class meets: 3 hrs. lecture. Prerequisite: Biomedical Engineering II (BME200). Co-requisite: Ordinary Differential Equations (MAT285).

English

ENG090 WRITING SKILLS I

3 Credits

The first part of a two-semester basic writing sequence, this course develops writing skills needed to begin work in the College Writing program. The course places primary emphasis on the development of good sentence writing skills through frequent practice. Such practice may take the form of writing journals, paragraphs, and short essays. Faculty provide attention to difficulties with grammar, punctuation, and spelling primarily on an individual basis. The course does not satisfy any part of the College Writing requirement for graduation. Placement is determined by assessment testing or faculty referral. Upon completion of Writing Skills I (ENG090) with a grade of C or better, students enroll in Writing Skills II (ENG095).

ENG095 WRITING SKILLS II

3 Credits

This course develops language skills needed to communicate effectively in college study, in the professions, and in the business world. The course includes sentence formation, applied grammar, spelling, mechanics, and paragraph development. Note: Students must pass the Basic Writing Competency Exam in order to receive a passing grade for this course. The course does not satisfy the college writing requirement for graduation. Prerequisite: Grade of C or better in Writing Skills I (ENG090) or placement.

ENG111 COLLEGE WRITING I

3 Credits

This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. To be eligible to take College Writing II, students must pass the College Writing

Exam and earn a grade of C or better for this course. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

ENG112 COLLEGE WRITING II

3 Credits

This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education "College Writing" Requirement Area 1. Prerequisite: Grade of C or better in College Writing I (ENG111).

ENG115 WRITING TUTOR SEMINAR I

3 Credits

This course prepares skilled writing students to work as peer tutors in the college's Writing Place. It provides advanced instruction in grammar and composition, with special emphasis on the writing process. Through the weekly seminar and tutoring sessions, students develop teaching strategies, problem-solving skills, and greater understanding of composition theory and practice. Prerequisite: Permission of the instructor.

ENG171 ORAL COMMUNICATION

3 Credits

This course develops students' poise and self-confidence through oral expression. The course emphasizes presentation of individual talks and participation in class discussions.

ENG203 CREATIVE WRITING WORKSHOP

3 Credits

This course introduces students to the writing of poetry, short stories, plays, and autobiographies. The course includes some model readings, but the main work is student writings in all four genres. Prerequisite: Writing Skills II (ENG095) or placement in College Writing I (ENG111).

ENG241 JOURNALISM I

3 Credits

This course combines class discussions of journalistic principles with practice in writing news stories. The course then shifts emphasis to field work for the student newspaper, The Third Rail, or another newspaper. In this phase, students follow news leads, evaluate them, compose better ones, and check copy for accuracy and clarity. The course encourages students to proofread, edit, sell ads, and lay out final copy for the printer. Prerequisite: Writing Skills II (ENG095).

ENG242 JOURNALISM II

3 Credits

A continuation of Journalism I (ENG241), this course analyzes the elements of journalism and the writing of the feature story, the human-interest story, and magazine articles. The course encourages students to proofread, edit, sell ads, and lay out final copy for the printer. Prerequisite: Writing Skills II (ENG095).

English as a Second Language

ESL052 HEALTH COMMUNICATION

3 Credits

This course gives students further practice in the oral skills necessary for employment in health care. It includes various listening and speaking activities designed to strengthen the student's ability to communicate effectively with patients and staff.

ESL076 ACADEMIC NOTE-TAKING I

3 Credits

This low-intermediate course focuses on listening and note-taking skills. Students begin to develop a system for note-taking and learn how to use their notes to answer comprehension questions. All listening and note-taking activities include reading and writing exercises. Students learn grammar in the context of the materials used for listening and reading activities and in student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: ESL placement test.

ESL077 ACADEMIC SPEAKING I**3 Credits**

This low-intermediate course focuses on the speaking skills necessary in an academic setting. All speaking activities are organized around reading and writing exercises. Students learn grammar in the context of speaking, in the context of the reading materials, and in the context of student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: ESL placement test.

ESL078 ACADEMIC READING I**3 Credits**

This low-intermediate course focuses on reading skills and vocabulary development. Students demonstrate an understanding of reading materials with comprehension questions and writing assignments. Students learn grammar in the context of the reading materials and student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: ESL placement test.

ESL079 ACADEMIC WRITING I**3 Credits**

This low-intermediate course focuses on the fundamentals of sentence structure and paragraph writing. Students write paragraphs from personal experience and from readings. Students learn grammar in the context of the readings and student generated writing. Students may be required to complete assignments in the language lab. Students must pass the ESL Writing Competency Exam in order to receive a passing grade for this course. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: ESL placement test.

ESL086 ACADEMIC NOTE-TAKING II**3 Credits**

This high-intermediate course focuses on listening and note-taking skills. Students continue to develop a system for note-taking and learn how to use their notes to answer comprehension questions. All listening and note-taking activities include reading and writing exercises. Students learn grammar in the context of the materials used for listening activities and student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: Grade of C or better in all ESL level I courses or ESL placement test.

ESL087 ACADEMIC SPEAKING II**3 Credits**

This high-intermediate course focuses on the speaking skills necessary in an academic setting. Students discuss academic reading materials in small groups and begin to develop a method for delivering an oral presentation to a large group. All speaking activities are organized around reading and writing exercises. Students learn grammar in the context of speaking, in the context of the reading materials, and in the context of student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: Grade of C or better in all ESL level I courses or ESL placement test.

ESL088 ACADEMIC READING II**3 Credits**

This high-intermediate course focuses on reading skills and vocabulary development. Students demonstrate an understanding of reading materials with comprehension questions and writing assignments. Students learn grammar in the context of the reading materials and in student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: Grade of C or better in all ESL level I courses or ESL placement test.

ESL089 ACADEMIC WRITING II**3 Credits**

This high-intermediate course focuses on the fundamentals of sentence structure and paragraph and essay writing. Students write paragraphs from personal experience and from readings. Students learn grammar in the context of the readings and student generated writing. Students may be required to complete assignments in the language lab. Students must pass the ESL Writing Competency Exam in order to receive a passing grade for this course. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: Grade of C or better in all ESL level I courses or ESL placement test.

ESL096 ACADEMIC NOTE-TAKING III**3 Credits**

This advanced course focuses on note-taking skills. Students continue to develop an academic note-taking system and learn how to use their notes to answer comprehension questions. Students listen to academic lectures, take notes, and learn how to answer essay type questions and write essays based on the lectures. All note-taking activities include reading and writing exercises. Students learn grammar in the context of the readings used for the lectures and in student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: Grade of C or better in all ESL level II courses or ESL placement test.

ESL097 ACADEMIC SPEAKING III**3 Credits**

This advanced course focuses on the speaking skills necessary in an academic setting. Students discuss academic reading materials in small groups. Students develop a method for delivering an oral presentation to a large group and increase self-confidence. All speaking activities are organized around reading and writing exercises. Students learn grammar in the context of speaking, in the context of the reading materials, and in the context of student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: Grade of C or better in all ESL level II courses or ESL placement test.

ESL098 ACADEMIC READING III**3 Credits**

This advanced course focuses on the critical and analytical reading skills necessary in content courses. Students learn to cite sources and answer essay type questions based on readings. Students demonstrate comprehension of reading materials with writing assignments. Students learn grammar in the context of the reading materials and student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisite: Grade of C or better in all ESL level II courses or ESL placement test.

ESL099 ACADEMIC WRITING III**3 Credits**

This advanced course focuses on the academic writing skills necessary for content courses. Students continue to develop their abilities with sentence structure, paragraph writing, and essay writing. Students write paragraphs and essays from personal experiences and from readings. Students learn to cite sources and answer essay questions from readings. Students learn grammar in the context of the readings and student generated writing. Students may be required to complete assignments in the language lab. Students must pass the ESL Writing Competency Exam in order to receive a passing grade for this course. Students must complete the course with a grade of C or better in order to take ESL courses. Prerequisite: Grade of C or better in all ESL level II courses or ESL placement test.

Environmental Science

ENV105 ENVIRONMENTAL SCIENCE I/LAB

4 Credits

This course covers an introduction to the physical and biological structure of the natural environment within a global perspective. The course emphasizes both a local and global perspective on the study of natural systems and the impacts of human society on these systems. Topics include: ecosystem dynamics, international conservation biology, biodiversity, evolution and adaptation, population dynamics, climate, and the role of science and technology in business and society, and sustaining ecosystems and wildlife. Laboratory investigations develop critical thinking and formal report writing skills. The department recommends this course for A.S. degree students as the General Education "Science and Technology" Requirement Area 5. Course meets 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092) or placement and Reading Skills II (RDG095) or placement.

ENV106 ENVIRONMENTAL SCIENCE II/LAB

4 Credits

This course examines the global and local impact of human culture upon the natural systems. Students investigate both destructive and constructive elements of human action within the natural environment. Also, students learn the role of science and technology in the environment and society. Topics include: air and water pollution; toxicity; ozone depletion; global warming; hazardous waste; the role of science and technology in business and society; and renewable and nonrenewable energy resources. Laboratory investigations develop students' critical thinking skills and formal report writing skills. Course meets 3 hrs. lecture; 1.5 hrs. lab. Prerequisite: Writing Skills II (ENG095) and Fundamentals of Math (MAT091) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

ENV120 Tropical Field Studies

4 Credits

This course is an investigation of the ecology, conservation, and diversity of tropical ecosystems. As part of a study-abroad student team, students will learn and participate in scientific field research methods on location in a tropical country. By participating in a variety of trips, and activities students will also investigate the interrelationship of local culture, ecotourism, and conservation. Students will be required to complete a self-designed scientific field research project and participate in a community services project while in the country of study. Past studies have occurred in Costa Rica and Nicaragua but future trips are not limited to these two tropical countries. Course requires additional travel fees and purchase of personal field supplies. Course meets General Education "Science and Technology" Requirement Area 5. Study-Abroad scholarships are available for qualified students. Prerequisite: submission of study-abroad application and approval of the science department.

Film

FLM101 FILM AS ART

3 Credits

This course covers film techniques, terminology, and criticism, using a variety of recent popular films on television and videotape as the subjects for discussion and analysis. This course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

FLM102 AMERICAN CINEMA

3 Credits

This course brings Hollywood film making into clear focus as an art form, as an economic force, and as a system of representation and communication. The course probes the deeper meaning of American movies through encounters with the works of famous directors such as John Ford, Howard Hawks, and Martin Scorsese. This course meets "Humanities" General Education Requirement Area 6.

Fire Science

FPS101 INSPECTION/FIRE PREVENTION

3 Credits

This course examines mercantile, manufacturing, and institutional processes and equipment, as well as facilities and work practices of fire prevention in order to understand potential hazards and techniques for controlling and detecting such hazards. Fieldwork supplements classroom instruction.

FPS103 FIRE PROTECTION/SAFETY

3 Credits

This course covers a history of fire protection and safety, and loss of life and property by fire. The course includes a review of municipal fire defenses, and a study of the organization and functions of federal, state, and private fire protection and safety organizations. The course presents a survey of professional fire protection and safety career opportunities.

FPS105 BUILDING CONSTRUCTION FOR FIRE

3 Credits

This course critically examines building and construction methods, past and present, within the scope of pertinent standards and codes.

FPS107 FIRE COMPANY OFFICERSHIP

3 Credits

This course examines the scope and functions of the fire company officer. Topics include the role of the fire service, departmental organization, administrative and management procedures, training, public relations, tactics and strategy, and fire prevention.

FPS205 HYDRAULICS/FIRE PROTECTION

3 Credits

This course covers the study of incompressible fluids, including fluid properties, principles of fluid static, fluid flow system principles, pipe friction and heat loss, flow measurements, pumps and other hydraulic devices, and machinery. It includes application related to fire protection systems such as sprinklers, standpipes, hoses, nozzles, pumpers, and water supply systems. The course uses demonstrations to illustrate and supplement the principles developed in class.

FPS207 FIRE FIGHTING TACTICS/STRATEGY

3 Credits

This course reviews fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack, and pre-planning fire problems. It presents fire situations for analysis and study consistent with accepted fire fighting practices.

FPS208 HAZARDOUS MATERIALS

3 Credits

This course introduces students to hazardous materials such as flammable liquids, solids and gases, oxidizing materials, corrosive substances, and liquefied gases. It provides a presentation of labeling and transportation laws and storage practices. The course covers case histories of incidents involving injury to fire fighters.

FPS209 FIRE INVESTIGATION/ARSON

3 Credits

This course examines the history and development of fire investigation and detection, including inspection techniques, gathering evidence, development of technical reports, fundamentals of arson investigation, processing of criminal evidence, and criminal procedures related to various General Laws and Statutes. The course emphasizes investigative methods and the application and assistance of various scientific aids available to the fire service investigator.

FPS211 FIRE CODES/STANDARDS

3 Credits

This course examines state and federal safety and fire prevention codes. Students study applicable sections of federal regulations, codes, and standards as they relate to the storage and handling of hazardous materials and substances.

FPS212 FIRE PROTECTION SYSTEMS/EQUIPMENT 3 Credits
 This course covers fire detection and extinguishing systems of both automatic and manual types. The course covers sprinkler and standpipe systems, inert gases, foam and dry chemicals, temperature and smoke-responsive devices, and alarm and signaling systems. Demonstrations supplement class work.

French

FRE101 ELEMENTARY FRENCH I 3 Credits
 This course introduces students to the sounds and structures of French with emphasis on the acquisition of a limited but useful vocabulary and is offered for students with little or no previous knowledge of French. The course is not intended for native speakers or for students who have studied this language within the last three years.

FRE102 ELEMENTARY FRENCH II 3 Credits
 This course covers a continuation of Elementary French I (FRE101) and places emphasis on speaking and reading skills. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Elementary French I (FRE101) or one year of high school French.

FRE201 INTERMEDIATE FRENCH I 3 Credits
 This course is a review of basic language skills with emphasis on conversational skills and graded reading selections for the acquisition of a broad, active vocabulary. Prerequisite: Elementary French II (FRE102) or two years of high school French.

FRE202 INTERMEDIATE FRENCH II 3 Credits
 This course is a continuation of Intermediate French I with emphasis on self-expression through speaking and writing. Prerequisite: Intermediate French I (FRE201) or three years of high school French.

Geography

GEO101 WORLD REGIONAL GEOGRAPHY 3 Credits
 This course examines the geographical context of major social, cultural, economic, and political issues in selected regions of the world and develops a mastery of maps and other graphic aids as means of learning and communication. Major regional emphases vary from semester to semester among areas of Eastern Europe, the former USSR, the Middle East, the Orient, Latin America, and Africa. The course meets “World View” General Education Requirement Area 3.

German

GER101 ELEMENTARY GERMAN I 3 Credits
 This course teaches students to read, speak, and write elementary German including mastery of approximately five hundred basic vocabulary words. The course covers the basic structure of the language. The course is offered in alternate years.

GER102 ELEMENTARY GERMAN II 3 Credits
 This course builds upon the skills learned in Elementary German I (GER101) by advancing the language structures, word forms, and vocabulary. Elementary German I and II present a firm foundation for advanced conversational and literature courses in German. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Elementary German I (GER101). This course is offered in alternate years.

Government

GOV101 GOVERNMENT/POLITICS IN THE US 3 Credits
 The course explores some questions and theories that interest political scientists and historians, and methods they use to explain governmental operations. Insight into the nature of political ideals, as embodied in the Constitution, is developed. Topics include federalism, organization and functions of the three branches of the national government, civil liberties and civil rights, public opinion and voting behavior, the media, bureaucracies, and public policy. The course meets General Education “Individual and Society” Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.

GOV103 STATE/LOCAL POLITICS 3 Credits
 This course acquaints students with the history and functions of state and local governance. It includes an analysis of political organization and structure; state and local government taxing powers; economic, educational, and police powers; and public service functions of government. The course meets General Education “Individual and Society” Requirement Area 2.

GOV111 COMPARATIVE GOVERNMENTS 3 Credits
 This course will discuss governments and politics in a global setting. Students will consider political and social institutions in a variety of countries and then analyze issues of power and economic development in the context of globalization. Prerequisite: at least 9 college-level credits.

History

HIS101 HISTORY OF WESTERN CIVILIZATION I 3 Credits
 This course covers a multi-disciplinary survey of the evolution of Western civilization from its roots in ancient world through the medieval and early modern periods. It examines artistic, ideological, economic, social, and political questions in order to assist students to understand the development of modern Western culture. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095), or exemption from reading and writing requirements by placement testing.

HIS102 HISTORY OF WESTERN CIVILIZATION II 3 Credits
 This course covers a survey of the major intellectual, social, economic, and political developments in Western civilization since the 17th century. It emphasizes the roots of contemporary institutional and ideological problems. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095), or exemption from reading and writing requirements by placement testing.

HIS111 WORLD CIVILIZATION I 3 Credits
 This course examines similarities and differences among the major world civilizations before the modern era. Topics include traditions of governance, art, religion and philosophy, technology, family structure, and everyday life. The course meets General Education “World View” Requirement Area 3. Prerequisite: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095), or exemption from reading and writing requirements by placement testing.



HIS112 WORLD CIVILIZATION II

3 Credits

This course examines similarities and differences among the major world civilizations in the modern era. Topics include traditions of governance, art, religion and philosophy, technology, family structure, and everyday life. The course meets General Education "World View" Requirement Area 3. Prerequisite: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095), or exemption from reading and writing requirements by placement testing.

HIS151 US HISTORY I

3 Credits

This course traces the growth and development of America from colonial beginnings to the Civil War. The course devotes major attention to the people, critical issues, and significant forces that determined the course of events that shaped our civilization. The course meets General Education "World View" Requirement Area 3. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from requirement by placement testing.

HIS152 US HISTORY II

3 Credits

This course covers the rise of the United States from the turmoil of the Civil War to superpower status. The course examines the cultural, economic, diplomatic, and political forces that have given the nation its shape. The course meets General Education "World View" Requirement Area 3.

Honors

HON200 HONORS SEMINAR

3 Credits

This interdisciplinary seminar treats a selected theme through perspectives available from the humanities, social, and natural sciences. Presenters and topics differ each semester depending on current student interests and faculty availability. The course is required for all students enrolled in the honors program. Students who are not enrolled in the honors program may be admitted with permission of the instructor. The course meets General Education "Humanities" Requirement Area 6.

Hospitality

HRT101 TRAVEL AND TOURISM

3 Credits

This course introduces students to the basic principles of the travel and tourism industry, including its economic, social, and cultural impact upon the modern world. The course provides students with an overview of travel marketing and research, governmental regulations, and current practices in the field.

HRT102 TRAVEL AGENCY OPERATIONS I

3 Credits

This course introduces students to ticketing, tariffs, routing, and scheduling through both manual and automated systems. The course includes communication with clients, specialized agency tasks, hotel and car rentals, rail reservations, and agency sales reporting.

HRT103 TRAVEL AGENCY OPERATIONS II

3 Credits

A continuation of Travel Agency Operations I (HRT102), this course covers travel trends, geographical routes, and modes of transportation. The course examines service to clients, trip planning, and the relationship of travel to other components of the hospitality industry. Prerequisite: Travel Agency Operations I (HRT102).

HRT104 INTRODUCTION TO HOSPITALITY MANAGEMENT

3 Credits

This course introduces students to the principles of management as they relate to the various aspects of the hospitality industry. It covers the history and theories of management in hotels, motels, restaurants, institutional feeders, and related industries with specific emphasis on planning, organizing, and controlling.

HRT107 TOURISM PLANNING DESTINATION DEVELOPMENT

3 Credits

This course instructs students in the correct use of the key ingredients of tourism development. Topics include industry and business suppliers, the host community, government agencies, and the population of the host community. The course also covers destination infrastructure and super-structure, natural resources, and capital needs in the context of economic and cultural development.

HRT109 HOSPITALITY MARKETING MANAGEMENT

3 Credits

This course examines the market environment in which a firm operates. The course covers communications principles and their application to sales goals. It considers effective utilization of tools and techniques of merchandising in hotels and restaurants.

HRT111 LODGING OPERATIONS MANAGEMENT I

3 Credits

This course covers responsibilities of management, including principles of front-office procedures, accounting fundamentals, and supervisory and communication skills as they relate to the various support departments that impact the guest cycle.

HRT115 FOOD SERVICE OPERATIONS MANAGEMENT I

3 Credits

This course introduces students to a variety of food service operations including restaurants, hotel food services, airline and concessions feeding, business and industry contract feeding operations, and college and school feeding operations. The course focuses on menu development and kitchen management, food purchasing and storage, basic human resource issues, and other pertinent information involved in managing food service operations.

HRT117 HOSPITALITY LAW

3 Credits

This course examines the common and statutory law of the hospitality and tourism industry. The legal aspects of hotel and restaurant operations, employment law, tort liability, civil rights law and American with Disabilities Act compliance are also addressed.

HRT210 FIELD EXPERIENCE INTERNSHIP

3 Credits

This course integrates classroom study with practical work experience. Under the guidance of a site supervisor and a faculty member, the experience helps students to shape career goals and to gain valuable work experience. Prerequisite: Introduction to Hospitality Management (HRT104).

HRT211 LODGING OPERATIONS MANAGEMENT II

3 Credits

This course covers housekeeping and engineering functions in a variety of lodging and in-house food and beverage facilities. In addition, the course covers the Serve Safe Sanitation course for certification.

HRT215 FOOD SERVICE OPERATIONS MANAGEMENT II

3 Credits

This course covers the operations of dining and lounge services as they relate to effective use of dining space, job assignments, and labor cost control. The course also covers these elements in relationship with optimum staffing, scheduling, and productivity analysis. In addition, students discuss and practice issues in training, supervision, and quality guest services.

HRT219 MEETING/SPECIAL EVENTS PLANNING

3 Credits

This course covers applied knowledge and skill that students need to plan professional meetings and conferences. The course takes students through the step-by-step process that exposes them to the decisions, problems, and concerns of planning effective meetings and/or special events. The class format requires students to undertake a team project based on a variety of typical professional specifications. Prerequisite: Introduction to Hospitality Management (HRT104).

Human Services

HSV101 INTRO TO THE HS PROFESSION W/FIELD PRACTICE

3 Credits

(Formerly HSV151 and PSY151) This introductory course covers the historical aspects of human services, the requirements and skills of the human services worker, administration and funding of agencies, and the dynamics of work in the profession with a 15 contact hour (per semester) service learning requirement at a human service organization. Prerequisite: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090), or exemption from reading and writing requirements by placement testing.

HSV109 PRACTICAL APPLICATION IN COUNSELING

1 Credit

A one-credit course application to topics in theory in areas of counseling, introductory work in Human Service specialties (Psychiatric Rehabilitation, Adolescence, Adulthood and Aging, Community Health, Substance Abuse Services) and/or Case Management in Human Services. Co-requisite: Counseling (PSY115). Prerequisite: Principles of Psychology (PSY101).

HSV110 PRACTICAL APPLICATION IN HSV SPECIALTY WORK

1 Credit

A one-credit course application to topics in theory in areas of counseling, introductory work in Human Service specialties (Psychiatric Rehabilitation, Adolescence, Adulthood and Aging, Community Health, Substance Abuse Services) and/or Case Management in Human Services. Co-requisite: Intro to Psychiatric Rehabilitation (PSY133). Prerequisite: Counseling (PSY115) and Practical Application in Counseling (HSV109).

HSV111 PRACTICAL APPLICATION IN HSV CASE MGMT

1 Credit

A one-credit course application to topics in theory in areas of counseling, introductory work in Human Service specialties (Psychiatric Rehabilitation, Adolescence, Adulthood and Aging, Community Health, Substance Abuse Services) and/or Case Management in Human Services. Co-requisite: Intro to Case Management w/Field Practice (HSV118). Prerequisite: Practical Application in HSV Specialty Work (HSV110) and HSV Specialty/Service Courses.

