Summer '12

CREDIT COURSES

 SELF-DIRECTED LEARNING

 DISTANCE LEARNING

 WEEKEND

 MIDNIGHT

 EVENING

 DAY
The Higher Education Opportunity Act (HEOA) Textbook Provision

(Effective July 1, 2010)

What does this mean to students?

- Prior to or during registration, students will be provided with accurate course material information including the International Standard Book Number (ISBN) and retail price when available for each course listed in this course schedule booklet, or may otherwise indicate “to be determined”.

- Course material information is listed on the college bookstore web page at http://bhcc.bncollege.com. Students may click on the textbook tab at the top of the page and follow the directions.

Why is this important to students?

- Students are given the convenience of buying their books at the same time they register with the added assurance that they are buying the right books for the right course;

- Students are made aware of the total cost of the course: tuition, fees, textbook, and materials;

- Students are provided information on whether or not a book is required or recommended, giving students the option to purchase.
Table of Contents

HEOA Information .......................................................... Inside Cover
Registration Dates & Deadlines ....................................... page 1
Academic Calendar ......................................................... page 2
Tuition/Fees ........................................................................ page 3
Registration Information ................................................ page 4
Chelsea Campus ............................................................... page 5

Registration for Summer 2012 Courses
Begins on April 17, 2012
Currently Enrolled Students May Register
on April 10, 2012

Registration Options
Continuous Walk-in registration
Beginning April 17, 2012:
Non-degree seeking students and new students may register at the
Admissions and Registration desk, located in the Main Lobby of
B-building on the Charlestown Campus, and at the Enrollment
Office on the Chelsea Campus on the following days and times:
❖ Mondays - Wednesdays: 8:30 a.m.-7:00 p.m.
❖ Thursdays: 11:00 a.m.-7:00 p.m.
❖ Fridays: 8:30 a.m.-4:00 p.m.

Online:
Currently enrolled students are required to register online using
their myBHCC account. Registration for currently enrolled students
begins April 10, 2012. To access online registration log in to our
BHCC website (www.bhcc.mass.edu) and click on myBHCC. If you
have a problem logging in, please contact the student help line at
617-228-3441. If you have problems registering for class, please
contact the Registrar's Office at 617-228-2403 or visit the Admissions
and Registration desk, 2nd floor, Main Lobby, main campus or
Enrollment Services on the Chelsea Campus. Paper registrations
will only be accepted at the Admissions and Registration desk for
students with special circumstances as referred by an advisor.

By fax:
Students registering by fax must complete the registration form
on the inside back cover of this publication and fax the form with all
required documents and full tuition payment (see payment
information on page 3) to 617-228-2082 by the deadline listed in the
Academic Calendar. Registrations received by the close of business
(7:00 p.m.) will be processed the same day. Registration received
after the close of business (7:00 p.m.) will be processed the next
business day. A confirmation will be mailed to you.

Community Education (Non-Credit Courses)
Students may register for Community Education courses throughout
the semester. Community Education courses are non-credit classes
taken to enhance computer skills, improve performance in the
workplace, sharpen artistic skills, or for personal enrichment.
Students who wish to register for a non-credit course may register in
person at the Admissions and Registration desk on the Charlestown
Campus, 2nd floor, Main Lobby or by contacting the Community
Education Office at 617-228-2462. Payment is required at the time
of registration. The cost of each course is listed beside the title of
the course. Contact the Community Education Office for further
information.

All students registering for
Summer 2012 Classes Must:
1. Show a valid government issue photo ID (if in person); and
2. Provide or have provided a completed Application for
Massachusetts In-State Tuition form (pages 31-32) and all
supporting documentation to receive the in-state tuition rate; and
3. Provide proof of meeting course prerequisites:
A placement test or completion of appropriate BHCC
coursework; or provide a transcript from another accredited
institution verifying completion of appropriate coursework
with a passing grade.
4. Pay in full for courses at the time of registration by providing
a third party commitment letter or purchase order or have
Financial Aid authorization or make payment arrangements.

Summer 2012 Session Dates
Summer .................................................................June 4-July 12
Bridge Session .........................................................June 4-July 26
Academic ESL Session ............................................. June 4-August 2
Web Courses .......................................................... June 4-August 23
Center for Self-Directed Learning (CSDL) .... June 4-August 9
Session II .............................................................July 16-August 23
Summer 2012 Academic Calendar

Summer Session I, Bridge Session & Academic ESL Session

Last day to register by fax for Session I, Bridge, ESL Credit & Web courses .................. May 31
Last day to register for Session I, Bridge, ESL Credit & Web courses ......................... June 1
Session I, Bridge, ESL Credit & Web courses - Classes begin ................................. June 4
Session I, Bridge, ESL Credit & Web courses schedule adjustment (add/drop) deadline .... June 6
Registered students only - a student may not add a course that has already met.

Last day for Session I course withdrawal ................................................................. June 27
Last day to register for CSDL courses .................................................................. June 29
Independence Day - no classes ............................................................................... July 4
Last day for Bridge session course withdrawal ....................................................... July 6
Last day for ESL Credit course withdrawal ............................................................ July 11
Session I courses - Classes end ............................................................................ July 12
Bridge Session courses - Classes end ................................................................. July 26
Last day for CSDL and Web course withdrawal ....................................................... August 1
ESL Credit Session courses - Classes end ............................................................ August 2

Summer Session II

Last day to register for credit courses by fax for Session II courses ......................... July 12
Last day to register for Summer Session II courses ............................................... July 13
Session II courses - Classes begin ....................................................................... July 16
Session II schedule adjustment (add/drop) deadline ............................................. July 18
Registered students only - a student may not add a course that has already met.

Last day for CSDL and Web course withdrawal ...................................................... August 1
Last day for Session II course withdrawal ............................................................. August 8
Session II courses - Classes end .............................................................................. August 23
### Tuition and Fees

All students (except those taking health courses), whether they study during the day, evening, or both, will be charged the same amount per credit. Registering for the summer sessions require payment at the time of registration. Payment plans are not available for summer sessions. Financial Aid is not available to students who are not enrolled in a degree or certificate program during the 2011-2012 academic year. The cost of tuition and fees listed in this publication are subject to change.

**Massachusetts Residents (MA) $141/credit**
- Per credit: $24 Tuition/$112 College fees/$5 Technology fee.
- To qualify for MA rate, complete the in-state tuition form on pages 31-32.

**Non-Massachusetts Residents & International Students $347/credit**
- Per credit: $230 Tuition/$112 College fees/$5 Technology fee.

**The New England Regional Student Program $153/credit**
- Per credit: $36 Tuition/$112 College fees/$5 Technology fee.
- Available to students from RI, CT, NH, ME, & VT that are approved by the Registrar.

### Health Courses

Additional $35/credit fee for all AHE, CLS, CTC, EMT, MAC, MIG, MLT, MRC, NUR, RTH, SGT, SON, or VSN courses.

### Other Charges

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Returned Check Fee</td>
<td>$30</td>
</tr>
<tr>
<td>Stop Payment/Reissue Check Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Liability Insurance Fee</td>
<td>$15</td>
</tr>
<tr>
<td>BHCC OneCard Replacement Fee</td>
<td>$15</td>
</tr>
<tr>
<td>Parking Permit Fee</td>
<td>$30</td>
</tr>
</tbody>
</table>

Student Parking Permits are available for purchase, at any time, without waiting in line. Go online to onlineservices.bhcc.mass.edu. Click on “Students”, and then click on “Purchase a Parking Permit”. Complete the application and pay the required fee. Permits will be mailed to the address entered on the application. Be sure to enter your address correctly as we are not responsible for lost, stolen, or missing permits.

Session I, Bridge, ESL Credit & Web courses - permits on sale beginning June 8, Session II courses - permits on sale beginning July 20 at the Student Payment Office.

To obtain a permit the following items are required:
- A BHCC identification number
- A current BHCC registration
- A current driver’s license
- Vehicle registration information
- Payment in the amount of $30 by American Express, Discover, Master Card, VISA, and personal checks.

You may display your purchase receipt on your dashboard until permit arrives.

Only one permit per student will be issued. Note: Students whose accounts are in default will not be issued a permit. The cost for a replacement permit is $50.

---

### Payment

Payment is due at the time of registration. Failure to pay will result in your unpaid courses being dropped at the close of business (7:00 p.m.) on the day of registration. BHCC accepts personal checks, money orders, American Express, Discover, MasterCard or VISA.

**You may pay:**
- Online at http://onlineservices.bhcc.mass.edu (select Student Menu and then select “Make a Payment”.
- By express drop box located outside the Student Payment Office window, Room B219, for check and credit card payments using the envelopes provided.
- By phone by dialing 1-866-519-0785. Processing phone payments may take at least 48 hours to appear on your account in web advisor, however your account will be noted by the end of the business day (7:00 p.m.).
- Using financial aid funds. Students enrolled in certificate/degree programs at the College during the 2011-2012 academic year who received financial aid, may be eligible for financial aid funds for the summer. Interested students should see the Financial Aid Office, Room B213 prior to registering for summer courses.

**Payment/Billing for students registering online:**

For students registering on the web, a statement at the bottom of the confirmation page indicates payment due at the time of registration. Students must check Account Summary to view the amount due. Students must pay in full at the time of registration or have made prior arrangements with the Student Payment Office or unpaid courses will be dropped. Please check your academic and financial record before logging out to confirm that registration and payment was recorded; click on Account Summary to view your financial record and My Class Schedule.

