Welcome to Bunker Hill Community College.

Our college is friendly, affordable and close to home. It is also one of the largest and most diverse institutions of higher education in Massachusetts. We enroll more than 7,500 students, who attend classes on two campuses in Charlestown and Chelsea or at one of five neighborhood satellites — Cambridge, Chinatown, Revere, Somerville and the South End. Our students come from all over the world — more than 90 different countries — and from all over the Boston area. They also come from every possible background. Almost six in 10 BHCC students are people of color and more than half are women.

For many students, Bunker Hill’s degree and certificate programs in the health care professions, business, computers or culinary arts are the roads to success. Others see BHCC as a good way to begin their careers in higher education. Bunker Hill Community College graduates seeking advanced degrees have transferred to four-year institutions such as UMass, Suffolk, Yale, Tufts, MIT, Wellesley and many other colleges and universities.

Whether you choose to earn a certificate, an Associate degree, to pursue an advanced degree or to spend some quality leisure time at non-credit workshops such as personal financial planning, property management, computer skills or wellness programs, we at Bunker Hill understand that learning is the key to a better life.

We also understand that education includes experiences beyond the classroom, so we offer clubs and organizations for every interest. Naturally, this includes athletics. Bunker Hill offers sports-minded students a chance to shine. Our women’s basketball team, for example, has won regional titles and our men’s team made the regional “Final Four.” Our baseball and soccer teams are also highly competitive. Several of our sports programs are part of the NJCAA, the NCAA for two-year colleges.

Bunker Hill’s friendly atmosphere, caring faculty and wide range of student services make this a real community, and we hope you’ll become part of it. We practice an open-door admissions policy and our tuition and fees are affordable — just $100 per credit hour. This works out to less than $2,500 per academic year for full-time students. We also offer a wide range of financial aid programs to help you pay for your education.

Our faculty and staff join me in welcoming you to Bunker Hill Community College. We’re looking forward to your becoming part of our Community.

Mary L. Fifield, Ph.D.
President
BHCC Goals 2002 - 2005

**Learner Success**
BHCC will provide students with innovative, quality educational resources, leadership experiences, and support services necessary to achieve academic success and realize personal goals.

**Workforce Education Partnerships**
BHCC will build and strengthen partnerships with business and industry, community organizations, and educational institutions to support student opportunities, ensure skilled workers, and engage civically minded community members.

**Recognition**
BHCC will strengthen its identity and presence locally, statewide, and beyond.

**Curricula**
BHCC will develop dynamic curricula and innovative teaching and learning methods that are competency-based, incorporate state of the art technology, and are responsive to workforce needs and diverse populations.

**Customer Service**
BHCC will offer student-friendly services that are responsive, efficient, accessible, and convenient.

**Funding**
BHCC will seek new resources and explore additional collaborations to support student learning, programs, and facilities.
BHCC Board of Trustees

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* as of July 2004
## 2004 - 2005 Academic Calendar

### Fall Semester 2004

- **August 5**: Last day to register for credit courses by mail, phone, or fax
- **September 4**: Last day to register for classes/deadline for submitting applications
- **September 7**: Classes begin
- **September 14**: Schedule adjustment (add/drop) deadline
- **October 6**: Graduation applications available
- **October 11**: Columbus Day observed - no classes
- **October 21**: Last day to register for CSDL/TV/External Studies courses
- **October 27**: Graduation applications due
- **November 11**: Veterans' Day observed - no classes
- **November 17**: Last day for course withdrawal
- **November 25 - 28**: Thanksgiving Day recess - no classes
- **November 17**: Last day for course withdrawal
- **November 21**: Presidents' Day observed - no classes
- **November 24**: Graduation applications due
- **November 21**: Last day to officially withdraw from the college
- **December 16**: Winter Break
- **December 17**: Day/Evening classes end
- **December 17 - 19**: Weekend College final exams
- **December 20 - 22**: Day/Evening final exams

### Spring Mini Session I

- **February 7**: Classes begin
- **February 9**: Schedule adjustment (add/drop) deadline
- **March 9**: Last day for Mini Semester I course withdrawal
- **April 2**: Classes end

### Spring Mini Session II

- **April 4**: Classes begin
- **April 6**: Schedule adjustment (add/drop) deadline
- **May 4**: Last day for Mini Semester II course withdrawal
- **May 21**: Classes end

## Fall Semester 2005

- **December 29**: Last day to register for credit courses by mail, phone, or fax
- **January 21**: Last day to register for classes/deadline for submitting applications
- **January 24**: Classes begin
- **February 1**: Schedule adjustment (add/drop) deadline
- **February 8**: Graduation applications available
- **February 21**: Presidents' Day observed - no classes
- **February 24**: Graduation applications due
- **March 10**: Last day to register for CSDL/TV/External Studies courses
- **March 14 - 20**: Spring recess - no classes
- **April 13**: Last day for course withdrawal
- **April 18**: Patriots' Day observed - no classes
- **May 12**: Last day to officially withdraw from the college
- **May 15**: Classes end
- **May 16 - 20**: Day/Evening final exams
- **May 21 - 22**: Weekend College final exams
- **June 2**: Honors Ceremony
- **June 4**: Commencement

### Spring Mini Session I

- **February 7**: Classes begin
- **February 9**: Schedule adjustment (add/drop) deadline
- **March 9**: Last day for Mini Semester I course withdrawal
- **April 2**: Classes end

### Spring Mini Session II

- **April 4**: Classes begin
- **April 6**: Schedule adjustment (add/drop) deadline
- **May 4**: Last day for Mini Semester II course withdrawal
- **May 21**: Classes end

## Summer Semester 2005

### Summer Session I (6 weeks)

- **Spring Mini Session II**: (9 weeks)
- **Academic ESL Session**: (9 weeks)

- **May 19**: Last day to register for credit courses by mail, phone, or fax
- **June 3**: Last day to register for Academic ESL session course withdrawal
- **June 6**: Classes begin
- **June 8**: Schedule adjustment (add/drop) deadline
- **June 17**: Independence Day observed - no classes
- **June 29**: Last day to register for Session I course withdrawal
- **July 4**: Independence Day observed - no classes
- **July 6**: Last day for Bridge session course withdrawal
- **July 13**: Last day for Academic ESL session course withdrawal
- **July 14**: Session I classes end
- **July 21**: Last day to register for CSDL/TV/External Studies courses
- **July 28**: Bridge Session classes end
- **August 4**: Academic ESL Session classes end

### Summer Session II (6 weeks)

- **June 30**: Last day to register for credit courses by mail, phone, or fax
- **July 15**: Last day to register for Summer Session II credit courses
- **July 18**: Classes begin
- **July 20**: Schedule adjustment (add/drop) deadline
- **August 10**: Last day for Session II credit course withdrawal
- **August 25**: Session II classes end
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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 which identifies Bunker Hill Community College’s distinctive characteristics and priorities.

Mission of the Public Higher Education System (BHE)
The public college and university System in the Commonwealth of Massachusetts is comprised of 15 community colleges, nine state colleges and the five campuses of the University of Massachusetts. The System exists to provide accessible, affordable, relevant, and rigorous academic programs that adapt to meet changing individual and societal needs for education and employment. All campuses are committed to operating effectively and efficiently in order to maintain tuition at a level as low as possible, while providing a high quality education to every student who qualifies for admission. The public System is committed to continuous improvement and accountability in all aspects of teaching and learning. The Board of Higher Education and institutional Boards of Trustees recognize their responsibilities to the taxpayers and residents of Massachusetts and expect all students, faculty, and staff to be held to exacting high standards in the performance of their roles and responsibilities. Massachusetts public higher education is a System with a distinguished past, increasing pride, and unlimited potential.

Mission of Massachusetts Community Colleges
Within the system of Massachusetts public higher education, the community colleges provide open pathways to baccalaureate education and to career advancement. The 15 community colleges offer developmental, certificate, and associate degree programs as well as opportunities for workforce development and lifelong learning. The community colleges support the public system of higher education by:

• providing open access and affordable costs for all students;
• assuming primary responsibility for offering developmental education services;
• offering career preparation for entry into occupational fields;
• expanding collaborative efforts with pre-K-12 and baccalaureate institutions;
• developing partnerships with business and industry to provide job training, retraining, and skills improvement to ensure a workforce equipped to meet the needs of a changing economy; and
• managing their resources in an efficient and responsible manner.

By actively contributing to their region’s intellectual, cultural, environmental, and economic development, community colleges serve as leaders and resources for their communities. Differentiation in mission among the colleges is defined primarily by the needs of the communities they serve.

The community colleges offer a campus climate that respects ideas, values, and contributions of a culturally diverse community. They are committed to excellence in instruction and offer responsive and innovative programs that develop students’ oral, written, critical thinking, technological, and quantitative skills, and their appreciation of the arts, sciences, and humanities.

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 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, multi-cultural, 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 microcosms 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 what was once 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 Chinese Economic Development Council in Boston’s Chinatown District; 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 7,400 students in day, evening, and weekend courses, web-based, and distance learning courses and programs each semester. The college is internationally recognized for 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 2003, BHCC ranked second in enrollment among community colleges 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 multi-cultural and international perspectives in its courses, programs, and institutional climate. With students from approximately 90 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 offers one 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 apply to the college, complete the enrollment process, and register for classes.

The Chelsea Campus, located at 175 Hawthorne Street, Bellingham Square, is easily accessible. Students will find a bus stop located 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 at both campuses. In addition to on-street parking around Bellingham Square, the Chelsea Campus offers students free parking at the Logan Park and Go parking lot, 111 Eastern Avenue. The college shuttle transports students between the Park and Go and the Chelsea Campus on an hourly schedule designed to accommodate students’ class schedules. See page 178 for directions to the Chelsea Campus and detailed public transportation information.

Academic Affairs
The Chelsea Campus provides both day, evening classes, and weekend classes in programs ranging from general education, early childhood development, computer technology, accounting, and English as a Second Language to programs in Allied Health and Surgical Technology, Medical Coding, and Weekend Nursing. The Chelsea Campus also offers non-credit courses, including extensive Adult Basic Education classes.

Student Affairs
Students may apply to the college, 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 students, faculty, and staff on-site. The Child Focus Center, a Massachusetts Office of Child Care Services licensed care provider, provides this service. 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 on 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 in order for students to purchase textbooks and related materials for courses offered at the Chelsea Campus. 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 Multi-Purpose or Community Room is a large room with tables that comfortably seats 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.

Computer Facilities include two computerized classrooms, state of the art Academic Computing Center, and on-line tutoring. The computers in these classrooms support students enrolled in computer-intensive application courses and provide supplemental support to students enrolled in other courses. The campus provides tutoring services for students, as well.

The Health Skills Laboratory offers a simulated setting in which students enrolled in the Patient Care Assistant Certificate Program, the Surgical Technology and Central Processing Programs, the Medical Coding Program, and the Weekend Nursing Program learn necessary skills that are transferred to the clinical area.

The Science Laboratory is equipped with updated materials and equipment 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 36.

The Library on the Chelsea Campus includes computer workstations that provide access to a full range of course-related information resources. The online library catalog, full-text article subscription databases, customized course-support instructional web files, and World Wide Web access provide students with library access and support 24 hours a day, 7 days a week. The Information Literacy Workshop and Library Liaison Programs ensure on-site and field exposure to print collections and electronic resources through customized learning activities.

Tutoring and Academic Support services are located in the Library on the Chelsea Campus. For additional information regarding these services, call 617-228-2161 or send an e-mail to tasc@bhcc.mass.edu.
Satellite Locations

Bunker Hill Community College offers a range of educational opportunities 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 an associate’s degree or certificate in a variety of fields offered by the college. Courses 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 617-228-2408. See pages 177-179 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. The college offers a variety of courses in the computer, accounting, and early childhood areas, as well as mathematics, English and writing. The satellite campus offers a range of advising services and enrollment information.

Chinatown Satellite
The Chinatown Satellite offers evening classes at the Chinese Economic Development Council, 65 Harrison Avenue in Boston’s Chinatown district. The college offers introductory general education courses, English as a Second Language, and introductory courses in business, and computer technology. The satellite campus offers a range of student services, including on-site registration, placement testing, and academic advising.

Somerville Satellite
The Somerville Satellite is located at the Mystic Activity Center, 530 Mystic Avenue, Somerville, Massachusetts, and offers introductory general education courses and computer courses in the evening during the fall and spring semesters. The satellite campus offers a range of student services, including on-site registration.

South End Satellite
Bunker Hill Community College established a satellite in the South End of Boston, in partnership with Inquilinos Boricuas en Acción/Villa Victoria, located at 405 Shawmut Avenue. The college offers introductory general education courses, English as a Second Language, and introductory courses in computer technology and Early Childhood Education. The South End 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.

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 introductory courses in the evening during the fall and spring semesters. The satellite campus offers a range of student services, including on-site registration, placement testing, and academic advising.
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’s 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.” Applicants 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. All documents submitted to the Enrollment Services Center become the property of Bunker Hill Community College and will not be returned to students.

Ability to Benefit Policy Statement
Beginning with the class of 2003, 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 US Department of Education (for Accuplacer - Reading: 55; Sentence Skills: 60; Math: 34) will be admitted to BHCC and will be permitted to matriculate and 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 matriculate, apply for financial aid, and enroll in ESL classes.

Degree- and Certificate-seeking Students
All students admitted to degree or certificate programs must take computerized placement tests (CPTs) in English, reading, and mathematics, or 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.

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, must take the computerized placement tests (CPTs) prior to registration. All students who wish to register for an ESL course must 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 re-admitted after an absence of two or more consecutive semesters must follow the catalog and curriculum year requirements for their degrees 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 re-apply within two semesters of the date of withdrawal.
Students who meet any of the following conditions must submit a new application form and a copy of their high school diploma or GED certificate for re-admission to the college:

1. A degree-seeking (matriculated) student who has officially withdrawn from the college and has been away from the college for two consecutive semesters.
2. A degree-seeking (matriculated) student who has stopped attending for two consecutive semesters.
3. A degree-seeking (matriculated) student who has been academically suspended from the college.
4. A degree-seeking (matriculated) student who has graduated from a degree or certificate program.

Mid-Year Admission
Bunker Hill Community College admits students to most programs at mid-year, 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 mid-year 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 mid-year, the number of semesters necessary to complete degree requirements may increase.

Transfer Applicants from Other Institutions
Students who have attended another college may apply for transfer credit and advanced standing. After acceptance to the college, students must make sure that official transcripts from all colleges attended are sent directly to the Admissions and Transfer Counseling 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 the following requirements are met: (1) a grade of C or better is earned from a regionally accredited college or university; and (2) the course is required in the student’s program of study or fulfills general elective requirements.

Students holding an academic degree from another regionally accredited institution may receive credit for the liberal arts requirements in career programs, but must complete all other program requirements in the Bunker Hill Community College curriculum.

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’s degree.

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. For a description of the application process, see “Easy Steps for Enrollment” on page 17. International applicants from outside the United States must submit all required application materials to the International Center by July 1 for the September semester, November 24 for the January semester, and April 15 for the summer term. International applicants currently within the U.S. must submit all required application materials by August 19 for the next September semester, January 6 for the next January semester, and May 20 for the summer term.

If a student’s first language is not English, they 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 may be obtained by writing to TOEFL, PO. Box 899, Princeton, New Jersey 08541 or by visiting their website at http://www.toefl.org. If applying to Bunker Hill Community College from within the U.S., applicants who are unable to provide TOEFL scores must schedule an appointment for assessment at the college Assessment Center, Room B109, Charlestown Campus. Students can make appointments 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 ($18,000). The bank statement must be in English, or be accompanied by an official translation, and the reference to dollar amounts must be in U.S. dollars. International applicants may obtain more detailed information concerning the admission process by contacting the International Center at 617-228-2460 or via e-mail 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 U.S. on a student visa.

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

### “I want to enroll in a degree or certificate program.”

**Apply for admission.** Fill out an application form and submit it to the Enrollment Services Center. Include a copy of your high school diploma; transcript, if a graduation date is recorded on it; or GED certification. The college may request original documents. If documents are not in English, attach an official translation. Include payment of a $10 application fee for in-state residents or a $35 application fee for out-of-state residents. PLEASE NOTE that some health programs have additional admission requirements and a selective admissions process. Contact the Enrollment Services Center at 617-228-2422 for further information.

**Take the placement tests.** If you are a native English speaker, you must take the Computerized Placement Tests (CPTs) in reading, mathematics, and English. If you are a non-native English speaker, you must take the ESL Placement Test (LOEP). Call the Assessment Center at 617-228-2468 or visit Room B109, Charlestown Campus, for the testing schedule. Tests are administered on a walk-in basis. If you have completed a mathematics or English course with a grade of C or higher at an accredited institution, you may be eligible for exemption from testing. Submit a copy of your transcript or grade report to the Admissions and Transfer Counseling Office, Room B202, Charlestown Campus.

**Register for classes.** Visit the Advising/Counseling Center, Room B108, Charlestown Campus, to meet with an advisor to register for classes.

**Submit immunization documentation.** If you are registering full-time or are in a health career program, you must present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus, and three doses of Hepatitis B vaccine. If you are a student in a health career program, you must also present evidence of immunity to Varicella and Mantoux testing for Tuberculosis. Submit documentation to the Enrollment Services Center.

**Pay tuition and fees.** You may pay by cash, check, money order, VISA, MasterCard, Discover, or arrange a payment plan through the Student Payment Office. If you are claiming entitlement to in-state tuition, submit an Application for Massachusetts In-state Tuition Rates form to the Enrollment Services Center.*

### “I used to be a student at BHCC and I want to reapply.”

**Apply for re-admission.** If you have been officially withdrawn from the college for two consecutive semesters (excluding summer sessions) because of academic suspension, interruption of attendance, or graduation from a degree or certificate program, you must reapply to the college. Fill out and submit an application form to the Enrollment Services Center. If you have been away from the college for two or more years, you must submit a copy of your high school diploma, transcript if a graduation date is recorded on it, or a GED certification. The college may request original documents. If documents are not in English, attach an official translation. If you attended another college while away from BHCC, submit official copies of your transcripts to the Admissions and Transfer Counseling Office for evaluation of transfer credit.

**Take the placement tests.** You must take the Computerized Placement Tests (CPTs) in reading, mathematics, and English. Call the Assessment Center at 617-228-2468 or visit Room B109, the Charlestown Campus, for the testing schedule. Tests are administered on a walk-in basis. If you have completed a mathematics or English course with a grade of C or higher at an accredited institution, you may be eligible for exemption from testing. Submit a copy of your transcript or grade report to the Admissions and Transfer Counseling Office, Room B202, Charlestown Campus.

**Register for classes.** Visit the Advising/Counseling Center, Room B108, Charlestown Campus, to meet with an advisor to register for classes.

**Submit immunization documentation.** If you are registering full-time or are in a health career program, you must present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus, and three doses of Hepatitis B vaccine. If you are a student in a health career program, you must also present evidence of immunity to Varicella and Mantoux testing for Tuberculosis. Submit documentation to the Enrollment Services Center.

**Pay tuition and fees.** You may pay by cash, check, money order, VISA, MasterCard, Discover, or arrange a payment plan through the Student Payment Office. If you are claiming entitlement to in-state tuition, submit an Application for Massachusetts In-state Tuition Rates form to the Enrollment Services Center.*

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* Payment plans are not available for the summer sessions.

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If you drop or withdraw from a course, you must complete an official withdrawal form or you will receive a grade of F or NA automatically in the course. You may obtain withdrawal forms at the Enrollment Services Center. Refer to the Enrollment Services section on page 13 for detailed enrollment information. All full-time students and all students in health career programs must submit a completed immunization form within 30 days of the date of registration. See page 18 for more information. You will find all offices and rooms specified above on the Charlestown Campus.
# Steps for Enrollment

**“I want to transfer to BHCC from another college.”**

**Apply for admission.** Fill out an application form and submit your application to the Enrollment Services Center. Attach a copy of your high school diploma, transcript, or GED certification. The college may request original documents. If documents are not in English, attach an official translation. Enclose payment of a $10 application fee for in-state residents or a $35 application fee for out-of-state residents. Submit official undergraduate transcripts from previous college(s) to the Admissions and Transfer Counseling Office for evaluation of transfer credits. PLEASE NOTE that some health programs have additional admission requirements and a selective admissions process. Contact the Enrollment Services Center at 617-228-2422 for further information.

**Take the placement tests.** If you are a native English speaker, you must take the Computerized Placement Tests (CPTs) in reading, mathematics, and English. If you are a non-native English speaker, you must take the ESL Placement Test (LOEP). Call the Assessment Center at 617-228-2468 or visit Room B109, Charlestown Campus, for a testing schedule. Tests are administered on a walk-in basis. If you have completed a mathematics or English course with a grade of C or higher at an accredited institution, you may be eligible for exemption from testing. Submit a copy of your transcript or grade report to the Admissions and Transfer Counseling Office, Room B202, Charlestown Campus.

**Register for classes.** Visit the Advising/Counseling Center, Room B108, Charlestown Campus, to meet with an advisor to register for classes.

**Submit immunization documentation.** If you are registering full-time or are in a health career program, you must present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus, and three doses of Hepatitis B vaccine. If you are a student in a health career program, you must also present evidence of immunity to Varicella and Mantoux testing for Tuberculosis. Submit documentation to the Enrollment Services Center.

**Pay tuition and fees.** You may pay by cash, check, money order, VISA, MasterCard, Discover, or arrange a payment plan through the Student Payment Office. If you are claiming entitlement to in-state tuition, submit an Application for Massachusetts In-state Tuition Rates form to the Enrollment Services Center.

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**“I’m not seeking a degree – I just want to take classes.”**

**Take placement tests.** If you are a student who plans to enroll in a mathematics or English course (or a course with a mathematics, reading or an English prerequisite), you must take the Computerized Placement Tests (CPTs) before registering for classes. Call the Assessment Center at 617-228-2468 or visit B109, Charlestown Campus, for a testing schedule. Tests are administered on a walk-in basis. If you have completed a mathematics or English course with a grade of C or higher at an accredited institution, you may be eligible for exemption from testing. Submit a copy of your transcript or grade report to the Admissions and Transfer Counseling Office, Room B202, Charlestown Campus.

**Register for classes.** The college encourages students to see an advisor in the Advising/Counseling Center, Room B108, Charlestown Campus, before registering for classes. Review the current course schedule and select the classes you are interested in taking. Complete the registration form that is included in the course schedule, and submit it by mail, phone, fax or in person. If you are registering by mail, phone, or fax, include your VISA, MasterCard, or Discover information.

**Submit immunization documentation.** If you are registering full-time or are in a health career program, you must present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus, and three doses of Hepatitis B vaccine. If you are as student in a health career program, you must also present evidence of immunity to Varicella and Mantoux testing for Tuberculosis. Submit documentation to the Enrollment Services Center.

**Pay tuition and fees.** You may pay by cash, check, money order, VISA, MasterCard, Discover, or arrange a payment plan through the Student Payment Office. If you are claiming entitlement to in-state tuition, submit an Application for Massachusetts In-state Tuition Rates form to the Enrollment Services Center.

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If you drop or withdraw from a course, you must complete an official withdrawal form or you will receive a grade of F or NA automatically in the course. You may obtain withdrawal forms at the Enrollment Services Center. Refer to the Enrollment Services section on page 13 for detailed enrollment information. All full-time students and all students in health career programs must submit a completed immunization form within 30 days of the date of registration. See page 18 for more information. You will find all offices and rooms specified above on the Charlestown Campus.

* Payment plans are not available for the summer sessions.
Steps for Enrollment

“I’m an international student and I want to attend BHCC.”

**Apply for admission.** Fill out an application form and submit your application to the International Center. Attach an official copy of a high school diploma or GED certification, your paper-based TOEFL with a score of at least 423, or your computer-based TOEFL with a score of at least 113, and a $35 application fee (U.S. dollars). Students with TOEFL scores of at least 500 on the paper-based test or 173 on the computer-based test are exempt from taking English as a Second Language (ESL) classes. Students with TOEFL scores below 500 on the paper-based test or 173 on the computer-based test will be placed into Academic ESL classes. All documents must be original or certified true copies. If documents are not in English, an official translation must be attached.

**Complete the I-20 application form.** Complete the I-20 application form if you plan to attend BHCC on a student (F-1) visa. Submit an affidavit of support or a notarized letter from your sponsor stating that the sponsor will be responsible for your educational and living expenses for the duration of your studies at BHCC. Also, submit an official bank statement showing sufficient funds to cover total educational and living expenses for one year. This amount must be a minimum of $18,000 U.S. dollars. This statement must be dated within 30 days of your I-20 application. (You will need another affidavit to present to the U.S. Embassy or Consulate).

**Take placement tests.** Computerized Placement Tests (CPTs) in reading, mathematics and English are required for students with a TOEFL score of at least 500 on the paper-based TOEFL or 173 on the computer-based TOEFL. Students who score below these thresholds must take the LOEP in English as a Second Language. Call the Assessment Center at 617-228-2468 or go to Room B109, Charlestown Campus, to schedule an appointment. If you have completed a mathematics or English course with a grade of C or higher at an accredited institution, you may be eligible for exemption from testing. Submit a copy of your transcript or grade report to the Admissions and Transfer Counseling office, Room B202, Charlestown Campus.

**Register for classes.** Visit the Advising/Counseling Center, Room B108, Charlestown Campus to meet with an advisor to register for classes.

**Submit immunization documentation.** If you are registering full-time or in a health career program, you must present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus, and three doses of Hepatitis B vaccine. If you are a student in a health career program, you must also present evidence of immunity to Varicella and Mantoux testing for Tuberculosis. Submit documentation to the Enrollment Services Center.

**Pay tuition and fees.** You may pay by cash, check, money order, VISA, MasterCard, Discover, or arrange a payment plan through the Student Payment Office.*

If you drop or withdraw from a course, you must complete an official withdrawal form or you will receive a grade of F or NA automatically in the course. You may obtain withdrawal forms at the Enrollment Services Center. Refer to the Enrollment Services section on page 13 for detailed enrollment information. All full-time students and all students in health career programs must submit a completed immunization form within 30 days of the date of registration. See page 18 for more information. You will find all offices and rooms specified above on the Charlestown Campus.

* Payment plans are not available for the summer sessions.
**Immunization**

Massachusetts General Laws, Chapter 76, section 15C, requires 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, therefore, cannot be copied, transferred, or returned.

**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 change their program or are re-admitted 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.

**Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) Checks**

Students interested in participating in an academic program that involves working with children, the disabled, the elderly, or includes a clinical affiliation with a private or public health care provider, or any other programs as may be required by law, are required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Depending on the contents of the CORI or SORI reports, students may be disallowed from participating in an academic program or a related clinical affiliation. CORI checks are performed pursuant to Massachusetts General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health. SORI checks are performed pursuant to Massachusetts General Laws, Chapter 6, Section 178B. For more information, contact the college CORI/SORI Officer, Richard Boulware, 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.