HSV112 ADDICTION

3 Credits

This course investigates the biological, psychological, and emotional forces involved in the addiction process. The course covers the major classes of psychoactive drugs by examining drug action, uses, and limitation. Social problems and the role of human services in prevention and intervention play an integral role in the course. Prerequisite: Principles of Psychology (PSY101).

HSV117 CURRENT ISSUES IN HUMAN SERVICES

3 Credits

This course is the study of current issues in the human services delivery system with emphasis on human, legal, and civil rights, service delivery, and resource availability. Economic, political, and social changes in society that affect the delivery of human services with particular attention to the needs of housing, employment, health, nutrition, and well being of participants in the system will be examined. Prerequisites: Intro to the HS Profession w/Field Practice (HSV101), Principles of Psychology (PSY101), Counseling (PSY115), and Adolescent & Adult Development (PSY124).

HSV118 CASE MANAGEMENT IN HUMAN SERVICES

3 Credits

This is an introductory course on case management that uses the framework of the strengths-based model in working with different populations. Through an integration of classroom lecture and discussion with experiential learning activities, key issues will be explored and

examined in-depth. Prerequisite: Students enrolled in the HSV Certificate Specialty. Option should take the Specialty Option introductory courses prior to enrolling in the Case Management class. Those students completing the degree plan without the Certificate Specialty Option must take Counseling (PSY115).

HSV119 CURRENT ISSUES FOR THE COMMUNITY HEALTH WORKER

3 Credits

This course is designed to prepare community health workers to effectively support and assist their communities to achieve optimal levels of health and well being. Prerequisites: Health Employment Issues (AHE104) and Counseling (PSY115).

HSV120 PRACTICUM IN HUMAN SERVICES I

3 Credits

Practicum experiences in a human services setting to be completed the final semesters of study, including the 90-hour training in the national Family Development Credentialing program. Course runs during fall, spring, and early summer semester and must be started in the fall semester. The department assigns placement settings. Students must make application for placement and enrollment spring semester prior to fall registration. Acceptance into the human services program does not assure permission to enroll in the course or a placement assignment. A Criminal Offense Records Investigation (CORI) is required of all practicum students. For complete course requirements and application procedures, contact the department chair of Early Childhood, Education & Human Services. Upon successful completion of the three courses, the student will be eligible to sit for examination for the Family Development Credential, a national certification for direct line human service workers. Course is graded on a pass/fail scale. HSV120, 121, and 122 are to be taken in sequence beginning in the fall semester and concluding in the first term of the summer semester. Prerequisite: Permission of department chairperson.

HSV121 PRACTICUM IN HUMAN SERVICES II

3 Credits

Practicum experiences in a human services setting to be completed the final semesters of study, including the 90-hour training in the national Family Development Credentialing program. Course runs during fall, spring, and early summer semester and must be started in the fall semester. The department assigns placement settings. Students must make application for placement and enrollment spring semester prior to fall registration. Acceptance into the human services program does not assure permission to enroll in the course or a placement assignment. A Criminal Offense Records Investigation (CORI) is required of all practicum students. For complete course requirements and application procedures, contact the department chair of Early Childhood, Education & Human Services. Upon successful completion of the three courses, the student will be eligible to sit for examination for the Family Development Credential, a national certification for direct line human service workers. Course is graded on a pass/fail scale. HSV120, 121, and 122 are to be taken in sequence beginning in the fall semester and concluding in the first term of the summer semester. Prerequisite: Permission of department chairperson and Practicum in Human Services I (HSV120).

HSV122 PRACTICUM IN HUMAN SERVICES III

3 Credits

Practicum experiences in a human services setting to be completed the final semesters of study, including the 90-hour training in the national Family Development Credentialing program. Course runs during fall, spring, and early summer semester and must be started in the fall semester. The department assigns placement settings. Students must make application for placement and enrollment spring semester prior to fall registration. Acceptance into the human services program does not assure permission to enroll in the course or a placement assignment. A Criminal Offense Records Investigation (CORI) is required of all practicum students. For

complete course requirements and application procedures, contact the department chair of Early Childhood, Education & Human Services. Upon successful completion of the three courses, the student will be eligible to sit for examination for the Family Development Credential, a national certification for direct line human service workers. Course is graded on a pass/fail scale. HSV120, 121, and 122 are to be taken in sequence beginning in the fall semester and concluding in the first term of the summer semester. Prerequisite: Permission of department chairperson and Practicum in Human Service I (HSV120) and Practicum in Human Services II (HSV121).

Humanities

HUM110 AMERICAN CULTURE

3 Credits

This interdisciplinary course focuses on the historical evolution of American beliefs and values and is designed for students from other cultures. Students study the way these values have shaped U.S. contemporary institutions such as education, business, the government, and the family. The course examines extensive cross-cultural comparisons with the students' native cultures. Materials include film, music, and short works of literature. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.

Italian

ITL101 ELEMENTARY ITALIAN I

3 Credits

This course introduces students to the sounds and structures of Italian with emphasis on the acquisition of a limited but practical vocabulary and is designed for students with little or no previous knowledge of Italian.

ITL102 ELEMENTARY ITALIAN II

3 Credits

This course is a continuation of Elementary Italian I (ITL101), emphasizing speaking and reading skills. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Elementary Italian I (ITL101) or one year of high school Italian. This course is offered in alternate years.

ITL201 INTERMEDIATE ITALIAN I

3 Credits

A review of basic language skills with increasing emphasis on conversational and readings skills. Prerequisite: Elementary Italian II or two years of high school Italian.

ITL202 INTERMEDIATE ITALIAN II

3 Credits

A continuation of Intermediate Italian (ITL201) with greater emphasis through speaking, reading, and writing. Prerequisite: Intermediate Italian I (ITL202) or three years of high school Italian.

Japanese

JPN101 ELEMENTARY JAPANESE I

3 Credits

This course is an introduction to the sounds and structures of the Japanese language with emphasis on the acquisition of a limited but useful vocabulary. The course is designed for students who want to learn essential Japanese as quickly and as effectively as possible. Students read and write with Hiragana and look into the world of Kanji. This course is not intended for native speakers or students who have studied this language within the last three years.

JPN102 ELEMENTARY JAPANESE II

3 Credits

This course covers a continuation of the study of basic structures of the Japanese language. The course stresses additional useful vocabulary through reading, writing, and conversation. The course covers material that allows students to learn essential Japanese as quickly and effectively as possible. The course emphasizes encouraging and helping students obtain the ability to use the Japanese language in practical situations. It emphasizes student ease in interacting and communicating in an uncomplicated but adult language. Students read Kana and some basic Kanji. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Elementary Japanese I (JPN101).

Literature

LIT201 INTRODUCTION TO LITERATURE

3 Credits

This course develops students' ability to interpret, analyze, evaluate, and respond to ideas about literature. Students explore the nature, structure, and form of poetry, short story, and drama. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT203 LITERATURE IN AMERICA I

3 Credits

This course traces the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of sin, guilt, justice, and equality in the historical movement of the nation from colonial settlement to westward expansion. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT204 LITERATURE IN AMERICA II

3 Credits

This course analyzes the crises of the nation from the Civil War through the twentieth century, as shown through its literature. The course examines the themes of progress, materialism, alienation, and corruption against the yardstick of opportunity, heroism, and individualism, which represent the traditional American dream. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT205 ENGLISH LITERATURE I

3 Credits

This course examines major themes, techniques, and genres in English literature from Beowulf to Samuel Johnson. Students read and discuss such authors as Chaucer, Spenser, Shakespeare, Donne, Milton, Swift, Pope, Addison, Gray, and Johnson. The list may vary. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT206 ENGLISH LITERATURE II

3 Credits

This course continues the survey of English literature by studying themes, techniques, and genres from the Romantic poets to the modern writers such as Joyce, Lawrence, and Eliot. The list may vary. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT207 LITERATURE AND SOCIETY I

3 Credits

This course explores the role of literature as a mirror of the values and conflicts of a changing society. It also examines stereotypes associated with minorities and illustrates the role of literature in alerting society to social and moral injustice. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT208 LITERATURE AND SOCIETY II
3 Credits

This course investigates the literature of the individual in a pluralistic society. It examines the importance of awareness and knowledge in personal growth and relationships. It illuminates the struggle of “the hero” to maintain individuality in a complex society. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT211 MASTERPIECES OF WORLD LITERATURE I
3 Credits

This course considers the landmarks of literature, from ancient times to the eighteenth century, which have shaped, reflected or criticized Western thought. The faculty select readings from Homer, Greek Drama, the Bible, Dante, Medieval Romance, and Shakespeare. Faculty may couple these readings with their contemporary versions or transformations by such twentieth century writers as Sartre, O’Neill, MacLeish, Stoppard, and Joyce. The list may vary. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT212 MASTERPIECES OF WORLD LITERATURE II
3 Credits

This course continues the examination of the great works of the humanist tradition. Faculty select readings from the eighteenth century to the twentieth century from Moliere, Swift, Voltaire, Chekhov, Ibsen, Tolstoy, Conrad, Turgenev, Zola, Kafka, Singer, Bellow, Mishima, Orwell, and Eliot. The list may vary. The course also includes an international studies module of the contemporary literature of Africa, Asia, and Latin America. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT217 CHILDREN’S LITERATURE I
3 Credits

This course introduces students to children’s literature in all its forms, from fables to fairy tales, from realistic fiction to fantasy, from nonsense to narrative poetry. The course covers works both classic and contemporary. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT218 CHILDREN’S LITERATURE II
3 Credits

As follow-up to Children’s Literature I (LIT217), this course focuses on one of the most significant themes in literature, particularly in works written for children and young adults: the search for identity. The course examines full-length works - classics, contemporary novels and works of fantasy - that explore this theme. Discussion topics may include hero-worship, self-reliance, society’s view of the child, the impact of environment, and peer pressure. The course closely examines narrative techniques, especially point of view. The department recommends that students complete Children’s Literature I (LIT217) prior to taking this course. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT219 AFRICAN LITERATURE
3 Credits

This survey course of contemporary African literature exposes students to the diversity of the themes, styles and modes of expression peculiar to the enormous continent of Africa. Students study the oral tradition as it is reflected in folktales, stories, and poems. In addition to reading essays and articles about social and historical conditions that affect the literature of the continent, students read numerous short stories and at least three novels, each reflecting the culture of a different region of the continent. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT221 LATIN AMERICAN LITERATURE
3 Credits

This course examines the uniqueness of the Latin American experience as expressed in its literature. The course gives particular attention to those works that reflect the social, political, ethnic, or cultural values of Latin America. The course also examines the impact of Latin American themes and literary techniques on contemporary world literature. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT223 THE IMMIGRANT EXPERIENCE IN LITERATURE
3 Credits

The course explores the experience and contributions of the many ethnic groups who have shaped American culture. Short stories, novels, plays, essays, and poems present the bi-cultural American story told both by those whose roots have been long established in this country and by those who have more recently arrived. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT224 MIDDLE EAST LITERATURE
3 Credits

This course examines the literature of the Middle East and provides students with an understanding of the impact of religion, tradition, and politics on the lives of people. Students read, analyze, and discuss a variety of letters, historical documents, short stories, and novels in an effort to understand Middle East cultures in their dimensions. The course fulfills a requirement for World Studies Emphasis certification. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT225 INTRODUCTION TO DRAMATIC LITERATURE
3 Credits

This course examines selected plays in an historical context to provide students with a basic awareness of theater development from ancient Greek drama to contemporary plays. The selection may vary from semester to semester. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT227 AFRICAN-AMERICAN LITERATURE
3 Credits

This course is an introduction to the study of African American literature from slave narratives to classic twentieth century novels to contemporary poetry and short stories. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

Magnetic Resonance (MR)
MRC111 MR CONCEPTS I
3 Credits

This interactive, web-based course begins with MR screening and safety, legal and ethical principles, patient assessment, monitoring and management and interpersonal communications. Other content includes infection control, MR instrumentation, fundamental principles, data manipulation and sequence parameters and options. Prerequisite: Acceptance into MR Certificate Program.

MRC211 MR CONCEPTS II
3 Credits

This interactive, web-based course presents MR imaging procedures of the head and neck, spine, thorax, abdomen, pelvis and musculoskeletal system, including protocol considerations, contrast and patient positioning. Other content includes but is not limited to sequence parameters, image quality, quality assurance and quality control. Prerequisite: MR Concept I (MRC111).



MRC299 MR CLINICAL INTERNSHIP

3 Credits

This 100-hour clinical introduction will enhance the academic experience for students by introducing them to the clinical practice of MRI. Students are responsible for providing their own clinical site. Clinical sites must be pre-approved by program faculty. Students must comply with the clinical policies, as stated in the Student Manual before attending clinical. Criminal Offender Record Information (CORI) checks will be conducted on all students before placement, and the outcome may impact the student's ability to participate in the internship experience. Health clearance is also required prior to participation. Pre/co-requisite: MR Concepts II (MRC211) and permission of department chairperson.

Mammography

MAC111 MAMMOGRAPHY PRINCIPLES I

3 Credits

This interactive, web-based course begins with patient education and assessment, communication skills, epidemiology of breast cancer, early detection and diagnostic options. Other topics included are the anatomy and physiology of the breast, a variety of pathology, histology, various case studies and positioning. Prerequisite: Acceptance into Mammography Certificate Program.

MAC211 MAMMOGRAPHY PRINCIPLES II

3 Credits

This interactive, web-based course presents the concepts of equipment design, technical factors and compares analog to digital mammography equipment and techniques. Quality assurance and special patient situations, as well as interventional procedures will also be discussed. Prerequisite: Mammography Principles I (MAC111).

MAC299 MAMMOGRAPHY CLINICAL INTERNSHIP

3 Credits

This 100-hour clinical introduction will enhance the academic experience for students by introducing them to the clinical practice of mammography. Students are responsible for providing their own clinical site. Clinical sites must be pre-approved by program faculty. Students must comply with the clinical policies, as stated in the Student Manual before attending clinical. Criminal Offender Record Information (CORI) checks will be conducted on all students before placement, and the outcome may impact the student's ability to participate in the internship experience. Health clearance is also required prior to participation. Prerequisite: Permission of department chairperson.

Management

MAN105 PRINCIPLES OF MARKETING

3 Credits

This course is a study of the basic principles of marketing and the application of these principles in today's changing competitive environment. The focus of this course is on the behavior of the consumer market and the product, pricing, promotion and distribution decisions employed to create consumer satisfaction. Prerequisites: Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement and Writing Skills I (ENG090) or placement.

MAN106 INTERNATIONAL MARKETING

3 Credits

This course covers the study of marketing strategies adapted to fit the special requirements of international marketing structures, as well as the differing cultural, political, and legal environments. Students examine the marketing forces that play an important role in deciding the feasibility of internationalizing a product. Prerequisite: Principles of Marketing (MAN105).

MAN111 PRINCIPLES OF MANAGEMENT

3 Credits

The skills and functions, theories and principles of management are studied in respect to the socio-cultural environment within which a firm operates. An emphasis on decision-making, organizational strategy, planning and system design provides a framework for examining the application of management concepts in the modern business world and the evaluation of organization problems and issues. Prerequisite: Introduction to Business (BUS101) for Business Concentration, Management and Finance options only. A grade of C or better in Academic Reading (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading or writing requirements by placement testing.

MAN112 ORGANIZATIONAL BEHAVIOR/DESIGN

3 Credits

Organizational design, social systems and contemporary management issues are explored, experienced with an emphasis on interrelationship of culture, organizational structure and policies upon individual, group and organizational performance. Topic coverage includes: leadership styles; learning; motivation; group structure; decision-making; group dynamics and problem solving. Concepts and issues of power, conflict, change and organizational processes that impact interpersonal or social settings, group interactions or the workplace environment are examined. This course meets General Education "Individual/Society" Requirement Area 2 for A.S. Business Administration students except for the A.S. International Business option. A grade of C or better in Academic Reading (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading or writing requirements by placement testing.

MAN201 MANAGEMENT SEMINAR

3 Credits

Engaged in diagnosing business issues and managerial problems posed through actual real life case studies, students conduct strategic analysis in a variety of individual and competitive situations. Teams identify strategic issues; propose workable plans of action; explain, present and defend their assessments; where applicable, drawing upon prior course study/life experiences and library and Internet research to convert a sound industry/business analysis into a sound, realistic, action agenda supported by evidence. Note: This course is a Capstone course and should be taken in the student's final semester. Prerequisite: Principles of Management (MAN111). For Hotel/Restaurant/Travel Management students the prerequisite is Introduction to Hospitality Management (HRT104).

MAN202 SUPERVISORY MANAGEMENT

3 Credits

This course covers an introduction to first-level supervision (operating management). Readings and case studies focus on superior/subordinate relationships, discipline, daily direction, labor relations, and operation control.

MAN207 SMALL BUSINESS MANAGEMENT

3 Credits

Starting and managing a small business requires strong leadership capabilities and unique business and management skills. The purpose of this course is to introduce students to the issues small business owners must understand to become a successful start-up or to manage an existing business successfully. This practitioner oriented course focuses on helping students understand their leadership capabilities and to compare their capabilities with the necessary requirements. Students will prepare a business plan to help understand the importance of effective planning and conduct a field study that involves surveying successful small business owners to understand how these owners successfully manage their businesses will also be requirements of the course. Prerequisite: Principles of Accounting II (ACC102) or Accounting Information Systems (ACC105); Principles of Management (MAN111); Principles of Marketing (MAN105) or permission of instructor.

MAN210 PERSONNEL MANAGEMENT
3 Credits

This course examines the roles and concepts of personnel management, contingency thinking, and motivation. It covers planning for recruiting, employee selection and placement, discipline, and labor/management relations, as well as training and development programs for women, minorities and the handicapped, and the dynamics of maintaining the workforce.

MAN213 MUTUAL FUND INDUSTRY
3 Credits

This course introduces the myriad aspects of the mutual fund business including the way mutual funds are structured, regulated, marketed, and distributed. In addition, the course explores shareholder serving systems and technology. Prerequisites: Principles of Accounting II (ACC102) and Investments (ACC111).

MAN217 E-COMMERCE MARKETING MANAGEMENT
3 Credits

This course provides an overview of the way e-commerce is conducted, marketed, and managed, and describes its major opportunities, limitations, issues, and risks. E-Commerce is an interdisciplinary topic and, therefore, is of interest to managers and professional people in any functional area of the business world. The course describes the manner in which transactions take place over networks, mostly the Internet. The course covers descriptions and discussions of the process of electronically buying and selling goods, services, and information. It introduces specific applications, such as buying and selling stocks or books on the Internet, which are growing at a rate of several hundred percent a year. Prerequisite: Principles of Marketing (MAN105).

MAN299 BUSINESS INTERNSHIP
3 Credits

This course enhances the academic experience for students. All internships take place at pre-approved sites. Students engage in activities that improve knowledge of the practical world of work and help them gain professional experience. The internship experience applies resources gained from students' study to improve the quality of their contributions to the employer. A faculty coordinator supervises and grades all courses. Students are responsible for following all guidelines in the BHCC Internship Handbook. Prerequisite: Permission of the department chairperson.

Mathematics

MAT091 FUNDAMENTALS OF MATH
3 Credits

This course develops a solid base in the principles of arithmetic. It includes operations and applications of whole numbers, fractions and decimals and an introduction to percent numbers. Math study skills and successful student strategies are integrated throughout the course. Note: Students earn no credit for this course if they have already received credit for a mathematics course having a higher course number. The course does not satisfy the college math requirement for graduation.

MAT092 PREALGEBRA
3 Credits

This course further develops arithmetic operations and applications and introduces basic algebraic concepts. It includes ratio, proportion, percent, measurement, metric geometry, signed numbers, variables, expressions and solutions to basic equations. Math student skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Fundamentals of Mathematics (MAT091) or placement.

MAT094 FUNDAMENTALS OF ALGEBRA
3 Credits

This course introduces further applications of algebraic expressions and equations. It includes solutions of linear equations and inequalities, the Cartesian coordinate system, linear equations in two variables and their graphs, systems of linear equations, integer exponents, polynomials, factoring, and an introduction to quadratic equations. Math study skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Prealgebra (MAT092) or placement.

MAT100 TOPICS IN CAREER MATH
3 Credits

This course applies basic arithmetic techniques to the following business topics: percentage, trade and cash discounts, merchandising, depreciation, simple and compound interest, and present value. The course covers additional topics that faculty choose from taxes, payroll, statistics, insurance, notes and drafts, installment buying, checking accounts, inventories, costing out, and the metric system. Prerequisite: Grade of C or better in Prealgebra (MAT092) or placement.

MAT133 INTRODUCTION TO METRIC SYSTEM
1 Credit

This course enables students to recognize and use metric terms, roughly measure using body parts, and use estimation within the metric system.

MAT171 FINITE MATH
3 Credits

Set theory, coordinate systems and graphs, matrices and linear systems, linear programming, and probability are considered in this course. Applications to business and the social sciences are emphasized. This course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094).

MAT172 CONTEMPORARY MATH I
3 Credits

This course covers varied mathematical topics that have applications in contemporary society. Topics include number theory (divisibility, Fermat's Theorem, characterization of primes, Diophantine equations), mathematical systems (base n and modular arithmetic, groups, rings, fields), logic (simple and compound statements, conditionals, symbolic logic, truth tables), and patterns and symmetries (Fibonacci sequence, Golden Ratio, natural and artistic illustrations, fractals). The course encourages students to interpret, analyze, and evaluate from a mathematical perspective. The course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

MAT173 CONTEMPORARY MATH II
3 Credits

This course covers varied mathematical topics that have applications in contemporary society. Topics include statistics (sampling, measures of central tendency, measures of variation, normal distribution, frequency distributions and histograms), graph theory (modeling, Eulerian and Hamiltonian graphs, directed graphs, optimization procedures), calculators (specialized functions, number patterns, use in problem-solving), consumer math (payroll, investments, financing, budgets) and computers (algorithms, flowcharts, application to the course's other topics). The course encourages students to interpret, analyze, and evaluate from a mathematical perspective. The course meets General Education "Quantitative Thought" Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

MAT181 STATISTICS I
3 Credits

This course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and t-distributions; estimation and



hypothesis testing; and linear correlation and regression. The course meets General Education “Quantitative Thought” Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

MAT183 STATISTICS I/LAB **4 Credits**

This computer-based course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and t-distributions; estimation and hypothesis testing; and linear correlation and regression. The course meets General Education “Quantitative Thought” Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094).

MAT184 STATISTICS II/LAB **4 Credits**

This course covers a continuation of Statistics I and includes chi-square and F distributions; analysis of variance, multiple correlation and regression; and non-parametric methods. Prerequisite: Statistics I/Lab (MAT183).

MAT193 TOPICS IN ALGEBRA/TRIGONOMETRY **3 Credits**

This course provides an intensive one-semester survey of topics in algebra and trigonometry. Topics include powers of ten, formulas, graphs, simultaneous equations, logarithms, right triangle trigonometry, vectors, sine waves, and complex numbers. Topics are illustrated by applications from electronics and other fields. Use of scientific calculator is required. Prerequisite: Placement or grade of C or better in Fundamentals of Algebra (MAT094).

MAT195 COLLEGE ALGEBRA **3 Credits**

This course is a continuation of the study of algebra and covers the following topics: integral and rational exponents, radicals, addition, subtraction, multiplication and division of rational expressions, solving rational and quadratic equations, complex numbers and their application in the solution of quadratic equations, translating and solving word problems and graphs of linear, hyperbolic, exponential and absolute value relations. It also includes an introduction to logarithms with emphasis on exponential equations. The course meets General Education “Quantitative Thought” Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

MAT196 COLLEGE TRIGONOMETRY **3 Credits**

This course covers basic principles of trigonometry, including solution of triangles, radian measure, graphs of trigonometric functions, identities, and equations. It includes an introduction to polar forms and polar coordinates. Prerequisite: Grade of C or better in College Algebra (MAT195) or placement.