### Third Party Billing

Students may submit a third party commitment letter or purchase order from an employer, etc. which allows the College to bill that party directly with no restrictions. Documentation must be presented at the time of registration. Web registrants will need to present the third party information prior to registration to ensure that your financial account is credited or you may be dropped for non-payment.

### Outstanding Financial Obligations

Students who have any outstanding financial obligations to the College will not be permitted to register. Delinquent accounts must be paid in full. Unpaid balances will be referred for state intercept and to a collections agency. This means that your state income taxes will be intercepted and you will not receive your state refund. Furthermore, additional fees will be assessed and can be as much as 33% of the balance due.

### Schedule Adjustments

You may adjust your schedule throughout the registration period. The last date to adjust your schedule is listed in the academic calendar. Students who adjust their schedule that includes adding a course (including adding a waitlisted course) must make full payment at the time of the adjustment. Financial Aid recipients must notify the Financial Aid Office of any adjustments to their original registration and all adjustments must be made by the end of the schedule adjustment deadline. Failure to do so will result in
the dropping of all unpaid courses. If you accept a seat in a course for which you are waitlisted you must make payment arrangements for that course immediately.

Refunds
Students may drop (cancel) a credit course and receive a 100% refund within the schedule adjustment period. There are no refunds after the schedule adjustment period. Lack of attendance in a course does not constitute a drop. Students who register for a course and subsequently decide not to attend classes are responsible for officially dropping the course prior to the end of the schedule adjustment period by completing a schedule adjustment form at the Admissions & Registration desk.

- Session I, Bridge, ESL Credit courses, & Web courses – 100% tuition and fees will be refunded through June 6. No refunds after June 6.
- Session II courses – 100% tuition and fees will be refunded through July 18. No refunds after July 18.
- For Center for Self-Directed Learning CSDL (LC) courses – 100% tuition and fees will be refunded if course is dropped (cancelled) during the scheduled adjustment period for Session I (June 6) or if registered after schedule adjustment, within five (5) working days from the date of registration.
- For Community Education courses (non-credit) – 100% refund within two (2) working days prior to the start of the class.
- No refunds are issued after the specified schedule adjustment period.

Registration Information

Assessment and Placement Testing
All students, planning to take math or English courses or a course with a math, English or reading prerequisite must complete the Computerized Placement Test (CPTs) unless they have successfully completed courses in these subjects at BHCC or another accredited institution. Those who have taken math or English at another institution must bring in or fax a copy of their transcript. Testing is available at both the Charlestown and Chelsea campuses. In Charlestown: Monday-Wednesday 8:30 a.m.-7:00 p.m.; Thursdays from 11:00 a.m.-7:00 p.m.; Fridays from 8:30 a.m.-4:00 p.m.; and Saturdays 9:00 a.m.-1:00 p.m. except during June, July, and holiday weekends. No appointment necessary. Contact 617-228-2100 for testing hours at the Chelsea Campus.

Auditing a Course
Students who wish to audit a course must obtain permission from the Registrar or Assistant Registrar. Students planning to audit a course must indicate their intention at the time of registration, must have the required prerequisites for the course, and are required to pay full tuition and fees.

Course Prerequisites
Some courses require students meet certain conditions prior to registering, known as prerequisites. Prerequisites include the following: completion of lower-level courses with a passing grade; completion of computerized placement tests (CPT); or admission to a specific program of study. Students must bring proof of course completion from other colleges or universities at the time of registration.

Developmental Courses
Courses with numbers below 100 are considered developmental, not college-level. Only college-level courses count toward an associate degree or certificate.

Financial Aid Eligibility
Bunker Hill Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. Many students, however, miss out because they do not think they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA available on the Federal Financial Aid Website at www.fafsa.ed.gov. When completing the FAFSA online, be sure to list Bunker Hill Community College in the “Schools Information Section”. BHCC’s code is 011210. Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. We strongly encourage you to complete the FAFSA. Once BHCC has received your FAFSA, you will be notified of any additional requirements. Please note that financial aid requires enrollment in a degree or certificate program, therefore applying for admissions is necessary. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you.

Financial Aid Policy for Adding Courses
If you intend to take “late start” courses in Summer Session I and/or Session II (for example, independent arranged courses etc. and/or CSDL (LC) courses), registration MUST be completed by the last day of the add/drop period for the specific Summer Session in which you intend to enroll.

For further information concerning financial aid eligibility, please contact the Financial Aid Office at 617-228-2275 or drop by the Financial Aid Office, Room B213.

Immunization Requirement
Massachusetts General Laws, Chapter 76, section 15C, requires that all full-time (12 or more credits) and all students in health programs (full and part-time) present evidence of immunity to measles, mumps, rubella, diphtheria, tetanus, and three doses of hepatitis B vaccine. Students in health career programs must also present evidence of immunity to Varicella and Mantoux testing for Tuberculosis. For measles, mumps, rubella, and Hepatitis B, serologic proof of immunity will be acceptable.

Students who fail to present the required information within 30 days from the date of registration will not be allowed to register for subsequent semesters or receive final grades until the immunization form is received by the Registrar’s Office.

Residency Requirements
All students registering for credit courses at BHCC, who are claiming entitlement to in-state tuition privileges, must complete the Application for Massachusetts In-State Tuition Rates form (pages 31-32) and supply supporting documentation at the time of registration.
BHCC Chelsea Campus
Imagine the Possibilities

The Chelsea Campus is a state-of-the-art facility that provides foundation and elective courses leading to College degree and certificate programs. The campus has a strong focus on laboratory science in Biology, delivering multiple sections of Human Biology (BIO108) and Anatomy and Physiology I and II (BIO203 and 204). All Allied Health certificate programs are based at the Chelsea Campus. Central Processing, Surgical Technology, and EMT (Emergency Medical Technician) are examples of certificate programs that expand career options in the current economy.

Chelsea Campus

Session I

Basic English as a Second Language courses are offered in a 9-week format. Classes begin June 11, 2012 and will end August 11, 2012.

ACC-101 Principles of Accounting I 3 credits
D1 LEC T,TH 9:00 a.m.-12:35 p.m. 207 TBA
AHE-201 Advanced Clinical Skills 3 credits
D1 LEC M,W 9:00 a.m.-11:00 a.m. 208 D Latina
D2 LEC M,W 11:30 a.m.-1:30 p.m. 208 D Latina
AHE-204 Patient Care Technician 3 credits
D1 CLIN Days and time to be arranged CHEL TBA
D2 CLIN Days and time to be arranged CHEL TBA
AHE-205 Practicum Phlebotomy 3 credits
D1 CLIN Days and time to be arranged CHEL TBA
D2 CLIN Days and time to be arranged CHEL TBA
AHE-206 Practicum Phlebotomy 3 credits
D1 CLIN Days and time to be arranged CHEL TBA
AHE-209 Allied Health Practicum Seminar 1 credit
D1 LEC M,W 1:45 p.m.-2:45 p.m. 208 E Schwab
D2 LEC TH 1:45 p.m.-2:45 p.m. 208 E Schwab
D3 LEC T,TH 1:45 p.m.-2:45 p.m. 208 E Schwab

ENG-095 Writing Skills II 3 credits
F1 LEC T,TH 6:00 p.m.-9:35 p.m. 203 T Mahoney
ENG-111 College Writing I 3 credits
F1 LEC T,TH 6:00 p.m.-9:35 p.m. 204 TBA
ENG-112 College Writing II 3 credits
D1 LEC M,W 8:00 a.m.-12:05 p.m. 204 TBA
F1 LEC M,W 6:00 p.m.-9:35 p.m. 203 V Tafawa
NUR-100 Drug Calculation 1 credit
D1 LEC T 9:00 a.m.-12:00 p.m. 207 TBA
F1 LEC T 5:00 p.m.-8:00 p.m. 207 TBA
OIM-170 Procedures for the Medical Office 3 credits
D1 LEC M,W 9:00 a.m.-11:00 a.m. 208 TBA
D2 LEC M,W 11:30 a.m.-1:30 p.m. 206 TBA
Class meets 05/21/12-06/24/12
PSY-101 Principles of Psychology 3 credits
D1 LEC M,W 9:00 a.m.-12:35 p.m. 204 TBA
F1 LEC M,W 6:00 p.m.-9:35 p.m. 209 TBA
PSY-213 Human Growth/Development 3 credits
D1 LEC T,TH 9:00 a.m.-12:35 p.m. 209 TBA
SOC-101 Principles of Sociology 3 credits
D1 LEC M,W 9:00 a.m.-12:35 p.m. 203 TBA

Bridge

BIO-108 Human Biology 4 credits
D5 L/L T,TH 9:00 a.m.-1:00 p.m. 202 TBA
F5 L/L T,TH 5:00 p.m.-9:00 p.m. 202 W Soper
BIO-203 Anatomy/Physiology I/Lab 4 credits
D5 L/L M,W 9:00 a.m.-1:15 p.m. 202 U Sharma
D6 HYB W 9:00 a.m.-1:00 p.m. 204 D Burke
F5 L/L M,W 5:00 p.m.-10:15 p.m. 202 U Sharma
BIO-204 Anatomy/Physiology II/Lab 4 credits
D6 HYB M 9:00 a.m.-1:00 p.m. 204 D Burke
F5 L/L T,TH 9:00 a.m.-2:15 p.m. 204 M Greenwald
F6 L/L M,W 5:00 p.m.-10:15 p.m. 204 D Burke