**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. The college advises students to apply for joint admissions during their first semester at BHCC. 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 19 and 20.

**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% tuition reduction of in-state tuition charges at the Joint Admission college or university of their choice. 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 21.
## BHCC and University of Massachusetts Joint Admissions Programs

|--------------------|---------|-----------------|---------------|-----------------|-------------------|----------------------|------------|----------------------|---------|----------|-----------------|----------------------|-----------------|-----------------------------|------------|---------------------|-----------|--------|--------|----------|----------|--------|

* All (AA) programs are also eligible for the Commonwealth Transfer Compact.

## BHCC Joint Admissions Programs with Massachusetts State Colleges

<table>
<thead>
<tr>
<th>BUNKER HILL COMM. COLLEGE</th>
<th>Bridgewater State</th>
<th>Fitchburg State</th>
<th>Framingham State</th>
<th>Mass College of Liberal Arts</th>
<th>Salem State</th>
<th>Westfield State</th>
<th>Worcester State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Science*</td>
<td>Biology</td>
<td>Biology</td>
<td>Biology</td>
<td>Biology</td>
<td>Biology</td>
<td>Biology</td>
<td>Biology, Chem., Natural Science</td>
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<tr>
<td>Business Admin. (AS)</td>
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<td></td>
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<td>Business</td>
</tr>
<tr>
<td>Chemical Science*</td>
<td>Chemistry</td>
<td>Chemistry</td>
<td>Chemistry</td>
<td>Chemistry</td>
<td>Chemistry</td>
<td>Chemistry, Natural Science</td>
<td>Chemistry, Natural Science</td>
</tr>
<tr>
<td>Communication*</td>
<td>Communication</td>
<td>Communication</td>
<td>All Liberal Arts Majors*</td>
<td>Communication, English</td>
<td>Communication, English</td>
<td>Communication, English*</td>
<td></td>
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<tr>
<td>Computer Science*</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>Computer Science</td>
<td>Computer Science, Cartography, Math</td>
<td>Computer Science</td>
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<tr>
<td>Computer Info. Sys.*</td>
<td>Computer Science</td>
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<tr>
<td>Comp. Prog. Tech. (AS)</td>
<td>Computer Science</td>
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<tr>
<td>Criminal Justice (AS)</td>
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<tr>
<td>Education*</td>
<td>Liberal Arts Majors</td>
<td></td>
<td></td>
<td>Liberal Arts Majors*</td>
<td>Liberal Arts Majors**</td>
<td>All Majors**</td>
<td>All Except*</td>
</tr>
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<td>English*</td>
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<td>English</td>
<td>English</td>
<td>English</td>
<td>English</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Fine Arts*</td>
<td>Art**</td>
<td>Art (Studio)</td>
<td>Art (History)</td>
<td>Fine &amp; Performing Arts</td>
<td>Art*, Theater</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Prot. &amp; Safety (AS)</td>
<td>French &amp; Spanish</td>
<td>Liberal Arts degrees</td>
<td>Arts &amp; Sciences**</td>
<td>Arts &amp; Sciences**</td>
<td>All Except*</td>
<td>All but Nursing, OT, Education</td>
<td></td>
</tr>
<tr>
<td>Foreign Language*</td>
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</tr>
<tr>
<td>General Concentration*</td>
<td>All Majors*</td>
<td>All Majors or General Studies</td>
<td>All Liberal Arts Majors*</td>
<td>Liberal Arts Majors*</td>
<td>Arts &amp; Sciences**</td>
<td>All Except*</td>
<td>All but Nursing, OT, Education</td>
</tr>
<tr>
<td>History, Government*</td>
<td>History, Political Science</td>
<td>History</td>
<td>History, Politics</td>
<td>History</td>
<td>History, Political Science</td>
<td>English, History</td>
<td>History</td>
</tr>
<tr>
<td>Human Services*</td>
<td>Human Services</td>
<td>Psychology, Sociology</td>
<td>Sociology, Social Work</td>
<td>Sociology</td>
<td>Psychology, Urban Studies</td>
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<tr>
<td>Music*</td>
<td>Music**</td>
<td></td>
<td></td>
<td>Fine &amp; Performing Arts</td>
<td>Arts &amp; Sciences**</td>
<td>Music</td>
<td></td>
</tr>
<tr>
<td>Nurse Education (AS)</td>
<td>Nursing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Nursing**</td>
</tr>
<tr>
<td>Physics*</td>
<td>Physics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Physics, Natural Science</td>
</tr>
<tr>
<td>Psychology*</td>
<td>Psychology</td>
<td>Psychology</td>
<td>Psychology</td>
<td>Psychology, Sociology</td>
<td>Psychology</td>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Sociology*</td>
<td>Sociology</td>
<td>Sociology</td>
<td>Sociology</td>
<td>Psychology, Sociology</td>
<td>Sociology</td>
<td>Sociology, Psychology</td>
<td>Sociology, Psychology</td>
</tr>
<tr>
<td>Theater*</td>
<td>Theater</td>
<td>English (Theater track)</td>
<td>All Liberal Arts Majors*</td>
<td>Fine &amp; Performing Arts</td>
<td>Theater</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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 G.P.A. & 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

<table>
<thead>
<tr>
<th>Program</th>
<th>What do I need to do?</th>
<th>What will I get out of it?</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMONWEALTH TRANSFER COMPACT *</td>
<td>• Enroll in and graduate with an Associate in Arts degree from BHCC.</td>
<td>• If admitted to a four-year public college or university, you will:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>« transfer a minimum of 60 credits for most majors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>« usually receive junior level status</td>
</tr>
<tr>
<td>JOINT ADMISSIONS</td>
<td>• Enroll in and graduate with an Associate in Arts degree from BHCC.</td>
<td>• You will receive:</td>
</tr>
<tr>
<td></td>
<td>• Sign up for the Joint Admissions program in the BHCC Admissions &amp; Transfer Counseling Office. The college encourages you to sign up during your first semester.</td>
<td>« guaranteed acceptance</td>
</tr>
<tr>
<td></td>
<td>• Make sure the program at BHCC and your selected four-year college or university program are approved for Joint Admissions.</td>
<td>« junior level status</td>
</tr>
<tr>
<td></td>
<td>• Earn a degree from BHCC with a 2.50 G.P.A. or greater.</td>
<td>« exemption from submitting an application</td>
</tr>
<tr>
<td>TUITION ADVANTAGE PROGRAM (TAP)</td>
<td>• Earn an associate’s degree in a designated Joint Admissions transfer program.</td>
<td>• You will receive:</td>
</tr>
<tr>
<td></td>
<td>• Earn a graduation G.P.A. of 3.00 or greater (cumulative, less developmental).</td>
<td>« a tuition reduction equal to 33% of Massachusetts resident tuition at a participating Massachusetts state college or university for two (2) academic years only, regardless of how long it takes to complete the degree</td>
</tr>
<tr>
<td></td>
<td>• Matriculate into an approved Joint Admissions program at a participating college/university within one calendar year after graduating from BHCC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Continue achieving a 3.00 cumulative G.P.A. for the first two semesters in order to be eligible for continuing tuition assistance.</td>
<td></td>
</tr>
</tbody>
</table>

* See page 33 for information about the Commonwealth Transfer Compact.
Partnerships with Secondary Schools

**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. Similar to the Commonwealth’s programs, students receive specialized individual advising and support while studying at Bunker Hill Community College.

**Partnership Agreements with Secondary Schools**

*Early College Access*

Early College Access is an educational program designed to promote academic excellence through college-level learning experiences for qualified high school students, allowing those students the opportunity to earn high school and college credit simultaneously. Students must be high school juniors or seniors, enrolled in a Massachusetts high school, with a cumulative G.P.A. of 3.00 or higher in each subject area. Students also must take the Bunker Hill Community College computerized placement tests (CPTs) and score above the developmental level (095) in English, reading, and math. The Early Access Program is not an alternative high school program. Eligible students who wish to register in advance must pay all applicable tuition and fees at the time of registration. Students should contact their high school guidance counselor or the BHCC Enrollment Services Center at 617-228-2422 for detailed information and to determine their eligibility for the Early Access Program.

*Kids to College*

In conjunction with the Higher Education Information Center, Bunker Hill Community College participates in a partnership with Boston’s Dr. Martin Luther King, Jr. 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.

*Maurtis 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. Students are recruited from the following high schools: Charlestown High School, John D. O’Bryant High School, Madison Park Technical Vocational High School, Muriel Snowden International High School, and Somerville High School.

The MEOP teaching staff collaborates with Bunker Hill Community College staff to offer workshops in college prep, career exploration, library research, and computer graphics in addition to innovative coursework in writing, public speaking, team building exercises, and life skills. Students also participate in field trips to local colleges and museums. For more information, call the MEOP office at 617-228-2063.

*Articulation Agreements through Tech Prep*

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 in the Tech Prep Program as a member of the Metro Boston Tech Prep Consortium. Tech Prep is a federally funded initiative of the Carl D. Perkins Vocational-Technical Education Act Amendments of 1998. As part of the Tech Prep Program, the 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 Tech Prep students in the following subject areas: accounting, allied health, computer information technology, culinary arts, graphic arts, hotel restaurant management, office administration, and travel management.

Tech Prep 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, conferences and workshops for students in engineering, health, business and information technology. Participating Tech Prep member high schools include Brighton, Charlestown, Dorchester, East Boston, Hyde Park, Jeremiah Burke, Madison Park Technical Vocational, Medford Technical Vocational, Rindge School of Technical Arts, Somerville, South Boston, and West Roxbury High School. Tech Prep students who are interested in obtaining articulated credit are advised to contact their high school guidance counselor or the Tech Prep Coordinator, Room B226, Charlestown Campus or to call 617-228-2339.
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; non-refundable)**
- Massachusetts Residents: $10.00
- Non-Residents: $35.00

**Tuition and Fees**
- Massachusetts Residents (MA): $100.00/credit per credit: $24 tuition/$76 fees
- Non-Massachusetts Residents and International Students: $306.00/credit per credit: $230 tuition/$76 fees
- The New England Regional Student Program: $112.00/credit per credit: $36 tuition/$76 fees

*(Available to students from RI, CT, NH, ME and VT who are pre-approved by the New England Board of Higher Education)*

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**Other Charges (subject to change)**
- Health Course Fee: $35.00/credit
- Health Insurance Fees:*  
  - Fall Semester: $572.00  
  - Spring Semester: $388.00
- Liability Insurance Fee: $15.00  
- Parking Permit Fee: $30.00
- Photo ID Replacement Fee: $5.00  
- 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 (9) 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. 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 does not.

All students carrying nine (9) or more credit hours in the fall or nine (9) or more credit hours in the spring must comply. Classes offered in the Center for Self-Directed Learning or during mini-terms 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. Also, students who participate in the plan may purchase coverage for dependents from the insurance company. Students enrolled for fewer than nine (9) credit hours may apply for health insurance...
coverage directly to University Health Plans, Inc. Overseas health plans are deemed not comparable or accessible; therefore, all international students, with the exception of those with coverage through their embassy, must participate in the college health insurance program. Consult the Student Payment Office for more information.

**Residency Tuition**

Students registering for classes at Bunker Hill Community College, who are claiming entitlement to in-state tuition, must complete an ‘Application for Massachusetts In-state Tuition’ form. In-state tuition applies only to the following:

- U.S. citizens;
- Resident aliens;
- U.S. permanent residents with I-151, I-551 and I-551C forms;
- Students who have an I-94 from the U.S. Immigration and Naturalization Service with one of the following designations stamped on the card: refugee; Cuban-Haitian entrant status pending; asylum granted; indefinite parole; or humanitarian parole;
- Asylum applicants with an I-589 form;
- International students with student visas who are married to U.S. citizens or permanent residents. (These students must provide copy of marriage certificate and spouse’s proof of citizenship or permanent resident status.)

International students with student visas are not eligible for in-state tuition. Students who have petitioned for residency are not considered eligible for in-state tuition until they provide the documentation. There are no provisions for those in-waiting. Students claiming U.S. citizenship must provide copies of their birth certificates or U.S. passports. As stated above, students claiming resident alien status or permanent resident status must show their resident alien cards and/or INS documentation to the Enrollment Services Center. Dependents must provide both parents’ documentation and provide a copy of the parent’s most recent tax return indicating the student as a dependent.

Students who meet the residency requirement above must then show proof that they have lived in the state of Massachusetts for a period of six (6) months prior to the first day of class of the given semester. Students must present two proofs of residence. Acceptable documents must be originals (not photocopies), must have your name, your in-state address, and must be dated no later than one year prior to the first day of class of the semester of which you are applying. Direct questions concerning residency requirements to the Enrollment Services Center at 617-228-2423.

**Special Cost Courses**

Students enrolled in health career program courses with prefixes AHE, DMS, EMT, MIG, NSE, NUR, and SGT must pay an additional fee of $35 per credit hour. Students should contact the Student Payment Office or the Enrollment Services Center for more information.

**Payment**

At the time of registration, students receive a registration statement and a class schedule that indicates the amount charged and dates that payments are due. 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 due date appearing on the bill. 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. The college accepts payment in cash, by personal check, money order, travelers’ checks, VISA, MasterCard, or Discover.

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. A payment plan is also available, excluding the summer sessions. 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 neither will 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 to make “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 withdraw officially 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 outlined in this catalog applies only when proper withdrawal or class drop procedures, as established by the Enrollment Services Center, are followed. Application fees are non-refundable. Lack of attendance or course abandonment does not constitute a drop or withdrawal.

Through the schedule adjustment (add/drop) period, 100 per cent of tuition and fees are refunded. After the schedule adjustment (add/drop) period, no tuition or fees are refunded. Please note that Telecourses, Center for Self-Directed Learning, and Home Study/External Studies courses have a five-day schedule adjustment period, beginning on the date of registration. Consult the Enrollment Services Center or the Student Payment Office for details.

**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 such 31 days will remain covered under the policy for which premium was paid and no refund will be allowed. Students who do not withdraw completely, but who drop below nine (9) credit hours within the first 31 days may apply to the Student Payment Office for a refund of health insurance premiums. Registering for Mini-Semester, Web courses, Telecourses, Center for Self-Directed Learning and Home/Study External Studies 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 and Transfer Counseling Office, Room B202, Charlestown Campus. Students receiving VA benefits are required to attend classes regularly and maintain satisfactory academic progress.
The Financial Aid Office at Bunker Hill Community College assists students and their families meet 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.

**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, 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 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 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.

**Unofficial Withdrawals**

Per federal regulations, students that stop attending all of their classes without formally withdrawing from the college, will be identified, and may lose a percentage or their entire financial aid award for that semester. If a student fails all of their attempted credits for a semester, the federal regulations require that the college assume they stopped attending the college. If the Financial Aid office cannot obtain proof that the student completed at least 60% of the semester, the Financial Aid office will then recalculate the student’s financial aid award, which may result in the student owing a balance to the college.

**Financial Aid Application Process**

Financial Aid applications must be completed annually. 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. Students will find FAFSA forms available at the Enrollment Services Center and the
Financial Aid Office on both the Charlestown Campus and the Chelsea Campus. This form can also be completed on the Internet at http://www.fafsa.ed.gov. Also, applicants may contact the Financial Aid Office at 617-228-2275 to request that an FAFSA be mailed to them. 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 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 sixty percent (60%), is determined by dividing the number of days a student was enrolled by the number of days in the semester. Return of Title IV funds is no longer necessary beyond that point. If the student withdraws from all courses after sixty percent of the semester is completed, Title IV aid is viewed as one hundred percent earned. If a student withdraws before sixty 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 the student has received an amount larger than the earned amount. The refund policy for state financial aid is the same as the federal policy. Students may download a copy of the worksheet used for this calculation from the college website at www.bhcc.mass.edu or request copies from the Bunker Hill Community College Financial Aid Office.

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

- Federal Pell Grant
- 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 students** . . . . . . . . . . . . . . . . . . . . . . . . . April 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 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.
Financial Aid

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. Students are considered to be achieving satisfactory academic progress if they complete sixty six percent (66%) or more of the total number of credits attempted and meet the following minimum cumulative grade point average:

<table>
<thead>
<tr>
<th>CREDITS ATTEMPTED</th>
<th>CUMULATIVE GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 12</td>
<td>no minimum</td>
</tr>
<tr>
<td>12-30</td>
<td>1.79</td>
</tr>
<tr>
<td>Above 30</td>
<td>2.00</td>
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</tbody>
</table>

Appeals Process for Academic Progress
Students have the right to request a one-time, non-satisfactory academic progress waiver if they fail to attain a satisfactory G.P.A. and/or course completion rate and are denied financial aid consideration. If financial aid recipients experience circumstances that impact 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 non-satisfactory 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, please visit the Financial Aid Office, Room B213, Charlestown Campus.

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. Students may secure a listing of community service positions at the Financial Aid counter. The Financial Aid Office assigns all other work-study positions to various departments in the college at the beginning of each semester.

Withdrawal/Graduation
Students who receive loan funds while students at Bunker Hill Community College must attend 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 group session times and locations. Students can make individual arrangements for the exit interview by contacting the Financial Aid Office.

Alternative Financing
The college offers a tuition payment plan and several private loan financing options to students and families who have needs that cannot be met with federal or state financial aid. Interested students should contact the Financial Aid Office for an appointment to develop a financing plan.

Individual Assistance
The Financial Aid Office provides personalized service to BHCC students. Students who require personalized service should contact the Financial Aid Office.
Scholarships and Awards

Students applying for the following scholarships must be enrolled full-time (12 credit hours or more) for the semester in which the scholarship is awarded unless otherwise noted in the eligibility criteria. To qualify for a scholarship with a specified minimum grade point average, students may have no outstanding I.P. notations on their transcripts at the time of the Scholarship Committee deliberations. When scholarship eligibility criteria specify a minimum number of credits earned or grade point average, only college credits applicable toward a degree are considered. Unless otherwise noted, students may obtain scholarship application forms at the Charlestown Campus in the following locations: Admissions and Transfer Counseling Office, Room B202; Financial Aid Office, Room B213; Student Activities and Athletics Office, Room D106H; Academic Deans’ Offices, 3rd floor C-Building; and the Enrollment Services Center, Main Lobby. On the Chelsea Campus, students may obtain forms at Enrollment Services.

Academic Excellence Award for Continuing Students

Eligibility Criteria: Continuing students who have earned at least 15 credits at BHCC, achieved a minimum cumulative G.P.A. of 3.75, and are registered full-time for the coming semester.

Amount: Maximum of five in-state tuition awards for one semester.

Application Deadline: December 15 for the spring semester; April 7 for the fall semester.

Frank J. Bellairs Memorial Scholarship

Eligibility Criteria: New Culinary Arts students who are enrolled in a minimum of two courses.
Preference will be given to qualified students who entered with a GED, or to non-traditional or adult learners.

Amount: $250 for one semester. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 2.00 or higher. Prior recipient may reapply in subsequent consecutive semesters. 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 Deadline: October 13.

John A. Blaney Memorial Scholarship

Eligibility Criteria: Continuing second semester Criminal Justice students who have achieved a minimum cumulative G.P.A. of 3.50 or higher and intends to complete the prescribed program of the A.S. degree.

Amount: $250 for one semester.

Application Deadline: April 7.

Boston Sand & Gravel Company Scholarships

Eligibility Criteria: Continuing BHCC students with a cumulative G.P.A. of 3.00 or higher who have exemplified the values of the college, dedication to their field of study, and intend to complete the prescribed program of either the A.S. or A.A. degree at BHCC.

Amount: Full tuition and fees (up to 12 credit hours) for one semester for two students. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 3.00 or higher.

Application Deadline: April 7.

BHCC/Charlestown Housing Development Award

Eligibility Criteria: Residents of the Boston Housing Authority in Charlestown, MA who have registered as full-time students at BHCC.

Amount: $500 for one semester for tuition and fees. Award is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 2.00 or higher.

Application Deadline: April 7.

BHCC/ Charlestown Resident Scholarship

Eligibility Criteria: Residents of Charlestown, MA who have demonstrated outstanding service to the Charlestown community and are active members of the community. Two letters of recommendation from persons familiar with the applicant’s achievements.

Amount: The scholarship is for in-state tuition and fees for up to 12 credits. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 2.00 or higher.

Application Deadline: April 7.

BHCC/ Chelsea Resident Scholarship

Eligibility Criteria: Continuing students who reside in Chelsea who have successfully earned a minimum of 15 credits at BHCC and have achieved a cumulative G.P.A. of 3.00 or higher.

Amount: The scholarship is for in-state tuition and fees for up to 12 credits. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 3.00 or higher.

Application Deadline: April 7.

BHCC Foundation Grants

Eligibility Criteria: Grants are awarded to two new or continuing Bunker Hill Community College students who each have a minimum cumulative 2.00 G.P.A. (or equivalent) and are enrolled in a degree or certificate program at BHCC. Community organizations City Year and Mandella Health Spot each nominate one student. In April, a letter and nomination form will be sent to the Executive Director of each organization from the President of the BHCC Foundation requesting a nomination for the following academic year. Grant recipients may be eligible for re-nomination the following year while they continue their degree or certificate program requirements and if they meet grant criteria.
Amount: In-state tuition for up to 12 credits. Scholarship is renewable for a second consecutive semester if the student maintains a minimum cumulative G.P.A. of 2.00. The grant is funded by the Bunker Hill Community College Foundation, Inc.
Nomination Deadline: April 7.

BHCC Commonwealth Honors Program Scholarships
CONTINUING COMMONWEALTH HONORS PROGRAM STUDENTS:
Eligibility Criteria: Continuing Commonwealth Honors Program students who have enrolled in the Commonwealth Honors Program within the current year. Students must demonstrate academic excellence and evidence of completion of Honors Program Contracts. The candidates, 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 with an emphasis on the applicant’s contributions to the Honors Program.
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 planning to attend a four-year institution. Students must demonstrate academic excellence and evidence of completion of all honors program requirements (four Honors Contracts and the Honors Seminar). The candidates, 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. Please also include how you benefited. Applications will be reviewed by members of the BHCC Commonwealth Honors Program Committee with an emphasis on the applicant’s contributions to the Honors Program.
Amount per Scholarship: $500.
Application Deadline: April 19.

BHCC Memorial Scholarship
Eligibility Criteria: Part-time continuing students who have completed at least 15 credits at BHCC with a cumulative G.P.A. of 3.00 or higher and are enrolled in a minimum of 6 credits or a maximum of 11 credits for the semester in which the scholarship is awarded.
Amount: The scholarship is for in-state tuition and fees for up to 11 credits. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 3.00 or higher.
Application Deadline: April 7.

Michael D. Hurley, Jr. Memorial Scholarships
Eligibility Criteria: Students who have successfully completed one semester at BHCC and earned a cumulative G.P.A. of 3.00 or higher. Priority will be given to criminal justice majors.
Amount: One $250 scholarship for one semester and one $500 scholarship for one semester. Both scholarships are renewable for a second consecutive semester, if the students maintain a cumulative G.P.A. of 3.00 or higher.
Application Deadline: April 7.

Edward L. Kerr, Jr. Memorial Scholarship
Eligibility Criteria: Continuing students who have earned at least 15 credits and have a cumulative G.P.A. of 3.25 or higher.
Amount: $250 for one semester. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 3.25 or higher.
Application Deadline: April 7.

Thomas F. Kershaw Scholarship
Eligibility Criteria: Continuing students who have demonstrated outstanding academic ability in the culinary arts or hotel, restaurant, and travel management field.
Amount: $100 for one semester. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 2.00 or higher.
Application Deadline: April 7.

Stanley Z. Koplik Scholarship
Eligibility Criteria: Continuing BHCC students in good academic standing who have achieved and maintained a 3.00 G.P.A., has applied for the Massachusetts Joint Admissions program, and are enrolled in a minimum of 9 credits at BHCC.
Amount: $250 for one semester. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 3.00 or higher.
Application Deadline: April 7.

Marguerite I. Munster Memorial Scholarship
Eligibility Criteria: Matriculated fourth semester nursing majors who have demonstrated outstanding clinical competence and academic achievement in courses completed at BHCC.
Amount: $500.
Application Available: Chair, Nurse Education Department, Room B137C on the Charlestown Campus.
Application Deadline: November 24.

Maurice F. O’Shea Trustees’ Academic Award
Eligibility Criteria: Continuing BHCC students who have demonstrated outstanding academic excellence while attending Bunker Hill Community College and who will attend the college during the subsequent fall semester. Candidates must be students who have completed a minimum of 30 credit hours at BHCC (may include current spring credits). Candidates must have earned a cumulative G.P.A. of 3.50. Candidates, in an essay of no more than 300 words, must indicate how they contributed to the institutional value(s) of the BHCC community and outline their career goals. Candidates must provide three letters of reference (at least two from BHCC faculty), which speak to their commitment to their course of study and give examples of that commitment.
Amount: The award is for in-state tuition and fees for up to 12 credits and is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 3.50 or higher.
Application Deadline: Second Friday in April.
**President’s High School Scholarship**


**Eligibility Criteria:** Graduating seniors from each of the high schools listed above, nominated by their high school principal, are eligible for this scholarship upon meeting the following criteria: acceptance to a BHCC degree or certificate program; promise of participation in the BHCC Mentor Program during the scholarship award period; have earned a cumulative G.P.A. of 3.00 (B) or higher at the close of the high school academic year; and are an active member of their high school and community.

**Amount:** In-state tuition and fees up to 12 credits for the fall semester. Scholarship is renewable for the spring semester provided the recipient achieves a cumulative G.P.A. of 3.00 or higher. This scholarship will be 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 by April 1. Nomination forms are due May 13.

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**President’s Leadership Award**

**Eligibility Criteria:** Graduating students who have demonstrated outstanding leadership ability and have completed a minimum of 30 credits at BHCC with a cumulative G.P.A. of 3.50 or higher in the prior semester.

**Amount:** $1,000.

**Application Available:** Dean of Student Affairs, Room B308 and Student Activities and Athletics, Room D106 on the Charlestown Campus.

**Application Deadline:** Second Friday in April.

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**Refrigeration Service Engineers Society (RSES) Scholarship**

**Eligibility Criteria:** Students in the associate in arts/mathematics, engineering/physics, or science concentrations who have satisfactorily completed 30 credits of the associate degree and are entering the second year at BHCC.

**Amount:** $250 for one semester. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 2.00 or higher.

**Application Deadline:** April 7.

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**Rosann Sperduto ’88 Memorial Scholarship**

**Eligibility Criteria:** Female graduating students of BHCC who have demonstrated outstanding academic excellence and leadership ability. Applicants must be non-traditionally aged students (23 years or older) who are active members of Alpha Kappa Mu and/or have achieved a cumulative G.P.A. of 3.50 or higher and plan to transfer to a four-year institution. Applicants must also present a short essay (500 words) and submit two letters of reference.