MAT197 PRECALCULUS **4 Credits**

This course covers the following topics: functions and their graphs, polynomial functions, rational and radical functions, exponential and logarithmic functions, elements of trigonometry and trigonometric functions, analytic geometry, and sequence and series notation. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra (MAT195) or placement.

MAT231 CALCULUS FOR MANAGEMENT SCIENCE **4 Credits**

This one-semester course covers topics designed for students in business, economics, and the social sciences. Topics include limits, differentiation and integration of algebraic, exponential and logarithmic functions, optimization, and other applications. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra (MAT195) or placement.

MAT281 CALCULUS I **4 Credits**

This course reviews concepts of functions, graphs and trigonometry to support the exploration of limits, derivatives, and basic integration. Topics will include limits, continuity, algebraic and trigonometric differentiation, applications of the derivative, the definite and indefinite integral, methods of integration, application of integration to determination of area, the Fundamental Theorem of Calculus and integration by substitution. Graphing calculator required. Prerequisite: Placement or grade of C or better in Trigonometry (MAT196) or Precalculus (MAT197).

MAT282 CALCULUS II **4 Credits**

This course is a continuation of Calculus I (MAT281) and begins with a study of numerical integration. Techniques of integration are applied to the following topics: transcendental functions (including their derivatives), area of region between two curves, volume, integration by parts, trigonometric substitution, partial fractions, and improper integrals. Sequences and series are examined with an emphasis on determining convergence or divergence. Taylor and Maclaurin series will also be studied. Graphing Calculator is required. Prerequisite: Grade of C or better in Calculus I (MAT281) or placement.

MAT283 CALCULUS III **4 Credits**

This course is a continuation of Calculus II (MAT282) and includes plane curves, parametric equations, vectors, vector-valued functions, tangent and normal vectors, arc-length and curvature, functions of several variables, directional derivatives, gradients, extrema of functions of several variables, Lagrange multipliers, line integrals, Green’s Theorem, surface integrals, the Divergence Theorem, Stokes’ Theorem, and applications to physical sciences and engineering. Graphic Calculator is required. Prerequisite: Grade of C or better in Calculus II (MAT282) or placement.

MAT285 ORDINARY DIFFERENTIAL EQUATIONS **4 Credits**

This course will include first and higher order differential equations and applications, series solutions of differential equations, Laplace transforms, systems of linear first order differential equations and numerical solutions of ordinary differential equations. Emphasis will be placed on analytical techniques and engineering applications aided by the use of computer software. Material on linear systems will be incorporated. Prerequisite: Grade of C or better in Calculus II (MAT282).

MAT291 LINEAR ALGEBRA **4 Credits**

This course will include linear systems of equations, matrix operations, determinants, linear dependency, vector spaces, linear transformations, eigenvalues and eigenvectors. Proofs by mathematical induction and contradiction will be incorporated. Emphasis will be placed on mathematical structure and axiomatic reasoning aided by the use of computer software. Pre/co-requisite: Grade of C or better in Calculus I (MAT281).

Medical Coding

NHP101 MEDICAL CODING I **3 Credits**

This course introduces the major medical coding systems. Students learn conventions, guidelines and rules as they apply to hospital and professional coding. Concepts of medical law as applied to patient records handling and coding will be discussed. Students will develop beginning competency with ICD-9 (International Classification of Disease) coding. Prerequisites: Acceptance into the Medical Coding Program; Human Biology/Lab (BIO108) or equivalent, Applications/Concepts (CIT110) or equivalent, College Writing I (ENG111) or placement, Concepts of Disease (NHP110), and Medical Terminology (NHP180).

NHP102 MEDICAL CODING II

3 Credits

This course is designed to develop advanced skills in ICD-9 coding. The emphasis is on disease processes by body system. Resource utilization to increase coding accuracy is discussed. Prerequisite: Medical Coding I (NHP101).

NHP110 CONCEPTS OF DISEASE

3 Credits

This course introduces common diseases, their diagnosis, symptoms, and treatments using a systems approach. Diagnostic testing is discussed. Pharmacological interventions, nomenclature and abbreviations are taught. Prerequisites: Human Biology/Lab (BIO108) and Medical Terminology (NHP180).

NHP180 MEDICAL TERMINOLOGY

3 Credits

This course provides instruction in the development of basic medical terminology. Competency in medical terminology promotes effective communication among members of the healthcare team.

NHP201 ADVANCED MEDICAL CODING

3 Credits

Current procedural coding (CPT) used for Health Care Financial Administration Common Procedural Coding (HCPCS) are taught in this course. Students will learn to code office visits, surgical interventions, and other ambulatory procedures using CPT coding, and CMS (formerly HCFA) qualified interventions using the HCPCS coding system. Prerequisites: Human Biology/Lab (BIO108) and Medical Coding II (NHP102).

NHP202 CODING PRACTICUM

4 Credits

Students affiliate with local hospitals, ambulatory care centers, and physician group practices to acquire practical experience in medical coding using ICD-9, CPT, and HCPCS systems. Prerequisites: Human Biology/Lab (BIO108), Medical Coding I (NHP101), Medical Coding II (NHP102), Medical Terminology (NHP180), and Concepts of Disease (NHP110). Pre co-requisite: Advanced Medical Coding (NHP201).

Medical Imaging

MIG101 INTRODUCTION TO ULTRASOUND

2 Credits

This course provides introductory exposure to the field of diagnostic medical sonography. The history and development of the modality as well as relevant medical terminology and vocabulary will be presented. Other topics discussed include caring for patients across cultural lines, the role of a sonographer in the medical field, and the prevention of repetitive strain injuries. Prerequisite: Admittance into the Cardiac or General Sonography programs.

MIG105 ULTRASOUND INSTRUMENTATION I

3 Credits

This course covers the concepts and history of ultrasound physics. The topics include wave propagation, piezoelectric effect, Doppler, transducer construction, static ultrasound principles, real time imaging principles, and color flow imaging. Other topics include quality control and liability issues in the ultrasound lab. Prerequisite: Admission to Cardiac Sonography Program.

MIG107 INTRODUCTION TO MEDICAL RADIOGRAPHY

2 Credits

This course covers introductory exposure to the fields of medical radiography and ultrasound. The course covers the history of development of the two modalities, as well as an introduction to radiation protection. The importance of communication between the radiographer and the patient in a diverse environment will be stressed. Other topics will include legal and ethical issues in radiography and medical terminology. This will be a hybrid course, with a web-delivered component. Prerequisite: Admission to the Medical Radiography Program.

MIG109 PATIENT CARE FOR MEDICAL IMAGING

4 Credits

This lab course covers organization and standards of the medical establishment: basic patient care procedures including vital signs, safety, immobility, body mechanics, and medical asepsis; CPR; and basic EKG, oxygen administration, and venipuncture skills. The importance of communication between the radiographer and the patient will be stressed. Simulated laboratory sessions offer students an opportunity to return demonstrated techniques. Co-requisite: Introduction to Medical Radiography (MIG107) or Introduction to Ultrasound (MIG101).

MIG110 ULTRASOUND SCANNING PROTOCOLS AND PATHOLOGY

3 Credits

This course consists of a lecture component and hands on component. The student will have the opportunity to apply knowledge that they have gained via lecture directly to hands-on scanning applications. Topics addressed include proper machine set up, annotation of the equipment with reference to anatomy and basic images. Students will be exposed to the various scan planes and transducer orientations that are utilized in daily practice as a sonographer. In addition, exam protocols and pathology will be discussed. The student will have the opportunity to use the equipment in the classroom. Prerequisite: Ultrasound Instrumentation I (MIG105).

MIG111 IMAGING TECHNOLOGY I

3 Credits

This course covers topics in physics of special significance in radiography. Specific areas include Newton's Laws, and the concepts of mass force, energy, work, and power. It includes heat and its production and transfer. It emphasizes the physics of wave motion. The course covers some general concepts of modern physics including Einstein's energy equation, the Heisenberg Principle, and quantum concepts. A computer component introduces students to the principles and background of computers. Prerequisite: Fundamentals of Algebra (MAT095) or placement.

MIG112 ECHO I

3 Credits

This course covers a comprehensive study of adult echocardiography. It begins with an introduction to cardiac embryology, M-mode, two-dimensional and Doppler, and color Doppler technique. The course also covers transducer orientation and ultrasound appearance of the normal heart and abnormal echo findings in such conditions as valvular heart disease, prosthetic heart valves, pericardial disease, and cardiac tumors. Prerequisite: Introduction to Ultrasound (MIG101).

MIG115 INTERPRETATION I

4 Credits

This course covers an integrated approach to the echocardiography technique. Students view the Mayo Clinic tapes and discuss the basic anatomy, transducer positions, and patient preparation that are necessary in the performance of these examinations. Students practice their skill in a hands-on setting and relate this experience to the didactic material presented in their echo classes and on the Mayo tapes. Students discuss pathologic processes to further enhance their understanding of the echo presentation of various valvular heart diseases. Prerequisite: Patient Care for Medical Imaging (MIG109).

MIG119 ECHO II

3 Credits

This continuation course of the material presented in Echo I deals specifically with left ventricular function, cardiomyopathy, CAD, color Doppler, and imaging technique used to aid in the demonstration of these diseased states. This course also includes the technique of transesophageal, stress, and contrast echo technique. Prerequisite: Echo I (MIG112).



MIG120 RADIOLOGIC IMAGING I 2 Credits
Using lecture and lab sessions, this course presents an introduction to the basic elements necessary for the production of the radiographic image. Course content will include but not be limited to: analog and digital image receptors, intensifying screens, latent image formation, processing, filtration and beam restrictors, and technique. Prerequisite: Introduction to Medical Radiography (MIG107).

MIG121 RELATED PROCEDURES IN PHARMACOLOGY 2 Credits
This course provides students with knowledge of diagnostic cardiac procedures, emphasizing indications, utility, and limitation of these procedures. The course also provides students with a basic knowledge and understanding of clinical pharmacology as it relates to cardiovascular disease and echocardiography. Prerequisite: Interpretation I (MIG115).

MIG122 POSITIONING I 3 Credits
This course covers basic principles of patient positioning as applied to medical radiography. The course provides both lecture and lab experiences to help students achieve competency in radiographic examination of the chest, abdomen, and upper and lower extremities. Co-requisite: Medical Radiography Clinical I (MIG124).

MIG124 MEDICAL RADIOGRAPHY CLINICAL I 2 Credits
This course introduces students to the hospital and its radiology department. The course centers activities on observation and assisting with various basic radiographic procedures. Students begin to develop competency in the performance of radiographic examinations of the chest, abdomen, and upper and lower extremities. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Full-time Option – two (2) days/week; Part-time Option – two (2) evenings/week.

MIG126 POSITIONING II 3 Credits
Using lecture and lab sessions, this course helps students achieve competency in the performance of radiographic examinations of the vertebral column and pelvic girdle. In addition, students study the principle of contrast agent administration in conjunction with radiographic examination of the urinary system, upper and lower gastrointestinal tract and gall bladder. Prerequisite: Positioning I (MIG122). Co-requisite: Medical Radiography Clinical II (MIG128).

MIG128 MEDICAL RADIOGRAPHY CLINICAL II 2 Credits
This course covers a continuation of the clinical experience. Students assist in and observe an increasing number of different radiographic examinations as studied in Positioning I (MIG122). Additional expenses may include supplies, equipment and/or uniforms. Course meets: Full-time Option - two (2) days/week; Part-time Option – two (2) evenings/week. Prerequisite: Medical Radiography Clinical I (MIG124).

MIG161 INTRODUCTION TO DIAGNOSTIC IMAGING AND PACs 3 Credits
Designed for students with previous experience in Medical Imaging or Computer Science who wish to pursue a career in PAC's administration, this course introduces the students to the history of medical imaging with a focus on state-of-the-art diagnostic imaging, the DICOM standard, and the clinical relevance of PACs to the members of the Radiology Department, referring physicians, the overall delivery of healthcare. For additional information and/or syllabus contact CITDepartment@bhcc.mass.edu. Prerequisite: Admission to PACs certificate program.

MIG201 ECHO III 4 Credits
This continuation course of Echo I and II covers advanced cardiac interpretation and echo features of coronary artery disease and valvular heart disease. Students discuss a basic overview of pediatric echo and congenital heart disease. The course reviews related echo material before placement in the clinical sites. Prerequisite: Echo II (MIG119).

MIG203 INTERPRETATION II 3 Credits
This continuation course of Interpretation I covers an integrated approach to the echocardiography technique. Students review the Mayo Clinic tapes and discuss the development of skills necessary to exercise independent judgment and discretion in the performance of echocardiographic examinations. Students review and critique weekly case studies. The class uses group demonstrations to highlight the patient/sonographer/physician interactions. Students learn pathologic processes in order to build on their knowledge base in the interpretation of normal and abnormal echo features. Prerequisite: Interpretation I (MIG115).

MIG205 VASCULAR ULTRASOUND 3 Credits
This course covers an introduction to the fundamentals of vascular ultrasound. It includes hemodynamic, Doppler spectral analysis, and duplex visualization of the cerebrovascular system. It also covers carotid, venous, and transcranial Doppler techniques. Prerequisite: Echo II (MIG119) for Cardiac Sonography Option. Co-requisite: General Sonography Clinical II (SON123) for General Sonography Option.

MIG207 ULTRASOUND INSTRUMENTATION II 2 Credits
This course covers a continuation of the presentation of the physics and instrumentation of ultrasound physics. This hands-on course spends special time on machine set-up, ultrasound artifacts, and the biologic effects of ultrasound. Students also discuss issues related to professional ethics, liability, department relations, procedures, and record keeping. Prerequisite: Echo II (MIG119).

MIG211 CARDIAC SONOGRAPHY CLINICAL I 3 Credits
This course covers the development of students' skills in the performance of echocardiograms at the clinical sites. Under supervision of their clinical instructor and the BHCC clinical coordinator, students gain knowledge through scanning patients in the clinical setting. Students' performances are evaluated through clinical competencies in each related echo area. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: three (3) days/week. Prerequisite: Echo II (MIG119). Co-requisite: Echo III (MIG201).

MIG213 CARDIAC SONOGRAPHY CLINICAL II 4 Credits
This course covers a continuation of clinical practical experience in echocardiography and further refines students' skill in the performance of echocardiograms. Under supervision of their clinical instructor and the BHCC clinical coordinator, students enhance their interpretive skills and continue hands-on experience at the clinical sites. Students' performances are evaluated through clinical competencies in each related echo area. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: four (4) days/week. Prerequisite: Medical Radiography Clinical I (MIG211). Co-requisite: Echo IV (MIG215).

MIG215 ECHO IV/INTERPRETATION 4 Credits
This course covers a continuation of Echo I, II, and III, and deals with advanced echo technique and interpretation. The course covers related procedures such as angio, thallium, muga studies, EKG, and coronary artery sonography. Students compile a folder of exams, videos, and related medical findings to present in class. The class focuses on helping students coordinate the multi-facets of an examination including the interpersonal relationships and professional or ethical situations that may arise. Prerequisite: Interpretation II (MIG203).

MIG216 ADVANCED INTERPRETATION SEMINAR
2 Credits

This is an interactive course that provides the cardiac sonography student an opportunity to enhance their cardiac sonography interpretation skills through the use of slides, videos, and CD Rom material of actual case studies. A review of cardiovascular principles and instrumentation will occur and the student will participate in mock registry question segments through the use of ARDMS registry preparation material. Prerequisites: Cardiac Sonography Clinical I (MIG211) and Cardiac Sonography Clinical II (MIG203). Co-requisite: Echo IV/Interpretation (MIG215).

MIG217 CARDIAC SONOGRAPHY CLINICAL III
4 Credits

This course covers a continuation of clinical practical experience in echocardiography. Under supervision of the clinical instructor and the BHCC clinical coordinator, students enhance their skills in performing echocardiograms. Faculty evaluate students' performances through clinical competencies in each related echo area. Students gain competency in the performance of echocardiograms. Students also obtain related experience in examinations such as stress echo and transesophageal. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: five (5) days/week. Prerequisite: Cardiac Sonography Clinical II (MIG213).

MIG220 POSITIONING III
3 Credits

This course applies the fundamentals of Positioning I and II to advanced level radiographic examinations. Lecture and lab sessions cover anatomy and radiography of the skull, facial bones, and sinuses, TMJ, mastoids, and other advanced skull exams. The course provides an introduction to advanced exams including arthrograms, myelograms, and arteriograms. Prerequisite: Positioning II (MIG126).

MIG222 MEDICAL RADIOGRAPHY CLINICAL III
4 Credits

This course allows students to expand upon skills developed during earlier clinical experience. Students assume more direct responsibility for specific radiographic examination. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Full-time Option – four (4) days/week; Part-time Option – two (2) evenings/week. Prerequisite: Medical Radiography Clinical II (MIG128).

MIG224 RADIOLOGIC TECHNOLOGY II
3 Credits

Using lecture and lab sessions, this course presents the x-ray circuit in form and function. Topics include, but are not limited to, characteristics of x-rays, wave-particle duality, x-ray production, target interactions, photon interactions with matter, digital and conventional fluoroscopy, and electronic imaging units. Prerequisite: Imaging Technology I (MIG111).

MIG226 RADIOLOGIC IMAGING II
3 Credits

Using lecture and lab sessions, this course explores the concepts of quality assurance, quality control and film critique. Additional topics include but are not limited to: advance digital concepts, cardiovascular and interventional techniques, computers in imaging, and special radiographic procedures. Prerequisite: Radiographic Imaging I (MIG120).

MIG227 PHARMACOLOGY OF RADIOGRAPHY
1 Credit

This course is designed to provide basic concepts of pharmacology to the medical radiography student. Content includes chemical, generic and trade names for select drugs; pharmacokinetic and pharmacodynamic principles of select drugs; classification of drugs; action, effects, uses and side effects of select drugs on imaging procedures; categories of contrast agents; pharmacology of barium and iodine compounds; dose calculations for adult and pediatric patients; legal and ethical status of the radiographer's role in drug administration; and the radiographer's professional liability concerning drug administration. This course has a web-based component. Prerequisites: Patient Care for Medical Imaging (MIG109) and Anatomy and Physiology II/Lab (BIO204).

MIG228 MEDICAL RADIOGRAPHY CLINICAL IV
2 Credits

This course allows students to develop additional experience in the materials covered in Positioning I, Positioning II, and Positioning III, and further to expand their clinical skills. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Full-time Option – three (3) days/week; Part-time Option – five (5) days/week. Prerequisite: Medical Radiography Clinical III (MIG222).

MIG230 RADIATION PROTECTION
3 Credits

This course covers an overview of the effects of ionizing radiation on the human body and the protective measures available to minimize those effects. The course examines the effects that produce somatic as well as genetic changes. This course stresses methods of limiting and monitoring radiation exposure to personnel, patients, and the general population. Students gain a personal frame of reference regarding the importance of this issue today. Prerequisite: Radiologic Imaging II (MIG226) for day option only. Co-requisite: Radiologic Imaging II (MIG226) for evening option.

MIG234 CT/CROSS-SECTIONAL ANATOMY
2 Credits

This course introduces students to CT (Computerized Axial Tomography) history, the development of CT equipment configuration, and the basic scanning protocols. The course exposes students to cross-sectional anatomy, which is necessary for proficiency in the areas of CT, Ultrasound, and MRI. Prerequisite: Anatomy/Physiology II/Lab (BIO204).

MIG236 MEDICAL RADIOGRAPHY CLINICAL V
3 Credits

This final phase of medical radiography instruction allows students an opportunity to review and assess clinical skills acquired during their training. At the end of this rotation students are clinically proficient in general radiography. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Full-time Option – three (3) days/week; Part-time Option – five (5) days/week. Prerequisite: Medical Radiography Clinical IV (MIG228).

MIG238 ADV MEDICAL RADIOGRAPHY SEMINAR
2 Credits

The focus of this capstone course is the transition from student technologist to entry-level technologist. A variety of learning activities, including case studies and a research project, will be utilized to promote critical thinking. The course will also focus on professional development, credentialing, lifelong learning, and cultural competence in the workplace. A review module will prepare students for success on the American Registry of Radiologic Technologists examination. Prerequisites: Radiologic Technology II (MIG224) and Radiologic Imaging II (MIG226).

MIG251 ADVANCED PACS SEMINAR
3 Credits

This capstone seminar explores the day-to-day responsibilities of a PACs administrator. Topics discussed include the responsibilities of the position, the expectations of various stakeholders in healthcare delivery, and the impact of PACs performance on healthcare delivery. The issues of maintenance, considerations for purchase of a system, frequently asked questions, and the process of rolling out a new system are also explored. Co-requisite: PACS Administration I CIT141. Prerequisite: Intro to Diagnostic Imaging and PACS.

MIG299 PACS ADMINISTRATION INTERNSHIP
3 Credits

This course enhances the academic experience for students. All internships take place at pre-approved sites. The course allows students to apply learned skills in the actual medical environment. Students must complete weekly didactic work in addition to the clinical hours. Students must comply with the Internship requirements, as stated in the "Internship Handbook", before registering for the course. Criminal Offender Record Information (CORI) checks will be conducted on all students before placement, and the outcome may impact the

student's eligibility to participate in the internship experience. Admission to the PACs Certificate Program does not guarantee internship placement. Prerequisite: Acceptance in PACs Administration Certificate.

Music

MUS102 COLLEGE CHORUS

1-3 Credits

This participatory class for students of all cultural and linguistic backgrounds presents musical programs throughout the semester. Choral performances consist of a variety of music from around the world. Students learn vocal techniques, along with rudimentary music reading skills. Students need no previous singing or other musical experience. The department encourages members of this class to participate in all the college chorus performances. Students may repeat this course three times, earning 1 credit for each repetition.

MUS113 JAZZ ENSEMBLE

1-3 Credits

Designed for students with previous experience in music, this course concentrates on application of basic skills of reading, improvisation, and standard performance practices in the small jazz ensemble. Students must audition for admission. Students may repeat this course three times, earning 1 credit for each repetition.

MUS118 MUSIC APPRECIATION I

3 Credits

An introduction to the history and development of music, this course covers basic questions dealing with the roles of the listener, performer, and composer, as well as representative samples from the first music of the medieval era to the end of the classical era. The course explores music's relationship to historical events and other art forms of the periods. This course meets General Education "Humanities" Requirement Area 6.

MUS119 MUSIC APPRECIATION II

3 Credits

A continuation of the history and development of music, this course presents representative samples of music from the romantic era to the present. It explores music's relationship to historical events and other art forms of the periods. This course meets General Education "Humanities" Requirement Area 6. Prerequisite: Music Appreciation I (MUS118) or permission of the department chairperson.

MUS122 FOUNDATIONS OF MUSIC

3 Credits

This course covers the full spectrum of rhythm, intervals, scales, key signatures, chords, triads and sevenths, and cadences for beginning students. The course fosters ear training, note reading, some keyboarding application, and much creative activity.

MUS129 ROCK & ROLL HISTORY

3 Credits

Beginning with the roots of rock in the rockabilly and blues traditions, continuing through the "classical" rock of the 50's and 60's, this course covers all styles of rock, current and past. The course covers listening to and identifying specific idiosyncrasies of various performers that are central to the study. This course meets General Education "Humanities" Requirement Area 6.

MUS131 PIANO I

3 Credits

This course provides group instruction for the beginner in keyboard technique, including note reading, fundamentals of rhythm, intervals, chords and scales, and a variety of keyboard literature. Students progress at their individual pace.