EMT-103 Emergency Medical Technician 7 credits
F5 LEC M,W 6:00 p.m.-10:00 p.m. 208 TBA
F6 LEC T,TH 6:00 p.m.-10:00 p.m. 208 TBA
MAT-094 Fundamentals of Algebra 3 credits
F5 LEC M,W 6:00 p.m.-8:45 p.m. 204 TBA
NHP-102 Medical Coding II 3 credits
F5 LEC M 6:00 p.m.-8:45 p.m. 207 J Camara
SHT-107 Surgical Technology III 3 credits
F5 LEC M 8:00 a.m.-12:00 p.m. 207 J Roman/J MacPherson
CLIN T,F 7:00 a.m.-3:30 p.m. HDSP J Roman/J MacPherson
SPN-101 Elementary Spanish I 3 credits
F5 LEC M,W 6:00 p.m.-8:45 p.m. 208 TBA

Session II

ACC-101 Principles of Accounting I 3 credits
E1 LEC M,W 8:30 a.m.-12:35 p.m. 203 TBA
MAN-111 Principles of Management 3 credits
E1 LEC T,TH 9:00 a.m.-12:35 p.m. 204 TBA

SECTION CODES & ABBREVIATIONS

ACADEMIC ESL SESSION

K1-K6 ............................................ Charlestown Day
L1-L6 ............................................ Charlestown Evening
N1-N4 ............................................ Charlestown Day
P1-P6 ............................................ Charlestown Evening
SESSION II

B1-B6 ............................................ Charlestown Day
E1-E3 ............................................ Chelsea Day
G1-G3 ............................................ Chelsea Evening
J1-J6 ............................................ Charlestown Evening

DAYS OF THE WEEK:
M ............................................ Monday
T ............................................ Tuesday
W ............................................ Wednesday
TH ........................................... Thursday
F ............................................. Friday

TEACHING METHODS:

CLIN ........................................... Clinical
LAB ........................................... Lab Practicum
LEC ........................................... Lecture
L/L ........................................... Lab Practicum and Lecture
WEB ......................................... Web Based

......................................... Sustainability within Curriculum

Courses marked with a leaf symbol are part of BHCC’s ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students’ understanding and practice of sustainability.
Distance Education does not require that the student be in a particular place at a particular time, or be physically located where the instructor happens to be. These conditions present both opportunities and challenges for students and instructors engaged in the educational process. Students engaged in distance education courses are required to establish and maintain weekly dialogue with instructors through various methods such as email, telephone, online discussion groups, chat rooms, videoconferencing and the US Postal Service.

A number of web courses require proctored exams on campus. You may also arrange to have exams proctored at other colleges or approved testing locations. Call 617-228-2466 for more information.

**Web course orientation:**

Students new to online courses must participate in one or more of the following orientation options to learn about using the technology, expectations for completing courses and guidelines to be a successful online student.

1. Participate in one of the “live” virtual computer based orientations from your home or work on Friday, June 1 at noon and Monday, June 4 at 2:00 p.m. Go to www.bhcc.mass.edu/virtualorientation to log on to the orientation. A microphone is required to speak, although questions can be asked through a chat feature.

2. Listen to a prerecorded orientation anytime by logging on to Elluminate at www.bhcc.mass.edu/prerecordedorientation.

3. Complete the online student orientation available at www.bhcc.mass.edu/BHCConline and click the BHCConline Distance Education icon “Watch the Web Orientation” to begin.

4. Continuous walk-in assistance offered in room E221.

For information about orientation and general information about BHCConline, email kturner@bhcc.mass.edu, call 617-228-2466, visit the BHCConline Office in room E221 on the Charlestown Campus, or go to www.bhcc.mass.edu/BHCConline.

### Web Courses (WB)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-101</td>
<td>Principles of Accounting I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-102</td>
<td>Principles of Accounting II</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-105</td>
<td>Accounting Information Systems</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-111</td>
<td>Investments</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-112</td>
<td>Personal Finance</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-201</td>
<td>Intermediate Accounting I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-202</td>
<td>Intermediate Accounting II</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-210</td>
<td>Financial Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-211</td>
<td>Money and Banking</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIO-115</td>
<td>Nutrition Science/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>BUS-101</td>
<td>Introduction to Business</td>
<td>3 credits</td>
</tr>
<tr>
<td>BUS-106</td>
<td>International Business I</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-110</td>
<td>Computer Applications/Concepts</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-113</td>
<td>Information Technology Problem Solving</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-118</td>
<td>Principles of Internet &amp; Information Security</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-128</td>
<td>Database Design with MS Access</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-133</td>
<td>Introduction to MS Office</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-216</td>
<td>Visual Basic</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-233</td>
<td>Advanced Microsoft Office</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-234</td>
<td>Decision Support Using MS Excel</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-250</td>
<td>Collaboration, Communication &amp; Integration in MS Office Applications</td>
<td>3 credits</td>
</tr>
<tr>
<td>CMT-111</td>
<td>HTML &amp; Dreamweaver</td>
<td>3 credits</td>
</tr>
<tr>
<td>CRJ-101</td>
<td>Introduction to Criminal Justice</td>
<td>3 credits</td>
</tr>
<tr>
<td>CRJ-102</td>
<td>Delinquency, Adjudication and Correction</td>
<td>3 credits</td>
</tr>
<tr>
<td>CRJ-103</td>
<td>Criminal Law</td>
<td>3 credits</td>
</tr>
<tr>
<td>CRJ-107</td>
<td>Introduction to Corrections</td>
<td>3 credits</td>
</tr>
<tr>
<td>CRJ-145</td>
<td>Cyber Crime in Today’s Society</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
Courses marked with a leaf symbol are part of BHCC’s ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students’ understanding and practice of sustainability.
BHCConline Registration and Course Information

Students Enrolling in Web, Hybrid & Web Enhanced Courses:

To receive a username and password for your BHCConline course, please go to the BHCConline website www.bhcc.mass.edu/mycourseaccess where you will find directions for creating your user name and password. Online courses will be accessible to students on the first day of classes. To login, go to www.bhcc.mass.edu/mycourseaccess.

Students must begin their coursework during the first week of classes. Students should email onlinehelp@bhcc.mass.edu or attend an orientation session if they are having technical difficulties logging on to their course.

Academic Requirements & Expectations:

It is highly recommended that students complete RDG095 and ENG095 or place out of these courses through the college’s incoming placement tests before enrolling in a distance learning class. New students should complete one of the BHCConline orientation formats.

Successful students are highly motivated, independent learners with excellent time management skills. Distance learning students are required to maintain a consistent pace in submitting coursework and are expected to complete their course in a semester’s time. Distance learning courses are rigorous and students should expect to spend between 6-10 hours each week working on their course.

Distance Education Exam Requirement

A number of web courses require proctored exams on campus. You may also arrange to have exams proctored at other colleges or approved testing locations. Call 617-228-2466 for more information.

Technical skills required to take BHCConline courses:

- Students must possess basic computer skills such as navigating the World Wide Web, sending and receiving email, word-processing, attaching documents, and toggling back-and-forth between applications and pages.
- Multimedia computer with at least a 600 MHz processor, 256 MB of RAM, or a comparable Macintosh is required. Macintosh computers may not be used for CIT-110.
- A recent version of Microsoft Office is recommended. Note: Attachments should be sent as Microsoft Word documents.
- Access to the Internet with broadband connectivity is required.
- Browser requirements: Mozilla Firefox 1.0x is recommended.
- All students must use their BHCC email. Go to webmail.bhcc.edu to access account website. Your user-id and password for accessing email are the same as that for accessing Web Advisor. For more information about Web Advisor, go to www.bhcc.mass.edu and click mybhcc. Click students and follow directions for User ID and password.
- Access to a printer.

SECTION CODES & ABBREVIATIONS

Courses marked with a leaf symbol are part of BHCC’s ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students’ understanding and practice of sustainability.
Center for Self-Directed Learning

The Center for Self-Directed Learning (CSDL) is an environment where students have the flexibility to make their own schedules of study, work at an individualized pace of instruction, and earn college credit for successful completion of the course. The CSDL provides state-of-the-art multi-media and technological resources for independent on-site instruction under the supervision of content area facilitators and trained professional tutors. The range of instructional media/materials includes computer-assisted instruction, CDs, as well as interactive study groups. Regardless of the medium, students are always active participants in the learning process and able to direct the pace of their learning while receiving progress evaluation on a continuous basis. Course facilitators and tutors are available to the student for assistance at all times. The CSDL is located in room E235 on the Charlestown Campus.

If taking a course interests you, call 617-228-2225, email: CSDL@bhcc.mass.edu, or visit room E235.