**Amount:** $500 payable to the transfer institution.

**Application Deadline:** April 7.

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**James R. Ware Stop & Shop Scholarship**

**Eligibility Criteria:** Continuing Business Administration students who have earned more than 30 credits and are making satisfactory academic progress.

**Amount:** $250 for one semester. Scholarship is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 2.00 or higher.

**Application Deadline:** April 7.

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**Study Abroad Scholarships**

Twenty-four scholarships will be awarded to support participation in selected study abroad programs in countries such as Austria, China, Costa Rica, Czech Republic, France, Ghana, Italy, Spain, and the United Kingdom.

**Eligibility Criteria:** Degree or certificate seeking students who have completed 12 credits at BHCC with a cumulative G.P.A. of 2.50 or higher.

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

**Application Deadline:** October 13.

Applications available in the International Center, Room E236 on the Charlestown Campus.

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**Trustees’ Service Award**

**Eligibility Criteria:** Continuing BHCC students who have demonstrated academic achievement and outstanding community service while attending Bunker Hill Community College and who will attend the college during the subsequent fall semester. Candidates must have completed a minimum of 30 credit hours at BHCC (may include current spring semester credits), and earned a cumulative G.P.A. of 2.50 or higher. The candidates, in an essay of no more than 300 words, must indicate specifically how they contributed to the institutional value(s) of the BHCC community and/or communities in which they are involved. Candidates must provide three letters of reference (at least two from BHCC faculty) that address their leadership qualities as they relate to community service.

**Amount:** The award is for in-state tuition and fees for up to 12 credits and is renewable for a second consecutive semester if the student maintains a cumulative G.P.A. of 2.50 or higher.

**Application Deadline:** Second Friday in April.
Academic Advising
All BHCC students have the opportunity to consult academic advisors. Depending on academic status, students may make appointments with an assigned advisor, access online advising, or drop in to talk to an advisor in the Advising/Counseling Center, Room B108, Charlestown Campus, Monday through Friday, or Room E235 Saturdays. The advisor’s role includes, but is not limited to, helping students plan their academic course load, monitoring students’ academic progress, and assisting students as a resource in career planning and academic and student support services.

The Advising/Counseling Center is open Monday - Wednesday, 8:30 a.m. - 7:00 p.m., Thursday, 11:00 a.m. - 7:00 p.m., and Friday, 8:30 a.m. - 4:00 p.m. During peak registration times, the Center extends its hours of operation. During the fall and spring semesters, advising services are also available every Saturday, 9:00 a.m. - 4:00 p.m. in Room E235. Students may reach the Advising/Counseling Center at 617-228-2230 during the week and at 617-228-2466 on Saturdays.

Students may e-mail questions regarding the college’s academic programs or related advising information to onlineadvising@bhcc.mass.edu.

Students matriculating in Allied Health, Nursing, Medical Imaging, Criminal Justice, Early Childhood Development, and Human Services may attend group orientations and advising sessions, available throughout the academic year.

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, must 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 by taking practice tests on various websites - search for “Accuplacer practice” via Google.com. 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 B109, Charlestown Campus.

Students whose first language is not English, and who have not earned a high school diploma or GED in the United States, must take the English placement test (LOEP). International students must take the LOEP if they have not scored at least 500 on the TOEFL paper test or 173 on the computerized version. The LOEP places students into an appropriate level in non-credit Basic English as a Second Language (BESL) courses or Academic English as a Second Language (ESL) courses. Students should call 617-228-2468 or visit Room B109, Charlestown Campus, to schedule an appointment for testing.

Transfer students who meet math and English requirements at the time of admission and whose transcripts have been received and evaluated by the Enrollment Services Center do not need to take placement exams.

Course Objectives and Requirements
At the beginning of each course, the instructor distributes a syllabus to inform students of course objectives, individual grading and attendance policies, and other information related to the course, including field trips, internships, or other special requirements.

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 a full semester. 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.

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

Certificate Credit Requirements. To qualify for a BHCC certificate, students complete all course requirements for the certificate with a minimum of twenty-five percent (25%) of the required credit hours successfully completed at the college with a cumulative minimum G.P.A. 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 and Transfer Counseling 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’s 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: 6 credit hours
   • Behavioral and social science: 9 credit hours
   • Humanities and fine arts: 9 credit hours
   • Natural and physical science: 8 credit hours
   • Mathematics: 3 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.
# Articulation Agreements between Bunker Hill Community College and Other Academic Institutions

## ASSOCIATE IN ARTS:

<table>
<thead>
<tr>
<th>Program</th>
<th>Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.A. Business</td>
<td>Bentley College, Northeastern University, Regis College, Salem State College, Suffolk University, Sawyer School of Management</td>
</tr>
<tr>
<td>A.A. Education</td>
<td>Salem State College</td>
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<tr>
<td>A.A. General Concentration</td>
<td>Bentley College, Suffolk University, College of Liberal Arts and Sciences</td>
</tr>
<tr>
<td>A.A. Psychology</td>
<td>Suffolk University, College of Liberal Arts and Sciences</td>
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<tr>
<td>A.A. Sociology</td>
<td>Suffolk University, College of Liberal Arts and Sciences - Sociology</td>
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</tbody>
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## ASSOCIATE IN SCIENCE:

<table>
<thead>
<tr>
<th>Program</th>
<th>Institutions</th>
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</thead>
<tbody>
<tr>
<td>A.S. Business Administration: Accounting Option</td>
<td>Bentley College, Northeastern University, Regis College, Salem State College, Suffolk University, Sawyer School of Management</td>
</tr>
<tr>
<td>A.S. Business Administration: Finance Option</td>
<td>Bentley College, Regis College, Northeastern University, Suffolk University, Sawyer School of Management</td>
</tr>
<tr>
<td>A.S. Business Administration: International Business Option</td>
<td>Regis College, Northeastern University, Salem State College, Suffolk University, Sawyer School of Management</td>
</tr>
<tr>
<td>A.S. Business Administration: Management Option</td>
<td>Northeastern University, Regis College, Salem State College, Suffolk University, Sawyer School of Management</td>
</tr>
<tr>
<td>A.S. Criminal Justice</td>
<td>Salem State College, Suffolk University - College of Liberal Arts and Science-Sociology/Criminology and Law</td>
</tr>
</tbody>
</table>
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 strive to meet individual needs of all students.

The Library and Information Center
The Library and Information Center is a place for information literacy instruction and practice, and for study. The 64,000-volume library collection is augmented by resources accessible through its consortium memberships: NOBLE, NELINET, Boston Regional Library System, and OCLC. The library also subscribes to newspapers, magazines, journals, and full-text electronic databases. To maximize application of library resources, Information Literacy workshops as well as one-on-one instruction sessions are available throughout the calendar year. Consistent with on-campus student services, the needs of distance and non-traditional learners are addressed via library web support files customized to the curriculum, which provide in-context instruction and lists of important resources. The library web page provides links to the online catalog, the virtual vertical file, and off-campus subscription database access, expanding library service to 24/7. The library is open throughout the calendar year. Its regular academic schedule is from Monday through Thursday, 8:00 a.m. - 9:00 p.m., Friday, 8:00 a.m. - 5:00 p.m. and Saturday 9:00 a.m. - 1:00 p.m.

The Tutoring and Academic Support Center (TASC)
The Tutoring and Academic Support Center (TASC) offers 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 with English, ESL, math and science tutors when enrolled in those specific courses. For students who are looking for help with a specific paper, the center schedules drop-in hours Monday through Thursday in The Writing Place, Room E142, Charlestown Campus.

The TASC also offers a range of multimedia software for practice and review in mathematics, reading, writing, ESL, and science. Students may utilize these services during the Center’s regularly scheduled hours.

The Charlestown Campus TASC 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 from 8:30 a.m. – 4:00 p.m., and Saturday from 9:00 a.m. - 1:00 p.m. For more information, contact the Center at 617-228-2161 or at tasc@bhcc.mass.edu.

The TASC also offers tutoring services at the Chelsea Campus in the Library and Tutoring Center. For additional information regarding these services, contact the Center at 617-228-3422 or at tasc@bhcc.mass.edu.

Academic Computing
The Academic Computing Centers at both the Charlestown and Chelsea Campuses house over 300 personal computers. These centers support business administration, graphic arts/media technology, computer programming/micro applications, office administration, medical office applications, communications networking, multimedia, and supplemental applications for liberal arts courses. All computers on the network provide access to the Internet. Also, 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 Academic Computing 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 either computer classrooms or open laboratories.

Charlestown Campus. The Charlestown center is located on the first floor, D-Building. Students must enter through the main door, D111, in order to access classrooms D114 through D120, D121A and D121B. During the academic year, September through May, the center is open Monday through Thursday, 7:00 a.m. - 10:00 p.m., Friday, 8:30 a.m. - 2:30 PM., and Saturday 8:00 a.m. - 4:00 p.m.
During June, July, and August, the center is open Monday through Thursday, 7:30 a.m. - 10:00 p.m. and Friday 8:30 a.m. - 2:30 p.m. The center is 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.

**Chelsea Campus.** Located in Bellingham Square, 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. During the academic year (September - May) the computer laboratory is open Monday through Thursday, 9:00 a.m. - 9:00 p.m., Friday 8:00 a.m. - 4:00 p.m., and Saturday 9:00 a.m. - 2:00 p.m. During the summer months, June, July, and August, the computer laboratory, is open Monday through Thursday, 9:00 a.m. - 9:00 p.m., and Friday 8:00 a.m. - 4:00 p.m. During all semester breaks, access and times are limited. For limited schedule information, see the posted schedule or ask a staff member for help.

**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: peer advising/tutoring, academic counseling, a counseling/mentor program, cultural events, and field trips. It also provides workshops on a variety of topics focusing on learning strategies, life counseling, a counseling/mentor program, cultural events, and field trips. It also offers additional classes off-site in the community: Centro Latino de Chelsea and ROCA, Inc. The Massachusetts Department of Education funds the ABE program. For more information, call the ABE office at 617-228-3341.

**Adult Basic Education Program**
The Adult Basic Education (ABE) program at the Chelsea Campus provides a continuum of educational and support services for adults. This comprehensive program provides free educational services that include courses in four levels of Basic English to Speakers of Other Languages (ESOL), two levels of General Education Development (GED) preparation in Spanish, and two levels of Spanish native literacy as well as a Transitions to College project, which offers courses for students who have received their high school diploma or GED and plan on attending college. The Transition to College courses are offered at the Charlestown Campus and include: Transitions Math, Transitions Writing, Transitions Reading, and the Transitions to College seminar. In addition, the ABE program offers a variety of support services to assist students in achieving academic success, such as tutoring, career counseling and job skills counseling. The ABE program collaborates with the following partners to offer additional classes off-site in the community: Centro Latino de Chelsea and ROCA, Inc. The Massachusetts Department of Education funds the ABE program. For more information, call the ABE office at 617-228-3341.

**Alternative Learning**
Bunker Hill Community College provides a variety of alternative learning options for students who are self-directed learners, who seek diversity in learning styles, or who are constrained by time and/or travel. The college offers courses with flexible scheduling, including online and weekend courses, correspondence, and telecourses. Additionally, The Center for Self-Directed Learning offers individualized, self-paced courses and the Contract Learning Program offers independent study opportunities. To increase access to courses not available on campus, BHCC offers interactive televised courses received from other colleges through videoconferencing technologies and through online courses received from the Massachusetts Colleges Online (MCO) consortium.

**The Center for Self-Directed Learning**
Students may enroll in college credit courses available through the Center for Self-Directed Learning (CSDL). Students progress at their own pace and complete assignments and tests according to their unique learning needs. The CSDL offers courses and academic support services based on the concept that the individual’s learning style, paired with a complementary method of instruction, may be a significant factor in successful learning. The CSDL provides multi-media resources for individualized, independent instruction under the supervision of professional facilitators. The instructional media/materials include a wide range of audiotapes, 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. Students find course facilitators and tutors available to assist them at all times during the scheduled hours of operation of the Center, Monday through Thursday, 8:30 a.m. - 9:00 p.m. and Friday and Saturday, 8:30 a.m. - 1:00 p.m. Refer to the current Course Schedule booklet for a detailed listing of course offerings. The CSDL is located in Room E235, Charlestown Campus. For more information, contact the Center 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 credit 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. 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 file PLA requests at any time. Students may apply a maximum of 45 PLA credits toward an associate degree at BHCC. For more information, call the PLA office at 617-228-2350.

Credit by Departmental Examinations. The Prior Learning Assessment (PLA) program 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. Currently, the following departments offer these examinations: Business Administration, Office Administration, and Computer Technology. For more information about the specific courses and examinations, visit the Center for Self-Directed Learning, Room E235, Charlestown Campus, or call 617-228-2350.

College-Level Examination Program (CLEP). In addition to the department examinations through the Prior Learning Assessment (PLA) program, students may test in 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 liberal arts 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 over 30 specific examinations. College-Level Examinations (CLEP) are offered in the ACT Center, Room E224, Charlestown Campus. For more information regarding the CLEP tests, visit the Prior Learning Assessment Office in Room E325, Charlestown Campus, or call 617-228-2350.

Distance Education/eCollege

Distance Education at BHCC: eCollege - Online Education/Web Courses

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 also offer students the flexibility and convenience of learning virtually anytime or anywhere.

The eCollege also offers hybrid courses designated as HB. These courses include both traditional classroom and online components. Students in hybrid courses generally meet on-site for fifty percent (50%) of the instructional time. The other fifty-percent (50%) of instruction is conducted online.

For most online or hybrid courses, students must submit requests for online access by e-mailing onlinehelp@bhcc.mass.edu. For those students, the eCollege verifies enrollment and then e-mails the student a username and password for the course. For students who have current e-mail addresses already in the system, the student information system generates automatic responses that include usernames and passwords. On the first day of classes, students may access their online courses.

In order to succeed in these courses, students must have access to a computer and possess basic computer skills such as sending and receiving e-mail and attachments, cutting and pasting, and minimizing/maximizing screens. Students must have good writing skills since many online courses require written assignments. Students without computers of their own may access PCs in the Center for Self-Directed Learning, Room E235 or Academic Computing, Room D111, Charlestown Campus. They also may access PCs in the computer lab at designated hours on the Chelsea Campus.
Weekend College

Students must begin their online coursework during the first week of the semester and complete all course requirements by the end of the semester. Students enrolled in web or hybrid courses should initiate contact and introduce themselves to the instructor during the first few days of the semester. They also must check the syllabus, familiarize themselves with and navigate the software, and establish a “presence” in the online classroom. Students may participate in college-sponsored online and/or in-person orientations prior to the beginning of each semester. Students will find tutoring and academic advising available on the web.

For access to online advising, post an inquiry at onlinadvising@bhcc.mass.edu. For access to online tutoring and for administrative inquiries, e-mail onlinehelp@bhcc.mass. For access to online library resources, go to www.noblenet.org. Certain databases, however, can be accessed only with a library ID number. For further information, contact a member of the library staff.

Interactive Televised Courses
Bunker Hill Community College uses interactive television technology for live courses broadcast from a network of higher educational institutions in Massachusetts. Courses offered in this format are listed in the course schedule with a section designation of MC or CM. Holyoke Community College offers the Pharmacy Technology Program through this interactive televised medium. For more information, call 617-228-2256.

Telecourses
Telecourses are college courses designed for viewing at home with the use of a VCR. The eCollege lending service offers these telecourses, designated as TV. Students borrow videotapes and use them in conjunction with course packets, textbooks, and study guides. All TV courses are credit-bearing and can be applied toward a certificate or degree program at Bunker Hill Community College or they may be transferred to other institutions. For additional information about the telecourse program, visit the eCollege office, Room E221, Charlestown Campus, or call 617-228-2079.

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. To receive additional information, call 617-228-2079.

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; and
- 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 onlinadvising@bhcc.mass.edu or call 617-228-2214 for further information.

The college offers drop-in advising services on Saturdays during the fall and spring from 9:00 am - 4:00 pm. Students also may schedule individual advising appointments.

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 student’s 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 B109, Charlestown Campus. Call 617-228-2468 to schedule a testing session. 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 617-228-2214 or e-mail onlinadvising@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 unauthorized use of 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 of Student Affairs will convene a disciplinary hearing committee. The members of the hearing committee make a recommendation to the Vice President of Academic and Student Affairs 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 further 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 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 completing all course requirements. If students find it impossible to complete all assigned work, they may need to withdraw from their 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 and Student 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 18 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 9 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 grade of C or higher; 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 make-up 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)

<table>
<thead>
<tr>
<th>GRADES AND NOTATIONS</th>
<th>DEFINITIONS OF GRADES AND NOTATIONS</th>
<th>QUALITY POINTS PER CREDIT HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Equivalent to a numerical grade of 94 - 100</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>Equivalent to a numerical grade of 90 - 93</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>Equivalent to a numerical grade of 87 - 89</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>Equivalent to a numerical grade of 83 - 86</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>Equivalent to a numerical grade of 80 - 82</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>Equivalent to a numerical grade of 77 - 79</td>
<td>2.30</td>
</tr>
<tr>
<td>C</td>
<td>Equivalent to a numerical grade of 70 - 76</td>
<td>2.00</td>
</tr>
<tr>
<td>D</td>
<td>Equivalent to a numerical grade of 60 - 69</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Equivalent to a numerical grade of 0 - 59</td>
<td>none</td>
</tr>
<tr>
<td>P</td>
<td>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</td>
<td>none</td>
</tr>
<tr>
<td>IP</td>
<td>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, with the exception of CSDL, External/Home Studies and Telecourses which have a two semester time of completion are automatically changed to a grade of F unless an IP extension is agreed upon in writing by the student and instructor and submitted to the Enrollment Services Center</td>
<td>none</td>
</tr>
<tr>
<td>AU</td>
<td>Audit; no credit earned</td>
<td>none</td>
</tr>
<tr>
<td>NA</td>
<td>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</td>
<td>none</td>
</tr>
<tr>
<td>W</td>
<td>Official withdrawal from a course; no credit earned</td>
<td>none</td>
</tr>
<tr>
<td>WA</td>
<td>Administrative withdrawal from a course; no credit earned</td>
<td>none</td>
</tr>
</tbody>
</table>

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 (C.G.P.A.) 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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
<th>GRADE</th>
<th>QUALITY POINTS</th>
<th>QUALITY POINTS EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG112</td>
<td>3</td>
<td>A-</td>
<td>(3.70)</td>
<td>11.10</td>
</tr>
<tr>
<td>MAT196</td>
<td>3</td>
<td>C+</td>
<td>(2.30)</td>
<td>6.90</td>
</tr>
<tr>
<td>BIO102</td>
<td>4</td>
<td>B</td>
<td>(3.00)</td>
<td>12.00</td>
</tr>
<tr>
<td>SPN201</td>
<td>3</td>
<td>F</td>
<td>(0.00)</td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>13</td>
<td></td>
<td></td>
<td>30.00</td>
</tr>
</tbody>
</table>

Cumulative Grade Point Average (C.G.P.A.): 30 ÷ 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 4.00, less developmental credits.

High Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.75 - 3.99, less developmental credits.

Honors: Students who have completed degree requirements with a Cumulative Grade Point Average of 3.50 - 3.74, 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 a Financial Aid staff member regarding the fiscal implications of program changes.

Students may not register for the new program until the change of program form is processed. When a program change is approved, the student must meet the degree requirements of the catalog in effect at the time 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 (66%) 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 (66%) or more of the total number of credits attempted and meet the following minimum cumulative grade point average:

<table>
<thead>
<tr>
<th>CREDITS ATTEMPTED</th>
<th>CUMULATIVE GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 12</td>
<td>no minimum</td>
</tr>
<tr>
<td>12-30</td>
<td>1.79</td>
</tr>
<tr>
<td>Above 30</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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 ten (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 G.P.A. 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.
Course and College Withdrawal

Academic Suspension
The college suspends students from attending the college if either of the following circumstances occurs during any probationary semester:

- Students fail 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;
- Students fail to complete a minimum of 66 percent of the total number of credits attempted.

The college also suspends 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 and space availability. Students are placed on academic probation for the semester in which they are re-admitted (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. The college grants appeals based on computational error or based on documented extraordinary personal circumstance. The decision of the Academic Appeals Committee is final.

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 will not issue 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 college 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 formally withdraw may affect students’ academic standing and eligibility to receive financial aid (see Satisfactory Academic Progress). Students desiring to be re-admitted 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, multi-cultural, 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 thereunder; 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 that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify 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 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, the information is available and accessible from student records. Nonconsensual release of directory information may be released 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 following offices: Enrollment Services Center, Financial Aid, Institutional Effectiveness, and the Dean of Students.
Academic and Student Services

Enrollment Services Center
The Enrollment Services Center provides a variety of services to students. The public 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 non-credit 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 Personal Identification Number (PIN), students access this information directly at www.onlineservices.bhcc.mass.edu. The college provides information online for students regarding current semester grades, account summary, financial aid status, search for classes, and course schedules. 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 Personal Identification Number (PIN). The college creates students’ PINs using the last six digits of their social security numbers. For students without social security numbers, the college creates PINs by using the last six digits of their student ID numbers. Generally the college creates students' Web IDs by using the first initial, middle initial, and the last name. For example, Pat Bailey Brown’s (012-34-5678) Web ID is “pbbrown” and her initial PIN is 345678. After logging in for the first time, students change their PINs to a 6-9 alphanumeric PIN such as “brown5678.” For information regarding obtaining a PIN number or accessing online services, call the Enrollment Services Center at 617-228-2422.

Registration. Students with a GPA of at least 2.00 and a minimum of eighteen (18) completed credits may register and pay online, providing their student payment account and immunization records (if applicable) are in good standing. Students who have less than 18 completed credits and a G.P.A. of 2.00 may petition the Enrollment Services Center for online registration access by calling 617-228-2422 or they may request access by e-mailing the Dean of eCollege/Weekend College at bsakamoto@bhcc.mass.edu.

Payment. Students can access their financial account summaries online. The account shows both current semester payments received and balances due. Students also are able to make online payments using a VISA, MasterCard, or Discover credit card. For information regarding account summaries and payments, call the Student Payment Office at 617-228-2150.

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.

Advising/Counseling
The Advising/Counseling Center provides a variety of services to assist students to achieve their academic, vocational, and personal goals. These services include interpretation of assessment scores, selection of program of study, course placement, course selection, scheduling, and registration. The center staff also assists students to address a variety of issues and concerns affecting their educational success.
student issues and concerns include matters related to courses and programs, study habits, test anxiety, time management, confidence building, and conflict resolution. The college encourages students with academic and/or personal concerns to schedule an appointment with an academic counselor at the Advising/Counseling Center, Room B108, Charlestown Campus, or to call 617-228-2230 for an appointment.

**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 and Transfer Counseling Office, Room B202, Charlestown Campus, or call 617-228-2299.

**The International Center**
The International Center provides programs, services, and activities designed to further 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 some 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, Czech Republic, France, Italy, Mexico, Spain, Switzerland 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 then 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 acquire student visas to study in the U.S. International Student Advisors in the International Center assist students to maintain legal immigration status, obtain student visas, change 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 the U.S. culture and educational system.
Academic and Student Services

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. The Career Center staff works closely with academic program and professional staff members to assist students in job placement and career development. The center houses a career resource library that contains books and videos on job search, resumes, cover letters, and job possibilities. The center is equipped with computer-based software packages designed to help students explore career information and opportunities. These software packages include programs for self-assessment, planning, developing resumes, and preparing cover letters to employers. The Career Center is located in Room M101, Charlestown Campus.

The Career Center provides year-round workshops for BHCC students. The workshops address such topics as interviewing skills, job search skills, and job fair success. Each November and April, the Career Center sponsors job fairs in which more than 50 metro-Boston employers participate.

Based in the Career Center, the BHCC Internship Program is open to all BHCC students who meet the criteria for participation as outlined in the Internship Handbook. The Internship Handbook is available in the Career Center. The college encourages students to participate in the internship program to enhance their learning and blend academic knowledge with practical on-the-job experience.

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, at the same time, maintain 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 services should visit the Office for Students with Disabilities, Room D106, Charlestown Campus, or call 617-228-3415 or 617-228-2234.

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 Care Coordinator provides emergency care and treatment of minor injuries and common illnesses and is available to answer 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 further information, visit the Health Services Office, Room E154, Charlestown Campus, or call 617-228-2274.

Evening Services
In order to address evening students’ needs, the college offers support services Monday through Thursday evenings and coordinates student support services for evening students with other divisions of the college.

An academic dean is available on the Charlestown Campus Monday through Thursday evenings. Students may consult the academic deans to seek information regarding their programs of study, specific courses, or for other academic issues. The eCollege, Academic Computing Center, Audio-Visual services, student ID production services, Center for Self-Directed Learning, Library, Tutoring and Academic Support Center are open during the evenings on the Charlestown Campus to support the academic needs of evening students.

The college provides career services, transfer counseling, disabled student advising, financial aid assistance, health service information and assistance, and a general support program for students in the Success Program during the evenings on the Charlestown Campus either on a drop-in basis or by appointment. 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 student cultural activities including sunset poetry series and musical entertainment.

The Enrollment Services Center in the Main Lobby of both campuses is open evenings 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 to assist students with account information and the purchase of parking permits.

The Bookstore is open several evenings at the beginning of each semester with extended bookstore hours in the evenings and on Saturdays. A café is located in the Main Lobby of the Charlestown Campus.

**Student Activities and Athletics**

Bunker Hill Community College offers a variety of co-curricular activities to provide students with opportunities to develop leadership skills and to engage in social interaction. Staff and students, who serve as leaders of a wide variety of clubs and organizations, administer the programs. The activities 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, political forums, 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 currently active:

- ACT (Activism, Commitment, and Teamwork)
- Accounting Club
- African-American Cultural Society
- Alpha Kappa Mu Honor Society
- *Alternative Word* Literary Magazine
- Arab Students Association
- Asian Students Association
- Business Club
- Campus Activities Board
- Cape Verdean Club
- Criminal Justice Society
- Debating Society
- Drama Club
- Evening Students’ Association
- Gay, Lesbian, Bisexual and Transgender Student Union
- Gospel Choir
- Haitian Club
- Health Sciences Club
- Hospitality Club
- Islamic Students Association
General Services

- **Italian American Society**
- **Latinos Unidos Club**
- **Multicultural Club**
- **Nurse Mentor Club**
- **The Real Life Club**
- **S.A.F.E. (Student Awareness of Feminism and Equality)**
- **S.H.O.C.W.A.V.E.S. (Students Helping Our Communities with Active Volunteer Experiences and Service)**
- **Student Activities Committee**
- **Student Government Association**
- **The Third Rail Student Newspaper**
- **Upsidedown Club**
- **Veterans of all Nations Club**
- **WBCC Radio Station**

**Varsity and Intramural Athletics.** The Athletic Department sponsors varsity level activities in women's and men's soccer, women's and men's basketball, men's baseball, and women's softball. Memberships include: National Junior College Athletic Association; Massachusetts Community College Athletic Association; Northern New England Small College Conference; Yankee Small College Conference; and the United States Small College Athletic Association.