MUS132 PIANO II

3 Credits

A continuation of Piano I (MUS131), this course emphasizes music reading and expands the repertoire.

MUS135 COUNTERPOINT AND HARMONIZATION

3 Credits

A sequel to Foundations of Music (MUS122), this course explores in depth two powerful musical forces. Students learn to apply counterpoint, the art of combining independent melodies, and harmonization, which provides suitable chordal accompaniment to melody. Prerequisite: Foundations of Music (MUS122).

MUS140 MUSIC FOR CHILDREN

3 Credits

This course is designed for students interested in teaching music at the primary level. Students need not have the ability to read music. The course covers techniques and materials for teaching music to primary-age children. Students leave this course with a repertoire of lesson plans.

MUS157 VOCAL PERFORMANCE WORKSHOP

3 Credits

This is a workshop class that offers instruction in basic vocal skills. Instruction in these techniques will lead students to develop their ability to sing accurately and with confidence in any style. This class is open to anyone with a sincere interest in becoming a better singer, regardless of past vocal experience. Each class begins with a group warm-up session that leads to individual performances before the instructor and the rest of the class.

Nursing

NUR095 SUCCESS IN NURSING

3 Credits

This introductory course focuses on assisting students to adapt to the upcoming challenges in the nursing curriculum. The course emphasizes test-taking skills, study skills, critical thinking, learning styles, and therapeutic nurse-patient communication and beginning nursing concepts. The course is designed for nursing students accepted to the nursing program in the fall semester and those students planning to apply to the Nursing Program. Course meets: 3 hrs. lecture.

NUR100 DRUG CALCULATION

1 Credit

This course covers the apothecary, metric, and household systems of weights and measures and is designed for students admitted to the Nursing Program. The course focuses on the computation of drug dosages for oral and parenteral medications. It emphasizes the applications of skills necessary to compute dosages for infants, children, and adults and the calculations of intravenous infusions and medications. Class meets: 1 hr. lecture. Prerequisite: Fundamentals of Algebra (MAT094) or placement.

NUR101 HEALTH ASSESSMENT AND BASIC SKILLS/LAB

2 Credits

This course introduces students to basic health assessment of the adult client using the body systems approach. Students acquire hands on physical assessment skills and then transfer these skills to the clinical setting. Students also learn the basic nursing skills necessary to provide care to the whole person in the clinical setting. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 1 hr. lecture; 3 hrs. simulation lab. Prerequisites: Acceptance into the Nursing Program and Anatomy/Physiology I/Lab (BIO203), College Writing I (ENG111), and Drug Calculations (NUR100).

NUR111 NURSING I

7 Credits

This course provides the foundation for the theory and practice of associate degree nursing. The concepts of optimal health, person, nurse, environment, and holistic nursing are introduced within the framework of health promotion, health restoration, and health maintenance. The student is introduced to the critical thinking skills required for nursing practice. The student learns and begins to apply the nursing process in the promotion of health

for adult clients using functional health patterns categories. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 5 hrs. lecture; 6 hrs. clinical practice in selected health care facilities. Prerequisite: Acceptance into the Nursing Program and Anatomy/Physiology I/Lab (BIO203), College Writing I (ENG111), and Drug Calculations (NUR100).

NUR112 NURSING II 10 Credits

This course builds upon the concepts introduced in Nursing I (NUR111). Students apply the nursing process within the framework of health restoration, health maintenance and health promotion in the care of adults with medical/surgical and mental health problems. Students use critical thinking skills to meet the health care needs of the adult client. Students also learn beginning acute care nursing skills necessary to provide care to the whole person. Additional expenses may include supplies, equipment, and/or uniforms. Class meets: 5 hrs. lecture; 3 hrs. simulation lab; 12 hrs clinical practice in selected health care facilities. Prerequisites: Anatomy/Physiology II/Lab (BIO204), Health Assessment and Basic Skills/Lab (NUR101), Nursing I (NUR111), and Principles of Psychology (PSY101).

NUR211 NURSING III 9 Credits

This course builds upon the concepts in NUR101, NUR111 and NUR112 and includes the nurse's role in health promotion, health restoration, and health maintenance for the childbearing and childrearing family. Students use critical thinking skills in the application of the nursing process. Students provide nursing care to the childbearing family, and to children with physical and mental health problems. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 5 hrs. lecture; 12 hrs. clinical practice in selected health care facilities. Prerequisites: Microbiology/Lab (BIO205), Nursing II (NUR112), and Human Growth/Development (PSY113).

NUR212 NURSING IV 9 Credits

This course builds on all previous courses focusing on health promotion, health restoration, and health maintenance for persons with complex health problems. Students apply the principles of delegation and leadership in the clinical setting. Students integrate critical thinking skills in the application of the nursing process and in clinical decision-making. Clinical practice includes hospital/health care facilities/community experiences, selected observations, and use of the computer lab. Course meets: 5 hrs. lecture; 12 hrs. clinical practice in selected health care facilities. Prerequisites: Nursing III (NUR211).

NUR213 NURSING SEMINAR 1 Credit

This seminar focuses on current health care issues and the ethical, legal, and professional framework necessary for nursing practice. The course assists in the transition from student nurse to beginning practitioner. The course utilizes a variety of learning activities that promote critical thinking. The course explores topics such as conflict resolution, cultural competence, health care access, empowerment, and lifelong learning. Course meets: 1 hr. lecture. Prerequisite: Nursing III (NUR211).

Office and Information Management

OIM100 PC KEYBOARDING TECHNIQUES 1 Credit

This is an introductory course in College Keyboarding designed for students with little or no keyboarding proficiency as well as those looking to upgrade or refresh their skills. Learning to type properly has never been more important. Using state-of-the-art, hands-on, self-paced software, students proceed from basic lessons through accuracy and speed building exercises

designed to prepare them for careers requiring keyboarding proficiency. Taught through BHCC's on-line eCollege, students submit hands-on progress reports to the course instructor as they proceed through each lesson. Upon completion of this course, students will gain the skill and knowledge necessary to type accurately based on one (1) minute timings at a minimum of 20 WPM with one (1) error or less. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

OIM101 KEYBOARDING: DOCUMENT GENERATION I 3 Credits

This course focuses on learning the keyboard and developing keyboarding technique, speed, and accuracy. It introduces the Windows environment and basic word processing skills, such as editing, saving, changing appearance, using spell check, and printing using Microsoft Office 2007. It covers formatting for basic business documents, such as resumes, letters, memorandums, and business reports. The course covers ergonomics, health issues, and computer concepts as related to keyboarding. Note: The department schedules an exemption test each semester for students with previous keyboarding experience. Students should contact the Prior Learning Coordinator in the Center for Self-Directed Learning (CSDL) or department chairperson for more information.

OIM102 MEDICAL COMPUTER APPLICATIONS 3 Credits

This course includes keyboarding instruction with an emphasis on proper technique, speed building, and proofreading. Students learn the correct format for business letters, memorandums, business reports, and medical documents. Students use the Internet for e-mail and job searches. In addition, they create a resume, reference sheet, and cover letter. Note: For Allied Health students or by permission of department chairperson.

OIM106 RECORDS AND INFORMATION MANAGEMENT 3 Credits

This course provides an introduction to records management, including alphabetic, subject, numeric and geographic filing guidelines, as well as storage media, space limitations, compliance and risk management, and disaster recovery. Students will complete hands-on projects using Outlook for customizing and flagging e-mail, using search folders, creating and using contacts/notes, scheduling meetings, and integrating Word merge functions using contacts. File management using Windows Explorer and business research using Internet Explorer are integrated with PowerPoint presentations to tie together all the various professional skills using a qualitative approach. Prerequisite: Keyboarding: Document Generation I (OIM101).

OIM110 DOCUMENT GENERATION II 3 Credits

This course assists students in using Word to create common business documents such as business letters, memorandums, reports with footnotes and endnotes, bibliographies, tables of contents, tables, on-line forms, resumes, and newsletters using current industry standards. Students learn to use accelerator keys, macros, templates, bullets and numbering, leaders, merging, sorting, hyperlinks, section breaks, styles, formulas, clip art, WordArt, and column layout. Diagnostic and speed building exercises are used to improve keyboarding accuracy and speed. A minimal speed of 30 words per minute is strongly recommended. Students acquire skills that are recommended for preparation for MOUS (Microsoft Office User Specialist) certification. Prerequisites: Grade of C or better in Keyboarding Document Generation I (OIM101) and Computer Essentials (CIT101) or Applications/Concepts (CIT110) or by permission of the department chairperson.



OIM115 ADMINISTRATIVE TECHNOLOGY AND PROCEDURES 3 Credits

This course introduces administrative skills vital for employment in business and industry, including telecommunications; mail and copy services; travel, meeting, and conference arrangements; teleworkers/virtual assistants; customer service; and job application techniques. The class develops problem solving, critical thinking, organizational skills, and interpersonal skills while emphasizing work ethics, teamwork, and cultural diversity. To enhance these skills, students work individually and in teams to conduct library and Internet research and give presentations in class. Personnel from area corporations may participate in class discussions. Prerequisites: Keyboarding: Document Generation I (OIM101) and Concepts/Applications (CIT110).

OIM130 BUSINESS CORRESPONDENCE/EDITING 3 Credits

This course reviews English fundamentals and emphasizes proofreading and editing skills for business documents. Students compose, edit, and produce business letters and memorandums that are commonly written by administrative assistants. This course utilizes current word processing software. Prerequisites: Keyboarding: Document Generation I (OIM101) and Writing Skills II (ENG095).

OIM170 PROCEDURES FOR THE MEDICAL OFFICE 3 Credits

This course includes Windows, word processing, medical office procedures, and computerized medical management software. Students create documents commonly used in a medical office as well as job application materials, using templates, macros, and/or merged documents. Concepts covered include interpersonal communications, telecommunications, billing and collections, reimbursement procedures, records management, and mail classification and procedures. Hands-on experience using computerized medical management software provides practice in entering patient information, diagnostic cases, and financial transactions; processing insurance claims; scheduling patient appointments; and generating commonly used reports. Note: For Allied Health students or by permission of department chairperson. Prerequisite: Keyboarding: Document Generation I (OIM101) or Medical Computer Applications (OIM102; formerly OIM142) or any computer applications course or by permission of the department chairperson.

OIM190 MEDICAL INFORMATION MANAGEMENT 3 Credits

This course covers the medical environment and staff, patient and staff scheduling, medical documents and computerized medical applications, professional activities and travel arrangements for medical staff, health insurance and HIPPA standards, and ICD and CPT coding. Students use a computerized patient accounting software application to enter patient information, diagnostic and procedure codes, schedule and revise patient and staff appointments, process insurance claims enter financial transactions, and generate financial reports. Students complete individual team projects that include Internet research as well as written and oral presentations on issues related to medical office administration. Prerequisite: Keyboarding: Document Generation I. (OIM101).

OIM200 INTRODUCTION TO PHYSICIANS' BILLING 3 Credits

This course presents the "revenue cycle" concept to students, which encompasses registration practices and the impact this process has on the billing function. The varied health care delivery systems and the history of the delivery of medical care are presented. The variety of prospective reimbursement systems on data collection, billing, and effective processes are defined and discussed. The principles of ICD and CPT coding, the management of data, and the constantly changing regulations of CMS and other external regulators is reviewed. Technicalities of managing all aspects of claims submission and denial are examined. The course is offered only in the evening. Prerequisite: Medical Terminology (NHP180).

OIM230 ADMINISTRATIVE BUSINESS COMMUNICATION 3 Credits

This course reinforces written (letters, memos, faxes, e-mail, reports, and resume); verbal (listening, note-taking, telephone messages, voice mail, intercom discussions, and video conferencing); and nonverbal communications (transmission of attitude, facial expressions, hand gestures, and body language). To enhance these skills, students use Internet research to investigate topics related to the office administration field. It includes human relation skills, diversity, cultural sensitivity, and global awareness. This course is offered fall semester only. Prerequisites: Completion of or concurrent with Records and Information Management (OIM106), Document Generation II (OIM110), Administrative Technology and Procedures (OIM115), and Business Correspondence and Editing (OIM130).

OIM299 OFFICE AND INFORMATION MANAGEMENT INTERNSHIP 3 Credits

This field experience takes place during the spring semester of the second year and provides specific occupational preparation for office careers. Students work in an off-campus work environment related to their career goals, abilities, and skills. Students participate in seminars prior to internship and during the field experience. This course is offered spring semester only. Students are responsible for following all guidelines in the BHCC Internship Handbook. Prerequisites: Completion of all OIM courses within major, including Administrative Information Management II (OIM205) and Administrative Business Communication (OIM230) which are offered fall semester only or by permission of department chairperson.

Philosophy

PHL101 INTRODUCTION TO PHILOSOPHY 3 Credits

This introductory course acquaints students with the philosophic method, the problems and living issues of philosophy, and the great philosophers.

PHL103 ETHICS 3 Credits

This course covers the major philosophical issues in normative ethics and moral philosophy. It covers discussions regarding philosophical views about what is morally right or wrong and the applications to the individual and society. This course emphasizes contemporary problems, issues, and value conflicts.

PHL111 WORLD RELIGIONS 3 Credits

This course analyzes the beliefs and practices of major world religions, including Hinduism, Buddhism, Judaism, Christianity, and Islam. Through study of these religions, students compare the beliefs of various traditions and understand their values in an historical context. The course meets General Education "World View" Requirement Area 3.

PHL113 RELIGIONS OF THE MIDDLE EAST 3 Credits

This course analyzes the beliefs and practices of religions of the Middle East, including Judaism, Christianity, and Islam. Through study of these religions, students compare the beliefs of these religions and understand their values in an historical context. The course meets General Education "World View" Requirement Area 3.

Physics

PHY191 INTRODUCTION TO PHYSICS/LAB 4 Credits

This course provides the background for the study of electronics and other technical areas. Topics include classical mechanics, the conservation laws, and electrostatics. This course meets General Education "Science and Technology" Requirement Area 5. Prerequisite: Topics in Algebra/Trigonometry (MAT193).

PHY201 GENERAL PHYSICS I/LAB
4 Credits

This introductory course covers the principles of physics, using a problem-solving approach. It covers the study of the laws of motion, forces, work and energy, momentum, wave motion, and sound. The course does not satisfy the physics requirement of the Chemical Science or Physics/Engineering concentrations. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: College Algebra (MAT195).

PHY202 GENERAL PHYSICS II/LAB
4 Credits

This continuation course of General Physics I/Lab covers the following topics: electricity and magnetism, electromagnetic radiation, nature of light, optics, modern physics, and nuclear physics. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: General Physics I/Lab (PHY201).

PHY251 COLLEGE PHYSICS I/LAB
4 Credits

This course is an introduction to some of the fundamental principles and concepts of physics, using a problem-solving approach. The topics considered include the basic equations of motion, Newton's laws and their applications, work, energy, momentum, rotational kinematics and dynamics, conservation laws, laws of universal gravitation, and simple harmonic and oscillatory motion. Course meets: 3 hrs. lecture; 3 hrs. lab. Pre/co-requisite: Calculus I (MAT281).

PHY252 COLLEGE PHYSICS II/LAB
4 Credits

In the first half of the course, this continuation of College Physics I (PHY251) covers the following topics: basic topics in electricity and magnetism, electromagnetic radiation, the nature of light, and optics. In the second half, the course covers an introduction to some basic ideas in modern physics. It also covers these additional topics: atomic structure, quantization, and nuclear physics. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: College Physics I/Lab (PHY251). Pre/co-requisite: Calculus II (MAT282).

Portuguese
POR101 ELEMENTARY PORTUGUESE I
3 Credits

This course covers an introduction to the sounds and structures of the Portuguese language. The video-based, self-paced course emphasizes both Portuguese and Brazilian culture.

POR102 ELEMENTARY PORTUGUESE II
3 Credits

This continuation course of Elementary Portuguese I (POR101) places greater emphasis on reading skills. The video-based, self-paced course stresses more complex Portuguese structures. The course meets General Education "Humanities" Requirement Area 6. Prerequisite: Elementary Portuguese I (POR101) or one year of high school Portuguese.

Psychology
PSY101 PRINCIPLES OF PSYCHOLOGY
3 Credits

This introductory psychology course covers a survey of information and theory. Topics include the brain and behavior, research methods, learning, consciousness, motivation, emotion, human growth and development, personality, abnormal behavior, and psychotherapy, social cognition and understanding. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses, or exemption from reading requirement by placement testing.

PSY103 PSYCHOLOGY OF ADJUSTMENT
3 Credits

This course explores the development and expression of the personality through an examination of processes by which the self-concept is formed. The course surveys the theories of behavioral scientists that have contributed to the study of adjustment. Scientific study of the effects of stress and stress management techniques are included in this curriculum. The course prepares students for advanced study in psychology and places emphasis on critical thinking skills, especially as applied to scientific research. Prerequisite: Principles of Psychology (PSY101) or permission of instructor.

PSY105 PSYCHOLOGY OF SOCIAL RELATIONS
3 Credits

This course covers the complex interrelationship between the individual and society. Topics include attitude formation, prejudice, conflict, frustration, cooperation and competition, cultural and interpersonal difficulties involving identity formation, and alienation versus integration.

PSY107 GROUP DYNAMICS
3 Credits

Through class exercises and observation, this course explores the relationship between the theory and experience of effective groups. It examines comparisons of individual and group performance, group goals, problem solving, decision-making, conformity, norms, cohesiveness, and leadership. The course meets General Education "Individual and Society" Requirement Area 2. Co-requisite: For Office and Information Management majors: Records and Information Management (OIM106).

PSY113 HUMAN GROWTH/DEVELOPMENT
3 Credits

This course examines the theories of the biological, social, and psychological development of human beings throughout the life span. Prerequisite: Principles of Psychology (PSY101).

PSY115 COUNSELING
3 Credits

This course explores theories and practices in counseling individuals and groups. It explores various theoretical approaches to counseling, and provides practical exercises in counseling. This course is restricted to those students enrolled in the Human Services, Education, Early Childhood, Psychology, or Sociology programs or by permission of the department chair of Education, Early Childhood, and Human Services or the department chair of Behavioral Sciences. Prerequisite: Principles of Psychology (PSY101).

PSY119 SOCIAL PSYCHOLOGY
3 Credits

This course covers the complex interrelationship between the individual, small groups, and the greater society. Topics include attitude formation and change, social conflict, prejudice, frustration, and cooperation versus competition and aggression. Prerequisite: Principles of Psychology (PSY101).

PSY123 PERSONALITY
3 Credits

This course covers distinctive patterns of behavior, including the thoughts and emotions that characterize individuals' adaptation to life. It examines four major approaches to the study of personality: psychoanalytic, behavioral, trait dispositional, and humanistic. Students study varying degrees of emphasis on processes or forces impinging on individuals' interaction with their environment. This course is offered through the Center for Self-Directed Learning and External Studies only. Prerequisite: Principles of Psychology (PSY101).

PSY124 ADOLESCENT/ADULT DEVELOPMENT
3 Credits

In this course, students study adolescents and adults in the areas of physical, intellectual and social changes, and their emotional growth and development during life stages of adolescence and adulthood. Prerequisite: Principles of Psychology (PSY101).

PSY127 ABNORMAL PSYCHOLOGY**3 Credits**

This advanced course for the serious student of psychology covers the history of mental illness and its treatment, modern classification, diagnosis, the theoretical causes of disorders, and treatments. The range of psychopathology extends from the disorder-free person to adjustment reactions, anxiety disorders, personality disorders, and borderline disorders, to psychosis and major disorders. Prerequisite: Principles of Psychology (PSY101) or permission of instructor.

PSY131 PSYCH OF POPULAR CULTURE**3 Credits**

This course is designed to facilitate the development of critical thinking, reading, and writing skills through the psychological study of popular culture. Issues of social psychology, cross-cultural communication, identity development, creativity, violence, and psychological health will be analyzed in a variety of domains of popular culture. Psychological theory and analysis will be applied to youth culture, consumer culture, political campaigns, contemporary music and visual arts, tourism, stand-up comedy, advertising, and the internet. This course meets General Education "Individual and Society" Requirement Area 2.

PSY133 INTRODUCTION TO PSYCHIATRIC REHABILITATION**3 Credits**

This course provides an overview of the underlying core values, principles and methods of psychosocial rehabilitation. Course topics include understanding the experience of mentally ill persons and their paths to recovery; a brief historical background on the emergence of psychosocial rehabilitation as an alternative to traditional models of diagnosis and treatment; the principles of psychosocial rehabilitation and their application to assessment and rehabilitation planning and intervention, practitioner competencies, different program settings; and the role of the family in psychosocial rehabilitation. Prerequisite: Counseling (PSY115).

PSY135 INTRODUCTION TO BEHAVIORAL RESEARCH**3 Credits**

This course is an introduction to the ways of discovering, describing, and making warranted assertions about aspects of people and social life. The chief objectives are 1) to help students develop the skills and knowledge necessary to become intelligent critics of research in the behavioral and social sciences, and 2) to give them a rudimentary understanding of the design and evaluation of scientific research. Statistical material is treated in a conceptual manner.

Reading**RDG090 READING SKILLS I****3 Credits**

This course develops basic reading skills necessary for success with college level material. The course will focus on improving comprehension and vocabulary. In particular, students will improve ability to recognize and articulate main ideas, supporting details, and patterns of organization. Students will also improve vocabulary skills using context clues and the dictionary. Note: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course.

RDG095 READING SKILLS II**3 Credits**

This course develops advanced reading skills necessary for success with college level material. The course will focus on achieving college level comprehension skills and vocabulary. In particular, students will recognize and articulate main ideas, supporting details, and patterns of organization. Students will develop critical reading and thinking skills and improve vocabulary. In addition, students will improve note-taking and test-taking skills. Note: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course. Prerequisite: Grade of C or better in Reading Skills I (RDG090) or placement by examination.

Respiratory Therapy**RTH101 PRINCIPLES OF RESPIRATORY THERAPY I****4 Credits**

This course introduces students to the profession of Respiratory Therapy. Course content includes: communication in the health care setting, patient safety, charting and recordkeeping, ethical and legal implications of the practice of respiratory therapy, decision-making protocols, applied anatomy and physiology as well as gas exchange and transport. Prerequisite: Admission to the Respiratory Therapy Program. Co-requisites: Modalities of Respiratory Therapy I (RTH111) and Clinical Practice in Respiratory Therapy I (RTH121).

RTH102 PRINCIPLES OF RESPIRATORY THERAPY II**4 Credits**

This course continues to build students' knowledge of the profession of Respiratory Therapy. Course contents include: solutions, fluids, electrolytes, and acid-base balance related to the human body; regulation of breathing; principles of humidity, and principles of medical aerosols. Class meets: 4 hours lecture. Prerequisites: Principles of Respiratory Therapy I (RTH 101). Co-requisites: Modalities of Respiratory Therapy II (RTH112) and Clinical Practice of Respiratory Therapy II (RTH122).

RTH111 MODALITIES OF RESPIRATORY THERAPY I**2 Credits**

This course introduces students to diagnostic and therapeutic modalities used in Respiratory Therapy. Students study the equipment and techniques related to computers in Respiratory Care, patient assessment, lung expansion therapy, emergency ventilation, and bronchial hygiene therapy. Course meets: 1 hr lecture; 2 hrs. lab. Prerequisite: Admission to the Respiratory Therapy Program. Co-requisites: Principles of Respiratory Therapy I (RTH101) and Clinical Practice in Respiratory Therapy I (RTH121).