Summer Semester hours:
Monday-Thursday: 8:30 a.m.-9:00 p.m.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-101</td>
<td>Principles of Accounting I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ACC-102</td>
<td>Principles of Accounting II</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIO-111</td>
<td>Food/Nutrition</td>
<td>3 credits</td>
</tr>
<tr>
<td>CHM-151</td>
<td>Basic Chemistry/Non Lab</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-101</td>
<td>Computer Essentials</td>
<td>3 credits</td>
</tr>
<tr>
<td>CIT-110</td>
<td>Computer Applications/Concepts</td>
<td>3 credits</td>
</tr>
<tr>
<td>CMT-111</td>
<td>HTML &amp; Dreamweaver</td>
<td>3 credits</td>
</tr>
<tr>
<td>ECE-103</td>
<td>Child Growth/Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG-090</td>
<td>Writing Skills I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG-095</td>
<td>Writing Skills II</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG-111</td>
<td>College Writing I</td>
<td>3 credits</td>
</tr>
<tr>
<td>HIS-101</td>
<td>History of Western Civilization I</td>
<td>3 credits</td>
</tr>
<tr>
<td>HIS-102</td>
<td>History of Western Civilization II</td>
<td>3 credits</td>
</tr>
<tr>
<td>LIT-203</td>
<td>Literature in America I</td>
<td>3 credits</td>
</tr>
<tr>
<td>LIT-204</td>
<td>Literature in America II</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT-092</td>
<td>Prealgebra</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT-094</td>
<td>Fundamentals of Algebra</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT-100</td>
<td>Topics in Career Math</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT-133</td>
<td>Introduction to the Metric System</td>
<td>1 credit</td>
</tr>
<tr>
<td>MAT-181</td>
<td>Statistics I</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT-183</td>
<td>Statistics I/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT-184</td>
<td>Statistics II/Lab</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT-192</td>
<td>College Algebra</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT-194</td>
<td>College Algebra for STEM</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT-196</td>
<td>College Trigonometry</td>
<td>3 credits</td>
</tr>
<tr>
<td>MAT-197</td>
<td>Precalculus</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT-231</td>
<td>Calculus for Management Science</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT-281</td>
<td>Calculus I</td>
<td>4 credits</td>
</tr>
<tr>
<td>MAT-282</td>
<td>Calculus II</td>
<td>4 credits</td>
</tr>
<tr>
<td>NHP-180</td>
<td>Medical Terminology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Principles of Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY-213</td>
<td>Human Growth/Development</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY-219</td>
<td>Social Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSY-223</td>
<td>Personality</td>
<td>3 credits</td>
</tr>
<tr>
<td>RDG-095</td>
<td>Reading Skills II</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Principles of Sociology</td>
<td>3 credits</td>
</tr>
<tr>
<td>SOC-110</td>
<td>Physical Anthropology</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

Free Tutoring Available
Having a problem in math? Stumped in science? Need help with your English paper?

Come to the Tutoring & Academic Support Center

Call the Charlestown Campus at 617-228-3467
or the Chelsea Campus at 617-228-3356 for more information

Charlestown Campus, Room E174
Hours:
Monday - Thursday: 8:30 a.m. - 8:00 p.m.
Friday - Sunday: 8:30 a.m. - 4:00 p.m.
Phone: 617-228-3467

Chelsea Campus, 2nd floor
Hours:
Monday - Thursday: 8:00 a.m. - 9:00 p.m.
Friday: 8:00 a.m. - 4:00 p.m.
Saturday: 9:00 a.m. - 3:00 p.m.
Phone: 617-228-3356
Courses marked with a leaf symbol are part of BHCC’s ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students’ understanding and practice of sustainability.

### Accounting

**Session I**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-101</td>
<td>Principles of Accounting I</td>
<td>3 credits</td>
<td>Principles of Accounting I (ACC101), Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).</td>
</tr>
<tr>
<td>ACC-111</td>
<td>Investments</td>
<td>3 credits</td>
<td>Principles of Accounting I (ACC101)</td>
</tr>
<tr>
<td>ACC-122</td>
<td>Personal Finance</td>
<td>3 credits</td>
<td>Principles of Accounting I (ACC101)</td>
</tr>
<tr>
<td>ACC-201</td>
<td>Intermediate Accounting I</td>
<td>3 credits</td>
<td>Principles of Accounting I (ACC101)</td>
</tr>
<tr>
<td>ACC-202</td>
<td>Intermediate Accounting II</td>
<td>3 credits</td>
<td>Principles of Accounting I (ACC101)</td>
</tr>
<tr>
<td>ACC-102</td>
<td>Principles of Accounting II</td>
<td>3 credits</td>
<td>Principles of Accounting I (ACC101)</td>
</tr>
<tr>
<td>ACC-211</td>
<td>Money and Banking</td>
<td>3 credits</td>
<td>Principles of Accounting I (ACC101)</td>
</tr>
</tbody>
</table>

**Academic ESL Session**

<table>
<thead>
<tr>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>K1-K6</td>
<td>Charlestown Day</td>
</tr>
<tr>
<td>L1-L6</td>
<td>Charlestown Evening</td>
</tr>
<tr>
<td>N1-N4</td>
<td>Chelsea Day</td>
</tr>
<tr>
<td>P1-P6</td>
<td>Charlestown Evening</td>
</tr>
</tbody>
</table>

**Bridge Session**

<table>
<thead>
<tr>
<th>Session</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1-B6</td>
<td>Charlestown Day</td>
</tr>
<tr>
<td>E1-E3</td>
<td>Chelsea Day</td>
</tr>
<tr>
<td>G1-G3</td>
<td>Charlestown Evening</td>
</tr>
<tr>
<td>J1-J6</td>
<td>Charlestown Evening</td>
</tr>
</tbody>
</table>

**Teaching Methods**

- Clinical
- Hybrid
- Lab Practicum
- Lecture
- Web Based
- Sustainability within Curriculum
Allied Health

Session I

AHE-201 Advanced Clinical Skills 3 credits
This course covers advanced theory and skills for the patient care technician and medical assistant. Students are cross-trained in EKG and Phlebotomy. Prerequisite: Patient Care Skills (AHE111) or Medical Assisting Skills (AHE112).

D1 LEC M-Th 9:00 a.m.-11:00 a.m. B08 L Dinatla
Class meets at the Chelsea Campus

D2 LEC M-Th 11:30 a.m.-1:30 p.m. B05 L Dinatla
Class meets at the Chelsea Campus

AHE-204 Patient Care Technician 3 credits
This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Patient Care Skills (AHE111). Co-requisite: Advanced Clinical Skills (AHE201).

D1 CLIN Days and time to be arranged CHEL TBA
Class meets at the Chelsea Campus

D2 CLIN Days and time to be arranged CHEL TBA
Class meets at the Chelsea Campus

AHE-205 Practicum Medical Assistant 3 credits
This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Medical Assisting Skills (AHE112). Co-requisite: Advanced Clinical Skills (AHE201).

D1 CLIN Days and time to be arranged CHEL TBA
Class meets at the Chelsea Campus

D2 CLIN Days and time to be arranged CHEL TBA
Class meets at the Chelsea Campus

AHE-206 Practicum Phlebotomy Technician 3 credits
This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Principles of Clinical Practice (AHE110) and Phlebotomy/Laboratory Theory (AHE15).

D1 CLIN Days and time to be arranged CHEL TBA
Class meets at the Chelsea Campus

D2 CLIN Days and time to be arranged CHEL TBA
Class meets at the Chelsea Campus

AHE-209 Allied Health Practicum Seminar 1 credit
This seminar is an inter-disciplinary course that provides a broad overview of the medical workplace. Taken concurrently with an Allied Health Practicum, it includes discussions of the internship experience, employment opportunities as well as job search skills. Co-requisite: Practicum Patient Care Assistance (AHE204) or Practicum Medical Assistant (AHE205) or Practicum Phlebotomy Technician (AHE206), or Practicum Laboratory Assistant (AHE207).

D1 LEC W 1:45 p.m.-2:45 p.m. B08 E Schwab
Class meets at the Chelsea Campus

D2 LEC TH 1:45 p.m.-2:45 p.m. B08 E Schwab
Class meets at the Chelsea Campus

D3 LEC F 1:45 p.m.-2:45 p.m. B08 L Wallace
Class meets at the Chelsea Campus

Business

Session I

BUS-101 Introduction to Business 3 credits
This course is a survey of the purpose, role, and responsibility of business in a capitalist society, including an introduction to the major areas of business such as: Finance, Management, Economics, Accounting, 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. This course will also enable students to explore career options in business, define a career path, and make connections between classroom learning and the larger business community. This course will fulfill the Learning Community Seminar requirement for first time, full time students, to assist the student in making a successful transition from the more urbanistic environment into an academic environment. The course will aid students in learning insights, skills, and attitudes necessary to develop academic success strategies for personal and career goals achievement. Prerequisites: Grade of C or Better in Academic Reading I (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills (ENG090) or exemption by placement testing.

A1 SEM M-W 8:00 a.m.-12:35 p.m. D215 TBA
A1 SEM M-W 8:00 a.m.-12:35 p.m. B113 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

BUS-106 International Business I 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 communication strategies and international business structures contribute to business success or failure in the global marketplace. The impact of international trade and investment on economies, businesses and consumers will also be examined. Prerequisite: Macroeconomics (ECO201) or Microeconomics (ECO202).

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

Session II

BUS-101 Introduction to Business 3 credits
This course is a survey of the purpose, role, and responsibility of business in a capitalist society, including an introduction to the major areas of business such as: Finance, Management, Economics, Accounting, 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. This course will also enable students to explore career options in business, define a career path, and make connections between classroom learning and the larger business community. This course will fulfill the Learning Community Seminar requirement for first time, full time students, to assist the student in making a successful transition from the more urbanistic environment into an academic environment. The course will aid students in learning insights, skills, and attitudes necessary to develop academic success strategies for personal and career goals achievement. Prerequisites: Grade of C or Better in Academic Reading I (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) or exemption by placement testing.