**Student Handbook.** *The Student Handbook* provides a comprehensive explanation of 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, which 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.

**General Services**

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

**Bookstore.** The college operates bookstores on both the Charlestown and Chelsea Campuses as a service to the students, faculty, and staff. The bookstores stock textbooks and related materials for all college courses. In addition, they sell general supplies such as paperback books, clothing, computer discs, and gift items.

**Food Services.** The college operates a full-service cafeteria during the fall and spring semesters on the fourth floor, E-Building, Charlestown Campus, and a café, which is open year-round, 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 licensed by the Massachusetts Office of Child Care Services. The centers are open to the children of students, staff, and faculty of Bunker Hill Community College. For more information, call 617-241-5464.

**Media Center.** The Charlestown Campus Media Center provides instructional media support for classroom and special events. The center offers services ranging from equipment distribution and maintenance to complete program production. The following facilities are available: an audio recording studio, color TV studio, color and black-and-white darkrooms, and graphic production facilities.

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

**Parking.** Parking at the two 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 is reserved for faculty and staff parking. Student parking is available in designated Lots numbered 1 and 2. Charlestown Campus Lots 4 and 5, adjacent to B-Building and E-Building, respectively, provide designated parking spaces for persons with disabilities. The Chelsea Campus provides similar parking in designated spaces. *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 177.

**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. Also, 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.
BHCC Commonwealth Honors Program

The BHCC Commonwealth Honors Program: An Invitation to Excellence
The Commonwealth Honors Program offers students the opportunity to study and learn in an academically challenging and enriching learning environment. Students benefit from a learning community with small class sizes, teacher-to-student mentoring, team-taught interdisciplinary courses, and access to an Honors Center. Commonwealth Honors students have many opportunities to do research, participate in the statewide undergraduate conference, present their work, and/or publish their writings in the Honors journal, Kaleidoscope. Commonwealth Honors Program students receive special recognition at graduation and Honors designation on their transcripts. The Commonwealth Honors Program is affiliated with the National Collegiate Honors Council (NCHC) and The Northeast Regional NCHC.

Honors Coursework
Honors work is an additional component of a traditional course in which a Commonwealth Honors Program student works with the course professor to design enriching personalized experiences that earn Honors credit. Examples might be special research in a chemistry or psychology course, an art portfolio, or an analysis of an author’s works. Honors components may also include local internships at such places as the Museum of Science and/or Service Learning Experiences.

The Honors Seminar is an interdisciplinary three-credit course that focuses each semester on a selected theme. Students explore the semester theme from the perspectives of the natural sciences, social sciences, and the humanities. Students study with fellow honors students from different degree concentrations and programs and develop research skills through individual and group projects. Recent topics included “The Middle East,” “Prospects and Possibilities of a New Millennium,” “Denial of Diversity - Genocide in the Twentieth Century,” and “Boston as a Center of Creativity - Past, Present and Future.”

Honors courses are research-oriented, subject-specific courses that are open only to Commonwealth Honors Program students. These courses provide Commonwealth Honors Program students with the opportunity to study a subject in depth and to develop research skills.

Admissions and Program Requirements
Students may be eligible for this program immediately out of high school, after studying at Bunker Hill Community College, or studying at another college. To apply to the program, complete an application form available from the Enrollment Services Center, and provide two letters of reference.

To be eligible to apply to the Commonwealth Honors Program, students must satisfy at least one of the following criteria:
• Be a current BHCC student and have earned at least 12 credits.
• Be a recent high school graduate with a minimum B+ average.
• Be a transfer student from another college with a minimum 3.50 cumulative G.P.A. and at least 12 earned credits.
• Be a transfer student who has satisfactorily completed work in another college Honors program.

To fulfill the requirement to graduate as a Commonwealth Honors Program Scholar, students must:
• Meet all requirements for your associate degree program.
• Earn a minimum 3.50 cumulative G.P.A. at BHCC.
• Complete at least four courses that include an Honors component.
• Complete the Honors Seminar in which you are required to develop an Honors project and present the results of your research at the Honors Seminar Presentation Program.

Scholarships
The college awards two scholarships to eligible Commonwealth Honors Program students - one to a returning student, and one to a graduating student. See page 30 for more details.

For more information about the Commonwealth Honors Program, contact the program co-directors at 617-228-2296, 617-228-3249 or the Enrollment Services Center.
Bunker Hill Community College offers numerous programs of study that lead to the following degrees and certificates: 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 smoothly 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 work force 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 53 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 to acquire 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 (6 credits) to fulfill General Education Requirement 1, and
2. 16 additional credits to fulfill General Education Requirements 2, 3, 4, 5, and 6.

Students should consult their individual programs of study 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 grid that states: “This requirement is satisfied by Concentration Courses.”

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

### Associate in Arts Degrees*

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<td>Chemical Science Concentration</td>
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<td>General Concentration</td>
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<td>46</td>
<td>History and Government Concentration</td>
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<td>53</td>
<td>Mathematics Concentration</td>
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<td>Music Concentration</td>
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<td>Physics/Engineering Concentration</td>
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<td>Psychology Concentration</td>
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<td>Sociology Concentration</td>
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<td>64</td>
<td>Theatre Concentration</td>
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* Students enrolling in any A.A. degree program can earn World Studies Emphasis certification simultaneously.

### Associate in Science Degrees

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<td>Database Programming and Administration Option</td>
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<td>Computer Support Specialist Option</td>
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<td>Travel and Tourism Management Option</td>
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<td>12</td>
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<td>Cardiac Sonography Option</td>
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<td>Medical Radiography Part-time Evening Option</td>
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<td>37</td>
<td>Nursing Program: Day/Evening Option</td>
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<td>Nursing Program: Weekend Option</td>
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<td>Office &amp; Information Management Program:</td>
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<td>Administrative Information Management Option</td>
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### 2004 - 2005 College Catalog
### Associate in Arts Degree: Business Concentration

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| **CONCENTRATION COURSES:**       |               |                |       |         |                                      |
| Introduction to Business BUS101  |               |                | 3     |         |                                      |
| Principles of Accounting I ACC101|               |                | 3     |         | ESL098, RDG095 or placement          |
| Principles of Psychology PSY101  |               |                | 3     |         | BUS101                               |
| Principles of Management MAN111   |               |                | 3     |         | ESL098, RDG095 or placement          |
| Applications/Concepts CIT110      |               |                | 3     |         | MAT095                               |
| Principles of Marketing MAN105    |               |                | 3     |         |                                      |
| Macroeconomics ECO201             |               |                | 3     |         | MAT095, RDG095, or placement         |
| Principles of Accounting II ACC102|               |                | 3     |         | ACC101                               |
| Microeconomics ECO202             |               |                | 3     |         | MAT095, RDG095, or placement         |
| Calculus for Management Science   |               |                | 4     |         | MAT195                               |
| Behavioral Science Elective       |               |                | 3     |         |                                      |
| Lab Science Elective              |               |                | 4     |         |                                      |
| Literature Elective               |               |                | 3     |         | ENG095 or placement                  |
| Literature Elective               |               |                | 3     |         | ENG095 or placement                  |

| **TOTAL CREDITS**                |               |                |       |         | 63                                   |

* This requirement is satisfied by Concentration Courses. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**CONCENTRATION OVERVIEW**
This concentration prepares students to transfer to upper-level 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 102.
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.

The Business Administration Department offers four, high-demand academic options, placing graduates in a competitive position when seeking employment or transferring to upper-level academic institutions. Students qualify for entry-level positions within their areas of concentration. Options include Accounting, Finance, International Business, and Management.

### Accounting Option

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<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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<td>Accounting Information Systems</td>
<td>ACC105</td>
<td>Spring</td>
<td>3</td>
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<tr>
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<td>ACC201</td>
<td>Fall</td>
<td>3</td>
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<tr>
<td>World View</td>
<td>From Menu 3</td>
<td></td>
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<tr>
<td>Federal Income Tax I</td>
<td>ACC203</td>
<td>Fall</td>
<td>3</td>
<td>ACC102</td>
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<tr>
<td>Cost Accounting I</td>
<td>ACC207</td>
<td>Fall</td>
<td>3</td>
<td>ACC102</td>
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<td>Science and Technology</td>
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<td>Intermediate Accounting II</td>
<td>ACC202</td>
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<td>ACC201</td>
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<td>Humanities</td>
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<tr>
<td>Volunteer Income Tax Assistance</td>
<td>ACC205</td>
<td>Spring</td>
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</tbody>
</table>

* This course satisfies "Individual and Society" General Education Requirement (Menu 2).

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### OPTION OVERVIEW

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.
## Finance Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<tbody>
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<tr>
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<tr>
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<td>ENG111</td>
<td></td>
<td>3</td>
<td></td>
<td>ENG095 or placement</td>
</tr>
<tr>
<td>Quantitative Thought</td>
<td>From Menu 4</td>
<td></td>
<td>3</td>
<td></td>
<td>MAT095 or placement</td>
</tr>
<tr>
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<td></td>
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<td>3</td>
<td>BUS101</td>
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<tr>
<td>Real Estate Law or Estates and Trusts</td>
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<td>Spring</td>
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<td>Humanities</td>
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<tr>
<td>Money and Banking</td>
<td>ACC211</td>
<td>Spring</td>
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</table>

*This course satisfies "World View" General Education Requirement (Menu 3).

**This course satisfies "Individual and Society" General Education Requirement (Menu 2).

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**OPTION OVERVIEW**
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.
## International Business Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<tbody>
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<tr>
<td>Applications/Concepts</td>
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<td>ENG095 or placement</td>
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<td>MAT095, RDG095 or placement</td>
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<td>Principles of Marketing</td>
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<td></td>
</tr>
<tr>
<td>College Writing II</td>
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<td></td>
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<td>3</td>
<td>ENG111</td>
</tr>
<tr>
<td>Quantitative Thought</td>
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<td></td>
<td></td>
<td>3</td>
<td>MAT095 or placement</td>
</tr>
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<td>ACC101</td>
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<td>Science and Technology</td>
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<td></td>
<td>4</td>
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<td>Career Elective**</td>
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<td>Money and Banking</td>
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<td>ECO201, ECO202</td>
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<td>Career Elective**</td>
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<td><strong>TOTAL CREDITS</strong></td>
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<td>61</td>
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</table>

* This course satisfies “World View” General Education Requirement (Menu 3).

** 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.

*** This course satisfies “Individual and Society” General Education Requirement (Menu 2).

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### OPTION OVERVIEW

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.
### Management Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<td>BUS101</td>
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<td>Principles of Accounting I</td>
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<tr>
<td>College Writing I</td>
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<td>ENG095 or placement</td>
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<td>MAN105</td>
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<td>ENG111</td>
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<td>Quantitative Thought</td>
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<td></td>
<td></td>
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<td>MAT095 or placement</td>
</tr>
<tr>
<td>Organizational Behavior/Design</td>
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<td>Fall</td>
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<td>Applications/Concepts</td>
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<tr>
<td>Science and Technology</td>
<td>From Menu 5</td>
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<td>Career Elective***</td>
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<td>Spring</td>
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<td><strong>TOTAL CREDITS</strong></td>
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* This course satisfies "Individual and Society" General Education Requirement (Menu 2).
** This course satisfies "World View" General Education Requirement (Menu 3).
*** 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.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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### OPTION OVERVIEW

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.
### Accounting Information Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<tbody>
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<td>Fall</td>
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<td></td>
<td>ACC102</td>
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<td>Applications/Concepts or Introduction to MS Office</td>
<td>CIT110 or ITB133</td>
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<td>Decision Support Using MS Excel</td>
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**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 ACC101, ACC102
- Systems Analysis & Design CIT211 Fall 3 CIT110 or CIT115, and at least two other CIT courses

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**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 of 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 thebooks for period-ending financial statements.
- Prepare and evaluate financial statements and process and maintain computerized records, accounts, and information.
## e-Commerce Marketing Management Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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*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.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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.
## International Business Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
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<th>PREREQUISITES</th>
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<tr>
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<td>BUS106</td>
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<td>ECO201, ECO202</td>
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### THE POOL OF ELECTIVES:

- Export/Import Process: BUS108
- International Finance: ACC214
- Freight Forwarding: BUS112
- International Business Issues: BUS114
- Career Elective*: 3
- Business Internship: MAN299

*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.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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.
## Paralegal Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<td>BUS201</td>
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<td>Real Estate Law</td>
<td>BUS120</td>
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<tr>
<td>Estates and Trusts</td>
<td>BUS121</td>
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<tr>
<td>Intro to Law/Paralegal Practices</td>
<td>BUS122</td>
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<tr>
<td>Criminal Law</td>
<td>CRJ103</td>
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</table>

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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.
# Associate in Arts Degree: Communication Concentration

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<tr>
<th>COURSE TITLE</th>
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</table>

The department recommends a two-semester foreign language sequence. Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**CONCENTRATION OVERVIEW**

This 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 102.
### Associate in Science Degree: Graphic Arts and Visual Communication Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
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<th>SEMESTER TAKEN</th>
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<td>Graphic Design Applications II</td>
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<td>GVD204</td>
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<td>Publication Design</td>
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<tr>
<td>Internship/Portfolio Preparation</td>
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<td>3</td>
<td>GVD214</td>
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</tbody>
</table>

*This course satisfies “World View” General Education Requirement (Menu 3). “Humanities” General Education Requirement (Menu 6) is satisfied by program courses. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**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.
### Associate in Science Degree: Media Technology Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<td>ENG095, RDG095 or placement</td>
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<td>Elements of Video Production</td>
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<td>Multimedia Tools/Applications</td>
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<td>Survey of Photography</td>
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<td></td>
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<td>Individual and Society</td>
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<td>TV Studio Production</td>
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<td>Spring</td>
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<td>Basic Audio Production</td>
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</table>

* This course satisfies "World View" General Education Requirement (Menu 3).
** Career Electives may be any non-required MDT, GVD, PHT course, LIT, ART or THE.
  Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### PROGRAM OVERVIEW

This program provides students with hands-on training in the most widely used mass communications media — video, audio, still photography, and computer-based media. By participating in actual production situations, students develop practical skills in laboratory courses surveying the techniques and approaches of the major media. 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.
### Associate in Arts Degree:

#### Computer Information Systems Concentration

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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*This requirement is satisfied by Concentration Courses.

**Recommended computer electives: CIT115, 216, 224, 272, 284; ITB162, 182, 268.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

---

### CONCENTRATION OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities and major in computer information systems. The program combines both business and computer-related courses that businesses require of their employees. Students need excellent communication skills to succeed in this program.

### CAREER OUTLOOK

Graduates of this concentration qualify as systems analysts, business analysts, and database administrators.

### 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 102.
### Associate in Arts Degree: Computer Science Concentration

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
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*These requirements are satisfied by Concentration Courses.*

Students must complete ENG095, 111,112, and all MAT courses with a grade of C or better. The department recommends that a college-level math course be taken before or concurrently with CIT115. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### CONCENTRATION OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities and major in computer science. Students considering this major should note the strong mathematics requirement.

### CAREER OUTLOOK

Graduates of this concentration qualify as systems programmers, applications programmers, and data communications specialists.

### 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 Assembly code and embed it in C++ code and vice versa.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 102.
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. The Database Programming and Administration Option is offered by the Computer Information Technology Department. The Computer Support Specialist Option and Network Technology and Administration Option are offered by the Information Technology for Business and Industry Department.

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
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TOTAL CREDITS: 62

Recommended electives: CIT299 and ITB268.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

OPTION OVERVIEW

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 pass the first level of Oracle database certification.
## Database Programming and Administration Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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</table>

**TOTAL CREDITS** 28

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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 pass the first level of Oracle database certification.
### 17 Object Oriented Computer Programming and Design Certificate Program

<table>
<thead>
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<th>COURSE NUMBER</th>
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Within two semesters of entering the program, students are expected to demonstrate acceptable keyboarding proficiency. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**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.
Computer Support Specialist Option

<table>
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Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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, troubleshooting, help desk, 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.
### Network Technology and Administration Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<td>Oral Communication</td>
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<td>Switching Basics &amp; Intermediate Routing</td>
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</table>

Recommended electives: ITB182 and ITB299.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**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 connect users to the company's computer system. The option emphasizes networking technology for local area networks (LANs), and for connecting to larger networks 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.

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

- Have knowledge of the latest versions of Network Operating Systems (NOS).
- Set up and configure a network.
- Set up user accounts and profiles to protect the network's integrity and security.
- Qualify to pass the Novell's Certified Netware Administrator (CAN) Examination.
- Qualify to pass the Microsoft Certified Professional (MCP) Examination.
- Qualify to pass the Comp TIA Network+ and Comp TIA A+ Certification Examinations.
Computer Support Specialist Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<td>Introduction to MS Office</td>
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</table>

TOTAL CREDITS: 27

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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.
### Network Technology and Administration Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
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ITB268 may be taken as an optional course.

Within two semesters of entering the program, students are expected to demonstrate acceptable keyboarding proficiency. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

#### 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:**
- Have the skill set necessary to pass the CISCO Certification Examination (CCNA) or Novell CAN exam or Microsoft MCP.
- Set up, maintain, and support Networks for small and medium sized businesses.
Associate in Science Degree: Criminal Justice Program

<table>
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<tr>
<th>COURSE TITLE</th>
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<td>Criminal Investigations</td>
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**TOTAL CREDITS** 61-62

* This course satisfies “Quantitative Thought” General Education Requirement (Menu 4).

** This course satisfies “Individual and Society” General Education Requirement (Menu 2).


“World View” General Education Requirement (Menu 3) is satisfied by program courses.

Students are required to have a high degree of information technology (IT) skills. These skills are verified by an IT placement examination upon entrance to the college. Students who are unable to pass the exam must take CIT110, or equivalent. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

PROGRAM OVERVIEW
This program prepares students with academically rigorous education for careers in the criminal justice field, to transfer to four-year colleges or universities, and to enhance careers of working professionals.

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.

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 Associate in Science Degree: Culinary Arts Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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<td>CUL215, CUL225</td>
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<td>CUL215, CUL225</td>
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<td>Oral Communication</td>
<td>ENG171</td>
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<td>Humanities</td>
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<tr>
<td>Applications/Concepts</td>
<td>CIT110</td>
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</tbody>
</table>

*This course satisfies “Quantitative Thought” General Education Requirement (Menu 4). Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

PROGRAM OVERVIEW
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.
Culinary Arts Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<tr>
<td>Food Service Operation Management</td>
<td>HRT115</td>
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<tr>
<td>Introduction to Hospitality Management</td>
<td>HRT104</td>
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<tr>
<td>Culinary Theory/Skills Proficiency</td>
<td>CUL112</td>
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<td>College Writing I</td>
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<td>CUL112</td>
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<tr>
<td>Advanced Culinary Skills/Applications</td>
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<td>Field Experience Internship</td>
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<td>Healthy Foods Preparation</td>
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<td>Applied Food Service Sanitation</td>
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</table>

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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.
Associate in Science Degree: Early Childhood Development Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
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<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<td>Child Growth/Development</td>
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<td>ENG095 or placement</td>
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<tr>
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<td>3</td>
<td>ECE103</td>
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<td>ECE103</td>
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<td>ECE117</td>
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<td>ECE103</td>
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<td>World View</td>
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<td>Principles of Psychology</td>
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<td>MAT095</td>
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<td>61</td>
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</tbody>
</table>

* ECE103 was formerly PSY109. Students may not receive credit for both ECE103 and PSY109.
** This course satisfies “Individual and Society” General Education Requirement (Menu 2).
*** Recommended electives: ECE108, ECE113, ECE115, foreign language or EDU150.
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. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

PROGRAM OVERVIEW
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.
Early Childhood Development Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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<th>PREREQUISITES</th>
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<td>ECE103</td>
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</table>

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

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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.
## Associate in Arts Degree: Education Concentration

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<tr>
<td>Individual and Society</td>
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<tr>
<td>World View</td>
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<td>Science and Technology</td>
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</table>

**TOTAL CREDITS**

62

*This requirement is satisfied by Concentration Courses.

**ECE103 was formerly PSY109. 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.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### CONCENTRATION OVERVIEW

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 102.
## Associate in Arts Degree: English Concentration

<table>
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<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
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<td>ENG095 or placement</td>
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<tr>
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<td>ENG111</td>
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<td>Individual and Society</td>
<td>From Menu 2</td>
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<td>3</td>
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</tr>
<tr>
<td>World View</td>
<td>From Menu 3</td>
<td></td>
<td>3</td>
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<td>Quantitative Thought</td>
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<td>3</td>
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<td>Mathematics Elective</td>
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</table>

∗ This requirement is satisfied by Concentration Courses.

This 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 102.
### Associate in Arts Degree: Fine Arts Concentration

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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<th>CREDITS</th>
<th>PREREQUISITES</th>
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<td>World View</td>
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<tr>
<td>Quantitative Thought</td>
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<td>ART109</td>
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</table>
| Painting II                  | ART112        | Spring         | 3     | ART111 or permission |}

**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 102.*

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### GENERAL EDUCATION COURSES:

<table>
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<tr>
<th>COURSE TITLE</th>
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<th>GRADE</th>
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</tbody>
</table>
| Painting II                  | ART112        | Spring         | 3     | ART111 or permission |}

*This requirement is satisfied by Concentration Courses.*

Students enrolling in this degree program can earn World Studies Emphasis Certification simultaneously. See page 102.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.
### Associate in Science Degree: Fire Protection and Safety Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
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<th>SEMESTER TAKEN</th>
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<th>CREDITS</th>
<th>PREREQUISITES</th>
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<tr>
<td>Principles of Sociology</td>
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<tr>
<td>Inspection/Fire Prevention</td>
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<td>Fire Protection/Safety</td>
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<td>Hazardous Materials</td>
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<td>Fire Codes/Standards</td>
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<td>World View</td>
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<td>Fire Protection Systems/Equipment</td>
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<td>Applications/Concepts</td>
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<td>Career Elective***</td>
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</tbody>
</table>

* This course satisfies “Quantitative Thought” General Education Requirement (Menu 4).
** This course satisfies “Individual and Society” General Education Requirement (Menu 2).
*** Choose two of these three Career Elective options: FPS107, 207, or 209.

“Science and Technology” General Education Requirement (Menu 5) is satisfied by program courses. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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 leads to higher scores on promotional examinations. The textbooks used for the associate degree program, as well as the laws and standards of fire service, engineering, and fire science, are identical and/or related to texts and materials listed in the promotional brochures promulgated by the Massachusetts Department of Civil Service. This program is offered in the evening only.

### 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 upper-level colleges or universities seeking bachelor’s degrees 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.
# Associate in Arts Degree: Foreign Language Concentration

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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<th>PREREQUISITES</th>
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<td>World View</td>
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</table>

*This requirement is satisfied by Concentration Courses.*

Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**CONCENTRATION OVERVIEW**

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 102.
### Associate in Arts Degree: General Concentration

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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<th>PREREQUISITES</th>
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<td>Individual and Society</td>
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<td>Science and Technology</td>
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The department encourages students to consult with their intended transfer institution to determine appropriate electives. The department recommends a two-semester language sequence. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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 102.
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 Evening Medical Radiography Option – 35 months in duration.
- The full-time General Sonography Option – 24 month in duration.

Advanced standing is available for registered or licensed radiologic technologists, nuclear medicine technologists, and cardiac sonographers. Students take general education courses concurrently with the Medical Imaging Option courses. The program introduces clinical learning experiences in the first semester of the first year for Medical Radiography day students. The Cardiac Sonography Option’s clinical component begins in the second year. Inability to meet clinical objectives or obtaining a numerical course grade of less than 80 constitutes failure in that course. Students may apply for readmission to the program the next time the course is offered. Readmission is considered on a space available basis only. Upon successful completion of the program, students qualify to sit for the appropriate national registry examination. In accordance with the Criminal Record Information Act: Mass. General Laws, Chapter 6, 172-178, and regulations pursuant to these statues, Criminal Offender Record Information (CORI) checks are required prior to participation in the clinical component of Medical Imaging courses. 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. See the department chairperson for further information.

All Medical Imaging Options are accredited programs (See BHCC accreditation statements). The curriculum offers the students an overview of both fields in the first semester of the first year.

ADMISSION CRITERIA FOR THE ASSOCIATE IN SCIENCE DEGREE OPTIONS:

Students must apply to the program through the Enrollment Services Center, and:

1. Possess a high school diploma or GED certificate.
2. Complete the following courses with a grade of C or better:
   a. One semester of college algebra or equivalent;
   b. One semester of college level Anatomy/Physiology I/Lab must be completed within 5 years of application.
3. Take computerized placement tests (CPT).
4. Place in MAT195 or above, and complete MAT195 before first semester of program.
5. Attend one MANDATORY information session.
6. Show evidence of good physical and emotional health as indicated by physician’s recommendation.
7. Qualified applicants may be asked to complete an interview process conducted by academic and clinical faculty.
Cardiac Sonography Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<tr>
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</table>

TOTAL CREDITS 66

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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.
General Sonography Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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<th>PREREQUISITES</th>
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TOTAL CREDITS 64

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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).
Medical Radiography Option

<table>
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<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
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<th>PREREQUISITES</th>
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TOTAL CREDITS 63

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

OPTION OVERVIEW
This option prepares students to perform entry level diagnostic examinations on patients using radiographs, which are film records of internal structures of the body produced by x-rays. The field of radiography includes radiography, computed tomography (CT) scan, 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.

UPON COMPLETION OF THIS OPTION, GRADUATES WILL BE ABLE TO:
- Demonstrate the general knowledge and technical skills required to perform procedures and imaging examinations as entry-level Radiologic Technologists.
- Qualify to take the American Registry of Radiologic Technologists Registry Examination and the State of Massachusetts Licensing Examination for Radiologic Technologists.
- Understand the importance of lifelong continuing education in the field of Medical Imaging Technology.
- Qualify to pursue further studies in advanced areas of Medical Imaging, such as Special Procedures, CT, and MRI.
**Medical Radiography Part-time Evening Option**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
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<td>Spring</td>
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<tr>
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<td>BIO204</td>
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<td>MIG124</td>
<td>Spring</td>
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<td>MIG126</td>
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<td>MIG128</td>
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<tr>
<td>Medical Radiography Clinical III</td>
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<td>MIG128</td>
</tr>
<tr>
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<td>MIG228</td>
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<td>MIG222</td>
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<tr>
<td>CT/Cross Sectional Anatomy</td>
<td>MIG234</td>
<td>Fall</td>
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<td>BIO204</td>
</tr>
<tr>
<td>Advanced Medical Radiography Seminar</td>
<td>MIG238</td>
<td>Spring</td>
<td></td>
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<td>MIG224, MIG226</td>
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<tr>
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<td></td>
</tr>
</tbody>
</table>

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**OPTION OVERVIEW**

This option prepares students to perform entry level diagnostic examinations on patients using radiographs, which are film records of internal structures of the body produced by x-rays. The field of radiography includes radiography, computed tomography (CT) scan, 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.