RTH112 MODALITIES OF RESPIRATORY THERAPY II**2 Credits**

This course familiarizes students with additional diagnostic and therapeutic modalities used in Respiratory Therapy. Students study the equipment and techniques related to the analysis and monitoring of gas exchange, storage and distribution of medical gases, medical gas therapy, humidity therapy, aerosol therapy, and electrocardiograms. Course meets: 1 hour lecture; 2 hours lab. Prerequisites: Principles of Respiratory Therapy I (RTH101), Modalities of Respiratory Therapy I (RTH111), and Clinical Practice in Respiratory Therapy I (RTH121). Co-requisites: Principles of Respiratory Therapy II (RTH102) and Clinical Practice in Respiratory Therapy II (RTH122).

RTH121 CLINICAL PRACTICE IN RESPIRATORY THERAPY I**2 Credits**

This course introduces students to the hospital environment and the practice of Respiratory Therapy. Students employ infection control techniques, use the medical record, communicate with the health care team, perform lung expansion and bronchial hygiene therapies, and apply respiratory care protocols. Course meets 8 hrs. clinical practice in selected health care facilities. Prerequisite: Admission to the Respiratory Therapy Program. Co-requisites: Principles of Respiratory Therapy I (RTH101) and Modalities of Respiratory Therapy I (RTH111).

RTH122 CLINICAL PRACTICE IN RESPIRATORY THERAPY II**2 Credits**

This course provides students with hands-on experience in the practice of Respiratory Therapy. Students perform arterial blood gas sampling and analysis, administer and monitor oxygen therapy, perform humidity therapy, administer aerosol therapy, perform electrocardiograms, and apply respiratory care protocols. Course meets: 8 hours clinical practice in selected health care facilities. Prerequisites: Principles of Respiratory Therapy I (RTH101), Modalities of Respiratory Therapy I (RTH111), and Clinical Practice in Respiratory Therapy I (RTH121). Co-requisites: Principles of Respiratory Therapy II (RTH102) and Modalities of Respiratory Therapy II (RTH112).

RTH132 RESPIRATORY THERAPY PHARMACOLOGY**1 credit**

This course introduces students to the principles of pharmacology, the anatomy and physiology, of the autonomic nervous system, and the major classifications of drugs used in relation to the practice of respiratory therapy, including bronchodilators, mucus controlling agents, inhaled corticosteroids, non-steroidal anti-asthma drugs, aerosolized anti-infective agents, and anti-microbial agents. Course meets 1 hr lecture. Prerequisite: Admission to the Respiratory Therapy Program.

RTH134 CARDIOPULMONARY PHYSIOLOGY**2 Credits**

This course is an in-depth study of respiratory physiology and the development, structure and function of the cardiopulmonary system. The physical principles involved in ventilation, control of ventilation and gas transport are also reinforced. Included is an introduction to renal function, acid-base balance, and hemodynamic measurements. Course meets: 2 hours lecture Prerequisite: Anatomy/Physiology 1/Lab (BIO203).

RTH201 PRINCIPLES OF RESPIRATORY THERAPY III**4 Credits**

This course continues introduces students to acute and critical care, with a particular focus on the critically ill adult patient. Course content includes: understanding of acute and chronic respiratory failure, principles of and physiology associated with mechanical ventilation and its affect on various systems of the body, monitoring the ICU patient, and current techniques for the discontinuation of mechanical ventilatory support. The use of evidence-base approach will be emphasized. Course meets: 4 hours lecture. Prerequisites: Principles of Respiratory Therapy II (RTH102), Modalities of Respiratory Therapy II (RTH112), Clinical Practice in Respiratory Therapy II (RTH122). Co-requisites: Modalities of Respiratory Therapy III (RTH201), Clinical Practice in Respiratory Therapy III (RTH221) and Cardiopulmonary Disease (RTH232).

RTH202 PRINCIPLES OF RESPIRATORY THERAPY IV**4 Credits**

This course introduces students to a variety of important topics involved in respiratory care including such areas as neonatal and pediatric care, preventative medicine and the long – term care environment. Nutritional aspects of health and disease will be discussed, along with the scientific basis for cardiopulmonary rehabilitation. Students will be presented with an overview of the provision of respiratory care in alternative settings such as acute care and home care. Course meets 4 hours lecture. Prerequisites: Principles of Respiratory Therapy III (RTH201), Modalities of Respiratory Therapy III (RTH211), and Clinical Practice in Respiratory Therapy III (RTH221). Co-requisites: Modalities of Respiratory Therapy IV (RTH212) and Clinical Practice of Respiratory Therapy IV (RTH222).

RTH211 MODALITIES OF RESPIRATORY THERAPY III**3 Credits**

This course introduces students to the hands-on maintenance of the natural and artificial airway. Content for the lab course includes the study and application of airway management techniques including the performance of emergency procedures such as endotracheal intubation, suctioning and cuff pressure measuring monitoring. Students will also study the equipment and techniques related to invasive and non-invasive mechanical ventilation, as well as those devices used in the monitoring of these patients. Independent lab study is required. Course meets: 2 hours lecture; 2 hours lab. Prerequisite: Principles of Respiratory Therapy II (RTH102), Modalities of Respiratory Therapy II (RTH112), Clinical Practice of Respiratory II (RTH122). Co-requisites: Modalities of Respiratory Therapy III (RTH201), Clinical Practice in Respiratory Therapy III (RTH202) and Cardiopulmonary Disease (RTH232).

RTH212 MODALITIES OF RESPIRATORY THERAPY IV**2 Credits**

This course introduces students to the hands-on application of pulmonary function techniques. Additional diagnostics monitoring techniques including CT, MRI, PET, and V/Q scans will also be discussed. Students will be the opportunity to work with neonatal and pediatric mechanical ventilation and compare how that differs from conventional adult ventilation. A portion of this course will be dedicated to ACLS and PALS certification. Course meets: 1 hour lecture; 2 hours lab. Prerequisites: Principles of Respiratory Therapy 3 (RTH201), Modalities of Respiratory Therapy 3 (RTH211), Clinical Practice in Respiratory Therapy 3 (RTH221). Co-requisites: Principles of Respiratory Therapy 4 (RTH202), Clinical Practice in Respiratory Therapy 4 (RTH222).

RTH221 CLINICAL PRACTICE IN RESPIRATORY THERAPY III**4 Credits**

This course introduces students to the hospital critical care environment. Students will perform techniques and procedures related to patient assessment, airway management and mechanical ventilatory support. Students will demonstrate competence in the provision of invasive and non-invasive ventilation, as well as the proper techniques for monitoring the critically ill patient. Course meets: 16 hours clinical practice in selected health care facilities. Prerequisite: Principles of Respiratory Therapy II (RTH102), Modalities of Respiratory Therapy II (RTH112), Clinical Practice of Respiratory II (RTH122). Co-requisites: Principles of Respiratory Therapy III (RTH201), Modalities of Respiratory Therapy III (RTH211), and Cardiopulmonary Disease (RTH232).

RTH222 CLINICAL PRACTICE IN RESPIRATORY THERAPY IV**4 Credits**

This course provides additional exposure to the hospital critical care environment. In addition to the adult critical care environment, students will gain a basic understanding of providing respiratory care in specialty areas including neonatal, pediatrics, home care and long-term care. Course meets 16 hours clinical practice in selected health care facilities. Prerequisites: Principles of Respiratory Therapy III (RTH201), Modalities of Respiratory Therapy III (RTH211), and Clinical Practice in Respiratory Therapy III (RTH 221). Co-requisites: Principles of Respiratory Therapy IV (RTH202) and Modalities of Respiratory Therapy IV (RTH212).

RTH232 CARDIOPULMONARY DISEASE**2 Credits**

This course is designed to provide the students with the basic knowledge and understanding that is essential to assess and plan treatment for patients with respiratory-related diseases. Case study discussion and practice will be emphasized. Course meets: 2 hours lecture. Prerequisites: Cardiopulmonary Physiology (RTH134). Co-requisites: Principles of Respiratory Therapy III (RTH201), Modalities of Respiratory Therapy III (RTH211), Clinical Practice in Respiratory Therapy III (RTH221).

Russian**RUS101 ELEMENTARY RUSSIAN I****3 Credits**

This course will introduce students to the Russian language and culture. The course focuses on useful vocabulary and basic concepts of grammar essential for leading simple conversations in everyday situations. The course offers a unique insight into the life of Russian people. Students will master the Cyrillic alphabet and major pronunciation rules necessary for reading in Russian. No prior knowledge of Russian is required.

Sociology

SOC101 PRINCIPLES OF SOCIOLOGY

3 Credits

This course covers an introduction to the concepts and theories of society and social institutions. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

SOC105 URBAN SOCIOLOGY

3 Credits

This course covers the problems of social issues of contemporary urban life. It covers individuals' responses to cultural, racial, political, institutional, educational, economic, and other challenges of city life. Prerequisite: Principles of Sociology (SOC101).

SOC106 JUVENILE DELINQUENCY

3 Credits

The course analyzes the nature and types of juvenile behavior that violate the law. Students study issues such as socialization, deviant roles, social processes, the special attributes of youth, and historical attitudes toward childhood and adolescence. Topics include family juvenile court, correctional institutions, causes of delinquency, the female delinquent, and prevention and treatment of delinquency.

SOC107 CRIMINOLOGY

3 Credits

This course examines various aspects of crime from the perspective of the sociologist. The course emphasizes social structure/social process theories of social disorganization and crime causation. Other topics include the history of criminology, the nature and extent of crime, the measurement of crime, criminal typologies, public order crime, victims, and victimization. Prerequisite: Principles of Psychology (PSY101) or Principles of Sociology (SOC101).

SOC109 CULTURAL ANTHROPOLOGY

3 Credits

This course demonstrates the way that the basic concepts and techniques developed by cultural anthropologists help us understand various cultures and intercultural relations. Through ethnographic readings and films, students learn about kinship, gender, ethnicity, religion, and social change in a variety of cultures. The course increases awareness of cultural dimensions of human experience and the diversity and flexibility of human cultures. The course meets General Education "Individual and Society" Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

SOC110 PHYSICAL ANTHROPOLOGY

3 Credits

Presented in four basic sections, this course covers an introduction to the field of physical anthropology, genetics, human evolution, and evolution of behavior. Module topics include the background of physical anthropology; man in the natural world; practical genetics; classification within the human species; homo sapiens; homo erectus; the Australopithecines; evolution reviewed; what was before man; evolution of behavior; where do we go from here? This course is offered through the Center for Self-Directed Learning only.

SOC111 THE FAMILY

3 Credits

This course examines psychological and sociological factors related to the dynamics of family life. The course covers the process of the growth and adjustment of each family member as the family structure changes. Students discuss the historical, contemporary, and future family. Prerequisite: one introductory Behavioral Science course.

SOC125 SOCIOLOGY OF HOMOSEXUALITY

3 Credits

This survey course examines issues dealing with homosexuality from the perspective of the sociologist. The course emphasizes the essentialist/constructionist debate; facts and myths about homosexuality; the influence of prejudice and discrimination on the lives of gay men, lesbians and their families; and the homosexual culture/community/lifestyle. Other topics include coming out issues, development of gay and lesbian identities, the needs of a gay family member, gay history, gay spirituality, the AIDS crisis, and the gay liberation movement and its impact on contemporary culture.

SOC127 SOCIOLOGY OF PREJUDICE & HATE

3 Credits

This course explores issues of color, gender, class, and caste as they exist in contemporary American society. The impact of "hate" groups on American life and culture will be explored through the concept of "difference" and the ideas of superiority and inferiority. Topics to be discussed include racism, sexism, multiculturalisms and Eurocentrism. Prerequisite: Principles of Sociology (SOC101) or Principles of Psychology (PSY101), or Cultural Anthropology (SOC109).

SOC129 SOCIOLOGY OF FILM

3 Credits

This course deciphers the explicit and implicit message contained in films that has to do with the organization and structure of culture and society from the past to the present. The course covers the idea that, like all art forms, films are created in a social context and express a particular point of view through the characters, themes, motifs, and visual styles they embody.

Sonography

SON113 CROSS-SECTIONAL ANATOMY

4 Credits

This course focuses on detailed cross-sectional anatomy as it relates to sonographic imaging. This study of serial sectional anatomy helps sonographic students gain knowledge of the human body needed for the practical application of ultrasound. In class scanning will occur on a routine basis. Prerequisite: Admission to General Sonography Program. Co-requisite: Anatomy/Physiology/Lab II (BIO204).

SON115 ABDOMINAL ULTRASOUND

3 Credits

This course familiarizes the student with interpretation of normal and abnormal sonographic findings of the abdominal cavity. Related scanning techniques and associated Color Flow and Doppler are described. Sonographic/medical terminology, pathophysiology, clinical presentation and associated laboratory findings as they relate to abdominal sonography will be covered. Prerequisite: Cross-Sectional Anatomy (SON113). Co-requisite: General Sonography Clinical I (SON121).

SON117 ULTRASOUND SCANNING AND PATHOLOGY

3 Credits

This course consists of a lecture component and hands on component. The student will have the opportunity to apply knowledge that they have gained via lecture directly to hands on scanning applications. Topics addressed include proper machine set up, annotation of the equipment with reference to anatomy and basic images. Students will be exposed to the various scan planes and transducer orientations that are utilized in daily practice as a sonographer. In addition, exam protocols and pathology will be discussed. The student will have the opportunity to use the equipment in the classroom. Prerequisite: Cross-Sectional Anatomy (SON113). Co-requisite: General Sonography Clinical I (SON121).

SON119 SUBSPECIALTY SONOGRAPHY AND NEUROSONOGRAPHY

3 Credits

This hybrid course will familiarize the student with interpretation of normal and abnormal sonographic findings of subspecialty exams. This course will also have a hybrid and in class component for an introduction to neurosonography. Related scanning techniques and associated Color Flow and Doppler are described. Sonographic/medical terminology, pathophysiology, clinical presentation and associated laboratory findings as they relate to subspecialty sonography and neurosonography will be covered. Prerequisite: Cross-Sectional Anatomy (SON113). Co-requisite: General Sonography Clinical I (SON121).

SON121 GENERAL SONOGRAPHY CLINICAL I

3 Credits

This course is the hands on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: Cross-Sectional Anatomy (SON113). Co-requisites: Abdominal Ultrasound (SON115), Ultrasound Scanning and Pathology (SON117), and Subspecialty Sonography/Neurosonography (SON119).

SON123 GENERAL SONOGRAPHY CLINICAL II

3 Credits

This course is the hands on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical I (SON121). Co-requisites: Vascular Ultrasound (MIG205).

SON213 DIAGNOSTIC INSTRUMENTATION

2 Credits

This hybrid course is a combination of classroom teaching and an online learning experience. This course continues with the presentation and physics of ultrasound. Special attention is given given to the Doppler affect and its relevance in the field of general sonography. Sonographic artifacts, harmonics, contrast agents, bioeffects and safety are covered as well. Review from Ultrasound Instrumentation I is covered in the form of online weekly registry review tests. Prerequisite: Ultrasound Instrumentation (MIG105). Co-requisite: General Sonography Clinical III (SON223).

SON215 ADVANCED GENERAL SONOGRAPHY I

2 Credits

This hybrid course is a combination of classroom teaching and online learning experience. Course topics include a review of abdominal and subspecialty sonography. Interesting sonographic cases will be presented for review. Articles from the Journal of Ultrasound in Medicine and the Journal of Diagnostic Medical Sonography will be reviewed and discussed. Registry practice exams will be taken online on a regular basis. Prerequisite: Abdominal Ultrasound (SON115). Co-requisite: General Sonography Clinical III (SON223).

SON217 ADVANCED GENERAL SONOGRAPHY II

2 Credits

This hybrid course is a combination of classroom teaching and online learning experience. Course topics include a review of obstetrical and gynecological sonography as well as physics and instrumentation. Interesting sonographic cases will be presented for review. Articles from the Journal of Ultrasound in Medicine and the Journal of Diagnostic Medical Sonography will be reviewed and discussed. Registry practice exams will be taken online on a regular basis. Prerequisite: Advanced General Sonography Seminar I (SON215). Co-requisite: General Sonography Clinical IV (SON225).

SON219 OBSTETRICAL & GYNECOLOGICAL SONOGRAPHY I

3 Credits

This course familiarizes the student with interpretation of normal sonographic findings of gynecological and first, second and third trimester sonography. All measurement techniques including gestational dating will be discussed. Abnormal sonographic findings as they relate to gynecology and the first trimester will be covered. Related scanning techniques and associated Color Flow and Doppler are described. Sonographic/medical terminology, pathophysiology, clinical presentation and associated laboratory findings as they relate to gynecology and the first trimester will be covered. Prerequisite: General Sonography Clinical II (SON123). Co-requisite: General Sonography Clinical III (SON223).

SON221 OBSTETRICAL & GYNECOLOGICAL SONOGRAPHY II

3 Credits

This course is a continuation of Obstetrical/Gynecology Sonography I. Abnormal sonographic findings as they relate to second and third trimesters will be covered. Fetal anomalies as well as maternal disease will be discussed. Related scanning techniques and associated Color Flow and Doppler are described. Sonographic/medical terminology, pathophysiology, clinical presentation and associated laboratory findings as they relate to the second and third trimesters will be covered. Prerequisite: Obstetrical/Gynecological Sonography I (SON219) Co-requisite: General Sonography Clinical IV (SON225).

SON223 GENERAL SONOGRAPHY CLINICAL III

3 Credits

This course is the hands on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical II (SON123). Co-requisites: Obstetrical and Gynecological Sonography I (SON219), Advanced General Sonography Seminar I (SON215), and Diagnostic Instrumentation (SON213).

SON225 GENERAL SONOGRAPHY CLINICAL IV

3 Credits

This course is the hands on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisites: General Sonography Clinical III (SON223). Co-requisites: Obstetrical and Gynecology Sonography II (SON221) and Advanced General Sonography Seminar II (SON217).

SON227 GENERAL SONOGRAPHY CLINICAL V

3 Credits

This course is the hands on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical IV (SON225).

Spanish

SPN101 ELEMENTARY SPANISH I

3 Credits

This course, for students with little or no previous knowledge of Spanish, covers an introduction to the sounds and structures of Spanish and the development of basic skills needed for understanding and speaking Spanish. The course is not intended for native speakers or for students who have studied this language within the last three years.

SPN102 ELEMENTARY SPANISH II 3 Credits
 This continuation course of Elementary Spanish I (SPN101) emphasizes conversational skills and simple readings. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Elementary Spanish I (SPN101) or one year of high school Spanish.

SPN201 INTERMEDIATE SPANISH I 3 Credits
 This course covers a review of basic language skills and emphasizes conversational and reading skills. Prerequisite: Elementary Spanish II (SPN102) or two years of high school Spanish or permission of instructor.

SPN202 INTERMEDIATE SPANISH II 3 Credits
 This continuation course of Intermediate Spanish I (SPN201) emphasizes self-expression through speaking, reading, and writing. Prerequisite: Intermediate Spanish I (SPN201) or three years of high school Spanish or permission of instructor.

Surgical Technology

NHP180 MEDICAL TERMINOLOGY 3 Credits
 This course provides instruction in the development of basic medical terminology. Competency in medical terminology promotes effective communication among members of the healthcare team.

SGT105 SURGICAL TECHNOLOGY I 5 Credits
 This course covers an introduction to the profession of surgical technology. The course covers principles of aseptic technique, sterilization and disinfection, universal precautions, surgical equipment, and instrumentation in a coordinated class and simulated laboratory setting. An included seminar defines and develops a surgical conscience and professional demeanor. Prerequisites: Writing Skills II (ENG095) and Fundamentals of Math (MAT091).

SGT106 SURGICAL TECHNOLOGY II 8 Credits
 This course focuses on the introduction of surgical specialties. During clinical placement students participate in the corresponding surgical interventions as they apply to each specialty. Prerequisites: Human Biology/Lab (BIO108) and Surgical Technology I (SGT105).

SGT107 SURGICAL TECHNOLOGY III 3 Credits
 This course provides a direct focus on performance in the clinical setting. Students participate as independent members of the surgical team, demonstrating beginning level competence of advanced skills and anticipation of surgical needs. Prerequisite: Surgical Technology II (SGT106).

SGT109 CENTRAL PROCESSING I 2 Credits
 This course covers an introduction to the profession of Central Processing. It introduces principles of microbiology, technical functions, and functional areas as applied to Central Processing. The course covers the process of infection and disease transmission. It also covers manual and mechanical decontamination and disinfection. Course meets: 2 hrs. lecture;.

SGT109A CENTRAL PROCESSING I CLINICAL 2 Credits
 During clinical practice at local medical center students participate in corresponding central processing functions. A minimum of 90 hours of clinical is required. People working in Central Processing can apply for prior learning assessment credits.

SGT110 CENTRAL PROCESSING II 2 Credits
 This course introduces high and low temperature sterilization, sterile packaging and storage. The chemistry of Sterilization is presented. Quality control, risk management regulations and

recommendations and recommended practices are introduced. Inventory management and principles of purchasing are also introduced. Course meets 2 hrs lecture. Prerequisites: Central Processing I (SGT109), Writing Skills I (ENG090), Fundamentals of Math (MAT091) and Reading Skills I (RDG090).

SGT110A CENTRAL PROCESSING II CLINICAL 2 Credits
 During clinical experience students participate in applications of theory to actual practice. A minimum of 90 hrs of clinical is required. Prerequisites: Central Processing I (SGT109) and Central Processing Clinical (SGT111) with a grade of C or better.

SGT111 CENTRAL PROCESSING CLINICAL 2 Credits
 This course is clinically focused with students focusing on clinical skills acquisition. Students develop both depth and breadth of experience during clinical rotation. Course meets the first night to discuss clinical placement. 6 hrs clinical. Prerequisite: Central Processing I (SGT109) with a grade of C or better. People working in Central Processing can apply for Prior Learning Assessment credits.

Theatre

THE107 ACTING I 3 Credits
 This course covers a total approach to the actor’s art and stresses the use of body and voice. It includes improvisation, theater games, and sensory exercises with eventual involvement in scene study and character development. This course meets General Education “Humanities” Requirement Area 6.

THE108 ACTING II 3 Credits
 This scene study class covers intensive work with imagery and improvisation to heighten actors’ abilities to perform roles dynamically. The course focuses on students’ discovering their strengths as they learn to trust their impulses and create characters that are vulnerable and compelling. Each participant works on two scenes. Prerequisite: Acting I (THE107).

THE109 PLAY PRODUCTION WORKSHOP 1-3 Credits
 This course covers practical training in acting, costuming, makeup, lighting, and stage management related to the production performed by each class. All students work as crew members and are encouraged to audition for roles in the play. Students may repeat this course three times, earning one credit for each repetition.

THE111 IMPROVISATION 1-3 Credits
 This course explores improvisation both as an art and also as the basis for developing roles for stage and on-camera work. Students develop spontaneity, narrative skills, the ability to work off a partner, and to make strong choices on stage. Students work with the repertoire of comedy improvisation groups, with more dramatic and naturalistic improvisation groups, and with more dramatic and naturalistic improvisation situations. Students may repeat this course three times, earning one credit for each repetition.

THE113 VOICE AND MOVEMENT 3 Credits
 This course frees the body and voice from habitual tensions and patterns and opens and expands the possibilities for vocal and physical expressiveness. Voice training focuses on the cultivation of a flexible and expressive voice and the development of interpretive skills. Movement focuses on body awareness, control, and flexibility for the stage.