A1 LEC M-W 8:00 a.m.-11:35 a.m. D121A J Bergmann
A1 LEC M-W 8:00 a.m.-11:35 a.m. C10 TBA
LC SLF 1 hour per credit attendance is required
Arranged hours in the CSDL
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/09/12

CIT-110 Computer Applications/ Concepts 3 credits
This survey course covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, applications, and theory. Students will get extensive “hands-on” personal computer experience and gain a good working knowledge of MS Windows™ and MS Office™. For additional information and/or a course syllabus contact CITDepartment@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.

A1 LEC M-W 8:00 a.m.-11:35 a.m. D101 M Puspolo
A2 LEC T,TH 8:00 a.m.-11:35 a.m. D116 TBA
C1 LEC M-W 6:00 p.m.-9:35 p.m. D115 TBA
C2 LEC T,TH 5:00 p.m.-8:35 p.m. D117 TBA
LC SLF 1 hour per credit attendance is required
Arranged hours in the CSDL
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12
WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

CIT-113 Information Technology Problem Solving 3 credits
This course will give students hands-on experience in a wide range of modern information technology. Several IT concepts will be introduced that will provide a basis for further study in Information Technology. Students will work on a number of projects that will give perspectives on areas of IT including but not limited to: visual and/or robotic programming, social networking tools, web design and networking, issues of security, privacy and ethics will also be examined. Students will leave the course with an understanding of the components of MS Windows™ on IT systems and the scope of knowledge needed to become an IT professional. Students are expected to have access to computer with 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 based on accepted, published ICT Industry Standards. Students with prior learning in the ICT field 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.

Computers

Session I

CIT-101 Computer Essentials 3 credits
This introductory course is intended for students with little to no computer experience. Students in developmental mathematics, reading and English as well as English as a Second Language (ESL) should consider this for their first computer course. This course starts with an introduction to the Windows environment and covers operating system topics appropriate for beginners, keyboarding, document processing and productivity skills necessary to function in today’s business, 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 Microsoft 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 Learner Outcomes and Competencies in this course are based on accepted, published ICT Industry Standards. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

A1 LEC M-W 8:00 a.m.-11:35 a.m. D121A J Bergmann
C1 LEC M-W 8:00 a.m.-11:35 a.m. D117 TBA
LC SLF 1 hour per credit attendance is required
Arranged hours in the CSDL
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12
WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12
CIT-118  Principles of Internet & Information Security  3 credits

This course is an introductory course to Internet and Information Security which introduces students to all major areas related to securing both personal and organizational information in the "Internet Age." Beginning with an introduction to physical and electronic security issues, students proceed to explore the legal, technical, and ethical issues in information security. Topics covered include, but are not limited to, identity theft, phishing and other email scams, personal and corporate firewalls, spyware and virus scanning software, online child predators, digital computer forensics, wired and wireless home & organization networks, cyber terrorism, and cyber vandalism. Students gain practical experience in Internet security concepts through the use of the College's hands-on computer classrooms, this course also emphasizes the importance of interpersonal communication and team work. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-120  Intro to Computer Science and Object  4 credits

This is a first course in Object Oriented Programming (OOP) theory, design, and Introduction to Computer Security & OOP (CIT120) equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-121  Intro to Networking  3 credits

This course introduces students to fundamental networking concepts and technologies. The material in this course encompasses a broad range of technologies that facilitate how people work, live, play, and learn by communicating with voice, video, and other data. First, you will examine human versus network communication and see the parallels between them. Next, you will be introduced to the two major types of network communication: the management of protocols and TCP/IP. You will gain an understanding of the "layered" approach to networks and examine the OSI and TCP/IP layers in detail to understand their functions and services. You will also review the various network devices, network addressing schemes and, finally, the types of media used to carry data across the network. In this course, you will gain experience using networking utilities and tools, such as Packet Tracer and WireShark, to explore networking protocols and concepts. These tools will help you to develop an understanding of how data flows in a network. A special "model Internet" is also used to provide a test environment where a range of network services and data can be observed and analyzed. Prerequisite: Applications & Concepts (CIT110) or IT Problem Solving (CIT113). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu. D

CIT-128  Database Design with MS Access  3 credits

This is a comprehensive course in the use and application of databases in computer applications based on the most current version of MS ACCESS. How to use the database concepts and tools of Database Design with MS Access. The course covers all aspects of database design including entity relationship modeling, tables, reports, queries, forms and other database objects. All key MS ACCESS functionality including Internet applications, integration with the Web and other software programs are covered. Students gain some experience using Structured Query Language (SQL) and Visual Basic for Applications (VBA) in the final homework assignment. Microsoft Corporation has approved this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC ACCESS Certification Examination upon completion of the course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu. D

CIT-216  Visual Basic  3 credits

This course covers an introduction to computer programming using Microsoft Visual Basic programming languages and the Visual Basic programming environment. Topics covered include variables and mathematical operations, decision and looping structures, procedures and functions, arrays, object-oriented programming, object-oriented Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120) or equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-273  Advanced Microsoft Office  3 credits

This course covers the use and application of integrated PC applications and software based on the most current version of Microsoft Office. It covers the following applications in detail: Advanced Word Processing, Advanced Spreadsheet, Advanced Presentation Graphics and Advanced 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 has approved this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC Certification Examination(s) upon completion of this course. Prerequisite: Applications & Concepts (CIT110) or IT Problem Solving (CIT113), or equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-234  Decision Support Using MS Excel  3 credits

This comprehensive course covers the use and application of Decision Support using spreadsheet technology based on the most current version of Microsoft Excel. The applications utilize the principles of spreadsheet structured design and Object Oriented thinking. Topics include but are not limited to branching and looping mechanisms; arrays, functions and function overloading, arguments by reference and by value as optional arguments; recursion; pointers, nested functions, creating libraries and namespaces, structures and classes, constructors and other methods, overloading operators; file I/O, inheritance and polymorphism. Strong analytical skills are recommended for students interested in this course. Prerequisite: College Algebra-STEM (MAT194) and Introduction to Computer Science & OOP (CIT120) or equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu. All prerequisites must be completed with a C or better.
cit-239 java programming 4 credits
In this course, students who already have been exposed to programming and Object Oriented thinking, develop the ability to correctly analyze a variety of problems and generate efficient, maintainable, and maintainable solutions in the Java Programming Language. The course emphasizes the principles of top-down structured design and Object Oriented thinking. Topics include but are not limited to branching and looping mechanisms; arrays, functions and function overloading, arguments by reference and by value as well as optional arguments; recursion; creating packages, structures and classes, constructors and other methods, file I/O; inheritance and polymorphism. Strong, analytical skills are recommended for students enrolling in this course, plus familiarity and experience working with the Internet and basic HTML tags. The course covers creating both Java Applications and Java Applets including event handling, animation, and audio. Prerequisite: Grade of C or better in Writing Skills II (ENG095), College Algebra/STEM (MAT194) and Introduction to Computer Science & OOP (CIT120) or equivalent experience with permission of department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

C1 LEC M,W,3:30 p.m.-9:00 p.m. TBA
LEC T,Th 06/04/12-08/23/12 CITDepartment@Bhcc.Mass.Ed

cit-250 collaboration, communication & integration in MS office applications 3 credits
This is a course in modern office technology which introduces students to all major areas of personal and organizational collaboration, communication and integration of MS OFFICE applications. Building on a student's basic knowledge of the most current version of the core MS OFFICE applications, the course proceeds to cover in detail, the integration among OFFICE applications including Object Linking & Embedding (OLE), On-Line Meeting, document sharing, and the other collaboration features of MS OFFICE. Using WORD as the "core" application, students gain practical experience in moving and linking data among all applications: WORD, EXCEL, ACCESS, POWERPOINT and OUTLOOK. Advantages and limitations of Voice over IP (VoIP) and video conferencing, along with the importance of security and other considerations involved in implementing these technologies are also covered. Students also gain experience in word processing and publishing as well as knowledge of the best practices, procedures and techniques used in implementing all of these applications in offices large and small. Microsoft Corporation has approved this course material as coursework for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC Certification Examination(s) upon completion of this course. Prerequisite: Applications & Concepts (CIT110) or IT Problem Solving (CIT113) or equivalent course or experience or permission of department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

W8 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo Class meets 08/04/12-08/23/12

cit-264 networking security 3 credits
The goal of this course is to provide you with a fundamental understanding of network security principles and implementation. You will learn about the technologies used and principles involved in creating a secure computer networking environment. You will learn about the authentication, the types of attacks and malicious codes that may be used against your network, the threats and countermeasures that businesses apply for protecting their networks. You will learn about access and file and print services. A variety of security topics are discussed as well as technologies and concepts used for providing security communications channels, secure interconnects between the network and the Internet. By the end of the course, you will learn about intrusion detection systems, firewalls, and physical networking security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, you will get to understand the daily tasks involved with managing and troubleshooting those technologies. You will also develop skills and knowledge to configure and implement concepts that reinforce the concepts you read in each chapter. Prerequisite: Introduction to Networking (CIT162).