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

- Demonstrate the general knowledge and technical skills required to perform procedures and imaging examinations as entry-level Radiologic Technologists.
- Qualify to take the American Registry of Radiologic Technologists Registry Examination and the State of Massachusetts Licensing Examination for Radiologic Technologists.
- Understand the importance of lifelong continuing education in the field of Medical Imaging Technology.
- Qualify to pursue further studies in advanced areas of Medical Imaging, such as Special Procedures, CT, and MRI.
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, 212-363-5555, ext. 153, 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.

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 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 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 Nursing Registration for licensure. 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. Advanced standing is available for qualified LPNs who apply either to the day, evening or weekend program options.

PREREQUISITES FOR THE NURSING PROGRAM:
1. Possess a high school diploma or GED certificate.
2. 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.
   • MAT095 Fundamentals of Algebra or placement.
   • 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 (must be taken prior to start of nursing sequence).
3. Achieve a reading level of 10th grade or higher on the College Placement Test (CPT).
   All nursing applicants must take the College Placement Test (CPT) in reading and math prior to taking the nursing admissions test.
4. Be invited to take and then pass the Nursing Admission Test.
5. Attend one information session.

AFTER ALL PREREQUISITES ARE COMPLETED:
1. Apply through enrollment services for the nursing program.
2. After applying applicants will be advised to take the Nursing admissions test (Test of Essential Academic Skills) within one week of being notified. The test will be offered in the Assessment Center on a walk-in basis.
3. Applicants must score 50% or higher on TEAS (Test of Essential Academic Skills) on each of the following content areas: reading, math, and science. Students who achieve higher than 50% on all three (3) content areas will be given first preference for admission.

Applicants are accepted into the Nursing Program after evaluation of the applicant's record by the Nurse Education Admissions Committee.
Nursing Program: Day/Evening Option

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 and 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.
### Nursing Program: Weekend Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
</tr>
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<tbody>
<tr>
<td>College Writing I</td>
<td>ENG111</td>
<td></td>
<td>3</td>
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<td>ENG095 or placement</td>
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<tr>
<td>Anatomy/Physiology/Lab I*</td>
<td>BIO203</td>
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<td>4</td>
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<td>BIO101 or BIO195</td>
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<tr>
<td>Drug Calculation</td>
<td>NUR100</td>
<td></td>
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<td></td>
<td>MAT095 or placement</td>
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<td><strong>PREREQUISITE COURSES:</strong></td>
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<tr>
<td>Anatomy/Physiology/Lab II</td>
<td>BIO204</td>
<td>before year 1</td>
<td>4</td>
<td>3</td>
<td>BIO203</td>
</tr>
<tr>
<td>Principles of Psychology</td>
<td>PSY101</td>
<td>before year 1</td>
<td>3</td>
<td>2</td>
<td>ESL098 or RDG095 or placement</td>
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<tr>
<td>Physical Assessment/Basic Skills</td>
<td>NUR101</td>
<td>Fall, year 1</td>
<td>2</td>
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<tr>
<td>Nursing I+</td>
<td>NUR111</td>
<td>Fall, year 1</td>
<td>7</td>
<td>3</td>
<td>BIO203, ENG111, NUR100</td>
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<tr>
<td>Human Growth/Development</td>
<td>PSY113</td>
<td>before year 1</td>
<td>3</td>
<td>2</td>
<td>PSY101</td>
</tr>
<tr>
<td>College Writing II</td>
<td>ENGL12</td>
<td>before year 1</td>
<td>3</td>
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<td>ENGL11</td>
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<tr>
<td>Nursing II++</td>
<td>NUR112</td>
<td>Spring, year 1</td>
<td>10</td>
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<td>BIO204, NUR101, NUR111, PSY111</td>
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<tr>
<td>Microbiology/Lab</td>
<td>BIO205</td>
<td>before year 1</td>
<td>4</td>
<td>4</td>
<td>BIO203 or BIO195</td>
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<tr>
<td>Quantitative Thought</td>
<td>Menu 5</td>
<td>Spring, year 1</td>
<td>3</td>
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<td>MAT095 or placement</td>
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<tr>
<td>Nursing III++</td>
<td>NUR211</td>
<td>Fall, year 2</td>
<td>9</td>
<td>3</td>
<td>BIO205, NUR211, PSY113</td>
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<tr>
<td>Principles of Sociology</td>
<td>SOC101</td>
<td>Fall, year 2</td>
<td>3</td>
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<tr>
<td>Nursing IV++</td>
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<td>Nursing Seminar</td>
<td>NUR213</td>
<td>Spring, year 2</td>
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<td><strong>TOTAL CREDITS</strong></td>
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</table>

* 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.

Students must earn a grade of C or higher in all science courses, ENG and MAT 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.

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**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 and 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.
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- Integrate the legal, ethical, and professional standards in the delivery of care.
- Demonstrate accountability as a manager of care utilizing delegation and leadership skills.
## Associate in Science Degree: Pharmacy Technology Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
</tr>
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<tbody>
<tr>
<td>Principles of Biology I/Lab</td>
<td>BIO101</td>
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<tr>
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<td>ENGO95 or placement</td>
</tr>
<tr>
<td>Survey of Pharmacy</td>
<td>PHM100</td>
<td>Fall only</td>
<td></td>
<td>3</td>
<td>RDG095 or placement</td>
</tr>
<tr>
<td>Pharmacy Law/Ethics</td>
<td>PHM121</td>
<td>Fall only</td>
<td></td>
<td>3</td>
<td>RDG095 or placement</td>
</tr>
<tr>
<td>Math for Meds</td>
<td>PHM130</td>
<td>Fall</td>
<td></td>
<td>2</td>
<td>MAT090 or placement</td>
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<tr>
<td>Intro to Computer Technology for Pharmacy Services</td>
<td>PHM170</td>
<td>Fall</td>
<td></td>
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<tr>
<td>Applications/Concepts</td>
<td>CIT110</td>
<td></td>
<td></td>
<td>3</td>
<td>ESL098, RDG095 or placement</td>
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<tr>
<td>College Writing II</td>
<td>ENG112</td>
<td></td>
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<td>ENG111</td>
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<tr>
<td>Community-Based Pharmaceutics</td>
<td>PHM103</td>
<td>Spring only</td>
<td></td>
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<td>Medical Terminology</td>
<td>OIM/NHP180</td>
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<tr>
<td>Principles of Psychology or Principles of Sociology</td>
<td>PSY101 or</td>
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<td></td>
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<td>Microbiology</td>
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<td>Pharmacology I</td>
<td>PHM111</td>
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<tr>
<td>Community Pharmacy Practicum/Seminar</td>
<td>PHM 211</td>
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<td>Pharmacology II</td>
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<td>Institutional Pharmacy Practicum/Seminar</td>
<td>PHM212</td>
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<td>Behavioral Science Elective</td>
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<td>63</td>
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</tbody>
</table>

This joint program between BHCC and Holyoke Community College is a distance-learning program in which all the pharmacy (PHM) courses are taught via live video-conference from Holyoke Community College. Students attend Holyoke Community College for a total of 10 days over two semesters, during which the two Pharmaceutics laboratory programs are completed. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### PROGRAM OVERVIEW

This program prepares students to become highly skilled pharmacy technicians or pharmacist assistants, capable of working in various pharmacy settings, utilizing computer and robotic systems in the preparation, dispensing, and billing medications.

### CAREER OUTLOOK

Graduates of this program qualify for entry-level pharmacy technician positions in a variety of settings, including hospital, military, nursing home, community, and industrial pharmacies. The demand for well-trained, educated pharmacy technicians is predicted to continue to exceed the available supply. Graduates also qualify for many alternative paths after additional education or experience, such as pharmaceutical sales, pharmaceutical management, or government work.

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

- Compound, prepare and package any sterile or non-sterile pharmaceutical product for administration, or dispensing to a patient.
- Utilize pharmacy computer systems for data collection, information retrieval, prescription dispensing, patient profiling, drug inventories, insurance interaction, and billing.
- Function as a competent pharmacy technician or assistant in any pharmacy setting, with the knowledge and ability to adapt to the pharmacy’s requirements as needed.
### Medical Assistant Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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</thead>
<tbody>
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<td>AHE110</td>
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<td></td>
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<tr>
<td>Medical Assisting Skills</td>
<td>AHE112</td>
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</tr>
<tr>
<td>Health Employment Issues</td>
<td>AHE104</td>
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<td></td>
</tr>
<tr>
<td>Advanced Clinical Skills</td>
<td>AHE201</td>
<td></td>
<td>3</td>
<td>AHE111 or AHE112</td>
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<tr>
<td>Practicum/Medical Assistant</td>
<td>AHE205</td>
<td></td>
<td>3</td>
<td>AHE112, coreq AHE201</td>
<td></td>
</tr>
<tr>
<td>Practicum Seminar/Allied Health</td>
<td>AHE209</td>
<td></td>
<td>1</td>
<td>coreq AHE205</td>
<td></td>
</tr>
<tr>
<td>Computer or Office Adm. Course</td>
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<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Procedures for the Medical Office</td>
<td>OIM114</td>
<td></td>
<td></td>
<td>3</td>
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<tr>
<td>Elective</td>
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**ESL OPTION:**

<table>
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<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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</thead>
<tbody>
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<td>ESL Health Communications</td>
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<tr>
<td>Advanced Clinical Skills</td>
<td>AHE201</td>
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<td>AHE111 or AHE112</td>
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<tr>
<td>Practicum/Medical Assistant</td>
<td>AHE205</td>
<td></td>
<td>3</td>
<td>AHE112, coreq AHE201</td>
<td></td>
</tr>
<tr>
<td>Practicum Seminar/Allied Health</td>
<td>AHE209</td>
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<td>1</td>
<td>coreq AHE205</td>
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<tr>
<td>Computer or Office Adm. Course</td>
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<td>3</td>
<td></td>
</tr>
<tr>
<td>Procedures for the Medical Office</td>
<td>OIM114</td>
<td></td>
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<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>25</strong></td>
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</table>

Requirements for all Allied Health Certificate Programs: attendance at a program information session, malpractice and health insurance, physical examination, and immunization forms.

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. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**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 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.
# Medical Lab Assistant Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
</tr>
</thead>
<tbody>
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<td>AHE110</td>
<td></td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Phlebotomy Theory/Lab</td>
<td>AHE115</td>
<td></td>
<td></td>
<td>3</td>
<td>ENG095, MAT095, RDG095 or placement</td>
</tr>
<tr>
<td>Health Employment Issues</td>
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<tr>
<td>Clinical Laboratory Procedures</td>
<td>AHE208</td>
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<td>Practicum/Laboratory Assistant</td>
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**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.

Requirements for all Allied Health Certificate Programs: attendance at a program information session, malpractice and health insurance, physical examination, and immunization forms.

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.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.
### Patient Care Assistant Certificate Program

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Requirements for all Allied Health Certificate Programs: attendance at a program information session, malpractice and health insurance, physical examination, and immunization forms.

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. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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, patients care technicians, patient care associates, medical aides, certified nursing assistants, and home health aides. Graduates receive BHCC certificates, State Nurse Aide and Home Health Aide Certification, and are trained in CPR and phlebotomy.

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

- Perform direct patient care competently.
- Perform basic computer skills.
### Phlebotomy Technician Certificate Program

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**TOTAL CREDITS**: 25

**TOTAL CREDITS**: 22

**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.

Requirements for all Allied Health Certificate Programs: attendance at a program information session, malpractice and health insurance, physical examination, and immunization forms.

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.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.
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.

<table>
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*BIO107 is designed specifically for Surgical Technology. Students who wish to transfer should take BIO203 and BIO204.
Admission Criteria is as follows: Apply through the Enrollment Services Center; High School diploma or GED; College Placement Tests (CPTs) must place into ENG111 and MAT195.
Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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.
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 Criteria is as follows: Apply through the Enrollment Services Center; High School diploma or GED; College Placement Tests (CPTs) must place into ENG111 and MAT195. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 45 Central Processing Certificate Program

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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.
### Associate in Arts Degree: History and Government Concentration

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</tbody>
</table>

*This requirement is satisfied by Concentration Courses. Recommended electives: GEO101, GOV101, GOV103, HIS211, HIS213, ECO201, ECO202, PHL111. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### CONCENTRATION OVERVIEW

This concentration 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.

### 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 102.
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.
## World Studies Emphasis Certification

### Choose Five Courses from Only Three of the Following Areas:

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Title</th>
<th>Course #</th>
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<th>Grade</th>
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<td>Mandarin</td>
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<td></td>
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<td></td>
<td>Masterpieces of World Literature I</td>
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<td></td>
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<tr>
<td></td>
<td>African Literature</td>
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<td></td>
<td>Latin American Literature</td>
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<td>Immigrant Experience in Literature</td>
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<td>Middle East Literature</td>
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<td>US History II</td>
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<td>V: Geography</td>
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<td>VI: Religion</td>
<td>World Religions</td>
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<td>Environmental Science I/Lab</td>
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**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. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.
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.

Hotel/Restaurant Management Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<tbody>
<tr>
<td>College Writing I</td>
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<td></td>
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<tr>
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<td>World View</td>
<td>From Menu 3</td>
<td></td>
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<tr>
<td>Business Law I</td>
<td>BUS201</td>
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<td>Meeting/Special Events Planning</td>
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<td>Spring</td>
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<td>3</td>
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<td><strong>TOTAL CREDITS</strong></td>
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</table>

*This course satisfies “Quantitative Thought” General Education Requirement (Menu 4).
Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

OPTION OVERVIEW
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 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.
### Travel and Tourism Management Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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*This course satisfies “Quantitative Thought” General Education Requirement (Menu 4).

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### Option Overview

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.
### Travel and Tourism Management Certificate Program

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
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<th>CREDITS</th>
<th>PREREQUISITES</th>
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</table>

**TOTAL CREDITS** 24

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**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.
### Associate in Science Degree: Human Services Program

<table>
<thead>
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<th>SEMESTER TAKEN</th>
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<th>PREREQUISITES</th>
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<td>ENG095 or placement</td>
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<tr>
<td>Intro to Human Services Profession w/ Field Practice</td>
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* This course satisfies “Individual and Society” General Education Requirement (Menu 2).

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### PROGRAM OVERVIEW
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.
### Human Services Certificate Program

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<tr>
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* 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. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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.
## Associate in Arts Degree: Mathematics Concentration

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*This requirement is satisfied by Concentration Courses.*  

Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102.  
Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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### CONCENTRATION OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities to seek bachelor's 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 102.
## Associate in Arts Degree: Physics/Engineering Concentration

### GENERAL EDUCATION COURSES:

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### CONCENTRATION COURSES:

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**50**

**TOTAL CREDITS 65**

*This requirement is satisfied by Concentration Courses.

Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

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### 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 102.
## Associate in Arts Degree: Music Concentration

<table>
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<tr>
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<th>COURSE NUMBER</th>
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* This requirement is satisfied by Concentration Courses.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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 World Studies Emphasis certification simultaneously. See page 102.
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 chairperson or the Advising/Counseling Office for test dates and information regarding the process.
### Administrative Information Management Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
<th>CREDITS</th>
<th>PREREQUISITES</th>
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<td>ENG095 or placement</td>
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<td>Individual and Society</td>
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<tr>
<td>World View</td>
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<td>Quantitative Thought</td>
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*This requirement is satisfied by Concentration Courses.

Career Electives: ACC101, 102, 112; BUS101, 106, 110, 120, 121, 124, 201, 202; CIT117, 127, 208; ENG171; GVD101, 103, 220, 221, 222; ITB162; MDT131; or MAN111, 112.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### OPTION OVERVIEW

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.
# Medical Information Management Option

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>COURSE NUMBER</th>
<th>SEMESTER TAKEN</th>
<th>GRADE</th>
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<td>Quantitative Thought</td>
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</table>

* This requirement is satisfied by Concentration Courses.
Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**OPTION OVERVIEW**
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.
## Information Management Specialist Certificate Program

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<th>COURSE TITLE</th>
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<th>PREREQUISITES</th>
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<tr>
<td>Mathematics</td>
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<td>3</td>
<td>placement</td>
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<tr>
<td>Keyboarding/Introduction to Microsoft Word</td>
<td>OIM101</td>
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<td>Administrative Information Management I</td>
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<td>Applications/Concepts</td>
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<td>ESL098, RDG095 or placement</td>
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</table>

Students must complete ENG and MAT courses with a grade of C or better.

Career Electives: ACC101, 102, 112; BUS101, 106, 110, 120, 122, 123, 124, 201, 202; CIT117, 127, 162, 208; ENG171; GVD101, 103, 220, 221, 222; MDT131; or MAN111, 112.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### 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.
Medical Information Management Assistant Certificate Program

<table>
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Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**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.
### Concenrtation Overview

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 102.*

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### General Education Courses:

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*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.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.
## Associate In Arts Degree: Biological Science Concentration

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*This requirement is satisfied by Concentration Courses.

Students may substitute PHY251 and PHY252 for PHY201 and PHY202. Note: BIO101, BIO102, CHM110 and CHM111 CANNOT be used to satisfy the requirements of this program. Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

### CONCENTRATION OVERVIEW

This concentration prepares students to transfer to four-year colleges or universities to seek bachelor’s degrees in biology. After transferring, students develop a course of study to become proficient in one or more of the biological sciences: i.e. physiology, ecology, cell biology, biotechnology, genetics, botany, zoology, microbiology, paleontology, biochemistry, immunobiology, marine biology, wildlife conservation. Students planning to transfer into a pre-medical, pre-veterinary, pre-dental, pharmacy, or chiropractic degree program should enroll in the Biological Science Concentration.

### CAREER OUTLOOK

Graduates of this concentration should transfer to a four-year college or university because entry-level employment opportunities in biology such as research assistant or field technician usually require a minimum of a bachelor’s degree in the biological sciences. Professional positions such as researcher or college biology instructor usually require a minimum of a master’s degree in the biological sciences. This program meets all requirements of the Commonwealth Transfer Compact.

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

- Use currently accepted biological 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 in science.
- Use laboratory technology, equipment, and techniques to investigate scientific problems critically and safely using proper scientific methods.

Students enrolling in this degree program can earn World Studies Emphasis certification simultaneously. See page 102.
# Associate in Arts Degree: Chemical Science Concentration

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* This requirement is satisfied by Concentration Courses.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

## CONCENTRATION OVERVIEW

The 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.

## 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 102.
### Associate in Arts Degree: Sociology Concentration

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* 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 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-gatherers 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 102.
**Associate in Arts Degree: Theatre Concentration**

<table>
<thead>
<tr>
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<th>COURSE NUMBER</th>
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<td>Acting I</td>
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<td>Play Production Workshop</td>
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<td>Oral Communication</td>
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<td>Theatre Elective</td>
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<td>Social Science Elective</td>
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<td>Elective</td>
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<td>Mathematics Elective</td>
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* This requirement is satisfied by Concentration Courses.

Students should select sequence courses from General Education Electives, e.g. HIS101 - HIS102.

Unless otherwise stated, students must complete all courses serving as prerequisites with a grade of C or better.

**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 102.*
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 theory 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, accounts receivable, accounts payable, cash receipts, cash disbursements, and payroll. Peachtree Software is used to meet these objectives. Prerequisites: Principles of Accounting I (ACC101), Writing Skills II (ENG095), and 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, 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 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 (MAT090), 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 assistant and medical assistant. Students are cross-trained in EKG and Phlebotomy. Prerequisites: Patient Care Skills (AHE111) or Medical Assisting Skills (AHE112).

AHE204  PRACTICUM/PATIENT CARE ASSISTANT  3 Credits
This course consists of a clinical practicum of 120 hours 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 of 120 hours 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: Medical Assisting Skills (AHE112). Co-requisite: Advanced Clinical Skills (AHE201).

AHE206  PRACTICUM/PHLEBOTOMY TECHNICIAN  3 Credits
This course consists of a clinical practicum of 120 hours 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 of 120 hours 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).
ART109  DRAWING I  3 Credits
This course teaches important aspects of figure drawing through examples, demonstrations, application, and critiques. It also develops artistic expression. Prerequisite: Drawing I (ART109).

ART111  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.

ART112  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 (ART111) or permission of instructor.

ART114  ART APPRECIATION I  3 Credits
This course presents a survey of the visual arts of Western and Eastern traditions from the Neolithic era to the Renaissance. The course teaches students to become acquainted with various aspects of two- and three-dimensional works of art and architecture through lectures, readings, and field trips. (Tuition does not include the cost of field trips.)

ART115  ART APPRECIATION II  3 Credits
This course presents a survey of the visual arts of Western and Eastern traditions from the period of the Renaissance to the present. The course teaches students to become acquainted with various aspects of two- and three-dimensional works of art and architecture through lectures, readings, and field trips. (Tuition does not include the cost of field trips.)

ART117  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.

ART118  PRINTMAKING II  3 Credits
A continuation of Printmaking I (ART117), 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 (ART117) or permission of instructor.

ART217  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.
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 (MAT095) 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 measurements, 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), Fundamentals of Math (MAT090), and 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), Fundamentals of Math (MAT090), and Reading Skills II (RDG095) or placement equivalency.

BIO107 BASIC ANATOMY/PHYSIOLOGY/LAB 4 Credits
This course examines the basic principles of human anatomy and physiology through the survey of the organ systems of the human body. The course includes considerations of the maintenance of health and the causes of disease. Students study the anatomies of selected systems in the laboratory. The course does not substitute for programs that require BIO203 and BIO204. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), Fundamentals of Math (MAT090), and Reading Skills II (RDG095) or placement equivalency.

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), Fundamentals of Math (MAT090), and Reading Skills II (RDG095) or placement equivalency.

BIO105 MICROBIOLOGY/LAB 4 Credits
This course covers a study 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 I/Lab (BIO102) and/or Chemical Science I/Lab (CHM110) before enrolling in this course. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisites: Principles of Biology I/Lab (BIO101) or General Biology I/Lab (BIO105).

BIO203 ANATOMY/PHYSIOLOGY I/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), Fundamentals of Algebra (MAT095), and 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), Fundamentals of Algebra (MAT095), and Reading Skills II (RDG095), or placement equivalency.

BIO104 ANATOMY/PHYSIOLOGY II/LAB 4 Credits
A continuation of Anatomy/Physiology I/Lab (BIO203) in both 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: 5 hrs lecture; 3 hrs. lab. Prerequisite: General Biology I/Lab (BIO195) and General Chemistry I/Lab (CHM201).

**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 may not be used 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 (ECO 201) or Microeconomics (ECO 202).

**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** FREIGHT FORWARDING 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.

**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.

**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.

**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, aliment, and the effects of wills and probate. Prerequisite: Intro to Law/Paralegal Practices (BUS122).

**BUS125** 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,
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; 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).

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 (MAT095).

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).

Computers: Computer Information Technology

CIT101 COMPUTER ESSENTIALS 3 Credits
This introductory course is intended in 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 includes 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 (NWCT). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT110 APPLICATIONS/CONCEPTS 3 Credits
(Formerly CIT105 and CMP105) 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 (NWCT). Students with prior learning experience may "test-out" of this course by contacting pla@bhcc.mass.edu. Prerequisite: Reading Skills II (RDG095) or Academic Reading III (ESL098) or exemption from reading requirement by placement testing or enrollment in an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT111 DATABASE DESIGN & MANAGEMENT CONCEPTS 1 Credit
This course provides database-programming students with the necessary background to understand better the logical modeling of a relational database from the conceptual steps through the design and up to the implementation. The course is DBMS independent and emphasizes understanding the database design processes of normalization, data integrity, and entity relationships. The course is Web-Delivered. Prerequisite: Applications/Concepts (CIT110). Co-requisite: Access Database (CIT127).
CIT115  INTRODUCTION TO COMPUTER SCIENCE  3 Credits
(Formerly CMP115) Designed as the first course for students in the Associate in Arts: Computer Science Transfer option, the course emphasizes the science behind today's computerized society. Course topics include the study of algorithms, operating systems, programming languages and structures, data storage, and theory of computation. Students majoring in any option of the Computer Technology Department may substitute this course for Applications/Concepts (CIT110). Prerequisites: Writing Skills II (ENG095), Fundamentals of Algebra (MAT095), and Reading Skills II (RDG095) or placement.

CIT117  THE INTERNET  3 Credits
(Formerly CMP117) This course provides students with a thorough understanding of the Internet – what it is, how to access it, and how to use it effectively. The course develops and strengthens MS Windows competencies and skills with emphasis on folder and file management techniques. The course covers the MS Internet Explorer browser program in detail. Course topics include Internet download, searching, and research techniques. Students learn how to program and develop basic web pages using HTML (HyperText Markup Language) coding. Utilizing learned website planning and design techniques, students create a website using Macromedia Dreamweaver as a web-authoring tool. The course culminates with students designing, creating, publishing and presenting a website for personal, business or non-profit organization use. For additional information and/or for a course syllabus, contact the department chairperson.

CIT127  ACCESS DATABASE  3 Credits
(Formerly CMP127) This comprehensive course covers the use and application of computers in database applications based on the most current version of Microsoft Access with emphasis on application design and implementation. Course topics include all Access functions regarding the creating, updating, manipulating, and querying of database tables. Students gain experience using SQL and VBA in the final components of the course. Prerequisite: Applications/Concepts (CIT110).

CIT211  SYSTEM ANALYSIS AND DESIGN  3 Credits
(Formerly CMP211) 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 (CIT115) 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
(Formerly CMP216) 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 (CIT115). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT218  INTERMEDIATE VISUAL BASIC  3 Credits
(Formerly CMP218) 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.

CIT234  DECISION SUPPORT USING MS EXCEL  3 Credits
(Formerly CMP234) 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). For additional information and/or for a course syllabus, contact CITDepartment@bhcc.mass.edu. Prerequisite: Applications/Concepts (CIT110) or Introduction to MS Office (ITB133).