Vascular Ultrasound

- VSN111 VASCULAR PRINCIPLES AND INSTRUMENTATION 3 Credits**
 This course will introduce the student to the field of vascular technology/ultrasound. Topics include the principles of sound, sound transmission and reflection, Doppler principles including spectral display, artifacts, and equipment performance. In addition to the previous mentioned topics, instruction will also include information regarding tissue mechanics, fluid dynamics with attention towards the pressure flow relationship, other testing modalities such as plethysmography, and bioeffects/quality assurance. Prerequisite: Admission into the Vascular Ultrasound Program or permission of Program Director.
- VSN113 PERIPHERAL ARTERIAL TESTING 3 Credits**
 This course will review the anatomy and physiology of the peripheral arterial system. Students will gain knowledge of the scanning/testing protocols for both upper and lower extremities. Instruction will be provided on direct and indirect methods of arterial testing such as 2D ultrasound, Doppler, Spectral Display, color Doppler and Pressure and Waveform analysis. In addition to learning about exam protocols the student will also be exposed to diagnostic criteria for assessing both normal and pathological findings. The student will also review a range of diagnostic and treatment options in the area of peripheral arterial disease. Prerequisite: Admission into the Vascular Ultrasound Program or permission of Program Director.
- VSN115 VASCULAR ULTRASOUND CLINICAL I 3 Credits**
 This course introduces the students to the basic techniques of vascular ultrasound/testing and familiarizes the student with the equipment. Students will gain this knowledge through scanning and performing tests in the clinical setting under the supervision of the clinical instructor. Students will be expected to prepare patients for the appropriate exam and take a patient history. The student's performance shall be evaluated through clinical competencies, which the student must demonstrate to successfully complete Vascular Ultrasound Clinical I. This clinical will take place on 3 eight hour days per week. Prerequisites: Admission into the program with a letter of a secured clinical placement with an appropriately credentialed Vascular Technologist/Sonographer. Co-requisite: Vascular Principles and Instrumentation (VSN111) and Peripheral Arterial Testing (VSN113).
- VSN211 PERIPHERAL VEIN TESTING 3 Credits**
 This course will review the anatomy and physiology of the peripheral venous system. Students will gain knowledge of the scanning/testing protocols for both upper and lower extremities including the deep and superficial venous systems. Instruction will be provided on such testing methods as 2D ultrasound, Doppler, Spectral Display, Color Doppler and Plethysmography. In addition to learning about exam protocols the student will be exposed to diagnostic criteria for assessing both normal and pathological findings. The student will also review a range of diagnostic and treatment options in the area of peripheral venous disease. Prerequisite: Peripheral Arterial Testing (VSN113).
- VSN213 CEREBROVASCULAR TESTING 3 Credits**
 This course will review the anatomy and physiology associated with cerebrovascular disease. Students will gain knowledge of the noninvasive ultrasound techniques used to evaluate the extra and intracranial circulation. Instruction will be provided on such testing methods as 2D ultrasound, Doppler, Spectral Display and TCD. In addition to learning about exam protocols the student will be exposed to diagnostic criteria for assessing both normal and pathological findings. The student will also review a range of diagnostic and treatment options in the area of cerebrovascular disease. Prerequisite: Peripheral Arterial Testing (VSN113) or permission of the Program Director.

- VSN215 VASCULAR ULTRASOUND CLINICAL II 3 Credits**
 This course is a continuation of scanning and testing technique and interpretation of exams. Student's skill in performing vascular exams will be further defined. Students will continue to gain knowledge through scanning and testing patients at their clinical site under the supervision of the clinical instructor. The student's performance shall be evaluated through clinical competencies. This clinical will take place on 3 eight hour days per week. Prerequisite: Vascular Ultrasound Clinical I (VSN115) and a verified letter of clinical placement with an appropriate credentialed Vascular Technologist/Sonographer. Co-requisites: Peripheral Venous Testing (VSN211) and Cerebrovascular Testing (VSN213).
- VSN217 VASCULAR ULTRASOUND CLINICAL III 3 Credits**
 This course is a continuation of scanning and testing technique and interpretation of exams. Students will continue to gain knowledge through scanning and testing patients. Students will be required to document their findings by writing concise preliminary findings under the direct supervision of their clinical instructor. Students will be expected to make clinical correlations and present findings to the appropriate medical personnel. The student's performance shall be evaluated through clinical competencies. It is recommended that this clinical take place on 4 eight-hour days. Prerequisites: Vascular Ultrasound Clinical II (VSN215) and a verified letter of clinical placement with an appropriate credentialed Vascular Technologist/Sonographer.

Visual & Media Arts

- VMA100 VMA FRESHMAN SEMINAR 1 credit**
 This interdisciplinary course builds a connection to the aesthetic, historical and intellectual aspects of an artist community and creative work while helping students navigate through some of the logistical hurdles of the first year experience. Students participate in a variety of group activities, discussions and presentations with faculty and visiting artists. Field trips include local galleries/studios and museums. A journal/sketchbook is required. The course is required for all Visual & Media Arts majors. Prerequisites: Writing Skills II (ENG095) and Fundamentals of Math (MAT091).
- VMA102 TWO-DIMENSIONAL DESIGN 3 Credits**
 This course introduces the student to the elements and concepts of two-dimensional design. Familiarity with the terminology, concepts, and basic materials utilized in the studio by visual artists will be explored. These elements are shape, value, texture, color, line, and mass. Visual sensitivity and a working knowledge of the design elements are developed by solving a series of 2-D problems, employing a variety of media and materials. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).
- VMA103 THREE-DIMENSIONAL DESIGN 3 Credits**
 This course introduces the student to the elements, principles, terminology and materials of Three-Dimensional Design, as well as expands upon the graphic design techniques and principles introduced in Two-Dimensional Design. Students work on problem sequences dealing with modeled and constructed forms, both in relief and free-standing. Other problems introduce students to more conceptual and site-specific approaches to sculpture. There is an emphasis on writing and communication skills for mastery of basic vocabulary and process of evaluation and critique. Prerequisites: Two-Dimensional Design (VMA102).



VMA104 DRAWING I

3 Credits

An introductory studio course designed to examine basic vocabulary and drawing skills and concepts. Using a wide range of drawing media, students work primarily from observation mastering the concepts of objective drawing. While concentrating on the formal visual elements – line, shape, value, texture and (limited) color, students explore such concepts as figure/ground, scale, positive and negative space, proportion, perspective, volume, light, compositional issues and pictorial unity. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. This course meets General Education “Humanities” Requirement Area 6. Prerequisite: Writing Skills II (ENG095).

VMA105 DIGITAL IMAGING WITH PHOTOSHOP

3 Credits

The Adobe Photoshop workspace reflects the technical basis of the digital image. Understanding the structure of this important application enables the student to systematically build confidence and skill in its use, and also apply its principles in related applications. This course surveys the breadth and depth of the Photoshop workspace and toolset through lecture presentations and lab exercises. An overview of the digital imaging workflow will be presented, with emphasis on image processing. Students must have basic computer literacy. Prerequisite: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA111 INTRODUCTION TO MASS MEDIA

3 Credits

This course covers an overview of the history and theory of mass media, including print, radio, television, the Internet, movies, advertising and public relations. The course covers general concepts of mass media, the media industries, and practical methods to analyze and understand the influence of the mass media on social, cultural, and political life, not only in the United States, but also around the globe. In addition, the course looks at ways individuals themselves can influence the media. The course meets General Education “World View” Requirement Area 3. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA112 ART HISTORY: PREHISTORIC TO MEDIEVAL

3 Credits

The course is a broad multicultural survey of the art and architecture of Egypt, Rome, Greece, the Near, Mid, and Far East, and Europe, from the Paleolithic Era through the Moyen Age. The course stresses the understanding of art through examining visual concepts such as composition, space, rhythm, symmetry, perspective, and subject matter, as well as its social, political, and cultural contexts. Students will experience and analyze works of art through lectures, written assignments, journal entries, identification and essay exams, presentations, group projects, and visits to museums. The course meets General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA113 ART HISTORY: RENAISSANCE TO CONTEMPORARY

3 Credits

This course is a broad multicultural survey of art and architecture from the Early Renaissance through contemporary times. Major movements in both Western and non-Western traditions are covered. The course stresses the understanding of art through examining visual concepts such as composition, space, rhythm, symmetry, perspective, and subject matter, as well as its social, political, and cultural contexts. Students will experience and analyze works of art through lectures, written assignments, journal entries, identification and essay exams, presentations, group projects, and visits to museums. The course meets General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA114 HISTORY OF GRAPHIC DESIGN

3 Credits

This course critically investigates and explores graphic design and visual communication history, major movements and pivotal artists and designers. This course requires participation of students in lecture and presentation, writing and studio projects, which will build critical thinking and visual skills. The course provides a necessary historical basis for students in the Graphic Design Program in the Visual & Media Arts Department. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA115 THE MOVING IMAGE

3 Credits

This course critically investigates and explores the history and technical development of the moving image, including major and influential works, artists, technical advances, and movements in film, television, and digital presentations. This course builds critical thinking and visual skills. The course provides a necessary historical basis for students in the Media Communications Program in the Visual & Media Arts Department. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA120 CALLIGRAPHY

3 Credits

This course covers a study of hand lettering for pleasure and/or business. It develops students’ skills in creating letters and illustrative designs using pen and ink. The course practices text lettering as an alphabet, while it covers others, such as Roman, Italic, and Chancery cursive, as means of developing an individual style. The course explores simple techniques using colored inks. Prerequisite: Writing Skills II (ENG095).

VMA122 PAINTING I

3 Credits

This course instructs students in the painting medium of acrylic and/or oil paint. The course places emphasis on drawing, composition, color, value, and paint quality. Students acquire basic skills in painting from observation. Class time includes one-on-one instruction and group critiques. The course meets General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA123 WATERCOLOR I

3 Credits

An introduction to the medium of watercolor paint, this course demonstrates and explores basic techniques such as wet-on-dry, wet-on-wet, and washes. Students draw from observation and learn to manipulate value, tone, and color. Class time includes one-on-one instruction and group critiques. The course meets General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA124 PRINTMAKING I

3 Credits

An introduction to a variety of printmaking processes, this course includes woodcut, monotype, engraving, and drypoint. The course encourages experimentation in a self-motivated workshop environment. Class time includes one-on-one instruction and group critiques. Some drawing experience is desirable, although not required. The course meets General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA131 INTRODUCTION TO DESKTOP PUBLISHING

3 Credits

This course introduces students to the fundamental knowledge required to operate Macintosh computers for use in desktop publishing. Students become computer literate by learning the basic principles of desktop publishing. Through an introduction to the word processing program Microsoft Word and the page layout program InDesign, students learn about the production of documents that require the application of those principles. Recommended prerequisite: Applications/Concepts (CIT110) or previous computer experience. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA132 TYPOGRAPHY
3 Credits

This course examines the theory and practice of typographic principles. Students undertake creative projects in typographic composition. The course considers both effectiveness and aesthetic value of the composition. The course is required of all first year graphic arts students. (Fall semester only.) Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA141 ELEMENTS OF VIDEO PRODUCTION
3 Credits

This course gives students an overview of the theoretical, aesthetic, and practical elements of digital video pre-production, production, and post-production. Through a series of creative exercises, lectures, and classroom critiques, students will gain an understanding of the fundamental skills required in planning, scripting, directing, shooting, lighting, and editing digital video productions for a variety of purposes and audiences. The course provides a special emphasis on understanding and using visual storytelling techniques to relate information and emotion. Recommended prerequisite: Digital Imaging with Photoshop (VMA105). Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA151 INTRODUCTION TO AUDIO TECHNOLOGY
3 Credits

This course will provide the student with the basic knowledge and skills required for audio production. Through lectures and hands-on lab work, students will learn the technical and aesthetic aspects of microphones, tape decks, and mixing consoles. Both digital and analog production media will be covered, with greater emphasis on the digital realm. In addition to technical abilities, students will also examine the nature of the acoustic environment, and will be introduced to digital audio editing software. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA161 INTRODUCTION TO DIGITAL PHOTOGRAPHY
3 Credits

Digital photography has made it technically possible to generate countless photographs at virtually no cost, yet the formal problems of picture-making remain – how is it possible to create photographs with power and significance? This course explores basic technical issues of the digital photography workflow joined with a formal exploration of seeing photographically, using both shooting assignments and lab exercises. Examples from the photographic tradition will be examined. Adobe Photoshop is used to adjust and manipulate images for printing. Inkjet printers are used to create photographic quality output. Students must have a digital camera and basic computer literacy. This course fulfills General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

VMA204 DRAWING II
3 Credits

A studio course designed to examine basic vocabulary and drawing skills and concepts in the study of the human form. Using a wide range of drawing media, students work primarily from anatomical drawings and observation of the nude model to gain proficiency with gesture strategies, contour drawing, sighting and measuring, light in relation to planar relationships, and tonal structure of composition. Students develop an understanding of abstraction in relation to figure/ground, scale, positive & negative space, proportion, volume in relationship to light, compositional issues and pictorial unity. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. Prerequisite: Drawing I (VMA104).

VMA209 PORTFOLIO PRESENTATION SEMINAR
1 Credit

This course is required for all Visual & Media Arts students. Students will prepare, review and present a visual portfolio that best reflects the skills, knowledge and level of achievement in their program area. Additionally they will prepare a resume and identify interview skills. Emphasis is on developing a cohesive presentation format of projects reflecting various skills.

VMA222 PAINTING II
3 Credits

This course emphasizes developing students’ personal sense of aesthetics and increasing their awareness of the painting process. Students choose to work in either acrylic or oil paint while exploring color theory, composition, value, and paint application. Class time includes one-on-one instruction and group critiques. Prerequisite: Painting I (VMA122) or permission of instructor.

VMA223 WATERCOLOR II
3 Credits

Focusing on developing one’s personal sense of aesthetics and style, this course explores various techniques used in watercolor. The course places emphasis on creating cohesive, well-composed paintings, while it develops an understanding of the elusive properties of spontaneity and transparency as they relate to the medium of watercolor paint. Prerequisite: Watercolor I (VMA123) or permission of instructor.

VMA224 PRINTMAKING II
3 Credits

A continuation of Printmaking I (VMA124), this course further develops the techniques of drypoint, engraving, woodcut, and monotype while focusing on thematic development and content. The course explores the more complex methods of color printing. It encourages experimentation in a self-motivated workshop environment. Class time includes one-on-one instruction and group critiques. Prerequisite: Printmaking I (VMA124) or permission of instructor.

VMA231 GRAPHIC APPLICATIONS
3 Credits

This course explores the use of the computer as a design tool. Instruction emphasizes the mastery of fundamental computer functions and software operations. It prepares graphic design students in computer software and technology used in graphic design. Students explore the creative potential, solve design and layout problems, and exhibit an understanding of the professional requirements of document preparation and production. The course uses Adobe InDesign and Adobe Illustrator software. Prerequisite: Introduction to Desktop Publishing (VMA131).

VMA232 DESIGN COMMUNICATION I
3 Credits

This course covers examination and interpretation of the elements and principles of design as applied to the practice of graphic design and visual communication. It emphasizes the design process from visualization to production. Students solve design problems with creative solutions that reflect knowledge of basic design. Students use the computer as a tool in facilitating the creative process. Prerequisites: Typography (VMA132) and Introduction to Desktop Publishing (VMA131).

VMA233 DESIGN COMMUNICATION II
3 Credits

This course covers a continuation of the examination and interpretation of the elements and principles of design as applied to the practice of graphic design and visual communication from visualization to production techniques. Students use the computer to create portfolio pieces for use in their future job search or in applications to four-year institutions. The course uses Microsoft Word, Adobe InDesign, Adobe Illustrator and Adobe Photoshop software. Prerequisite: Design Communication I (VMA232).

VMA234 PUBLICATION DESIGN
3 Credits

This advanced course for graphic arts students covers the design, layout, and format of books. Students design a book with images that is the culmination of all they have learned. This book is included in their portfolio. The course is required of all graphic arts students and is offered spring semester only. Prerequisite: Design Communication I (VMA232) or approval of department chairperson.



VMA241 ADVANCED VIDEO PRODUCTION

3 Credits

This course focuses on development of the skills and concepts necessary for digital video production. Students learn the advanced use of the HDV digital camcorder microphones, the field audio mixer and lighting techniques. The course uses images and materials acquired in the course in its co-requisite class, Video Post Production (VMA242), in order to complete a final project counting for both courses. Topics covered include fiction and non-fiction production techniques, including research, script development and interviewing. Discussion of theoretical issues in applied media aesthetics will be an integral and essential part of the class. Prerequisite: Elements of Video Production (VMA141) or permission of instructor. Co-requisite: Video Post Production (VMA242).

VMA242 VIDEO POST-PRODUCTION

3 Credits

This course delivers an intensive workshop in digital nonlinear post-production software, theory and techniques. Students work in-depth with Final Cut Pro and will also explore other aspects of the Final Cut Studio package, including Live Type, Soundworks Pro, and Motion. The course also provides a solid foundation in the theory and aesthetics of film and video editing by examining the history and development of the editing process. The course uses images and materials acquired in its co-requisite course, Advanced Video Production (VMA241) in order to complete a Final Project counting for both courses. Prerequisite: Elements of Video Production (VMA141) or permission of instructor. Co-requisite: Advanced Video Production (VMA241).

VMA243 PROJECTS IN VIDEO PRODUCTION

3 Credits

The approach and content of this course focuses on producing a work of professional quality for use as a portfolio presentation of student achievement. Drawing on skills they have acquired in previous production courses, students will write, shoot, and edit a high-quality video program, including audio sweetening, digital composite effects, and graphics, modeling their activities on a real-world production atmosphere. Actual production activities depend on project production schedule and needs. Prerequisites: Advanced Video Production (VMA241) and Video Post Production (VMA242) or permission of instructor.

VMA244 MEDIA PROJECT PLANNING

3 Credits

This course is an intensive survey of all aspects of pre-production planning for video and multimedia productions. Special emphasis is given to the process of writing for the media, including idea development, preparation of proposals, treatments, storyboards and scripts that clearly define message, intent and audience. A variety of storytelling methods and approaches to the creative process will be explored, including the dramatic, educational, corporate and documentary formats. In addition, the fundamentals of production management will be presented, including script breakdown, production scheduling, resource planning, and budgeting. Students will be expected to utilize skills gained in this class in subsequent media production classes. Prerequisite: Elements of Video Production (VMA141)

VMA252 AUDIO STUDIO PRODUCTION

3 Credits

This course will cover basic techniques for multi-track studio recording. Topics will include: microphone techniques and placement, tracking and overdubbing, mixing and digital editing, and use of outboard equipment. Use of ProTools software in a recording environment is emphasized. Prerequisite: Introduction to Audio Technology (VMA151).

VMA261 DIGITAL PHOTOGRAPHY TECHNIQUES

3 Credits

This course examines professional practices in digital photography. Emphasis is on the continuity of the digital workflow and the production of fine prints. Technical issues of acquisition, image processing, out-put, and archiving will be addressed. Work derives from

topical shooting assignments and student-defined projects. Students must have a digital camera with manual exposure control, and preferably one with RAW capture capability. Prerequisite: Digital Imaging with Photoshop (VMA105), Intro to Digital Photography (VMA161), or permission of instructor.

VMA271 DESIGN FOR THE WORLD WIDE WEB

3 Credits

This course addresses the unique design issues involved in creating web pages. Students learn to develop graphics and media, to integrate content and media elements, and to create visually attractive communicative, and effective pages for electronic delivery. The course gives special attention to software applications used in the creation of web page design and graphics. Prerequisite: Digital Imaging with Photoshop (VMA105).

VMA272 TWO DIMENSIONAL ANIMATION

3 Credits

This course will introduce students to techniques for creating 2-D animations in a timeline-based digital environment. Macromedia's 'Flash MX' will be the primary software used in this course. In addition to traditional animation techniques (such as 'tweening' and key-framing) programmable interactivity using Action Scripting will also be covered. Finished animations may be written to videotape or film, and techniques for uploading for distribution through the Internet will be emphasized. Prerequisite: Digital Imaging with Photoshop (VMA105).

VMA273 MOTION GRAPHICS & COMPOSITING

3 Credits

This course will familiarize students with the aesthetic and technical requirements of using digital methods to combine video, photo, graphics, text and other visual elements. Through lecture, demonstration and hands-on projects, students will learn behavior-based animation, transfer modes, particle dynamics and simulation design, stylized title animation, blue screen keying techniques, DVD motion menu design, key framing, and integration with Final Cut Pro and DVD Studio Pro. Prerequisite: Digital Imaging with Photoshop (VMA105).

VMA274 DVD AUTHORIZING

3 Credits

This course provides students the technical and aesthetic skills needed to design and author professional DVDs. Through lectures and hands-on exercises, students will learn the stages of the DVD authoring process, including initial planning and storyboarding, menus and buttons, design and navigation, and burning and replication. Prerequisites: Digital Imaging with Photoshop (VMA105) and Elements of Video Production (VMA141). Recommended prerequisite: Advanced Video Production (VMA241) and Video Post-Production (VMA242).

VMA299G GRAPHIC DESIGN INTERNSHIP

3 Credits

Required in the Graphic Design Program, this course is designed to provide students with practical experience in a professional setting and preparation for a successful career in the graphic design field. Designation of Internship site will be based on student academic and career goals. The internship is paired with in-class learning and weekly meetings with the instructor and/or the representative of the designated business or agency. Prerequisite: Design Communication I (VMA232).

VMA299M MEDIA COMMUNICATION INTERNSHIP

3 Credits

This internship course is dedicated to field experience in a professional job situation and is recommended as a final semester course. Students arrange for placement at an internship site with the departmental supervisor in the semester previous to the actual internship. Site experience requires 120-150 hours, as well as a personal project related to the internship. Prerequisite: Advanced Video Production (VMA241) or permission of department chairperson.



Boston Welcome Back Center for Internationally Educated Nurses

The Boston Welcome Back Center assists unemployed and underemployed nurses who earned their credentials outside the United States to obtain state licensure and re-enter the nursing workforce. The Center incorporates educational case management services, educational guidance and counseling and group activities to address the educational and vocational needs of internationally-educated nurses who want to work here.

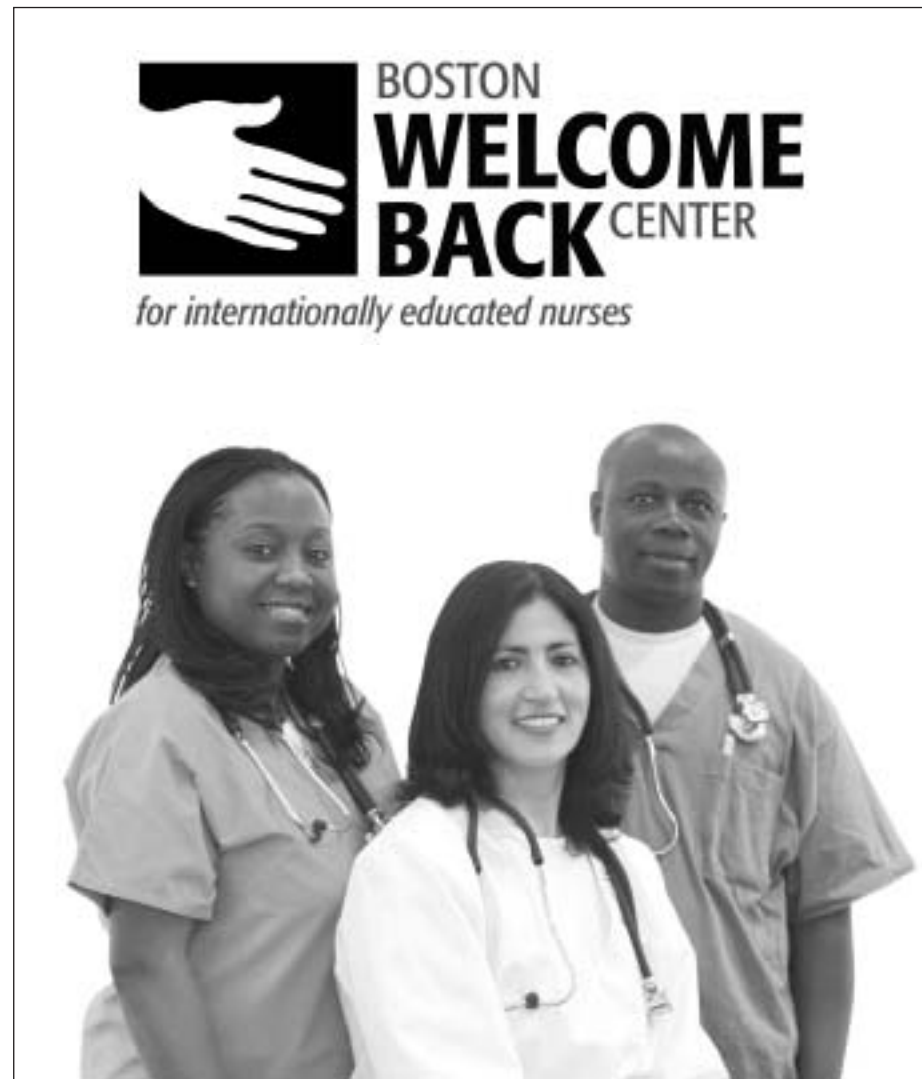
The Welcome Back Center is a partnership of Bunker Hill Community College, Massachusetts Bay Community College, Roxbury Community College and the University of Massachusetts at Boston. The Center's main office is located at Bunker Hill Community College's Charlestown Campus with branch offices located at Massachusetts Bay Community College and Roxbury Community College.