A1 LEC M,W,3:00 p.m.-6:35 p.m. TBA
LEC T,Th 06/04/12-08/23/12 L Carey

epu-251 electric power utility technology internship 3 credits
This course will cover a variety of topics that consist of practical work experience in the NSTAR workforce environment. Working on live E and L lines and learning how to perform all of the tasks of an overhead line worker. The course will also cover the instruction and practical exercise of soft skills in today's work environment. Soft skills are those skills that are used everyday in the workplace to assist in making assigned tasks easier to accomplish through teamwork and collaboration in a multi-cultural environment. Soft skills are increasingly being incorporated in job descriptions throughout the workforce as companies and institutions seek to employ students that have had successfully incorporated soft skills as part of their curriculum. Prerequisites: College Writing I (ENG111), Fundamentals of Single Phase and Polyphase Metering (EPU151), Underground & Substation Operations (EPU195), Principles of Dynamics (PSV107).

A1 LEC M,Th 7:30 a.m.-12:30 p.m. TBA
LEC T,Th 06/04/12-08/23/12 Class meets 05/24/12-06/01/12

CIT-299C computer technology internships 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: E.Mail CITDepartment@Bhcc.Mass.Ed

A1 LEC Days and times to be arranged TBA O Abney Lkpoce Class meets 06/04/12-08/23/12

CIT-299N networking internship 3 credits
This course provides students with hands-on experience in networking. The course is divided into three sections, one that teaches the concepts for building and maintaining a networking career, another introduces guest lecturers from industry and finally either an internship, job shadowing, or other experiential approach to learning. This course provides a solid foundation to understanding the types of jobs available to students with network administration skills, what it is like to work in the networking field, and students will acquire a practical experience and an understanding of networking management. Students will become more successful with the interview process since they will have had real world experience and/or understanding of what will be expected of them when they begin their networking career. Prerequisite: Permission of department chairperson: E.Mail CITDepartment@Bhcc.Mass.Ed.

A1 LEC Days and times to be arranged TBA O Abney Lkpoce Class meets 06/04/12-08/23/12

Bridge Session

CIT-110 applications/concepts 3 credits
This survey course covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, applications, and theory. Students will get extensive real-world experience utilizing the DBA tools associated with Oracle. This course will present the material covered in the Database Fundamentals I Oracle Certification Exam #1Z0-031. Students will also be provided with the personal edition of the Oracle software. Prerequisite: SQL Programming (CIT239) or equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

B1 LEC M,W,5:30 p.m.-8:15 p.m. TBA
B12 LEC T, 06/04/12-08/23/12

Session II

CIT-110 applications/concepts 3 credits
This survey course covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, applications, and theory. Students will get extensive "hands-on" personal computer experience and gain a good working knowledge of MS WINDOWS™ and MS OFFICE™. Upon completion of this course, students will have a grasp of important computer concepts and terminology, an understanding of INTERNET use and applications, a high degree of familiarity 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 based on accepted, published ICT Industry Standards. Students with prior learning experience may "test-out" of this course by contacting plag@bhcc.mass.edu. Prerequisite: Reading Skills II (RDO95) or Academic Reading III (ESL098) or exemption from reading requirement by placement testing or enrollment in a corresponding course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

B1 LEC M,W,11:30 a.m.-3:05 p.m. D101 H Delta
B2 LEC T, 06/04/12-08/23/12 D117 TBA
B1 LEC M,W,5:00 p.m.-8:35 p.m. D117 TBA
B2 LEC T, 06/04/12-08/23/12 D117 TBA
COURSE DESCRIPTIONS & Section Listings

Computer Media Technology

Session I

CMT-111 HTML & Dreamweaver 3 credits
This course teaches the student the principles and concepts of designing and creating WEB pages in an HTML format. The course is designed for students who want to develop a basic understanding of HTML tags, the attributes modification of HTML tags, the incorporation of CSS tags, CSS pseudo tags, dynamic effects using styles, and class assignments. Additionally, the course will teach the student the utilization of graphics and dynamic graphics used in design. Also included will be content presentation control via HTML tables, HTML layers, and HTML frames. The course will explore the requirements, tools and controls used in WEB page development by lecture, in-class practical exercises, and home study exercises. The course will also teach the student to create WEB sites using Dreamweaver as a state-of-the-art web authoring tool to enable rapid deployment of WEB development projects.
A1 LEC T TH 9:00 a.m.-12:35 p.m. D115 TBA
LC SLF 1 hour per credit attendance is required
W B WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

Bridge Session

CMT-121 Maya Foundations 3 credits
This course will present the principles of designing gaming and computer simulation using the same Autodesk Maya techniques and principles as were used in the Sony Pictures feature film “Open Season.” The course will cover the fundamentals of three dimensional (3D) object creation, 3D object shading, shape texturing, scene and object lighting, and simple animations. Prerequisite: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.
B01 LEC M W 9:00 a.m.-11:45 a.m. D115 TBA

Criminal Justice

Session I

CRJ-103 Criminal Law 3 credits
This course examines the substantive law of crimes including the general and social causes 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. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.
A1 LEC M W 9:00 a.m.-12:35 p.m. B113 TBA
W B WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

CRJ-106 Principles of Security Management 3 credits
This course surveys 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. Students will study the legal and security officers. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.
A1 LEC T TH 9:00 a.m.-12:35 p.m. M105A TBA

CRJ-107 Introduction to Corrections 3 credits
This course surveys 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. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.
W B WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

CRJ-145 Cyber Crime in Today’s Society 3 credits
This course will focus on the issues, trends and problems associated with crimes perpetrated over the Internet or other telecommunications networks. This course will discuss crimes ranging from embezzlement to auction fraud and social engineering to digital warfare and cyber terrorism. Investigative techniques and law enforcement response will also be presented. Prerequisites: Writing Skills II (ENG095) and Academic Reading III (ESL098) and Reading Skills II (RDG095) or placement.
A1 LEC T TH 1:00 p.m.-4:35 p.m. D115 TBA

CRJ-201 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. Prerequisites: Introduction to Criminal Justice (CRJ101) or Criminal Law (CRJ103) or instructor approval.
W B WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

CRJ-202 Evidence and Court Procedures 3 credits
This course covers rules of evidence in law enforcement procedures and 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 instructor approval.
A1 LEC T TH 9:00 a.m.-12:35 p.m. B113 TBA

CRJ-212 Community Corrections 3 credits
This course surveys 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).
W B WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

CRJ-220 Policing in a Democratic Society 3 credits
This course covers an introduction to the philosophy and techniques of contemporary policing including the history, traditions, and social developments that have resulted in the present system. The course emphasizes the effects of social developments, and Supreme Court decisions on the evolution of the modern system. Discussion focuses on police accountability and the measurement of effectiveness of operations. The course traces the shift from technological policing to community and problem solving policing. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.
C1 LEC T TH 6:00 p.m.-9:35 p.m. B113 TBA

CRJ-299 Criminal Justice Internship 3 credits
Students work 150 hours in a criminal justice facility, probation department, juvenile court, or house of corrections, as assigned by the contract advisor. Students work under an assigned criminal justice professional, participate actively in the preparation of pre-court papers, and conduct intake and other staff, depending upon the type of facility to which the student is assigned. Through active participation in online functions of the criminal justice agency, students gain knowledge and understanding. The contract advisor and the assigned criminal justice official evaluate students’ work. Students meet bi-weekly with their advisors to prepare papers and work on related projects. Students are responsible for following all guidelines in the BHCC Internship Handbook. Prerequisite: Permission of the instructor.
A1 LEC Days and times to be arranged TBA

CRJ-519 Street Law 3 credits
This course introduces students to fundamental criminal law and constitutional law principles and provides a platform for guided discussions of important public policy issues concerning healthcare, and immigration. The course uses case studies, simulated legal exercises, small group exercises and analytical thought problems to develop higher level thinking skills that prepare students for other course work in criminal justice, law, sociology and history and government.
A1 LEC T TH 1:00 p.m.-4:35 p.m. B126 TBA

Early Childhood Education

Session I

ECE-102 Issues in Early Childhood Education 3 credits
This course is the study of early childhood education programs. This course includes the history of child care, regulation, types of programs and current issues and trends in early care and education. The needs of children and families and components of quality programs with emphasis on social, political and economic influences on professional issues and career opportunities in the field are covered. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption from reading and writing requirements by placement testing.
A1 LEC T W 8:30 a.m.-12:05 p.m. B114 TBA

ECE-103 Child Growth/Development 3 credits
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 Department of Early Education and Care guidelines for child growth and development. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) or exemption from reading and writing requirements by placement testing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Format</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO-201</td>
<td>Macroeconomics</td>
<td>3</td>
<td>None</td>
<td>HYB</td>
<td>3 cr</td>
</tr>
<tr>
<td>ECO-202</td>
<td>Microeconomics</td>
<td>3</td>
<td>Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) or exemption from reading and writing requirements by placement testing.</td>
<td>HYB</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Session II: Observation/Recording Behavior 3 credits
This course is the study of observing and recording behavior of children with emphasis on child study in all areas of development using a variety of observational tools and recording techniques with children from birth to age twelve. Prerequisite: Child Growth/Development (ECE103).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Format</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO-203</td>
<td>Child Growth &amp; Development</td>
<td>3</td>
<td>None</td>
<td>HYB</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Session II: Introduction and Foundations of Education 3 credits
This course is designed for students interested in entering the teaching profession with children K-12. Principles, History, pedagogy, functions of the school, policies, and current trends are included. Field experiences in area schools are required. The course is best suited for those with A.A. in Education major, but others are welcome to enroll. Prerequisite: Successful completion of ENG095 and RDG095 with a grade of C or better or exemption from reading and writing requirements by placement testing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Format</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-101</td>
<td>Guidance and Discipline</td>
<td>3</td>
<td>None</td>
<td>HYB</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Session III: Early Childhood Education 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).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Format</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE-117</td>
<td>Early Childhood Education</td>
<td>3</td>
<td>None</td>
<td>HYB</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Economics