CIT236  SQL PROGRAMMING  3 Credits
This course introduces students to SQL fundamentals and functions using Oracle as the engine for implementation. Students learn the basics of SQL combined with the basics of Oracle to provide them with the background necessary to continue to intermediate and advanced classes in SQL and Oracle database administration using Oracle's procedural language (PLSQL). The course emphasizes relational database concepts, table creation, updating, and manipulation of data. Prerequisites: Database Design & Management Concepts (CIT111), Access Database (CIT127), and Visual Basic (CIT216).

CIT237  C++ PROGRAMMING  3 Credits
(Formerly CMP237) This course introduces students to computer programming using the C++ language. Students develop the ability to correctly analyze a variety of problems and generate appropriate algorithmic solutions. The course emphasizes the principles of top-down structured design. The course introduces students to the concepts of object-oriented programming while exploring the syntax and usage of the C++ programming language. Prerequisites: Introduction to Computer Science (CIT115) or any programming language with permission of the instructor and/or department chairperson and Topics in Algebra/Trigonometry (MAT193) or Precalculus (MAT197). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.


CIT239  PROGRAMMING WITH JAVA  3 Credits  
(Formerly CMP239) This course introduces students with programming experience to the Java programming environment. Topics covered include the fundamentals of the Java language including variable types, control structures, Java classes, constructors, and inheritance and file handling. Students gain experience writing object-oriented programs. The course covers creating Java Applets including handling events, animation, and audio. Note: This is not an entry-level programming course. Prerequisite: C++ Programming (CIT237) plus familiarity and experience working with the Internet or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT240  DATABASE PROGRAMMING  3 Credits  
This intermediate course covers the use of the Oracle DBMS. Students work with Oracle’s Procedural Language (PLSQL) to perform mid- to advanced-level manipulation of Oracle database files including functions related to multiple tables, compound and complex queries, exporting and importing tables, sub-queries, and reporting. Prerequisite: SQL Programming (CIT236). Pre/co-requisite: Visual Basic (CIT216).

CIT242  DATA STRUCTURES  3 Credits  
(Formerly CMP242) 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).

CIT270  MICRO OPERATING SYSTEMS  3 Credits  
(Formerly CMP270) This course covers the use and application of micro and personal computer operating systems. The course builds on fundamental microcomputer operating systems concepts, commands, and terminology learned in previous courses, with an emphasis on MS-DOS. Utilizing the college’s computer laboratory, students gain hands-on experience in several advanced areas of the operating systems including the Windows and Novell Network Environments. Prerequisite: Applications/Concepts (CIT110) or permission of instructor.

CIT272  ASSEMBLY LANGUAGE  3 Credits  
(Formerly CMP272) This course is designed for the computer science major. The course covers the following topics: basic computer architecture, memory, CPU, I/O devices, operating system and applications software, data representation, coding of subroutines, parameter passing, local variables and calling procedures, basic instruction set for the Intel microprocessors, and the overall functions of an assembler. The course emphasizes embedding C code into assembler as well as embedding assembly code in C. Prerequisite: C++ Programming (CIT237) or permission of the instructor or department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT284  ADVANCED C++/OOP  3 Credits  
(Formerly CMP284) 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 Programming with Java (CIT239) or permission of the department chairperson.

CIT285  ADVANCED JAVA  3 Credits  
This course thoroughly examines many of the sophisticated features of the Java programming language, including interfaces, advanced graphics, data structures, file I/O techniques, multithreading, networking, advanced JDBC, servlets, Java Beans, the Java Native Interface, and CORBA. 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, interactive environment that utilizes cross-platform tools. Prerequisite: Programming with Java (CIT239).

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.

Computers: Information Technology for Business and Industry

ITB133  INTRODUCTION TO MS OFFICE  3 Credits  
(Formerly CMP133 and CIT133) 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 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, gain experience in Skills Assessment Competency Testing using SAM and may choose to take the MOUS Core Certification Examinations. Please visit www.mous.net for more details on MOUS certification.

ITB162  INTRODUCTION TO NETWORKING  3 Credits  
(Formerly CIT162 and CMP162) 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).
Computers

ITB167  ROUTERS AND ROUTING BASICS  3 Credits
(Formerly CIT167) 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 (ITB162).

ITB182  PC HARDWARE  3 Credits
(Formerly CMP182 and CIT182) 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 (CIT115) or permission of the department chairperson.

ITB230  HELP DESK TECHNIQUES  3 Credits
(Formerly CIT230) 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 (CIT115). Writing Skills II (ENG095), Reading Skills II (RDG095) and one additional completed CIT course.

ITB233  ADVANCED MS OFFICE  3 Credits
(Formerly CMP233 and CIT233) 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 coursework 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 (ITB135).

ITB267  SWITCHING BASICS AND INTERMEDIATE ROUTING  3 Credits
(Formerly CIT267) 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 (ITB167).

ITB268  WINDOWS OPERATING SYSTEMS  3 Credits
(Formerly CIT268 and CMP268) 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.

ITB274  WAN TECHNOLOGIES  3 Credits
(Formerly CIT274) In this course, students continue to work with the Threaded Case Study (TCS) introduced in Routers and Routing Basics (ITB167), 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 (ITB162) and Routers and Routing Basics (ITB167) 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 (ITB267).

ITB281  NETWARE NETWORK ADMINISTRATION/LAB  4 Credits
(Formerly CMP281 and CIT281) 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 that challenge. The course includes related laboratory 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 (ITB162). Pre/co-requisite: Windows Operating Systems (ITB268).

ITB282  MS WINDOWS NETWORK ADMINISTRATION/LAB  4 Credits
(Formerly CMP282 and CIT282) 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 (ITB162). Pre/co-requisite: Windows Operating Systems (ITB268).

**ITB283 ADVANCE CONCEPTS IN PACKETS, PROTOCOLS/DEVICES** 3 Credits
(Formerly CMP283 and CIT283) This course expands upon the basic concepts of packets, protocols, and network devices taught in Introduction to Networking (ITB162). Students gain knowledge in protocols that are the foundation for networking for many years as well as build the components that make-up the packets for these protocols. Students also explore new protocols that have just recently been standardized or are waiting to be standardized. The course focuses on discussions of devices such as repeaters, bridges, routers, gateways, and multiplexors emphasizing the internal processes required to make these devices function. Prerequisite: Introduction to Networking (ITB162).

**ITB299 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.

**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 interpersonal relationship 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.

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, relevance, 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, detention, 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).
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.

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 2 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), Fundamentals of Algebra (MAT095), and Reading Skills II (RDG095).

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 3 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. Prerequisite: 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 Manager 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 3 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. Prerequisite: Food Service Sanitation and Skills (CUL111).

CUL135 CAFÉ AND BISTRO CUISINE 3 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 3 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 2 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).

**DMS101 PHYSICS/INSTRUMENTATION** 4 Credits
This course reviews the historical perspective of diagnostic medical imaging, its uses and benefits, the basic instruments required, and their effect on patients.

**DMS102 CROSS-SECTIONAL ANATOMY** 3 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.

**DMS103 ABDOMINAL ULTRASOUND TECHNIQUES** 4 Credits
This course provides a foundation in human physiology, pathology, and pathophysiology, relating these sciences to clinical diseases of the abdomen and the resultant pathological effects on the anatomy.

**DMS104 GENERAL SONOGRAPHY CLINICAL I** 3 Credits
This course introduces students to the basic techniques of ultrasound scanning and familiarizes the student with ultrasound equipment. Additional expenses may include supplies, equipment and/or uniforms. Co-requisite: Physics/Instrumentation (DMS101).

**DMS105 GENERAL SONOGRAPHY CLINICAL II** 3 Credits
This course covers a continuation of scanning technique and interpretation of exams. Additional expenses may include supplies, equipment, and/or uniforms. Co-requisite: Obstetrical/Gynecological Ultrasound (DMS106).

**DMS106 OBSTETRICAL/UROGENITAL ULTRASOUND** 4 Credits
This course continues with the presentation and physics of ultrasound. Special attention is given to the Doppler effect and its relevance in the field of general sonography. Doppler protocols and interpretation of profiles will be discussed. This hands on class will also give the student the opportunity to become acquainted with ultrasound controls and proper settings. Topics in bioeffects and safety will also be discussed. Prerequisite: Abdominal Ultrasound Techniques (DMS103).

**DMS107 PRINCIPLES OF GYNECOLOGY** 3 Credits
This course will provide an overview of a variety of imaging modalities and invasive procedures. This course will provide students with a basic knowledge of other testing modalities in other medical specialties. Recent advances in ultrasound instrumentation will be discussed as well as the role sonography plays in biopsies, aspirations and drainage actions. Prerequisite: Abdominal Ultrasound Techniques (DMS105).

**DMS108 GENERAL SONOGRAPHY CLINICAL III** 3 Credits
This course provides a foundation in human physiology, pathology, and pathophysiology, relating these sciences to clinical diseases of the abdomen and the resultant pathological effects on the anatomy.

**DMS109 OBSTETRICAL/GYNECOLOGICAL ULTRASOUND** 3 Credits
This course familiarizes sonography students with the basics of echocardiography and vascular imaging. In addition, it discusses miscellaneous procedures such as thyroid scanning, male reproductive system, breast ultrasound, urinary bladder, and the lower extremities.

**DMS110 PRINCIPLES OF OBSTETRICAL SONOGRAPHY** 3 Credits
This course will provide an overview of a variety of imaging modalities and invasive procedures. This course will provide students with a basic knowledge of other testing modalities in other medical specialties. Recent advances in ultrasound instrumentation will be discussed as well as the role sonography plays in biopsies, aspirations and drainage actions. Prerequisite: Abdominal Ultrasound Techniques (DMS105).

**DMS111 OBSTETRICAL/UROGENITAL ULTRASOUND** 3 Credits
This course will provide an overview of a variety of imaging modalities and invasive procedures. This course will provide students with a basic knowledge of other testing modalities in other medical specialties. Recent advances in ultrasound instrumentation will be discussed as well as the role sonography plays in biopsies, aspirations and drainage actions. Prerequisite: Abdominal Ultrasound Techniques (DMS105).

**DMS112 ASSOCIATED PROCEDURES IN DMS** 3 Credits
This course will provide an overview of a variety of imaging modalities and invasive procedures. This course will provide students with a basic knowledge of other testing modalities in other medical specialties. Recent advances in ultrasound instrumentation will be discussed as well as the role sonography plays in biopsies, aspirations and drainage actions. Prerequisite: Abdominal Ultrasound Techniques (DMS105).

**DMS113 DIAGNOSTIC INSTRUMENTATION** 2 Credits
This course continues with the presentation and physics of ultrasound. Special attention is given to the Doppler effect and its relevance in the field of general sonography. Doppler protocols and interpretation of profiles will be discussed. This hands on class will also give the student the opportunity to become acquainted with ultrasound controls and proper settings. Topics in bioeffects and safety will also be discussed. Prerequisite: Ultrasound Instrumentation I (MIG105).

**DMS114 OBSTETRICAL/UROGENITAL ULTRASOUND** 3 Credits
This course continues with the presentation and physics of ultrasound. Special attention is given to the Doppler effect and its relevance in the field of general sonography. Doppler protocols and interpretation of profiles will be discussed. This hands on class will also give the student the opportunity to become acquainted with ultrasound controls and proper settings. Topics in bioeffects and safety will also be discussed. Prerequisite: Ultrasound Instrumentation I (MIG105).

**DMS115 OBSTETRICAL/UROGENITAL ULTRASOUND** 3 Credits
This course continues with the presentation and physics of ultrasound. Special attention is given to the Doppler effect and its relevance in the field of general sonography. Doppler protocols and interpretation of profiles will be discussed. This hands on class will also give the student the opportunity to become acquainted with ultrasound controls and proper settings. Topics in bioeffects and safety will also be discussed. Prerequisite: Ultrasound Instrumentation I (MIG105).

**DMS116 OBSTETRICAL/UROGENITAL ULTRASOUND** 3 Credits
This course continues with the presentation and physics of ultrasound. Special attention is given to the Doppler effect and its relevance in the field of general sonography. Doppler protocols and interpretation of profiles will be discussed. This hands on class will also give the student the opportunity to become acquainted with ultrasound controls and proper settings. Topics in bioeffects and safety will also be discussed. Prerequisite: Ultrasound Instrumentation I (MIG105).
DMS128 ADVANCED GENERAL SONOGRAPHY SEMINAR 2 Credits
This is an interactive course that provides the general sonography student an opportunity to enhance their sonography interpretation skills through the use of slides and CD-ROM material of actual case studies. A review of instrumentation principles will occur and the student will have the opportunity to participate in mock registry segments through the use of ARDMS registry preparation material. Prerequisite: General Sonography Clinical I (DMS104).

DMS130 GENERAL ULTRASOUND CLINICAL IV 3 Credits
This course is a continuation of scanning technique with advanced application of ultrasound to the body and interpretation of the resulting images. Prerequisite: General Ultrasound Clinical III (DMS108).

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 components of quality programs with emphasis on social, political, economic influences on professional issues and career opportunities in the field are covered. Recommended Prerequisite: Academic Reading III (ESL 098) or Reading Skills (RDG 095) or exemption.

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. Recommended Prerequisite: Academic Reading III (ESL 098) or Reading Skills (RDG 095) or exemption.

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. Recommended Prerequisite: Academic Reading III (ESL 098) or Reading Skills (RDG 095) or exemption and Child Growth/Development (ECE103).

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. Recommended Prerequisite: Academic Reading III (ESL 098) or Reading Skills (RDG 095) or exemption and Child Growth/Development (ECE103).

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 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. Recommended prerequisite: Lead teacher qualifications 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. Recommended prerequisite: Lead teacher qualifications 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 ages 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 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 (MAT095) 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 (MAT095) 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 develop 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 Fundamentals of Mathematics (MAT090).

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 Fundamentals of Mathematics (MAT090).

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.

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) 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) and Journalism I (ENG241).

Environmental Science

ENV105  ENVIRONMENTAL SCIENCE I/LAB  4 Credits
This course covers an introduction to the physical and biological structure of 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), Fundamentals of Math (MAT090), and Reading Skills II (RDG095) or placement.

ENV106  ENVIRONMENTAL SCIENCE II/LAB  4 Credits
A follow up to Environmental Science I (ENV105), 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: Principles of Biology I/Lab (BIO101) or Chemical Science I/Lab (CHM110) or Environmental Science I/Lab (ENV105) or equivalent.

English as a Second Language

ESL052  HEALTH COMMUNICATION  3 Credits
This course covers practice in 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 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 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 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 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 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 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
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 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 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 study and use lecture reading materials, 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 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 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 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 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.

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.

FLM102 AMERICAN CINEMA 3 Credits
This course brings Hollywood filmmaking 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 work of famous directors such as John Ford, Howard Hawks, and Martin Scorsese.

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, pumps, 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.
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**French**

**FRE101 ELEMENTARY FRENCH I**
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**
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**
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**
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.

**German**

**GER101 ELEMENTARY GERMAN I**
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**
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**
Beginning with a discussion of American political ideals, this course first looks at the Constitution as a legal expression of those ideals, and then examines formal and informal institutions and forces that converted American ideals into the government of the United States. The course meets General Education “Individual and Society” Requirement Area 2.

**GOV103 STATE/LOCAL POLITICS**
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.

**Graphic Arts**

**GVD101 COLOR AND DESIGN I**
In this first semester course, students learn the elements and principles of color and design, with the emphasis on design. Students develop skills through the application of these elements in a diverse range of artwork in color. Prerequisite: Color and Design I (GVD101). This course is offered spring semester only.

**GVD102 COLOR AND DESIGN II**
In this course, students make fuller use of the elements and principles of color and design with emphasis on the dynamics of color. Students develop skills through the application of these elements in a diverse range of artwork in color. Prerequisite: Color and Design I (GVD101). This course is offered spring semester only.

**GVD103 TYPOGRAPHY**
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. This course is offered fall semester only.

GVD204  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. Prerequisite: Typograpy (GVD103) and Introduction to Desktop Publishing (GVD220).

GVD207  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 (GVD204) or approval of department chairperson.

GVD214  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 PageMaker, QuarkXpress, Microsoft Word, and Adobe Illustrator and Adobe PhotoShop software. Prerequisite: Design Communication I (GVD204).

GVD220  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 PageMaker, students learn about the production of documents that requires the application of those principles. Recommended prerequisite: Applications/Concepts (CIT110) or previous computer experience.

GVD221  GRAPHIC DESIGN APPLICATIONS I 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 PageMaker and Adobe Illustrator software. Prerequisite: Introduction to Desktop Publishing (GVD220).

GVD222  GRAPHIC DESIGN APPLICATIONS II 3 Credits
This course covers a continuation of the exploration of the computer as a design tool. Students gain the knowledge and skill to apply new software appropriately in the production of graphic design. Students use a wide variety of computer technologies to solve a variety of design problems that will be used as portfolio pieces in their future job search or in applications to four-year institutions. The course uses PageMaker, QuarkXpress, Microsoft Word, and Adobe Illustrator and Adobe PhotoShop software. Prerequisite: Graphic Design Applications I (GVD221).

GVD224  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: Internet Programming I (CIT208) or Introduction to Desktop Publishing (GVD220) or Multimedia Tools/Applications (MDT131).

GVD299  INTERNSHIP/PORTFOLIO PREPARATION 3 Credits
This course enhances the academic experience for students. All internships take place at pre-approved sites. In this final course in the graphics program, students prepare a working portfolio for job placement, a professional resume and a business card/stationary package. In the remainder of the course, students participate in a field experience in a professional job setting. The course is required for all graphic arts students and is offered spring semester only. Prerequisite: Design Communication II (GVD214) or approval of department chairperson.

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 Greece and Rome 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.

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.

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 covers General Education “World View” Requirement Area 3.

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.

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.
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.

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 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.

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.
Human Services

HSV12  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).

HSV17  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, 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 HS Profession w/Field Practice (HSV101), Principles of Psychology (PSY101), Counseling (PSY115), and Adolescent & Adult Development (PSY124).

HSV20  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 take 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.

HSV21  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 take 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.

HSV22  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 take 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.

HSV156  MULTICULTURAL ISSUES  3 Credits
This course covers diversity and its impact on the human service professional’s job with emphasis on issues encountered by the practitioner in the urban, multi-ethnic, human services setting. Prerequisites: Human Services Profession (HSV151) and Principles of Psychology (PSY101).

HSV160  HUMAN SERVICES INTERNSHIP I  3 Credits
This course provides students with an internship experience in a human service setting and is to be completed during the final two semesters of study. The department assigns placement settings. Students make application for placement and enrollment one semester prior to registration. Acceptance into the human services 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 into the Associate in Science Degree: Human Services Concentration or Associate in Arts Degree: Human Services Concentration. Prerequisite: Permission of department chairperson.

HSV161  HUMAN SERVICES INTERNSHIP II  3 Credits
This course provides students with an internship experience in a human service setting and must be completed during the final two semesters of study. The department assigns placement settings. Students make application for placement and enrollment one semester prior to registration. Acceptance into the human services 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 into the Associate in Science Degree: Human Services Concentration or Associate in Arts Degree: Human Services Concentration. Prerequisite: Permission of department chairperson.

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.
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. This course is offered in alternate years.

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.

Japanese

JPN101   ELEMENTARY JAPANESE I  3 Credits
This course introduces students 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. The 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.

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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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, Spencer, Shakespeare, Donne, Milton, Swift, Pope, Addison, Gray, and Johnson. The list may vary. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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, Turgeniev, 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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in College Writing I (ENG111).

LIT222  THE IMMIGRANT EXPERIENCE IN LITERATURE  3 Credits
This 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 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. Prerequisite: Writing Skills II (ENG095) or placement in College Writing I (ENG111).

LIT223  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. Prerequisite: Writing Skills II (ENG095) or placement in 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. Prerequisite: Writing Skills II (ENG095) or placement in College Writing I (ENG111).

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.

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 (BUS 101); for Business Concentration, Management and Finance options only. Prerequisite: Introduction to Business (BUS 101).

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 2 for A.S. Business Administration student except for the A.S International Business option.

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. Prerequisite: Principles of Management (MAN111). For Hotel/Restaurant/Travel Management students the prerequisite is Introductions 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
This course aids students in the development of a business plan. This course includes information and experiential learning in all the elements of business description, location, target market, competition, promotion, personnel and management, and financial data gathering and presentation.

**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

**MAT090  FUNDAMENTALS OF MATH**  3 Credits
This course develops a solid base in the principles of arithmetic and the mathematics most relevant to everyday needs. It includes whole numbers, fractions, decimals and their application to ratio, proportion, percent, measurement, and simple geometry. 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.

**MAT095  FUNDAMENTALS OF ALGEBRA**  3 Credits
This course is an introduction to algebra that includes the study of linear equations and inequalities. Other topics include addition, subtraction, multiplication, and division of polynomials, techniques of factoring, literal equations, and systems of linear equations. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Fundamentals of Mathematics (MAT090) or placement.

**MAT096  IMMERSION MATH**  6 Credits
This one-semester, six- (6) credit course in mathematics and algebra covers material that accelerates students through the equivalent of Fundamentals of Math (MAT090) and Fundamentals of Algebra (MAT095). Students operate in a challenging format, immersing themselves in mathematics, utilizing computer tutorials, videocassette tape, and work texts. The course does not satisfy the college math requirement for graduation. Prerequisite: Placement test.

**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 Fundamentals of Mathematics (MAT090) 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.

**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 (MAT095) or placement.
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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 (ENG 095) and Reading Skills II (RDG 095) or placement.

**MDT121 ELEMENTS OF VIDEO PRODUCTION** 3 Credits

Using basic video production equipment, this course gives students an overview of the elements and vocabulary common to all types of media production. It treats basic techniques of production planning, studio and field camera operation, lighting, audio, and editing. The course covers, in detail, the three stages fundamental to any production: preproduction, production, post-production. The course provides a special emphasis on recognizing and solving common video production problems.

**MDT122 MEDIA PROJECT MANAGEMENT** 3 Credits

This course covers pre-production skills relevant to all forms of media production: researching, script formats, budget preparation and costing, production scheduling, and personnel skills. It places special emphasis upon developing the written skills necessary for the communications field. This course is offered fall semester only.

**MDT131 MULTIMEDIA TOOLS/APPLICATIONS** 3 Credits

This introductory course in computer-based media covers an exploration of the ways picture, sound, animation, and video are used in business presentations, promotional displays, and entertainment titles. It emphasizes hands-on experience with professional development tools (Adobe Premiere and Adobe Photoshop). The course examines examples of existing multimedia for technique and style. Previous computer experience is helpful, but not required.

**MDT201 BASIC AUDIO PRODUCTION** 3 Credits

This course covers basic production for radio and television broadcasting, as well as editing and multi-track studio production. Through lectures and hands-on lab, students learn how to use microphones, tape decks, and mixing consoles. The course introduces outboard equipment including digital effects. This course is offered fall semester only.

**MDT202 INTERMEDIATE AUDIO PRODUCTION** 3 Credits

In this primarily hands-on course, students gain experience in multi-track recording, as well as production for radio and video. The course focuses on the fine points of production, with attention to special effects and outboard audio equipment. The course helps students develop careful listening techniques throughout the semester. Prerequisite: Basic Audio Production (MDT201) or permission of instructor. This course is offered spring semester only.

**MDT216 MEDIA 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: Permission of department chairperson.

**MDT222 TV STUDIO PRODUCTION** 3 Credits

This course covers live and live-on-tape, multi-camera studio production techniques including studio lighting, directing, sound, live video switching, set design, and an overview of video graphics and special effects (the character generator, paint effects, and DVE effects). The course may include the following specific formats: the talk show, the studio drama, television commercials, and TV newscasts. This course is offered spring semester only. Prerequisite: Elements of Video Production (MDT121) or permission of instructor.

**MDT223 DIGITAL VIDEO FIELD PRODUCTION** 3 Credits

This course focuses on development of the skills necessary for on-location field production. Students learn the advanced use of the digital camcorder, field microphones, field audio mixer and lighting kit. The course uses images and materials acquired in the course in Digital Video Post Production (MDT225) in order to complete a final project counting for both courses.

**MDT224 PROJECTS/VIDEO PRODUCTION** 3 Credits

This course involves student participation as crew in an advanced video production project. The central approach and content of this course focus on immersion in a real-world production atmosphere. Actual production activities depend on project production schedule and needs. This course is offered spring semester only. Prerequisite: TV Studio Production (MDT222), Digital Video Field Production (MDT225), or permission of instructor.

**MDT225 DIGITAL VIDEO POST PRODUCTION** 3 Credits

This course delivers an intensive workshop in nonlinear post-production equipment and techniques. Students work in-depth with the Media 100xs edit suite. The course covers other software editing/effects packages including Adobe After Effects and Boris Effects/Boris Graffiti. 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 MDT223 in order to complete a Final Project counting for both courses. This course is offered in the fall semester only. Prerequisite: Elements of Video Production (MDT121), or permission of instructor. Co-requisite: Digital Video Field Production (MDT225).

**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: Admission 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 (MIG101).

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. Additional expenses may include supplies, equipment, and/or uniforms. Course meets two (2) days/week.

MIG124 MEDICAL RADIOGRAPHY CLINICAL I 2 Credits
This course introduces students to the hospital and its radiology department. The course centers around 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 extremities. Additional expenses may include supplies, equipment, and/or uniforms. Course meets two (2) days/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). Corequisite: 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: two (2) days/week. Prerequisite: Medical Radiography Clinical I (MIG124).
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).

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).

MIG217  CARDIAC SONOGRAPHY CLINICAL III  4 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). Corequisite: Echo IV/Interpretation (MIG215).

MIG220  POSITIONING III  3 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 five (5) days/week. Prerequisite: Medical Radiography Clinical II (MIG128).

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, 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).

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 medical findings to present in class. The class focuses on helping students coordinate the multifacets of an examination including the interpersonal relationships and professional or ethical situations that may arise. Prerequisite: Interpretation II (MIG205).
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.

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. Prerequisite: Music Appreciation I (MUS118) or permission of the department chairperson.

MUS122 FOUNDATIONS OF MUSIC 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.

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 cordal 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.

MUS151  MUSIC IN THE UNITED STATES  3 Credits
A survey of musical practice in the United States from the earliest colonial period to the present, this course is designed to give the student an understanding of the richness of our country’s musical heritage, both popular (vernacular) and classical (cultivated). Students listen to and discuss old and new music of many styles – folk, symphonic, rock, opera, religious, ethnic, jazz, and pop.