The Welcome Back Center addresses several pressing and systematic needs in healthcare delivery in the Greater Boston region:

- Creating new pipelines into the nursing field to relieve regional workforce shortages.
- Enhancing the racial, ethnic and linguistic diversity of the area's nursing workforce.
- Building cultural competencies in the nursing workforce and college environment.

The Welcome Back Center offers a range of specially-designed, customized and accelerated educational interventions that address participants' English proficiency needs and nursing/educational skill gaps in order to expedite re-entry into the nursing profession.

For more information, visit the Welcome Back Center in room B206 on the Charlestown Campus, email welcomedback@bhcc.mass.edu or call 617-228-ICAN.



Workforce Development Center, ACT Center and Community Education



Through the Workforce Development Center, the ACT Center and Community Education, Bunker Hill Community College meets the needs of the community by developing and offering a variety of flexible yet specific nontraditional training programs designed for both organizations and individuals.

The College assists local businesses in assessing and upgrading the skills of their employees through contract training programs offered 24 hours a day, seven days a week. Individuals enroll in continuing education courses and computer-based training in order to acquire new skills leading to career enhancement, as well as for personal enrichment. The Workforce Development Center, the ACT Center and Community Education offer specialized services in order to meet the needs and interests of both organizations and individuals.

The Workforce Development Center

The Workforce Development Center provides customized, hands-on training and consulting services to employees of businesses and organizations in the Greater Boston area. In collaboration with industry experts, the Center designs and develops services to address the unique business needs of each customer. Training topics may include, but are not limited to: basic workplace skills, supervisory skills, leadership, customer service, team building, workplace English as a second language, computer literacy, manufacturing, allied health, food sanitation, criminal justice and occupational Spanish. The Center provides training, either at the worksite or at the College, scheduled at the convenience of the organization. Visit the Workforce Development Center in room M107, Charlestown Campus, or call the Center at 617-228-2021.

The ACT Center

The ACT Center is a state-of-the-art training facility that uses computer-based technologies to build the job skills needed for success. Employers and individuals can take advantage of more than 3,000 web-based courses in topic areas such as computer software, time management, customer service, reading, writing and IT Certification. The Center also offers CLEP, Dantes and high-stakes testing. Visit the ACT Center in room E222, Charlestown Campus, or call the Center at 617-228-2440.

Community Education

The Office of Community Education at Bunker Hill Community College specializes in providing programs that meet the needs of Greater Boston area residents. These seminars, workshops, noncredit courses and programs help members of the community to keep up with the myriad of changes that affect them every day, at home and on the job. Courses include workforce and career education classes including Home Inspector Pre-licensing, Real Estate Sales, Special Event Planning and Starting Your Own Business. The Office of Community Education offers an affordable way for individuals to learn new skills, prepare for new careers or just to have fun. Current class listings are available online at www.bhcc.mass.edu/CE. For more information visit room M107, Charlestown Campus, or call 617-228-2462.



The Bunker Hill Community College Alumni Association and the Bunker Hill Community College Foundation, Inc.

The Bunker Hill Community College Alumni Association

Established in 1988, the Bunker Hill Community College Alumni Association contributes to the continued growth of the College by sharing the educational, professional and personal experiences of alumni with the College community.

The Alumni Association provides opportunities for alumni to connect with their alma mater, one another and BHCC students through sponsored programs, networking opportunities and events. Membership in the BHCC Alumni Association is open to all degree graduates, certificate graduates and friends of the College.

Recognized as the College's best ambassadors and as an integral part of the College community, members of the Alumni Association actively participate in and support key programs that enhance the College's mission. Through the Association, interested alumni stay actively involved with the College in a variety of ways, serving as alumni mentors for students, working on event committees or serving on the Alumni Association Board of Directors.

The Bunker Hill Community College Foundation, Inc.

The Bunker Hill Community College Foundation, Inc. is a non-profit 501(c)(3) organization established to obtain resources to support the College, thereby enabling students with diverse educational, ethnic and cultural backgrounds to benefit from a high-quality, affordable, post-secondary education. The mission is realized by building constituencies and obtaining financial resources from groups and individuals including alumni, business, civic and community leaders.

The Foundation Board of Directors is committed to advancing the mission of the College and works to secure private contributions, planned gifts and other donations from individuals and corporations through fundraising events, grant applications and direct solicitation.

The Foundation provides funding for student scholarships, support for the Textbook Assistance Program (T.A.P.), cultural programs, the Art Gallery and many other activities that advance the goals and mission of the College. In addition, the Foundation is building an endowment to ensure academic excellence and accessibility for future generations.





Bunker Hill Community College Art Gallery Facilities Rental and Conference Planning



Bunker Hill Community College Art Gallery

The Bunker Hill Community College Art Gallery provides the College and the local community opportunities to view high-caliber art exhibitions, exposure to diverse ideas and artistic media and access to forums with emerging and established Boston-based artists. Through its scheduled programming, the Gallery offers an innovative backdrop to teaching and learning. The Gallery hosts the Annual Student Juried Art Exhibit and the President's Artistic Achievement Awards. Work-study and internship positions afford BHCC students hands-on Art Gallery experience. The Art Gallery's Art Mobile program delivers hands-on art projects to senior citizens in our neighboring communities, providing BHCC students with community service-learning opportunities. The Gallery's Arts Off The Wall programming hosts the Small Audience Film Screenings, Speak-Out, Word and Text as Art open mic events, Music Passionist performances, Open Drawing sessions and BHCC Photography Society events, all held in the A300 area. The annual exhibition schedule showcases artists, gallery talks and interactive workshops, and is designed to reflect the cultural and ethnic diversity of our international College community. Located adjacent to the A300 Auditorium on the Charlestown Campus, the Gallery maintains regular posted hours. Go to www.bhcc.mass.edu for the Gallery's current, upcoming and archived schedule of events, or call 617-228-2093 or email artgallery@bhcc.mass.edu for more information.



Facilities Rentals and Conference Planning

Through the Office of Conference Planning and Special Events, the College supports on-site special events for public and private organizations. The College's central location makes it an ideal site for conferences, seminars, training sessions and receptions.

Bunker Hill Community College offers affordable rates for rental of the facilities as well as competitive pricing for supportive technology, security, maintenance and catering services. Our function and conference facilities accommodate groups of 10 to 400, and our skilled staff is equipped to handle your advanced communication requirements, including teleconferencing, Internet connectivity and comprehensive audio/visual resources. Our facility meets ADA requirements and is easily accessible by public transportation.

A professional staff coordinator works with the College catering service, campus police, maintenance staff and other College personnel to provide convenient, one-stop shopping and the very best possible customer service. Ample free parking is available during the evenings and on weekends. For more information, visit the Office of Conference Planning and Special Events in room B303A, Charlestown Campus, or call 617- 228-2017.

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Robert Lehmann, *Music*
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Directions to BHCC Campuses and Satellite Locations



Directions to the Charlestown Campus

250 New Rutherford Ave.
Boston, Massachusetts 02129-2995
Telephone: 617-228-2000 / TTY: 617-228-2051

BY PUBLIC TRANSPORTATION

Bunker Hill Community College is conveniently located at the MBTA Rapid Transit Orange Line's Community College Station. Connections to the Orange Line can be made at MBTA subway stations throughout the system. Follow the Rapid Transit System maps posted in each station depicting the Forest Hills-Oak Grove (Orange) Line. Take the train to the Community College Station. The campus front door is only steps from the station exit (see the MBTA map on page 187). For more information on transit schedules and station accessibility, contact the MBTA at 617-222-3200 or visit www.mbta.com.

BY CAR

From the North and West Via I-95 (Route 128); I-93

Follow I-95/128 to Exit 37A (Route I-93 South to Boston). From the North, follow I-93 South to Exit 28. Pass through Sullivan Square and proceed straight onto New Rutherford Avenue. The Hood Dairy will be on the right as you proceed on New Rutherford Avenue and shortly after, Bunker Hill Community College will also be

on the right. Enter on the College's perimeter road and follow signs to Student Parking (Lots #1 & #2).

From Route 2 & Memorial Drive

Follow Route 2 to signs for Cambridge and Memorial Drive. Take Memorial Drive East along the Charles River past Harvard University. Enter "Memorial Drive East" underpass and continue past MIT. Continue on Memorial Drive along Charles River. Bear right as road curves over water and then to the left onto Edwin Land Boulevard (toward Charlestown). Continue on Land Boulevard past Royal Sonesta Hotel (on the right) and straight ahead across major intersection (traffic lights) onto the Gilmore Bridge. At the end of bridge, turn right at traffic lights and take first right again into the BHCC Student Parking Lot entrance. At stop sign turn right or left, and proceed to BHCC Student Parking (Lots #1 & #2).

Via I-90 (Massachusetts Turnpike)

Follow I-90 East to Exit 18 (Allston-Cambridge). After toll plaza, follow ramp directions to "Cambridge." At the traffic light, go straight across intersection and across the bridge over the Charles River. At the end of the bridge, take right at traffic lights onto Memorial Drive. Enter "Memorial Drive East" underpass and continue past MIT. Continue on Memorial Drive along Charles River. Bear right as road curves over water (toward Charlestown) and then to the left onto Edwin Land Boulevard. Continue on Land Boulevard past Royal Sonesta Hotel (on the right) and straight ahead across major intersection (traffic lights) onto the Gilmore Bridge. At the end of bridge, turn right at traffic lights and take first right again into BHCC student parking lot entrance. At stop sign turn right or left, and proceed to BHCC Student Parking (Lots #1 & #2).

Via Route 3 North and the Southeast Expressway (I-93 North)

Follow Expressway through the Liberty (South Station) Tunnel. Continue past the TD Banknorth Garden and take Exit 28. At the bottom of the ramp, take right onto Washington Street. At next light take another right onto New Rutherford Avenue. As you pass the Hood Dairy plant, Bunker Hill Community College is on the right. Enter via perimeter road and follow signs to Student Parking (Lots #1 & #2).

From the Northeast Via Tobin (Mystic River) Bridge - Route 1 South

Coming off the bridge, bear right and follow signs for "Charlestown/Rutherford Avenue." At the traffic light, take a left turn into the far right lane onto New Rutherford Avenue that will bring you to Austin Street. Take a left at the U-turn before the traffic light to reverse direction on New Rutherford Avenue (Bunker Hill Community College will be visible on the far right). After the U-turn, the BHCC Student Parking Lot entrance will be on the right. Take first right into BHCC student parking lot entrance. At stop sign turn right or left, and proceed to BHCC Student Parking (Lots #1 & #2).



Directions to the Chelsea Campus

175 Hawthorne St., Bellingham Square
Chelsea, Massachusetts 02150-2917
Telephone: 617-228-2100 / TTY: 617-228-3377

BY PUBLIC TRANSPORTATION

All of the following MBTA bus routes stop right in front of the BHCC Chelsea Campus in Bellingham Square, Chelsea:

- BUS ROUTE 111 runs between Haymarket Station (Green/Orange Lines) and Woodlawn.
- BUS ROUTE 112 runs between Maverick Station (Blue Line) and Wellington Station (Orange Line).
- BUS ROUTES 114/116/117 run between Maverick Station (Blue Line) and Wonderland Station (Blue Line).
- The MBTA Commuter Rail has a Chelsea stop at the corner of Arlington and Sixth Streets.

For more information on transit schedules, contact the MBTA at 617-222-3200 or visit www.mbta.com.

BY CAR

From the South Via Route 3 North & Southeast Expressway (I-93 North)

Follow Expressway through South Station area and onto the Central Artery. Take "Route 1 North" exit and proceed through tunnel onto the Tobin (Mystic River) Bridge. Take the second Chelsea exit (Fourth Street), which will put you on Fourth Street. Go straight on Fourth Street past Chestnut Street and Broadway. Take a left onto Hawthorne Street. The Chelsea Campus is approximately 200 yards on the right at 175 Hawthorne Street.

From the North Via Route 1 South

Take Route 1 South toward Boston to Chelsea. Exit at "Route 16 West" (Everett/Somerville). Take left at lights onto Webster Ave, then right onto Broadway. At blinking arrows take right at City Hall Avenue, bear right to stop sign, then take sharp left to Chelsea Center. Proceed through set of lights and back onto Broadway. Take a left on Fourth Street and at stop sign take left onto Hawthorne Street. The Chelsea Campus is approximately 200 yards on the right at 175 Hawthorne Street.

Via Route 16 East (Revere Beach Parkway)

From I-93 South take "Exit 31 East" (Revere). Follow Route 16 East approximately 3 miles. Take a right at Chelsea Stadium onto Everett Avenue. Proceed straight and under Tobin Bridge. Continue through lights to stop sign at Park Street. Take Left. Continue straight one block, bear left onto Hawthorne Street. The College is approximately 500 yards ahead on the right.

From Revere and Lynn, Massachusetts

Take Route 16 West (Revere Beach Parkway) and take "Broadway/Chelsea" exit. At blinking arrows, take right at City Hall Avenue, bear right to stop sign, then take sharp

left to Chelsea Center. Proceed through set of lights and back onto Broadway. Take a left on Fourth Street and at stop sign, take left onto Hawthorne Street. The Chelsea Campus is approximately 200 yards on the right at 175 Hawthorne Street.

Directions to the Cambridge Satellite

Cambridge Rindge and Latin School (CRLS)
459 Broadway
Cambridge, Massachusetts 02138-4192
Telephone: 617-228-2408

BY PUBLIC TRANSPORTATION

- Take the bus to Harvard Square from Lechmere Station on the Green Line. The bus will go directly up Cambridge Street. Get off at the stop in front of CRLS.
- Take the MBTA Red Line to the Harvard Square stop. Get off the train and walk to the Harvard Yard; walk diagonally through the yard toward the Broadway entrance. Walk down Broadway approximately an eighth of a mile; CRLS is on the left.

For more information on transit schedules, contact the MBTA at 617-222-3200 or visit www.mbta.com.

BY CAR

The Cambridge Satellite is located at Cambridge Rindge and Latin School (CRLS), 459 Broadway. The building is located between Cambridge Street and Broadway, adjacent to the public library. Traveling down Cambridge Street toward Harvard Square, take a left on Ellery Street; the entrance to the CRLS parking garage is approximately 200 yards up on the right. Traveling down Broadway towards Harvard Square, take a right onto Dana Street, go to the end, and take a left onto Cambridge Street; then take the first left onto Ellery Street; the entrance to the CRLS parking garage is approximately 200 yards up on the right.

Directions to the East Boston Satellite

East Boston Neighborhood Health Center
Education & Training Institute
155 Addison Street
East Boston, MA 02128
Telephone: 617-568-6444

BY PUBLIC TRANSPORTATION

Take the MBTA Blue Line to Maverick Square. At street-level and take MBTA Bus Route 120/Orient Heights. Exit bus at Wordsworth Street. Take first right onto Saratoga Street. Take first left onto Addison Street.



BY CAR

From Boston/I-93

Follow signs to Logan Airport. Once you approach the Airport follow signs to Route 1-A. Keep to the left on the ramp (do not take Bennington Street exit) follow Revere/Lynn signs. Continue in right lane you will see a large Storage Company to your left; move to the right hand lane and at the end of the stone wall, will be Danilchuk Autobody - take that right onto Addison Street and follow the road until you see a brick building on your right, #155 Addison Street. NOTE: from the hours of 4 p.m. - 7 p.m. this exit can only be used by residents of Addison Street. For an alternate route: At the first set of lights (beyond Addison exit) turn right onto Boardman Street. At stop sign take a right onto Saratoga Street. Take second right onto Addison Street.

From the Ted Williams Tunnel

Stay to the Left at Tunnel exit follow Rt. 1A signs. Keep to the left on the ramp (DO NOT take Bennington Street exit) follow Revere/Lynn signs. Follow directions above for Boston/Route 93.

From Route 1A South

Follow Route 1S to Route 60E. Follow the signs to the Airport and Sumner Tunnel; continue to Route 1A (McClellan Highway). Stay in left lane. Take left at light at Madonna Shrine onto Boardman Street. Continue to end of Boardman. At stop sign take first right onto Saratoga Street. Take second right onto Addison Street.

Directions to the Revere Satellite

Revere High School
101 School Street
Revere, Massachusetts 02151
Telephone: 617-228-3340

BY PUBLIC TRANSPORTATION

Via bus from Wellington Station (Orange Line), take the No. 110 bus and get off at 27 Central Avenue. For more information on transit schedules, contact the MBTA at 617-222-3200 or visit www.mbta.com.

BY CAR

From Route 1, take Route 16 East to “Revere Beach/Revere-Lynn” and go East/Southeast to Route 107 N Broadway to “Revere/Chelsea.” Turn right on Beach Street and left on School Street.

Directions to the Somerville Satellite

Mystic Activity Center
535 Mystic Avenue
Somerville, Massachusetts 02145
Telephone: 617-228-2408

BY PUBLIC TRANSPORTATION

- Via bus from Sullivan Square MBTA Station in Somerville, or from West Medford and Medford Square, take the No. 95 bus and get off at the Mystic Activity Center.
- Via MBTA connect to the Orange Line toward Oak Grove. Exit at Sullivan Station and change to the No. 95 bus (see above).

For more information on transit schedules, contact the MBTA at 617-222-3200 or visit www.mbta.com.

Directions to the South End Satellite

Inquilinos Boricuas en Acción (IBA)/Villa Victoria
405 Shawmut Avenue
Boston, MA 02118
Telephone: 617-927-1707

BY PUBLIC TRANSPORTATION

Green Line: Exit at Copley Station. Exit and walk east on Dartmouth Street to Tremont Street. Cross Tremont Street and continue east on West Dedham Street. (Dartmouth becomes West Dedham). Walk east for one block on West Dedham, and take a right onto Shawmut Avenue. IBA is two blocks up Shawmut, on the right. (Located on the corner of Shawmut Avenue and West Brookline Street).

Orange Line: Exit at Bay Bay/South End Station. Exit and walk east on Dartmouth Street to Tremont Street. Cross Tremont Street and continue east on West Dedham Street. (Dartmouth becomes West Dedham). Walk east for one block on West Dedham, and take a right onto Shawmut Avenue. IBA is two blocks up Shawmut, on the right. (Located on the corner of Shawmut Avenue and West Brookline Street).

BY CAR

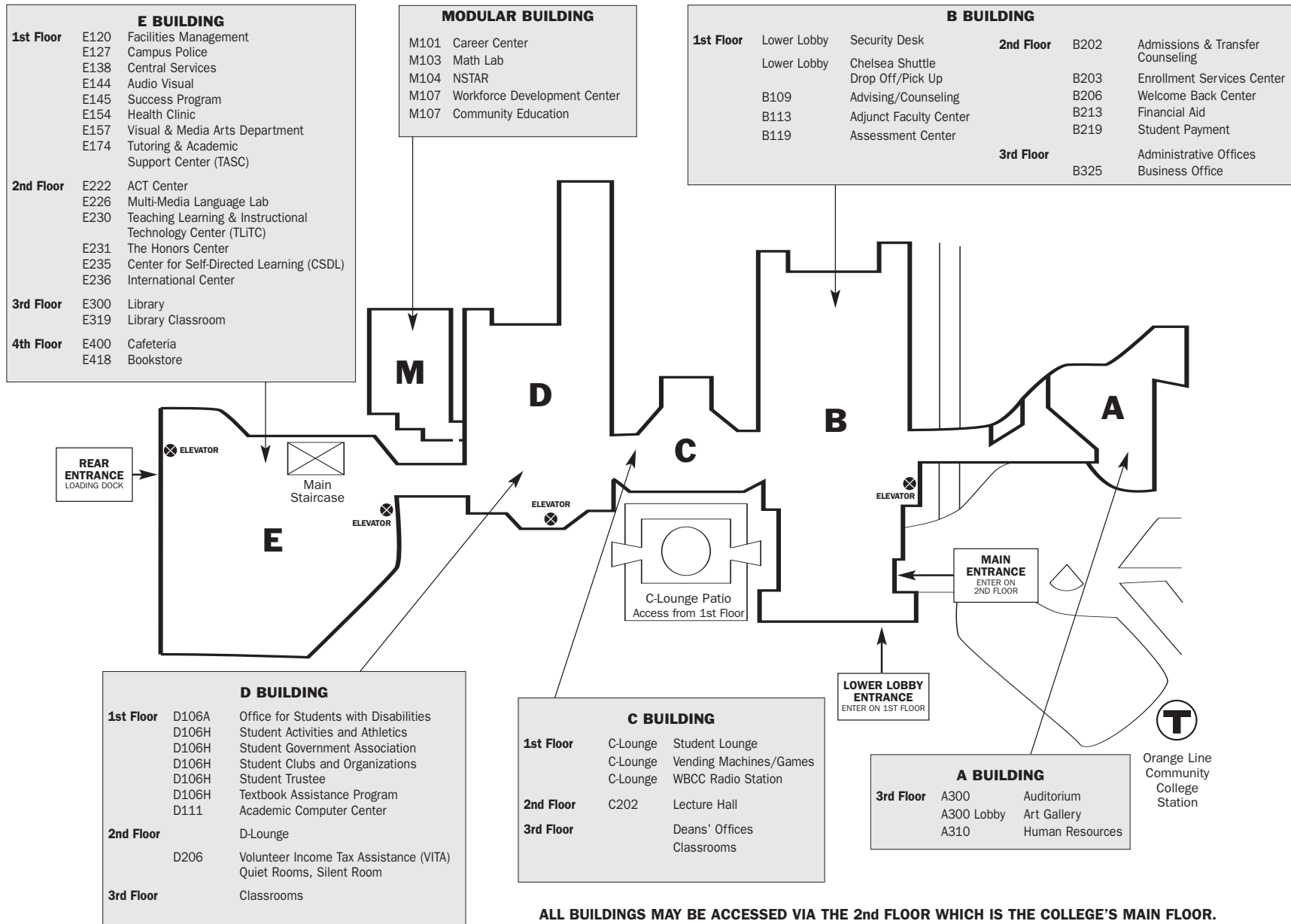
South East Expressway to East Berkley Street exit. Go straight down East Berkley, and at the second set of lights take a left onto Washington Street. Go straight and at the second set of lights, take a right onto West Dedham Street. At the stop sign, take a left onto Shawmut. Go two blocks to #405 Shawmut, on the corner of West Brookline and Shawmut.