Session I: Microeconomics 3 credits
This course covers an introduction to the American economy. Topics include: scarcity, opportunity cost and the production possibility curve, unemployment, inflation, GDP and related aggregates, economic growth, classical Keynesian models of income and employment determination, government policies for full employment and price stability, and money and the banking system. The course meets General Education “World View” Requirement Area 3. Prerequisites: Fundamentals of Algebra (MAT094) and Reading Skills II (RDG095) or placements.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Format</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO-202</td>
<td>Microeconomics</td>
<td>3</td>
<td>Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) or exemption from reading and writing requirements by placement testing.</td>
<td>HYB</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Session II: Introduction and Foundations of Education 3 credits
This course is designed for students interested in entering the teaching profession with children K-12. Principles, History, pedagogy, functions of the school, policies, and current trends are included. Field experiences in area schools are required. The course is best suited for those with A.A. in Education major, but others are welcome to enroll. Prerequisite: Successful completion of ENG095 and RDG095 with a grade of C or better or exemption from reading and writing requirements by placement testing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Format</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU-101</td>
<td>Guidance and Discipline</td>
<td>3</td>
<td>None</td>
<td>HYB</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Session III: Early Childhood Education 3 credits
This course covers the study of children with physical, social, emotional and/or cognitive disabilities with emphasis on the physical, cognitive, social, and emotional components of development of the infant, toddler, preschool, and school age child. The course meets Department of Early Education and Care guidelines for child growth and development. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Format</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE-117</td>
<td>Observation/Recording Behavior</td>
<td>3</td>
<td>None</td>
<td>HYB</td>
<td>3 cr</td>
</tr>
</tbody>
</table>
ENG-112 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).
A1 LEC T TH 8:00 a.m.-11:35 a.m. B109 M Dubson
A2 LEC M W 9:00 a.m.-12:35 p.m. B133 TBA
A3 LEC T TH 9:00 a.m.-12:35 p.m. D128 TBA
A4 LEC M W 9:00 a.m.-11:35 a.m. B125 A Fico
C1 LEC M W 6:00 p.m.-9:35 p.m. D217 TBA
D1 LEC T TH 6:00 p.m.-9:35 p.m. B24 TBA
D1 LECT Class meets at the Chelsea Campus 203
F1 LEC M W 6:00 p.m.-9:35 p.m. V Tafawa
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 08/14/2012-08/23/12
WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 08/14/2012-08/23/12
WB2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 08/14/2012-08/23/12
WB3 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 08/14/2012-08/23/12
ENG-171 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.
A1 LEC M W 12:00 p.m.-3:35 p.m. B110 F Limoncelli
C1 LEC M W 6:00 p.m.-9:35 p.m. B133 TBA
ENG-203 Creative Writing Workshop 3 credits
This course introduces students to the writing of poetry, short stories, plays, and autobiographies. The course includes some model reading, and the main work is student writings in all four genres. Prerequisite: Writing Skills II (ENG095) or placement in College Writing I (ENG111).
C1 LEC M W 6:00 p.m.-9:35 p.m. B219A G Duarte
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 08/14/2012-08/23/12
Bridge Session
ENG-005 IP Completion 0 credits
This course provides an organized, scheduled opportunity for students to satisfy the requirements of the IP Contract in English. Individualized support is provided through small group lectures and tutorial assistance. The original instructor is responsible for changing any grades. This course does not remain on transcript. Prerequisite: IP contract in English or permission of the instructor.
B01 LEC M W 9:00 a.m.-11:45 a.m. B110 M Dubson
BE1 LEC T TH 8:00 a.m.-8:45 p.m. B106 F Brown
ENG-095 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.
B1 LEC M W 9:00 a.m.-12:35 p.m. D215 J Suffrit
B2 LEC T TH 9:00 a.m.-12:35 p.m. B126 TBA
J1 LEC M W 6:00 p.m.-9:35 p.m. B131 R Roche
J2 LEC T TH 6:00 p.m.-9:35 p.m. B227 P DiBenedetto
ENG-111 College Writing I 3 credits
This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experiences, 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 College Writing I (ENG111).
B1 LEC M W 9:00 a.m.-12:35 p.m. B131 J Devaney
B2 LEC T TH 9:00 a.m.-12:35 p.m. B126 L O’Connell
J1 LEC M W 6:00 p.m.-9:35 p.m. B131 R Roche
J2 LEC T TH 6:00 p.m.-9:35 p.m. B227 P DiBenedetto
ENG-112 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).
B1 LEC M W 6:00 p.m.-8:45 p.m. B128 S Diuani
Session II
ENG-095 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.
B1 LEC M W 9:00 a.m.-12:35 p.m. B131 J Devaney
B2 LEC T TH 9:00 a.m.-12:35 p.m. B126 L O’Connell
J1 LEC M W 6:00 p.m.-9:35 p.m. B131 R Roche
J2 LEC T TH 6:00 p.m.-9:35 p.m. B227 P DiBenedetto
ENGL-111 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.
A1 LEC M W 12:00 p.m.-3:35 p.m. B110 F Limoncelli
C1 LEC M W 6:00 p.m.-9:35 p.m. B133 TBA
ENG-203 Creative Writing Workshop 3 credits
This course introduces students to the writing of poetry, short stories, plays, and autobiographies. The course includes some model reading, and the main work is student writings in all four genres. Prerequisite: Writing Skills II (ENG095) or placement in College Writing I (ENG111).
A1 LEC M W 9:00 a.m.-11:35 a.m. B219A J Ohren
B2 LEC T TH 9:00 a.m.-12:35 p.m. B108 J Ohren
B3 LEC T TH 9:00 a.m.-12:35 p.m. B131 G Yin
B4 LEC M W 9:00 a.m.-12:35 p.m. D119 T Hooper
J1 LEC M W 6:00 p.m.-9:35 p.m. B131 R Bonds
J2 LEC T TH 6:00 p.m.-9:35 p.m. B133 R Green
J3 LEC T TH 6:00 p.m.-9:35 p.m. B134 TBA
J4 LEC T TH 6:00 p.m.-9:35 p.m. B337 TBA
ENG-171 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.
J1 LEC M W 6:00 p.m.-9:35 p.m. B134 G Duarte
ENGL-203 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).
J1 LEC M W 6:00 p.m.-9:35 p.m. B134 G Duarte
English as a Second Language/Academic

Academic ESL Session

English as a Second Language academic courses are offered in a 9-week format. Classes begin June 4, 2012 and will end August 2, 2012.

ESL-074 Listening Comprehension and Discussions 3 credits
This low-intermediate course focuses on listening and discussion skills. Students begin to develop academic listening and speaking skills and to improve their listening comprehension. Students will also participate in discussions based on articles and classroom lectures. Students will learn grammar in the context of the materials used for listening activities and student-generated writing. Students are required to complete assignments in the Language Lab. Prerequisite: Placement into ESL Level I.

K5 LEC T, TH 9:00 a.m.-11:15 a.m. B129B TBA
K6 LEC M, W 12:30 p.m.-2:45 p.m. B129B TBA
L5 LEC T, TH 6:00 p.m.-8:15 p.m. B130B TBA

ESL-075 Grammar Structures and Editing 3 credits
This low-intermediate course focuses on improving grammar and editing skills. Students will develop their ability to compose grammatically-correct and comprehensible sentences and short writings. Instruction will be individualized according to need, as determined by student-generated writing. Students are required to complete assignments in the Language Lab. Prerequisite: Placement in ESL I.

K5 LEC T, TH 9:00 a.m.-11:15 a.m. B129B TBA
K6 LEC M, W 12:30 p.m.-2:45 p.m. B129B TBA
L5 LEC T, TH 6:00 p.m.-8:15 p.m. B130B TBA

ESL-087 Controversial Issues and Conversations 3 credits
This high-intermediate course focuses on the speaking skills necessary in an academic setting. Students discuss academic reading materials in small groups and begin to develop a method for delivering an oral presentation to a large group. All speaking activities are organized around reading and writing exercises. Students learn grammar in the context of speaking, in the context of the reading materials, and in the context of student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level I courses or ESL placement test.

K5 LEC T, TH 9:00 a.m.-11:15 a.m. B130B TBA
K6 LEC M, W 12:30 p.m.-2:45 p.m. B130B TBA
L5 LEC T, TH 6:00 p.m.-8:15 p.m. B130B TBA

ESL-088 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 student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level I courses or ESL placement test.

K5 LEC M, W 8:00 a.m.-11:15 a.m. B126 TBA
K6 LEC M, W 12:30 p.m.-2:45 p.m. B126 TBA
L5 LEC M, W 6:00 p.m.-8:15 p.m. B130B TBA

ESL-089 Academic Writing II 3 credits
This high-intermediate course focuses on the fundamentals of sentence structure and paragraph and essay writing. Students write paragraphs from personal experience and from readings. Students learn grammar in the context of the readings and student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level I courses or ESL placement test.