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 and children and the calculations of intravenous infusions and medications. Students planning to enter the nursing program may take NUR100 up to one year prior to entrance into the nursing program. Class meets: 1 hr. lecture. Preference will be given to students accepted into the nursing program. Prerequisite: Fundamentals of Algebra (MAT095) 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. 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 initial course provides the foundation for the theory and practice of associate degree nursing. The course introduces the concepts of optimal health, person, nurse, environment, and holistic nursing within the framework of health promotion, health restoration, and health maintenance. The course introduces students to the critical thinking skills required for nursing practice. Students learn and begin 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 promotion, health restoration, and health maintenance. 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. lab; 12 hrs clinical practice in selected health care facilities. Prerequisites: Anatomy/Physiology I/Lab (BIO203), Health Assessment and Basic Skills (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 persons across the life span. Students use critical thinking skills in the application of the nursing process to meet the needs of families. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: 5 hrs. lecture; 12 hrs. clinical practice in selected health care facilities. Prerequisite: 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 integrate the role of the Associate Degree Nurse in the delivery of nursing care. 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. The clinical lab 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: Microbiology/Lab (BIO205) 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

OIM101  KEYBOARDING: INTRODUCTION TO MICROSOFT WORD  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 XP. 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. See the Advising/Counseling Office or the department chairperson for more information.

**OIM105 ADMINISTRATIVE INFORMATION MANAGEMENT** 3 Credits
This course covers administrative skills vital for employment in business and industry, including teamwork, time and project management, conflict management, problem solving, supervision and training, interpersonal skills, cultural diversity, and customer service. Administrators from major corporations act as mentors by participating in round table discussions and providing opportunities for students to visit businesses to observe administrative environments. To enhance these skills, students use hands-on applications such as e-mail, Internet research, and Outlook scheduling to coordinate projects.

**OIM110 MICROSOFT WORD BUSINESS APPLICATIONS** 3 Credits
This course assists students in using Word graphic and editing tools to create and visually enhance common business documents such as resumes, reports, tables, charts, online forms, and newsletters. The course also covers current industry standards for formatting and for productivity through the use of styles, macros, templates, master documents, accelerator keys, and diagnostic/speed building exercises. The course introduces integrating projects using Word documents and the Internet. Students acquire skills that are recommended for preparation for MOS (Microsoft Office User Specialist) certification. Prerequisites: Keyboarding; Introduction to Microsoft Word (OIM101) or permission of the department chairperson and Applications/Concepts (CIT110).

**OIM114 PROCEDURES FOR THE MEDICAL OFFICE** 3 Credits
This course is offered for Allied Health students only. The course assists students in acquiring competency in medical office procedures and using computerized management software. It covers basic scheduling procedures, as well as an introduction to third party billing and coding. Hands-on experience in computerized and non-computerized simulations provides practice in entering patient information, superfills, and daysheets; processing insurance claims; entering financial transactions; generating financial reports, etc. The course emphasizes computerized office simulation software.

**OIM130 BUSINESS CORRESPONDENCE/EDITING** 3 Credits
This course develops, emphasizes, and reinforces proofreading and editing skills. Students prepare routine business documents utilizing traditional and/or automated equipment. Prerequisites: Keyboarding; Introduction to Microsoft Word (OIM101) and one semester of a placement-level writing course.

**OIM142 MEDICAL COMPUTER APPLICATIONS** 3 Credits
This course is offered for Allied Health students only. The course introduces Windows and word processing using Microsoft Word. After students develop basic keyboarding skills, they develop a resume and cover letter relating to the medical field.

**OIM/NHP180 MEDICAL TERMINOLOGY** 3 Credits
This course provides instruction in the development of basic medical terminology. Instruction may include a programmed text and audiocassettes. (See NHP/OIM180).

**OIM190 MEDICAL INFORMATION MANAGEMENT** 3 Credits
This course emphasizes acquiring skills in using computerized medical management software to enter patient information, process insurance claims, enter financial transactions, and generate financial reports. It uses a wide variety of materials to simulate a medical administrative environment and to assist students in demonstrating appropriate administrative behaviors and in acquiring competencies required of a medical administrator. The course includes an introduction to third party billing, scheduling procedures, and legal/ethical considerations. Prerequisite: Keyboarding; Introduction to Microsoft Word (OIM101).

**OIM200 THIRD PARTY BILLING/CODING** 3 Credits
This course introduces students to the fundamentals of third party billing. It emphasizes the use of ICD-9 and CPT-4 coding for insurance claims, the major insurance programs encountered in medical offices, and the HCFA procedural guidelines for physicians’ offices. The course covers the importance of coding accuracy, the resubmission of claims, and the recognition of commonly used insurance terminology and abbreviations. This course is offered evenings only.

**OIM205 ADMINISTRATIVE INFORMATION MANAGEMENT II** 3 Credits
This course covers financial management skills such as budgeting and purchasing tasks, telecommunication, teleconferencing and mail procedures, project management, multimedia presentations, records management, travel and meeting arrangements, and scheduling and planning. It reinforces administrative and supervisory skills and further develops problem solving, decision making, work ethics, teamwork, critical thinking, organizational skills, human relations, and interpersonal skills. To enhance these skills, students use hands-on applications such as e-mail, Internet research, and web pages to investigate career options and for on-site internship placement during the spring semester. This course is offered fall semester only. Prerequisite: Administrative Information Management I (OIM105). Co-requisite: Administrative Business Communication (OIM230).

**OIM230 ADMINISTRATIVE BUSINESS COMMUNICATION** 3 Credits
This course focuses on using the Internet, library resources, and primary research to write informational and analytical reports. Students create a questionnaire, collect and analyze data, and use current graphic presentation software such as PowerPoint and clipart to create multimedia presentations. It includes business letters and memoranda. Students develop listening and note-taking skills required for business meetings and telephone messages. It includes human relation skills, cultural sensitivity, and global awareness. Previous experience with computer applications and keyboarding is helpful, but not required. Prerequisite: College Writing I (ENG111). Co-requisite: Administrative Information Management II (OIM205).

**OIM299 OFFICE AND INFORMATION MANAGEMENT INTERNSHIP** 3 Credits
(Formerly OED 251.) This field experience takes place during the last 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.
Pharmacy Technology

PHM100  SURVEY OF PHARMACY  3 Credits
This course covers an intensive study of the history and culture of the pharmacy profession from prehistoric times to the present day, starting with the ancient civilizations and progressing to modern U.S. practice. In the modern era, this course reviews current pharmacy institutions and practices, providing a thorough look at their history, purpose and function within the profession. The course also covers the historical context, status, and roles of those who practice pharmacy. Prerequisite: Reading Skills II (RDG095) or placement.

PHM103  COMMUNITY-BASED PHARMACEUTICS  4 Credits
This course focuses on dispensing functions encountered in a typical community (retail) pharmacy. It emphasizes prescription reading, calculations, preparation, compounding, and dispensing. The laboratory focuses on actual procedures used in a community pharmacy, including the use of pharmacy computer systems, interaction with customers and health care professionals, and proper billing and insurance procedures. The course introduces such retail management issues as inventory management and non-prescription medication sales. Students attend the laboratory component of this course at Holyoke Community College. Pre- or co-requisites: Applications/Concepts (CIT110) and Math for Meds (PHM130).

PHM104  INSTITUTIONAL-BASED PHARMACEUTICS  4 Credits
This course covers the technical procedures required to prepare medications accurately and safely in an institutional pharmacy setting. Topics include: the hospital environment, the nursing home environment, the home IV care setting, compounding pharmaceuticals, aseptic technique, sterility, parenteral preparations, sterile environments, unit dose drug distribution, floor stock drug distribution, controlled substance distribution, and inventory control. The course stresses the use of pharmacy computer systems covering the following skills: patient profiling, medication order entry, and inventory control. Students attend the laboratory component of this course at Holyoke Community College. Pre- or co-requisites: Applications/Concepts (CIT110) and Math For Meds (PHM130).

PHM111  PHARMACOLOGY I  3 Credits
This course provides a general knowledge of pharmacology, the science of drugs. For each class of drugs, the course explores generic and brand names, indications and contraindications, mechanisms of action, adverse effects, absorption, distribution, metabolism, and excretion. The course covers drugs involved with the peripheral and central nervous systems, neurologic disorders, psychiatric disorders, and the renal system.

PHM112  PHARMACOLOGY II  3 Credits
This course provides a general knowledge of pharmacology, the science of drugs. For each class of drugs, the course explores generic and brand names, indications and contraindications, mechanisms of action, adverse effects, absorption, distribution, metabolism, and excretion. The course covers drugs involved with hemodynamics, the heart, endocrine systems, the immune system, the lungs, the gastrointestinal system, nutrition, infectious diseases, and cancer.

PHM121  PHARMACY LAW/ETHICS  3 Credits
This course covers the federal and state regulation of the practice of pharmacy, issues of liability related to pharmacy, third party reimbursement for pharmacy services, general employer/employee issues, and ethical issues/concerns that arise in the practice of pharmacy. Prerequisite: Reading Skills II (RDG095) or placement.

PHM130  MATH FOR MEDS  2 Credits
This course covers applied mathematics for those involved in the compounding, dispensing, or administering of medications. Topics may include a brief arithmetic review, calculator use, Roman numerals, systems of measurement (apothecary, apothecaries and metric), conversions between systems, significant figures, scientific notation, dosage calculations, IV calculations, ratios and proportions, percentages, dilution and concentration calculations, alligation, word problem solving, and algebraic equation formulation and solution. Prerequisite: Fundamentals of Math (MAT090) or placement.

PHM170  INTRO TO COMP TECH FOR PHARMACY SERVICES  2 Credits
Designed to introduce students entering the pharmacy professions to computer skills that will be essential in their future careers. Students will receive a brief overview and gain experience with computer operating systems and word processing software. In addition, students will gain experience with e-mail, conferencing software, the Internet, list servers, stored drug information sources, community pharmacy systems, institutional pharmacy systems, and automated systems.

PHM211  COMMUNITY PHARMACY PRACTICUM/SEMINAR  5 Credits
Through actual practice, this course brings to culmination-acquired skills and knowledge needed to practice as pharmacy technicians in a community or managed care pharmacy setting. This seminar develops knowledge of and allows demonstration of community pharmacy practice concepts, including good customer relations, prescription interpretation, medication error prevention, pharmacy system inputs, third party payment, and contracted services. Through preceptor-supervised clinical experiences, overseen by pharmacist faculty, students experience patient interaction, medicolegal issues, pharmaceutical compounding, pharmacy computer interaction, prescription dispensing, business marketing, wholesaler purchasing, and inventory control. Pre or co-requisites: Community Based Pharmaceutics (PHM103), Pharmacology I (PHM111), and Pharmacy Law/Ethics (PHM121).

PHM212  INSTITUTIONAL PHARMACY PRACTICUM/SEMINAR  5 Credits
This course brings to culmination acquired skills and knowledge needed to practice as pharmacy technicians in an institutional pharmacy setting such as a hospital or nursing home. This seminar portion concentrates on development of effective communication skills, job-hunting skills and resume preparation. In addition, the seminar covers topics relevant to experiences gained during the clinical rotations. Through preceptor-supervised clinical experiences, overseen by pharmacist faculty, students experience interaction with other health professionals, medicolegal issues, first hand, unit-dose packaging and dispensing, sterile product admixture, large batch compounding, group purchasing, inventory control, and institutional pharmacy computer systems. Pre- or co-requisites: Community Based Pharmaceutics (PHM103), Pharmacology I (PHM111), and Pharmacy Law/Ethics (PHM121).

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.

Photography

PHT101  BASIC PHOTOGRAPHY  3 Credits
This survey course covers the basic techniques of photography including camera operation, developing, and printing. Fieldwork and darkroom experience supplements classroom lectures. Students must have a 35mm camera, a developing tank, and provide their own film and photo paper. Additional expenses may include supplies, equipment and/or uniforms.

PHT110  SURVEY OF PHOTOGRAPHY  3 Credits
This course examines the technical, formal, and aesthetic principles and applications of still photography. The course applies techniques of camera adjustment; use of lenses, accessories, flash and artificial light; and the qualities of various films; to modes such as portraiture, still life, and documentary styles. The course presents historical examples. Students must have an adjustable 35mm camera, and shoot slides for in-class critique. There is no darkroom component to this course. The course is required for Media Technology students and for Graphic Arts students in the Design Option. Additional expenses may include supplies, equipment and/or uniforms. This course is offered fall semester only.

Physics

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 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- or 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 or 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.

PSY102  PSYCHOLOGY FOR BUSINESS & INDUSTRY  3 Credits
This course examines the application of psychological facts to human behavior in business and industry. Personnel selection, placement, and training, people in organizations, man-machine work environment, and consumer psychology are considered.
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.

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.

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. Prerequisite: Principles of Psychology (PSY101). This course is restricted to those 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.

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.

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.

Reading

RDG090   READING SKILLS I   3 Credits
This course, for students who do not meet the entry-level reading requirements of college courses, focuses on improving students’ ability in comprehension and vocabulary. Students develop improved ability in the use of transitions, details, main ideas, inferences, patterns of organization, context clues for vocabulary, and the dictionary.

RDG095   READING SKILLS II   3 Credits
This course, for students who need additional work to pass the entry-level reading requirement, uses more difficult material to continue improving students’ use of transitions, details, main ideas, inferences, patterns of organization, and context clues for vocabulary. In addition, the course assists students to improve note taking, test taking, and the application of their skills to content area textbooks. Prerequisite: Placement by examination.

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 review; 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.

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.

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

NHP/OIM180  MEDICAL TERMINOLOGY  3 Credits
This course provides instruction in the development of basic medical terminology. Instruction may include a programmed text and audiocassettes. (See OIM/NHP180).

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 Algebra (MAT095).

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: Basic Anatomy/Physiology/Lab (BIO107) 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  4 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. During clinical practice at a local medical center, students participate in corresponding central processing functions. Course meets: 2 hrs. lecture; 6 hrs. clinical. Prerequisites: Writing Skills II (ENG095), Fundamentals of Algebra (MAT095), and Reading Skills II (RDG095), or placement.

SGT110   CENTRAL PROCESSING II  4 Credits
This course covers high and low temperature sterilization, sterile packaging and storage, and the chemistry of sterilization. The course introduces quality control, risk management regulations and recommended practices. During clinical experience, students participate in applications of theory to actual practice. Course meets: 2 hrs. lecture; 6 hrs. clinical. Prerequisites: Medical Terminology (NHP/OIM180) with a grade of C or better and Central Processing I (SGT109) with a grade of C or better.

SGT111   CENTRAL PROCESSING III  4 Credits
This clinically focused course assists students to concentrate on clinical skill acquisition. Students develop both depth and breadth of experience during clinical rotation. During this semester, students begin to develop a project that will be completed in the final semester. Course meets: 2 hrs. lecture; 6 hrs. clinical. Prerequisite: Central Processing II (SGT110) with a grade of C or better.

SGT112   CENTRAL PROCESSING IV  4 Credits
This course covers inventory management, principles of purchasing, logistics, and distribution. The course introduces reuse of single use devices. The course covers information management as applied to health care facilities. Students present a capstone project. Clinical experience includes resource allocation, case cart systems, and cost attribution. Students are prepared for the national certifying examination, level one. Course Meets: 1 hr. lecture; 6 hrs. clinical. Prerequisite: Central Processing III (SGT111) with a grade of C or better.

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.

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 crewmembers 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 expands 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.
Program Advisory Boards

ALLIED HEALTH
Laurie Bloom, R.N.
Education Nursing Specialist
Beth Israel Deaconess Medical Center
Kathy Dolley, R.N.
Senior Director Ambulatory Nursing & Clinical Practice
Cambridge Health Alliance
Erika Evangelista
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Alternate Solutions, Inc.
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Amparo Hernandez-Folch
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Mary McAdams, R.N.
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Massachusetts General Hospital
Sean Sullivan
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Stop & Shop Supermarket Co.
Paul Fleming
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Stop & Shop Supermarket Co.
Jean-Francis Beaudet
Branch Manager
Kuhne & Nagel
Eugene Gabe
Bentley College
Ron Karasczkiewicz
Internal Revenue Service
Cleo Lenardo
Robert Half Associate Inc/Account Temps
Ivelisse Pena
Human Resource Associate
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Just-A-Start
Linda Huntington
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Community Learning Center
Susan Mintz
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Van Spanos
Director of Training
Just-A-Start
Steve Swanger
Director of Tenant Services
Cambridge Housing Services
Susan Walsh
Director
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Sheriff
Suffolk County Sheriff’s Department
Kenneth Daddabbo
President
Massachusetts Minority State Police Officers Association
Jack Greene
Dean
Northeastern University
College of Criminal Justice
Charles Horsley
Deputy Superintendent
Bureau of Field Service
Boston Police Department
Martha Patenaude
Security Consultant
American Alarm & Communication
Kathy Tate
Assistant Chief Probation Officer
Suffolk County Superior Court
**EARLY CHILDHOOD, EDUCATION & HUMAN SERVICES**

- Patricia Cronin  
  Director  
  Catholic Charities Child Care
- Mary Fallon  
  Director  
  St. Catherine’s Pre-Kindergarten
- Sylvia Fohlin  
  Director  
  Hallmark Health Hospice
- Ada Guadalupe  
  Director  
  Renewal House
- Tom Hardee  
  Director  
  Cambridge-Somerville Early Intervention
- Ray Kelley  
  Director  
  STEP Intervention Program
- Chris King  
  Director  
  Child Focus Center
- Heidi Lutchen  
  Director  
  Arbour Hospital
- Patricia Morrow  
  Director  
  Shore Educational Collaborative
- Xanty Necoecha  
  Director  
  East Boston Social Center
- Edson Reyes  
  Director  
  East Boston Neighborhood Health Center
- Paula Virtue  
  Director  
  East Boston Ecumenical Community Council
- Vicki Albano  
  Manager of Medical Imaging  
  Boston VA Hospital
- Dr. Carol Benson  
  DMS Medical Director  
  Brigham & Women’s Hospital
- Joan Casaletto  
  Clinical Coordinator  
  Bunker Hill Community College
- Cory Finn  
  Clinical Instructor  
  Beth Israel Hospital
- Jan Foley  
  Supervisor  
  NAVIX
- Marika Jamacochian  
  Application Specialist  
  Philips
- Bruce Talbot Joziatis  
  Clinical Educator  
  Children’s Hospital
- Jan Kelly  
  Chief Sonographer  
  Massachusetts General Hospital
- Jose Rivera  
  Echo Lab Supervisor  
  Brigham & Women’s Hospital
- Dr. Edgar Schick  
  CVU Medical Director & Echo Lab Director  
  Lahey Clinic
- Carla Squillante  
  Technical Leader  
  Lahey Clinic
- Carol Wilcox  
  Clinical Educator  
  Massachusetts General Hospital

**HOSPITALITY**

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  Newbury College
- Joanne Bell  
  Senior Product Manager  
  TNT Vacations
- Kris Broe  
  Director of Recruitment  
  Au bon pain
- Judy Brooks  
  Area Director of Human Resources  
  Wyndham Hotels
- Tom Cardon  
  Chef Instructor  
  Somerville High School
- AnnMarie DeLa Paz  
  Passenger Service Manager  
  American Eagle Airlines
- Janet Glennon  
  Director of Employment  
  Copley Marriott Hotel
- Marie Green  
  Director of Sales  
  Residence Inn by Marriott
- Cheryl Learned  
  Instructor  
  Hotel & Hospitality Program  
  Madison Park High School
- Susan Simon  
  Human Resources Supervisor  
  Harvard Dining Services

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  Diagnostic Manager  
  Beth Israel Deaconess Hospital
- Carl Patturelli  
  Education Coordinator  
  Brigham and Women’s Hospital
- Linda Poznauskis  
  Technical Director  
  Children’s Hospital
- Karen J. Shack  
  Program Manager  
  The Boston Private Industry Council, Inc.
- Richard Terrass, M.Ed. R.T.(R.)  
  Director, Graduate Program in Medical Imaging  
  MGH Institute of Health Professions
- Michael Viera  
  Assistant Director, Radiology Administration  
  Brigham and Women’s Hospital
- Dr. Miriam Vincent  
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  New England Baptist Hospital

**NURSING PROGRAM**

- Frances Annand  
  Director of Nursing  
  Massachusetts Eye & Ear Infirmary
- Mary Bennett, R.N.  
  Department of Public Health  
  Commonwealth of Massachusetts
- Richard W. Boulware, J.D.  
  Professor, Criminal Justice  
  Bunker Hill Community College
- Harneen Chernow  
  S.E.I.U. Worker Education Program
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Dana Farber  

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Director, Nursing Education and Quality Assurance  
Boston Medical Center  

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Administrative Director of Nursing  
Mount Auburn Hospital  

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Administrative Secretary  
Massachusetts General Hospital  

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Billing Manager, Cardiology  
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Paul Driscoll  
Client Service Manager  
Staffing Group, Spherion  

Arifa Kapadia  
Manager, Division of Nephrology  
Children’s Hospital  

Cheryl Laroche  
Office of the President  
Museum of Science  

Kathy Lovell  
Manager  
New England Retirement Services  

Harold Mellor  
Recruiting Manager  
Randstad  

Megan M. Moore  
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Biogen Idec  

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Beth Israel Deaconess Medical Center Pharmacy  

Theresa Lefrancois, Pharm. D.  
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Revere High School  

Bryan Corbett  
Teacher  
Director Evening Programs  
Revere High School  

Ronald Eydenberg  
Director of Secondary Education  
Revere Public Schools  

Paul Fleming  
Associate Relations Specialist  
The Stop & Shop Pharmacy  

John Mitchell  
General Manager  
Comfort Inn and Suites  

James Pearl  
Resident  
City of Revere  

Terrance Reardon  
Chief of Police  
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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 non-traditional 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 twenty-four 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, which is 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 center that uses computer-based technologies to build the job skills needed for success. Employers and individuals take advantage of more than 3,000 web-based courses in topic areas such as computer software, time management, customer service, reading and writing, and IT Certification. The center also offers high stakes testing. Visit the ACT Center in Room E222, Charlestown Campus or call the center at 617-228-2440.

Community Education
Community Education provides a wide variety of non-credit courses and certificate programs for individuals seeking to enhance their personal and professional skills. Programs are targeted to community needs and interests in areas including, but not limited to, English as a Second Language, computers, career preparation, skill development and certification, occupational licensing, web page design, world languages, technology, and self-improvement. Community Education offers courses and programs both at the college and at several locations in the Greater Boston area. For a complete listing of courses offered, refer to the course schedule booklet published each semester or check the college website. To schedule new courses or programs, call Community Education at 617-228-2462.
Alumni Association, College Foundation, Facilities Rentals and Conference Planning

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 college-wide 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 and support key programs that enhance the college’s mission such as the BHCC Foundation’s annual Hampshire House fundraiser that supports student scholarships. The Association also works closely with the BHCC Foundation to raise funds to build the Textbook Assistance Program (T.A.P.). This important program is designed to help Bunker Hill Community College students with limited financial resources borrow required textbooks for college classes.

Through the Association, interested alumni stay actively involved with the college in a variety of ways, such as recruiting prospective students, serving as alumni mentors for students, working on event committees, or serving on the Board of Directors or Board of Trustees.

For more information on how to become involved in the Alumni Association, please call 617-228-2439 or send an email to alumni@bhcc.mass.edu.

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 among groups and individuals including alumni, business, civic, and community leaders. Together, the Foundation and the college work to enhance the educational environment and academic opportunities for students.

The Foundation Board of Directors is a group of business and civic leaders committed to advancing the mission of the college and 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 both endowed and current scholarships; grants to local high school graduates; support for the Textbook Assistance Program (T.A.P.); selected cultural programs; the Art Gallery and many other activities that advance the goals of the college. In addition, the Foundation is building an endowment to ensure academic excellence and accessibility for future generations.

For more information about BHCC scholarships, see page 29 of this catalog. For more information about the Foundation or for information on how to make a contribution, please call 617-228-2099.

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.