Parking

There is non-residential street parking on Shawmut Avenue between West Dedham and West Brookline Streets as well as along West Brookline between Shawmut Avenue and Washington Street. There are “Visitor Spots” on Shawmut between Upton Street and Union Park, as well as on Upton and Union Park themselves. Keep in mind that parking in the South End is a challenge (especially on a weekend). There are two garages within walking distance: one is on Dartmouth Street diagonally across from the Back Bay/South End station. The other is at the intersection of Harrison Avenue and East Brookline Street and is part of University Hospital.



Charlestown Campus Map





Glossary of Academic Terms

A.A. - ASSOCIATE IN ARTS - An undergraduate degree of at least 60 credits awarded upon successful completion of a program of study in liberal arts and sciences that prepares students to transfer to a baccalaureate institution.

A.S. - ASSOCIATE IN SCIENCE - An undergraduate degree of at least 60 credits awarded upon successful completion of a program of study in an applied subject area, such as computers, electronics, or health that prepares students to enter the work force.

ACADEMIC ADVISOR - College staff member responsible for providing guidance in course and/or program-related issues.

ACADEMIC TERM (SEMESTER) - Fall, spring and summer weeks when classes are in session. The fall and spring semesters are approximately 16 weeks long. The summer semester usually has three sessions varying in length from five to twelve weeks.

ACADEMIC YEAR - Fall, spring, and summer semesters, generally from early September to mid-August.

ADD A COURSE - To enroll in additional courses after registration is complete, accomplished through the Registrar's Office.

ADMINISTRATION - College staff members responsible for management and supervision.

ALUMNI - Graduates, in the plural.

ARTICULATION AGREEMENT - A formal agreement between Bunker Hill Community College and a four-year college or university which eases students' transfer to that institution.

AUDIT - To take a course under an agreement which does not result in a final grade of A, B, C, etc. Generally involves

regular attendance and participation, but limits graded activities, such as exams; requires full payment of tuition.

CAREER PROGRAM - A specialized degree designed to equip a student with the skills and educational background needed for employment in a specific field, such as business administration, criminal justice, etc.

CERTIFICATE PROGRAM - An academic program of study in a specific field intended for occupational training, upgrading, or retraining, generally 30 credits or less in duration. A certificate is awarded upon successful completion of the program.

COMMENCEMENT - Graduation.

CO-REQUISITE - A course requirement that is taken concurrently with another course.

CREDIT COURSE - An academic course numbered 100 or above in the college catalog which may be applied toward completion of a degree or certificate. (See also Developmental Course).

CREDIT HOUR - A standard measure of the amount of instructional time required to successfully complete a course. For example, ENG111, College Writing I, is a 3 credit hour course, which means that it meets for 3 hours each week for one semester.

CURRICULUM - A set of courses focused in a particular field, e.g. accounting, criminal justice, early childhood.

DEAN - A member of the administrative staff responsible for supervision and management of a particular division of the college.

DEGREE PROGRAM - At Bunker Hill Community College, an Associate in Arts or Associate in Science program of study requiring 60 credits or more for completion.

DEVELOPMENTAL COURSE - A basic skill development course numbered below 100 in the college catalog which carries college credit but does not count toward the requirements for graduation.

DROP - To cancel registration in a course. It may be accomplished only during the schedule adjustment period as specified on the academic calendar and is processed through the Registrar's Office.

ELECTIVE - A course in a program of study which may be selected from a variety of courses in the designated discipline and is numbered above 100.

FACULTY - Members of college staff who teach.

FEES - Charges by the college for specific services to students.

FINANCIAL AID - Funding from various sources provided to students to assist in defraying expenses of college (See Financial Aid section of this catalog).

FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) - A required standardized application that includes detailed financial data and is used to determine eligibility for all financial aid programs.

FULL-TIME (STUDENT) - Student registered for 12 or more credits in the fall or spring semester or six (6) credits in the summer.

GED - General Educational Development (high school equivalency diploma).

GENERAL EDUCATION - A common core of courses required of all students that provides for the acquisition of core skills and knowledge necessary in a literate citizenry.

G.P.A. (CUMULATIVE G.P.A.) - Grade point average, used to compute student academic standing.

MATRICULATION - Formal application to and acceptance in a degree or certificate program.

MID-TERM - The point midway through an academic term.

PART-TIME (STUDENT) - Student enrolled for 11 credits or fewer in the fall or spring semester.

PLA - PRIOR LEARNING ASSESSMENT - A program through which students may earn credit for college-level learning acquired through non-collegiate experiences such as employment, military training, community service, and volunteer activities.

PREREQUISITE - Skill or course required for entry into a course or program of study.

TRANSFER GUIDELINES - Informal documents suggesting courses to be taken at Bunker Hill Community College for most effective transfer to a four-year college or university.

TRANSFER PROGRAM - A degree program designed for students who plan to continue their academic careers beyond the associate degree level through transfer to a four-year college or university.

TRANSCRIPT - Permanent record of students' academic grades; available through the Registrar's Office.

TUITION - Charges by the college to a student for registration in credit courses.

WITHDRAWAL FROM COLLEGE - The formal process of notifying the college of the decision to discontinue attending all classes.

WITHDRAWAL FROM A COURSE - The formal process of notifying the college of the decision to discontinue attending a course.



Index

For a complete directory of Academic Programs, General Education Requirements and Elective Courses, refer to the fold-out section in the back of this publication.

Academic Programs begin on page 56.

Ability to Benefit Statement	13	Code of Behavior	39	<i>also see fold-out section</i>		Refund Policy	22
Absence Due to Religious Beliefs	39	College-Level Examination Program		<i>in the back of this publication</i>		Repeating a Course	42
Academic Advising	30	(CLEP)	36	General Services	49	Residency Tuition	21
Academic Calendar	4	College Connection	34	Glossary of Academic Terms	219	Revere Satellite	12
Academic Information	30	College Profile	9	Grade Point Average	41	Satisfactory Academic Progress	42
Academic Policy and Procedure	39	Commonwealth Transfer Compact	31	Grading and Notation System	41	Scholarships & Awards	26-29
Academic Probation	42	Community Education	192	Graduation Information	31	Security	49
Academic Resources & Support	33	Community Engagement	51	Graduation with Honors	41	Sexual Harassment	45
Academic Standing	42	Contract Learning Program	36	Grants	25	Somerville Satellite	12
Academic Suspension	43	CORI - Criminal Offender		Hazing	50	SORI - Sexual Offender	
ACT Center	192	Record Information	14	Health Services	48	Registry Information	14
Adding a Course	40	Cost of Attendance	20	Health Insurance	20, 22	South End Satellite	12
Administration, Faculty, and Staff	195-208	Course Descriptions		Homeschooling Policy	13	Special Cost Courses	21
Admissions (<i>see Enrollment Services</i>)		(<i>listed in alphabetical order</i>		Home Study	25, 38	Statement on Inclusion	8
Adult Basic Education Program (ABE)	11, 34	<i>according to course prefix</i>)	145-191	I-20	15	Student Activities and Athletics	50
Advising/Counseling	30, 46	Course Load	40	Immunization Policy	14	Student Clubs and Organizations	50
Advisory Committees	211-213	Course Objectives and Requirements	31	Institutional Policy Statements	44	Student Handbook	50
Affirmative Action/Equal Opportunity	44	Course Prerequisites	40	International Center	47	Student Learning Outcomes	
Alternative Learning	36	Course Withdrawal	43	International Student Admissions	15	Assessment Program (SLOAP)	53
Appeals Process	25, 43	Credit by Departmental Exams	36	Joint Admission Programs	15-17, 19	Student Lounges	11, 49
Articulation Agreements	31-32	Curriculum Year	14	Kids to College	19	Student Payment	49
Assessment	30	Day Care/Child Care	11, 49	Language Institute	35	Student Right-To-Know	45
Assistive Technology	11	Dean's List	40	Learning Communities	51	Student Success Program	34
Athletics	50	Degree and Certificate Programs		Library & Learning Commons	11, 33	Study Abroad Opportunities	29, 31
Attendance	40	(<i>complete list and index</i>)	56-144	Massachusetts Department		Suspension	43
Auditing a Course	40	Degrees, Second and Subsequent	31	of Higher Education	3	Technology Support/ Academic Computing	34
BHCC Online/Online Courses	37	Directions to BHCC Locations	214	Massachusetts Educational		Televised Courses, Interactive	38
BHCC Alumni Association	193	Directory Information	45	Opportunity Program (MEOP)	19	Transitions to College Program	34
BHCC Art Gallery	194	Disability Support Services	48	Math Multimedia Computer Lab	35	Transfer Applicants	15
BHCC Board of Trustees	3	Distance Education	37	MBTA Subway Map	217	Transfer Counseling	47
BHCC Commonwealth Honors Program	54	Dropping a Course	40	Midyear Admission	14	Transfer Information	18, 31
BHCC Foundation, Inc.	183	Early Childhood Education		Mission Statements	7	Tuition Advantage Program	15
BHCC Goals	2	Transfer Compact	31	Multi-Purpose, Multi-Media Language Lab	35	Tuition and Fees	20
BHCC Institutional Values	8	East Boston Satellite	12	Non-Degree Students	13	Tuition Waivers	22
BHCC Vision	8	Educational Records	44	Online Services	46	Tutoring & Academic	
Bookstore	11, 50	Elective Courses <i>see fold-out section</i>		Outstanding Financial Obligations	22	Support Center (TASC)	11, 33
Boston Welcome Back Center	191	<i>in the back of this publication</i>		Parking	49	Veterans' Benefits	22
Cambridge Satellite	12	Employment	25	Payment	21	Weekend College	38
Career and Vocational Technical		Enrollment Services	13, 46, 49	Prior Learning Assessment (PLA)	36	Withdrawal from the College	25, 43
Education (CVTE)	19	Evening/Weekend Services	49	Program Changes	42	Withdrawal from a Course	43
Career Center	48	Facilities Rental		Program Requirements	14	Workforce Development Center	192
Center for Self-Directed Learning	36	& Conference Planning	194	Programs of Study	52	Writing Place	35
Change of Grades	40	Final Examination Schedule	40	Progress Reports	42		
Charlestown Campus Map	218	Financial Aid	23	Public Transportation	49, 214		
Chelsea Campus	10	Food Services	49	Quality Point System	41		
Clinical Experience Responsibilities	40	General Education Requirements	52	Re-admission Policy	14		

Associate Degree and Certificate Programs

Academic programs offered by BHCC begin on page 55. They are organized alphabetically by academic subject. Below is a listing of all academic programs organized alphabetically by degree. Refer to the page number listed below for the program of interest. *Refer to this fold-out section for General Education Requirements and Elective Courses.*

<p style="text-align: right;">PAGE</p> <p>BHCC Commonwealth Honors Program 54</p> <p>ASSOCIATE IN ARTS DEGREES*</p> <p>GRID # PROGRAM PAGE</p> <p>1 Business Concentration 56</p> <p>81 Chemical Science Concentration 139</p> <p>11 Communication Concentration 66</p> <p>12 Computer Information Systems Concentration 67</p> <p>13 Computer Science Concentration 68</p> <p>34 Education Concentration 88</p> <p>38 English Concentration 92</p> <p>84 Fine Arts Concentration 142</p> <p>40 Foreign Language Concentration 94</p> <p>41 General Concentration 95</p> <p>62 History and Government Concentration 118</p> <p>71 Mathematics Concentration 128</p> <p>72 Music Concentration 129</p> <p>77 Physics/Engineering Concentration 135</p> <p>78 Psychology Concentration 136</p> <p>82 Sociology Concentration 140</p> <p>83 Theatre Concentration 141</p> <hr/> <p>63 World Studies Emphasis* 119</p> <p><i>Students enrolling in any A.A. degree program can earn World Studies Emphasis certification simultaneously.</i></p> <p>ASSOCIATE IN SCIENCE DEGREES</p> <p>Biological Science Program:</p> <p>79 • Biology Transfer Option 137</p> <p>80 • Biotechnology Option 138</p> <p>Business Administration Program:</p> <p>2 • Accounting Option 57</p> <p>3 • Finance Option 58</p> <p>4 • International Business Option 59</p> <p>5 • Management Option 60</p> <p>6 • Technical Business Option 61</p> <p>42 Clinical Laboratory Science Program 96</p> <p>Computer Information Technology Program:</p> <p>14 • Computer Science Transfer Option 69</p>	<p>15 • Computer Support Specialist Option 70</p> <p>16 • Database Programming and Administration Option 71</p> <p>17 • Digital and Computer Forensics and Investigations Option .. 72</p> <p>18 • Network Technology and Administration Option 73</p> <p>Computer Media Technology:</p> <p>25 • Gaming/Computer Simulation Option 79</p> <p>26 • Web Development Option 80</p> <p>28 Criminal Justice Program 82</p> <p>30 Culinary Arts Program 84</p> <p>32 Early Childhood Development Program 86</p> <p>35 Electric Power Utility Program 89</p> <p>Engineering Program:</p> <p>36 • Biomedical Engineering Option 90</p> <p>37 • Engineering Transfer Option 91</p> <p>39 Fire Protection and Safety Program 93</p> <p>Hotel/Restaurant/Travel Program:</p> <p>64 • Hotel/Restaurant Management Option 121</p> <p>65 • Travel and Tourism Management Option 122</p> <p>67 Human Services Program 124</p> <p>Medical Imaging Program 97</p> <p>43 • Cardiac Sonography Option 98</p> <p>44 • General Sonography Option 99</p> <p>45 • Medical Radiography Option 100</p> <p>46 • Medical Radiography Part-time Evening Option 101</p> <p>Nursing Program 107</p> <p>52 • Nursing Program: Day/Evening Option 108</p> <p>53 • Nursing Program: Weekend Option 109</p> <p>Office & Information Management Program 130</p> <p>73 • Administrative Information Management Option 131</p> <p>74 • Medical Information Management Option 132</p> <p>54 Respiratory Therapy Program 110</p> <p>Visual and Media Arts Program:</p> <p>85 • Graphic Design Program 143</p> <p>86 • Media Communications Program 144</p> <p>CERTIFICATE PROGRAMS</p> <p>Allied Health:</p> <p>55 • Medical Assistant 111</p> <p>57 • Medical Lab Assistant 113</p>	<p>58 • Patient Care Technician 114</p> <p>59 • Phlebotomy Technician 115</p> <p>Business Administration:</p> <p>7 • Accounting Information 62</p> <p>8 • e-Commerce Marketing Management 63</p> <p>9 • International Business 64</p> <p>10 • Paralegal 65</p> <p>Computer Information Technology:</p> <p>19 • Computer Forensics 74</p> <p>20 • Computer Support Specialist 75</p> <p>21 • Database Programming and Administration 76</p> <p>22 • Excel Applications Support Specialist 76</p> <p>23 • Network Technology and Administration 77</p> <p>24 • Object Oriented Computer Programming and Design 78</p> <p>Computer Media Technology:</p> <p>27 • Web Development 81</p> <p>Criminal Justice:</p> <p>29 • Law Enforcement 83</p> <p>31 Culinary Arts 85</p> <p>33 Early Childhood Development 87</p> <p>Human Services:</p> <p>68 • Community Health Worker 125</p> <p>69 • Professional Human Services Work 126</p> <p>70 • Psychiatric Rehabilitation 127</p> <p>56 Medical Coding 112</p> <p>Medical Imaging:</p> <p>47 • Computed Tomography 102</p> <p>48 • Magnetic Resonance (MR) 103</p> <p>49 • Mammography 104</p> <p>50 • PACS Administration 105</p> <p>51 • Vascular Sonography 106</p> <p>Office and Information Management:</p> <p>75 • Information Management Specialist 133</p> <p>76 • Medical Information Management Assistant 134</p> <p>Surgical Technology:</p> <p>60 • Central Processing (Sterile Processing and Distribution Management) 116</p> <p>61 • Surgical Technology 117</p> <p>66 Travel and Tourism Management 123</p>
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Elective Courses

Electives provide students with flexibility in their programs of study. The elective categories help students make choices beyond the required courses for their respective programs.

Liberal Arts Electives include not only those categorized as Liberal Arts Electives but also the Science/Lab Science, Social Science and Behavioral Science Electives.

Career Electives are courses in the student's major field or related field approved by the department chair or program coordinator.

LIBERAL ARTS ELECTIVES		LAB SCIENCE ELECTIVES		SOCIAL SCIENCE ELECTIVES		BEHAVIORAL SCIENCE ELECTIVES	
ELECTIVE	DEPARTMENT:	ELECTIVE	DEPARTMENT:	ELECTIVE	DEPARTMENT:	ELECTIVE	DEPARTMENT:
VMA Art	Communication	PHY Physics	Mathematics & Physics	ECO Economics	Business	PSY Psychology	Behavioral Science
VMA Photography	Communication			GEO Geography	History/Gov't	SOC Sociology	Behavioral Science
FLM Film	English	AST Astronomy	Science	GOV Gov't/Politics	History/Gov't		
HUM Humanities	English	BIO Biology*	Science	HIS History	History/Gov't		
LIT Literature	English	CHM Chemistry	Science	PHL Philosophy	History/Gov't		
ENG English	English	ENV Enviro. Science	Science				
FRE French	Foreign Language & Humanities	*BIO111 does not qualify as a Lab Science Elective					
GER German	Foreign Language & Humanities						
ITL Italian	Foreign Language & Humanities						
MUS Music	Foreign Language & Humanities						
POR Portuguese	Foreign Language & Humanities						
SPN Spanish	Foreign Language & Humanities						
THE Theatre	Foreign Language & Humanities						
HIS101	History/Gov't						
HIS102	History/Gov't						
PHL Philosophy	History/Gov't						
HON Honors	Interdisciplinary						
MAT Mathematics	Mathematics & Physics						

General Education Requirements

REQUIREMENT 1: College Writing

This requirement area emphasizes the two core competencies: critical thinking and writing. Upon completing this requirement, a student will approach writing as a process, from planning and drafting through revising and editing. A student will write coherent, well-developed essays, research papers, argumentative essays and critical analysis, while summarizing and using sources responsibly. Students will use computers to write and revise their work and to conduct research.

Area 1:

ENG111 College Writing I ENG112 College Writing II

REQUIREMENT 2: Individual and Society

This requirement area involves an examination of one of the fundamental issues we all face in our development and in our lives: the interrelationship of the individual and the community. The interaction of the individual with the family, the school or college, the workplace, the voluntary associations we form, and/or the state are studied. Emphasis is placed on how individuals shape and are shaped by institutions, belief systems, and conduct.

Area 2:

GOV101 Gov. & Politics in US PSY131 Psychology of Popular Culture
GOV103 State & Local Politics SOC101 Principles of Sociology
PSY101 Principles of Psychology SOC109 Cultural Anthropology
PSY107 Group Dynamics

REQUIREMENT 3: World View

This requirement area involves a study of social, cultural, economic, ethical and political issues from a historical and global perspective. The modern global system is examined in the context of the significant forces, places and events which have, over time, determined the course and development of modern civilization. Students will learn to understand and appreciate diverse perspectives in order to critically evaluate potential resolutions to conflicts in our multi-cultural world.

Area 3:

ECO201 Macroeconomics HIS151 US History I
ECO202 Microeconomics HIS152 US History II
GEO101 World Regional Geography VMA111 Intro. to Mass Media
HIS102 History of Western Civ II PHL111 World Religions
HIS111 World Civilization I PHL113 Religions of Middle East
HIS112 World Civilization II

REQUIREMENT 4: Quantitative Thought

In this requirement area, students will apply computational methods, generate problem-solving strategies, and construct mathematical models necessary in a technologically sophisticated society. The student will also organize, analyze, and interpret data, evaluate quantitative evidence and arguments, and draw valid conclusions from information presented.

Area 4:

MAT171 Finite Math MAT181 Statistics I
MAT172 Contemporary Math I MAT183 Statistics and Lab
MAT173 Contemporary Math II MAT195 College Algebra

REQUIREMENT 5: Science and Technology

In this requirement area, students will use scientific methods of inquiry to investigate the ideas, laws, and theories used to explain the physical universe, its life forms and its natural phenomena. Students will study the interrelationships between science and technology and how advances in science and technology have impacted the global community, the environment, and the quality of life.

Area 5:

AST102 Astronomy/Lab ENV105 Environmental Science I/Lab
BIO101 Principles of Biology I/Lab ENV106 Environmental Science II/Lab
BIO108 Human Biology/Lab ENV120 Study Abroad: Tropical Field Studies
BIO115 Nutrition Science/Lab
BIO120 Intro to Biotechnology
BIO195 General Biology I/Lab

REQUIREMENT 6: Humanities

In this requirement area, the student will explore the dimensions of the human intellect and imagination and develop an informed appreciation of the diverse modes of creative expression. Students will learn how people have come to understand and express artistic, esthetic, moral, spiritual and philosophical dimensions of the human condition.

Area 6:

FLM101 Film as Art VMA104 Drawing I
FLM102 American Cinema VMA112 Art History I
HON200 Honors Seminar VMA113 Art History II
HUM110 American Culture VMA122 Painting I
LIT All Literature Courses VMA123 Watercolor I
MUS118 Music Appreciation I VMA124 Printmaking I
MUS119 Music Appreciation II VMA161 Intro to Digital Photography
MUS129 Rock & Roll History All 102 Level Language Courses
THE107 Acting 1

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Accreditation Statements:

Bunker Hill Community College is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education. Inquiries regarding accreditation status by the New England Association 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, 209 Burlington Road, Bedford, MA 01730-1433 (telephone: 781-271-0022; fax: 781-271-0950; email: cihe@neasc.org; URL: <http://www.neasc.org>).

The Nursing Program is accredited by the National League for Nursing Accrediting Commission (N.L.N.A.C.), 61 Broadway, 33rd Floor, New York, NY 10006 (telephone: 1-800-669-1656 ext. 15; fax: 212-812-0390; email: nlnac@nlnac.org; URL: <http://www.nlnac.org>) and approved by the Massachusetts Board of Registration in Nursing, 239 Causeway Street, Suite 200, 2nd Floor, Boston, MA 02114 (telephone: 617-973-0800; fax: 1-800-414-0168; URL: <http://www.state.ma.us/reg/boards/rn/>). The Medical Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.), 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 (telephone: 312-704-5300; fax: 312-704-5304; email: mail@jrcert.org; URL: <http://www.jrcert.org>).

The Surgical Technology Program, General Sonography Program, Cardiac Sonography Program, and the Respiratory Therapy Program are accredited by the Commission on Accreditation of Allied Health Education Programs (C.A.A.H.E.P.), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208 (telephone: 312-553-9355; fax: 312-553-9616; email: caahep@caahep.org; URL: <http://www.CAAHEP.org>). Committee on Accreditation for Respiratory Care, (C.O.A.R.C.), 1248 Harwood Road, Bedford, TX 76021 (telephone: 817-283-2835; fax: 817-354-8519). The Certified Nurse Assistant Program is accredited by the Massachusetts Department of Public Health, Nurse Aide Registry, MDPH/Division of Health Care Quality, 10 West Street, 5th Floor, Boston, MA 02111-1212 (telephone: 617-753-8144; fax: 617-753-8096; URL: <http://www.state.ma.us/dph/>).

This publication serves the purpose of providing information about Bunker Hill Community College to persons who may be interested in applying for admission, to parents, teachers, counselors, people who work and study at the College, and to the general public. This publication is neither a contract nor an offer to make a contract. While every effort is made to ensure accuracy, the College reserves the right to make changes at any time with respect to course offerings, degree and program requirements, services provided, cost of attendance, or any other subject addressed in this publication. This publication provides information solely for the convenience of the reader, and the College disclaims any liability that may otherwise be incurred.



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