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 for special events. A recording and editing studio and audio/visual and telecommunications equipment may be scheduled. 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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<thead>
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<th>Position</th>
<th>Department/Program</th>
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</thead>
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Center for Self-Directed Learning  
A.A. Bunker Hill Community College, B.S. UMass Amherst

Jean-Dany Joachim  
Technical Assistant III  
Student Activities  
A.S. Bunker Hill Community College

Linda R. Johnson  
Clerk V  
Nurse Education Department

Pamela A. Johnson  
Administrative Assistant II  
Human Resources

Stephen J. Johnson  
Maintainer I  
Facilities Management

Heng K. Kaing  
Clerk VI  
Enrollment Services  
A.S. Bunker Hill Community College

Michaela M. Karos  
Administrative Assistant I  
Student Success Program  
A.S. Bunker Hill Community College; B.A. UMass Boston

James Keane  
Mail Clerk II  
Central Services

Peter W. King  
EDP Systems Analyst IV  
Student Information Systems

Amirtharajani Kiritharan  
Bookkeeper II  
Student Payment Office

James W. Lantagne  
Electrician II  
Facilities Management

Maria D. Leite  
EDP Systems Analyst III  
Student Information Systems  
B.A. UMass Boston

Anna G. Lesnik  
Accountant IV  
Student Payment Office  
B.S. Belarus State University, Minsk, Belarus

Sandra L. Lloyd  
Accountant II  
Business Office  
A.A. Bunker Hill Community College

Brian J. McGonagle  
Carpenter I  
Facilities Management

Sofya Mitelman  
EDP Systems Analyst IV  
Institutional Effectiveness  
A.S. Bunker Hill Community College

Tony Q. Ngo  
Technical Assistant III  
Chelsea Campus  
A.A. Bunker Hill Community College

Chi H. Nguyen  
Administrative Assistant I  
Student Affairs

Hong-Anh Nguyen  
Clerk IV  
Career Planning & Placement  
A.S. Bunker Hill Community College
Administration, Faculty and Staff

Thao Nguyen
*Administrative Assistant I*
Financial Aid Office

Mark A. Norton
*Technical Assistant III*
Student Information Systems
A.S. Bunker Hill Community College

Anne M. O’Hara
*Clerk IV*
Business Office

Elena M. O’Leary
*Personnel Analyst I*
Human Resources

Peter B. Pham
*Technical Assistant III*
Center for Self-Directed Learning
A.S. Bunker Hill Community College

Robert S. Pieri
*Technical Assistant II*
Student Information Systems
A.S. Bunker Hill Community College

Nancy K. Pitchford
*Clerk V*
Nurse Education & Health Professions
A.S. Bunker Hill Community College

Therese A. Pullum
*Technical Assistant III*
Distance Learning
A.S. Bunker Hill Community College

Gary J. Presto
*Clerk V*
Arts & Sciences
B.A. Boston College

Hao T. Quach
*Laboratory Technician II*
Science Department
B.S. Saigon University of Sciences

Eric D. Richards
*Accountant III*
Business Office
A.S. Bunker Hill Community College; B.S. UMass Boston

Aida E. Rivera
*Administrative Assistant II*
President’s Office
A.S. Roxbury Community College

Yoel E. Rodriguez
*Technical Assistant II*
Student Information Systems
A.A. Bunker Hill Community College

Theresa N. Ross
*Electronic Computer Operator II*
Student Information Systems

Debra D. Rowe
*Buyer II*
Business Office

Lorraine C. Sacco
*Clerk V*
Health Services
Certificate in Paralegal, Bunker Hill Community College

Raymond Samms
*Campus Police Officer I*
Public Safety

Patrick M. Scarry
*Campus Police Officer I*
Public Safety
B.S. Boston State College

Helen M. Sekenski
*Clerk V*
Chelsea Campus

Edwin L. Silva
*Technical Assistant III*
Chelsea Campus
A.S. Bunker Hill Community College

David Sperandio
*Maintainer I*
Facilities Management

Laura A. St. John
*Technical Assistant II*
Public Safety
A.S. Bunker Hill Community College

Tzu-Ming Sun
*Technical Assistant III*
Student Information Systems

Mary L. Sweeney
*Accountant V*
Business Office
Certificate, Burdett Business School

Rosemary Toy
*Clerk III*
Financial Aid Office

Jane Trullo
*Clerk V*
Facilities Management
A.A. Ashworth College

Patricia S. Wasson
*Administrative Assistant II*
President’s Office
B.S. Northeastern University

Celcia D. Weaver
*Bookkeeper II*
Student Payment Office

Vincente White
*Storeroom Clerk IV*
Central Services
A.S. Bunker Hill Community College

Christopher E. Wilkins
*3rd Class Power Plant Engineer*
Facilities Management

Linda M. Wilkins
*EDP Systems Analyst IV*
Student Information Systems
A.S. Bunker Hill Community College

Mary B. Williams
*Graphic Arts Technician I*
Central Services
Adjunct Faculty*

Mark Adams, Medical Imaging
Maria Albornoz, English as a Second Language
Lynne Anderson, English as a Second Language
Adriene Anderson, English as a Second Language
Andrew Armata, Business
Michael Aymie, English as a Second Language
Lamine Ba, Science
Barbara Barrett, Mathematics
Piotr Bartkiewicz, Communication Design
Myriam Batista, CIT/ITBI
Paul Bazelais, Mathematics
Marcia Bentley, English
Joseph Bentley, Business
Jean Bernard, English as a Second Language
Jessica Bethoney, English
Alka Bhaskar, Early Childhood Education and Human Services
Loretta Bolger, English
Benjamin Bolger, English
R. Brent Bonah, English
Michael Bonanno, History and Government
Robert Bonds, English
Thomas Boussy, CIT/ITBI
Katherine Braun, Creative Arts
George Brooker, Business
James Brown, Mathematics
Christopher Buckley, Business
Dennis Burke, Science
John Cahill, English
David Callanan, CIT/ITBI

Paul Camacho, Behavioral Science
Paul Camacho, Business
Michael Carakatsane, CIT/ITBI
Leo Carey, CIT/ITBI
Joan Ceresa, Medical Imaging
Matthew Casey, Business
Catherine Catizone, Mathematics
Carole Center, English
Jose Chaves, Business
Wilson Chen, Mathematics
Vincent Chiachio, CIT/ITBI
Anthony Chiaradonna, CIT/ITBI
Charles Chisholm, Mathematics
Margaret Cifuni, Nurse Education
Ronald Clark, English as a Second Language
Douglas Clifford, English
Sandra Clyne, Behavioral Science
Manuela Cobos, Foreign Language
Philip Condorelli, English as a Second Language
Leonard Connolly, Mathematics
Lawrence Connors, Mathematics
Anne Consoli, Mathematics
Anne Consoletti, English as a Second Language
Frances Cook, English as a Second Language
Helen Cowen, Allied Health
Isabelle Cowens, English
Bryan Craven, CIT/ITBI
Richard Cunney, Business
Donald Cyr, CIT/ITBI
Kevin Daley, Business
William David, CIT/ITBI
Bernadette Davidson, Early Childhood Education and Human Services

Kathryn Davis, English
Marsha Dean, English as a Second Language
Diane Delehanty, Early Childhood Education and Human Services
Gary Devino (Vinokurov), English as a Second Language
Indralakshmi Din-Dayal, Foreign Language
Maurice Donovan, English
Michael Dubson, English
Cynthia Duda, English
Gary Duehr, English
Brendan Duffy, English
Robert Durant, Mathematics
Dawn Edwards, Behavioral Science
Joe Eiler, Communication Design
Nicu Farcut, Mathematics
John Farrenkopf, Mathematics
Yuri Fedynyn, Mathematics
Richard Feinberg, History and Government
Eileen Feldman, English as a Second Language
Linda Ferragamo, English as a Second Language
Jessica Field, Science
Elynn Finkelnstein, English as a Second Language
Cory Finn, Medical Imaging
Aran Fireheart, Communication Design; CIT/ITBI
Albert Flanders, Mathematics
George Florentine, Business
Gretchen Gallagher, English as a Second Language
Kimberly Giampietro, Criminal Justice
Guiseppa Gill, Science
Paul Girodet, Business
Elynor Gittens, English as a Second Language
Patricia Glynn(Killeen), English
Dorothy Gomez, Early Childhood Education and Human Services
David Govoni, English as a Second Language
Patricia Grasso, CIT/ITBI
Rita Greco, Science
Leonard Greene, Business
Nickolai Guyetsky, Communication Design
Nisa Harrison, Mathematics
Christine Hingston, English as a Second Language
Joanne Holdridge, English as a Second Language
Alfred Hoose, Creative Arts
Daniele Jacques, Creative Arts
Marika Jamacochian, Medical Imaging
Bruce Joziatis, Medical Imaging
Anthony Kapakoukakis, Medical Imaging
Rosalind Kaplan, English as a Second Language
Anatoli Kaploun, Mathematics
Ronald Karasczkiewicz, Business
Barbara Keenan, English
Carolyn Kelley, English
Peter Kelliler, Science
Ruth Khowais, English
James Kilpatrick, Behavioral Science
Richard Kimball, Behavioral Science
Adjunct Faculty

Jerald King, Science
Yoko Kiser, Foreign Language
Andrew (Michael) Knoll, English
Detlev Koecke, History and Government
John Kordalewski, English
Omanand Koul, Science
George Kriorian, English as a Second Language
Philip Kukura, History and Government
Sebastian LaGambina, Science
Julie Lambert, History and Government
Kurt Lancaster, Creative Arts
Bruce Lapierre, Science
Darlin Leahy, Mathematics
Amelia Leary, Office and Information Management
Robert Lee, English
William LeFrancois, Science
Robert Lehmna, Creative Arts
Louise Leland, CIT/ITBI
Rebecca Leo, English
Benjamin Lim, Behavioral Science
Frank Limoncelli, English
Virginia Lombard, CIT/ITBI
Laurel Long, Communication Design
Thomas Lundy, Mathematics
Joan MacDonald, Mathematics
William MacKenzie, Mathematics
Vincenta Magaletta, English as a Second Language
Audrey Mahler, English
Anne Manion, Science
James Mann, English
Hassan Mansaray, English as a Second Language
Carl Mason, English
Andrew Maylor, Business
James McCann, Business
Steven McCormick, CIT/ITBI
Michael McDonough, CIT/ITBI
Kathleen McKenna, Behavioral Science
John McMahon, Medical Imaging
Denise Medaglia, Office and Information Management
Christine Metherall, Hospitality
James A. Miller, Hospitality
Rhonda Morris, Science
Barbara Morrison, English
Robert Mulvey, English
Glenn Newman, Mathematics
Hoa Nguyen, English as a Second Language
Aminda Nicoloro, English
William Nierintz, Creative Arts
Stan Nikkel, English as a Second Language
Joel Ohren, English
Patricia Pabian, English
Michael Pabian, English
Nick Palky, Business
Jeffrey Pearlman, History and Government
Joseph Pettigrew, English as a Second Language
John Plantedosi, Behavioral Science
Lennie Pidell, English
Shelley Plumer, English as a Second Language
Stephen Puopolo, Business
Catherine Puopolo, CIT/ITBI
Marielle Racicot(Bentley), Foreign Language
Pamela Raftopoulos, History and Government
Lucretia Rhodes, English as a Second Language
Cynthia Richards, English
William Roarke, Business
Ralph Roche, English
Jennifer Rossen, English
Mark Rotondo, Mathematics
Rose Rubin, Early Childhood Education and Human Services
Rita Rozuski, Early Childhood Education and Human Services
Pamela Schmidt, Behavioral Science; Early Childhood Education and Human Services
Ines Schulz, English as a Second Language
Judith Schwartz, Communication Design
Stefan Scott, Behavioral Science
Marilyn Scullin, Office and Information Management
Phyllis Senleben, English
Maisy Shen-Donoghue, English as a Second Language
Stephen Shore, CIT/ITBI
Priscilla Shute, English
Stephen Slaner, Behavioral Science
Odilia Smith, Foreign Language
Karl Smith, English as a Second Language
Karl Smith, History and Government
Janet Sortor, English
Raymond Spencer, Science
William B Stewart, CIT/ITBI
Theresa Sullivan, Behavioral Science
Paul Sullivan, Business
Linda Sutliff, English
Richard Sweeney, Business
Joseph Tarello, Science
Saul Toby, English as a Second Language
Nancy Tricomi, English as a Second Language
Patrick Truman, Mathematics
Dan Tucker, English as a Second Language
Judith Tully, Mathematics
Gerald Tully, Criminal Justice
Anne Umansky, English
Jacqueline Valente, Office and Information Management
Bill Vanderbeck, English
Marion Vannstrand, English
Donald Veitch, English
Linda Ventura, English
Joseph VonHandorf Jr., Fire Science
Joseph VonHandorf Sr., Fire Science
Stephen Wachman, Science
Yao Wang, Mathematics
Carl Weinstein, Allied Health
John Westfield, English as a Second Language
Kathleen White, English
Mildred Wigon, Behavioral Science
Margaret Witham, English as a Second Language
Raymond Wong, Behavioral Science
Gennadiy Yablovskiy, Mathematics
Anne Zakrosky, CIT/ITBI
James Zaks, Mathematics
Emma Zevik, Creative Arts

* Fall 2004 Adjunct Faculty with contractual seniority
Directions to BHCC

Directions to BHCC Campuses and Satellite Locations

2004 - 2005 College Catalog

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 181). 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 37 South (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 Rosev 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 South Station tunnel. Continue past Fleet Center 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 Rosev 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
Directions to BHCC

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 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, 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 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 Chinatown Satellite
Chinese Economic Development Council
65 Harrison Ave.
Boston, Massachusetts 02111
Telephone: 617-228-2408

BY PUBLIC TRANSPORTATION
Via MBTA, connect to the Orange Line. If coming from the north, travel toward Forest Hills and exit at Chinatown Station. From the south, travel toward Oak Grove and exit at Chinatown Station. For more information on transit schedules, contact the MBTA at 617-222-3200 or visit www.mbta.com.

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.
ALL BUILDINGS MAY BE ACCESSED VIA THE 2nd FLOOR WHICH IS THE COLLEGE'S MAIN FLOOR.
Glossary of Academic Terms

A.A. - ASSOCIATE IN ARTS - An under-graduate 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 sections in the back of this publication.*

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We are pleased that you are considering Bunker Hill Community College to further your education. This application and instruction sheet should give you the basic information you need for admission to BHCC. If you have additional questions, please contact the Enrollment Services Center at 617-228-2422.

1. **Apply for Admission**
   - Complete the application form and submit it to the Enrollment Services Center located in the main lobby, 2nd floor, B-building. Some health programs have a selective admissions process. Please contact the Enrollment Services Center for further information.
   - Submit a copy of your high school diploma, transcript if a graduation date is recorded on it, or GED. (Original documents may be requested. If documents are not in English, an official translation must be attached.)
   - Pay a $10 application fee for in-state residents or a $35 application fee for out-of-state residents.
   - If you are transferring from an accredited institution, submit official transcripts for evaluation of transfer credit.
   - If you are an international student, contact the International Center at 617-228-2460 for an international student application.

2. **Take Computerized Placement Tests**
   Take the Computerized Placement Tests (CPTs) in reading, mathematics and English. Contact the Assessment Center at 617-228-2468 or drop by room B109 to schedule an appointment. If you have completed a mathematics or English course with a grade of C or higher at an accredited institution, you may be eligible for exemption from testing. Submit a copy of your transcript or grade report to the Admissions and Transfer Counseling Office, B202.

3. **Meet with an Advisor**
   Contact the Advising/Counseling Center at 617-228-2230 or drop by room B108 to schedule an appointment to meet with an advisor to register for classes. After your initial registration, you will be assigned a faculty advisor for the duration of your studies at BHCC.

4. **Register for Classes**
   Bring your registration form to the Enrollment Services Center for data entry and to receive your class schedule.

5. **Document Immunization**
   Complete the enclosed immunization record form and return it to the Enrollment Services Center within 30 days of the date of registration.

6. **Pay for Your Classes**
   - You may pay by cash, check, money order, VISA, MasterCard, Discover, or arrange a payment plan through the Student Payment Office.
   - If you are claiming Massachusetts residency for tuition purposes, you must complete the enclosed application for Massachusetts in-state tuition rates and submit it along with the appropriate documentation, to the Enrollment Services Center.

7. **Obtain Your BHCC Identification Card**
   Bring a copy of your class schedule to the Audio Visual Department in room E144. Your picture will be taken and your ID will be available within 24 hours for pickup.

8. **Obtain Your Parking Permit**
   If you wish to park on campus you must purchase a BHCC parking permit valid for the entire semester. Refer to the Master Schedule, General Information section, for further information.
BHCC Application Form

Name: _____________________________  Last  First  MI  Former Name

Residence address: ________________________________________________________________

City  State  Zip

Mailing address: ________________________________________________________________

(If different from residence)

City  State  Zip

Telephone number: ________________________________________________________________

Day  Evening

E-mail address: ________________________________________________________________

Gender: □ Female  □ Male  □ Single  □ Married  Birth Date: _____/_____/______

month/day/year

Social Security Number (Optional)

BHCC is committed to affirmative action goals and would appreciate your response to the following. Please choose only one.

□ AI-American Indian/Alaskan Native  □ AP-Asian/Pacific Islander

□ AD-Black/Non-Hispanic  □ HL-Hispanic/Latino

□ CV-Cape Verdean  □ WH-White/Non-Hispanic

Status

□ U.S. Citizen - Attach Birth Certificate or Passport and 2 Proofs of Massachusetts Residency

□ Resident Alien  Resident Alien Card # (Attach a copy) ________________________________

□ Non-Resident Alien

□ Other (Please specify) __________________________________________________________

What program do you plan to study at BHCC?

_____________________ Select the code from the list.

Term: □ Fall  □ Spring

What is your overall goal at BHCC?

□ Earn a degree or certificate

□ Acquire personal or job-related skills

□ Transfer to 4-yr institution

□ Enter workforce upon graduation

Current Student Type

□ First time enrolling at any college for credit

□ Transferring from another college or university

□ Returning to BHCC from an absence
BHCC Application Form

BHCC participates in Joint Admissions Programs with the Commonwealth's State Colleges and Universities, Suffolk University and Florida A&M University. Please indicate your interest in receiving more information about the following programs:

☐ Commonwealth of Massachusetts State Colleges and Universities  
☐ Florida A&M University  
☐ Suffolk University

Is English your first language?
☐ Yes ☐ No

If no, what is your first language? __________________________________________

High School/GED Information

School/Agency: __________________________________________________________
City: _________________________________________________________________
State: _________________________________________________________________
CEEB code: ___________________________________________________________
Graduation Date: _______________________________________________________  

Tech prep student? ☐ Yes ☐ No

College Attended:

College Name: _________________________________________________________
City: _________________________________________________________________
State: _________________________________________________________________
College Name: _________________________________________________________
City: _________________________________________________________________
State: _________________________________________________________________

Are you requesting transfer credit?
☐ Yes ☐ No

If yes, please have all colleges listed above send official transcripts to BHCC’s Admissions and Transfer Counseling Office, B202, Charlestown Campus, 250 New Rutherford Avenue, Boston, MA 02129.

Are you planning to apply for financial aid? ☐ Yes ☐ No

Signature: __________________________________________________________________
Date: ____________________________________________________________________
ASSOCIATE IN ARTS DEGREES

Biological Science ............................................. AA.BIOSC
Business Concentration ....................................... AA.BADMN
Chemical Science Concentration ............................... AA.CHMISC
Communication Concentration ................................. AA.COMMNC
Computer Information Systems Concentration ............. AA.CPTIS
Computer Science Concentration .............................. AA.CPTSC
Education Concentration ....................................... AA.EDUCN
English Concentration ......................................... AA.ENGSH
Fine Arts Concentration ....................................... AA.FNART
Foreign Language Concentration ............................... AA.FLANG
General Concentration ........................................ AA.GENCN
History and Government Concentration ...................... AA.HSTGCV
Mathematics Concentration .................................... AA.MATHM
Music Concentration ............................................ AA.MUSIC
Physics/Engineering Concentration ............................ AA.PHYEG
Psychology Concentration ..................................... AA.PSYCH
Sociology Concentration ....................................... AA.SOCLG
Theatre Concentration .......................................... AA.THEAT

*World Studies Emphasis
Students enrolling in any AA degree program can earn World Studies Emphasis certification simultaneously.

ASSOCIATE IN SCIENCE DEGREES

Business Administration Program:
- Accounting Option ........................................ AS.BAACT
- Finance Option ............................................. AS.BAFIN
- International Business Option ............................. AS.BAINT
- Management Option ........................................ AS.BAMGT

Computer Information Technology Program:
- Computer Support Specialist Option ...................... AS.CPTSS
- Database Programming & Administration Option ........ AS.CPDBP
- Network Technology & Administration Option .......... AS.CPNET

Criminal Justice Program ..................................... AS.CJUST
Culinary Arts Program ......................................... AS.CULRT
Early Childhood Development Program ..................... AS.ECDEV
Fire Protection and Safety Program ......................... AS.FIRPS
Graphic Arts & Visual Communication Program ............ AS.GRDN

Hotel/Restaurant/Travel Management Program:
- Hotel/Restaurant Management Option .................... AS.HTLRM
- Travel and Tourism Management Option .................. AS.HTTRV

Human Services Program ..................................... AS.HUMSV

Media Technology Program .................................. AS.METEC
Medical Imaging Program:
- Cardiac Sonography Option ................................ AS.MICAR
- General Sonography Option ................................ AS.MIULT
- Medical Radiography Option ............................... AS.MIRAD
- Medical Radiography Part-time Eve. Option ............. AS.MIREV

Nursing Program:
- Nursing Day Option ........................................ AS.NRDAY
- Nursing Evening Option ................................... AS.NREVE
- Nursing Weekend Option .................................... AS.NRWK

Office Management Program:
- Administrative Information Management Option ....... AS.OAEXC
- Medical Information Management Option ............... AS.OAMED

Pharmacy Technology Program .............................. XX.PHARM

CERTIFICATE PROGRAMS

Allied Health:
- Medical Assistant .......................................... CT.AHMDA
- Medical Lab Assistant ..................................... CT.AHMDL
- Patient Care Assistant ..................................... CT.AHPCA
- Phlebotomy Technician ..................................... CT.AHPHL

Business Administration:
- Accounting Information ................................... CT.BAACT
- e-Commerce Marketing Management ..................... CT.BAECM
- International Business ..................................... CT.BAINT
- Paralegal ..................................................... CT.BAPLC

Computer Information Technology:
- Computer Support Specialist .............................. CT.CPTSS
- Database Programming & Administration ................ CT.CPDBP
- Network Technology & Administration .................... CT.CPNET
- Object Oriented Programming/Design ..................... CT.CPOOD

Culinary Arts .................................................. CT.CULRT

Early Childhood Development ................................. CT.ECDEV

Human Services Program ..................................... CT.HUMSV

Office & Information Management:
- Information Management Specialist ..................... CT.OAWPR
- Medical Information Management Assistant ........... CT.OAMED

Surgical Technology:
- Central Processing (Sterile Processing and Distribution Management) .................. CT.SRCPC
- Surgical Technology ........................................ CT.SRGTC

Travel and Tourism Management ............................ CT.HTTRV
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 this fold-out section for General Education Requirements and Elective Courses.

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<td>64</td>
<td>Theatre Concentration</td>
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<tr>
<td>47</td>
<td>World Studies Emphasis*</td>
<td>103</td>
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</tbody>
</table>

*Students enrolling in any A.A. degree program can earn World Studies Emphasis certification simultaneously.

**Associate in Science Degrees**

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<th>BUSINESS ADMINISTRATION PROGRAM</th>
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<tbody>
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<td>54 Physics/Engineering Concentration</td>
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<td>63 Sociology Concentration</td>
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<td>64 Theatre Concentration</td>
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<th>MEDICAL IMAGING PROGRAM</th>
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<td>57 Medical Information Management Option</td>
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<td>40 Medical Assistant</td>
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<td>41 Medical Lab Assistant</td>
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<td>42 Patient Care Assistant</td>
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<td>43 Phlebotomy Technician</td>
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**Business Administration**

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<th>BUSINESS ADMINISTRATION</th>
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<tr>
<td>6 Accounting</td>
<td>59</td>
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<tr>
<td>7 e-Commerce Marketing Management</td>
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<td>8 International Business</td>
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<td>9 Paralegal</td>
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**Computer Information Technology**

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<thead>
<tr>
<th>COMPUTER INFORMATION TECHNOLOGY</th>
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<tbody>
<tr>
<td>16 Database Programming and Administration</td>
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<tr>
<td>17 Object Oriented Computer Programming and Design</td>
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</table>

**Computers: Information Technology for Business & Industry**

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<th>BUSINESS &amp; INDUSTRY</th>
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<tbody>
<tr>
<td>20 Computer Support Specialist</td>
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<td>21 Network Technology and Administration</td>
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<td>24 Culinary Arts</td>
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<td>26 Early Childhood Development</td>
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<td>52 Human Services</td>
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**Office and Information Management**

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<tbody>
<tr>
<td>58 Information Management Specialist</td>
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<td>59 Medical Information Management Assistant</td>
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**Surgical Technology**

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<tr>
<td>45 Central Processing (Sterile Processing and Distribution Management)</td>
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<td>44 Surgical Technology</td>
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**Travel and Tourism Management**

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<thead>
<tr>
<th>TRAVEL AND TOURISM MANAGEMENT</th>
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<tbody>
<tr>
<td>50 Travel and Tourism Management</td>
<td>106</td>
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</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>LIBERAL ARTS ELECTIVES</th>
<th>LAB SCIENCE ELECTIVES</th>
<th>SOCIAL SCIENCE ELECTIVES</th>
<th>BEHAVIORAL SCIENCE ELECTIVES</th>
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<tr>
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<td><strong>DEPARTMENT:</strong></td>
<td><strong>ELECTIVE</strong></td>
<td><strong>DEPARTMENT:</strong></td>
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<td>ART Art</td>
<td>Communication</td>
<td>PHY Physics</td>
<td>Mathematics &amp; Physics</td>
</tr>
<tr>
<td>PHT Photography</td>
<td>Communication</td>
<td>AST Astronomy</td>
<td>Science</td>
</tr>
<tr>
<td>FLM Film</td>
<td>English</td>
<td>BIO Biology*</td>
<td>Science</td>
</tr>
<tr>
<td>HUM Humanities</td>
<td>English</td>
<td>CHM Chemistry</td>
<td>Science</td>
</tr>
<tr>
<td>LIT Literature</td>
<td>English</td>
<td>ENV Enviro. Science</td>
<td>Science</td>
</tr>
<tr>
<td>FRE French</td>
<td>Foreign Language &amp; Humanities</td>
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<td>GER German</td>
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<td>ITL Italian</td>
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<tr>
<td>MUS Music</td>
<td>Foreign Language &amp; Humanities</td>
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<tr>
<td>POR Portuguese</td>
<td>Foreign Language &amp; Humanities</td>
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<td></td>
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<tr>
<td>SPN Spanish</td>
<td>Foreign Language &amp; Humanities</td>
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<tr>
<td>THE Theatre</td>
<td>Foreign Language &amp; Humanities</td>
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<tr>
<td>HIS101</td>
<td>History/Gov’t</td>
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<tr>
<td>HIS102</td>
<td>History/Gov’t</td>
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<tr>
<td>PHL Philosophy</td>
<td>History/Gov’t</td>
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<td>HON Honors</td>
<td>Interdisciplinary</td>
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<td>MAT Mathematics</td>
<td>Mathematics &amp; Physics</td>
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</table>

*BIO111 does not qualify as a Lab Science Elective

**ELECTIVE DEPARTMENT:**

- **PSY** Psychology Behavioral Science
- **SOC** Sociology Behavioral Science

**ELECTIVE DEPARTMENT:**

- **ART** Art Communication
- **PHT** Photography Communication
- **FLM** Film English
- **HUM** Humanities English
- **LIT** Literature English
- **ENG** English English
- **FRE** French Foreign Language & Humanities
- **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

**ELECTIVE DEPARTMENT:**

- **PHY** Physics Mathematics & Physics
- **AST** Astronomy Science
- **BIO** Biology* Science
- **CHM** Chemistry Science
- **ENV** Enviro. Science Science
- **ECO** Economics Business
- **GEO** Geography History/Gov’t
- **GOV** Gov’t/Politics History/Gov’t
- **HIS** History History/Gov’t
- **PHL** Philosophy History/Gov’t
- **SOC** Sociology Behavioral Science
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.

Menu 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.

Menu 2:
GOV101 Gov. & Politics in US  PSY107 Group Dynamics
GOV103 State & Local Politics  SOC101 Principles of Sociology
PSY101 Principles of Psychology  SOC109 Cultural Anthropology

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 multicultural world.

Menu 3:
ECO201 Macroeconomics  HIS151 US History I
ECO202 Microeconomics  HIS152 US History II
GEO101 World Regional Geography  MDT111 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.

Menu 4:
MAT172 Contemporary Math I  MAT183 Statistics and Lab
MAT173 Contemporary Math II  MAT195 College Algebra
MAT181 Statistics I

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.

Menu 5:
AST102 Astronomy  BIO195 General Biology I
BIO101 Principles of Biology I  ENV105 Environmental Science I
BIO115 Nutrition Science

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.

Menu 6:
ART105 Watercolor I  HUM110 American Culture
ART111 Painting I  LIT All Literature Courses
ART117 Printmaking I  All 102 Level Language Courses
Publication Design:
Adele Sicuso, Graphic Designer

Cover and Principal Photography:
Mario Elias, Website Coordinator

Photographers:
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Art Direction:
Caryn Hirsch, Director of Graphic Design and Creative Services

On the Cover:
Ticiane de Oliveira, BHCC Student

Content Contributors:

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Revere Satellite
Somerville Satellite
South End Satellite