K5 LEC T, TH 9:00 a.m.-11:15 a.m. B133 TBA
K6 LEC T, TH 12:30 p.m.-2:45 p.m. B133 TBA
L5 LEC T, TH 6:00 p.m.-8:15 p.m. B133 TBA

ESL-095 Advanced Grammar & Editing 3 credits
This course is for ESL Level III students and focuses on improving grammar and editing skills. Students will develop their ability to compose grammatically-correct and comprehensible sentences, paragraphs, and essays. Instruction will be individualized according to students’ needs, as determined by student-generated writing. Students may be required to complete assignments in the Language Lab. Prerequisite: Grade of C or better in all ESL II courses or advanced ESL placement test.

K5 LEC M, W 12:30 p.m.-2:45 p.m. B129B TBA

ESL-096 Lecture Comprehension & Academic Vocabulary 3 credits
This advanced course focuses on note-taking skills. Students continue to develop an academic note-taking system and learn how to use their notes to answer comprehension questions. Students listen to academic lectures, take notes, and respond to question and write essays based on the lectures. All note-taking activities include reading and writing exercises. Students learn grammar in the context of the readings used for the lectures and in student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level II courses or ESL placement test.

K5 LEC M, W 9:00 a.m.-11:15 a.m. E419 TBA
K6 LEC T, TH 12:30 p.m.-2:45 p.m. G139 TBA
L5 LEC M, W 6:00 p.m.-8:15 p.m. E419 TBA
L6 LEC M, W 6:00 p.m.-8:15 p.m. G139 TBA

ESL-097 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, and then develop a method for delivering an oral presentation to a large group and increase self-confidence. All speaking activities are organized around reading and writing exercises. Students learn grammar in the context of speaking, in the context of the reading materials, and in the context of student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level II courses or ESL placement test.

K5 LEC T, TH 9:00 a.m.-11:15 a.m. B112 TBA
K6 LEC M, W 12:30 p.m.-2:45 p.m. B130 TBA
L5 LEC T, TH 6:00 p.m.-8:15 p.m. E419 TBA

ESL-098 Academic Reading III 3 credits
This advanced course focuses on the critical and analytical reading skills necessary in content courses. Students learn to cite sources and answer essay type questions based on readings. Students demonstrate comprehension of reading materials with writing assignments. Students learn grammar in the context of the reading materials and student generated writing. Students may be required to complete assignments in the language lab. Students must complete the course with a grade of C or better in order to take other ESL courses. Prerequisites: Grade of C or better in all ESL level II courses or ESL placement test.

K5 LEC M, W 9:00 a.m.-11:15 a.m. B112 TBA
K6 LEC M, W 12:30 p.m.-2:45 p.m. B130 TBA
K7 LEC T, TH 9:00 a.m.-11:15 a.m. B129A TBA
L5 LEC M, W 6:00 p.m.-8:15 p.m. B105 TBA
ESL-099 Academic Writing III 3 credits
This advanced course focuses on the academic writing skills necessary for content courses. Students continue to develop their abilities with sentence structure, paragraph writing, and essay writing. Students write paragraphs and essays from personal experiences and from readings. Students learn to cite sources and answer essay questions from readings. Students learn grammar in the context of the readings and student generated writing. Students may be required to complete assignments in the language lab. Students must pass the ESL Writing Competency Exam in order to receive a passing grade for this course. Students must complete the course with a grade of C or better in order to take ESL courses. Prerequisites: Grade of C or better in all ESL level II courses or ESL placement test.
K5 LEC T,TH 9:00 a.m.-11:15 a.m. B105 TBA
K8 LEC T,TH 9:00 a.m.-11:15 a.m. E419 TBA
L5 LEC T,TH 8:00 p.m.-8:15 p.m. B105 TBA
L6 LEC T,TH 8:00 p.m.-8:15 p.m. B126 TBA

ESL Summer Intensive Cluster: June 4, 2012 and will end July 26, 2012
This learning community cluster allows students at ESL level III to complete all the courses in this level in an intensive supportive environment during the summer semester. The cluster integrates ESL-096, ESL097, ESL098, and ESL099 and also includes tutoring, computer-assisted language learning activities, conversation groups, and optional trips. Prerequisites: GPA of 3.0 or better in all ESL level II courses and ESL placement test. For more information, please contact 617-228-2372, dbamtet@bhcc.mass.edu, or drop by B118 on the Charlestown Campus.

ESL-098 Academic Reading III 3 credits
XIC LEC M,W,TH 8:30 a.m.-9:45 a.m. B135A TBA

ESL-099 Academic Writing III 3 credits
XIC LEC M,W,TH 10:00 a.m.-11:15 a.m. B135A TBA

ESL-096 Academic Note Taking III 3 credits
XIC LEC M,W,TH 12:30 p.m.-1:45 p.m. B135A TBA

ESL-097 Academic Speaking III 3 credits
XIC LEC M,W,TH 2:00 p.m.-3:15 p.m. B135A TBA

Film

FM-101 Film As Art 3 credits
This course covers film techniques, terminology, and criticism, using a variety of recent popular films on television and videotape as the subjects for discussion and analysis. This course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

FM-102 American Cinema 3 credits
This course brings Hollywood film-making into clear focus as an art form, as an economic force, and as a system of representation for commentary. The course probes the deeper meaning of American movies through encounters with the works of famous directors such as John Ford, Howard Hawks, and Martin Scorsese. This course meets General Education Requirement “Humanities” Area 6.
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

ESL-101 Elementary Spanish I 3 credits
This course covers a continuation of Elementary French I (FRE101) and places emphasis on speaking and reading Spanish. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Elementary French I (FRE101) or one year of high school French.
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

JPN-101 Elementary Japanese I 3 credits
This course is an introduction to the sounds and structures of the Japanese language with emphasis on the acquisition of a limited but useful vocabulary. The course is designed for students who want to learn essential Japanese as quickly and as effectively as possible. Students read and write with Hiragana and look into the world of KANJI. This course is not intended for native speakers or students who have studied this language within the last three years.
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

JPN-102 Elementary Japanese II 3 credits
This course covers a continuation of the study of basic structures of the Japanese language. The course stresses additional useful vocabulary through reading, writing, and conversation. The course covers material that allows students to learn essential Japanese as quickly and effectively as possible. The course emphasizes encouraging and helping students obtain the ability to use the Japanese language in practical situations. It emphasizes student ease in interacting and communicating in an uncomplicated but adult language. Students read Kana and some basic Kanji. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Elementary Japanese I (JPN101).
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

SPN-101 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.
A1 LEC T,TH 8:00 a.m.-10:05 a.m. B412 TBA
FS LEC M,W,TH 6:00 p.m.-8:45 p.m. B208 TBA
Class meets at the Chelsea Campus

SPN-102 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.
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

Fire Science

FPS-107 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.
A1 LEC T,TH 11:00 a.m.-12:05 p.m. B224 TBA

FPS-125 Hazardous Materials Chemistry 3 credits
This course provides basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

FPS-221 Strategy and Tactics 3 credits
This course provides the principles of fire ground control through utilization of personnel, equipment, and extinguishing agents. Prerequisites: Principles of Emergency Services (FPS123) and a grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

FPS-223 Building Construction for Fire Protection 3 credits
This course provides information related to the features of buildings and building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing and Principles of Emergency Services (FPS123) or instructor approval.
A1 LEC T,TH 11:00 a.m.-12:05 p.m. B224 TBA
FS LEC M,W,TH 6:00 p.m.-8:45 p.m. B208 TBA
Class meets 06/04/12-08/23/12

FPS-133 Fire Protection Systems 3 credits
This course provides information related to the features of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.
J1 LEC T,TH 1:00 p.m.-3:15 p.m. B224 TBA

FPS-135 Fire Behavior and Combustion 3 credits
This course explores the theories and fundamentals of the behavior of fire at the start, spread, and control of fires. Prerequisites: A grade of C or better in Fire Protection Systems II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.
B1 LEC T,TH 11:00 a.m.-12:05 p.m. B224 TBA
**Geography**

**Session I**

**GEO-101 World Regional Geography 3 credits**

This course examines the geographical context of major social, cultural, economic, and political issues in selected regions of the world and develops a mastery of maps and other graphic aids as a means of learning and communication. Major regional emphases vary from semester to semester among areas of Eastern Europe, the former USSR, the Middle East, the Orient, Latin America, and Africa. The course meets "World View" General Education Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

**Government**

**Session I**

**GOV-101 Government/Politics in the US 3 credits**

The course explores some questions and theories that interest political scientists and historians, and methods they use to explain governmental operations. Insight into the nature of political ideals, as embodied in the Constitution, is developed. Topics include federalism, organization and functions of the three branches of the national government, civil liberties and civil rights, public opinion and voting behavior, the media, bureaucracies, and public policy. This course meets General Education “Individual and Society” Requirement Area 2. Prerequisite: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095); and Writing Skills II (ENG095) or exemption by placement testing.

**History**

**Session I**

**HIS-101 History of Western Civilization I 3 credits**

This course covers a survey of the major intellectual, social, economic, and political developments in Western civilization since the early modern period. It emphasizes the roots of contemporary institutional and ideological problems. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

**HIS-102 History of Western Civilization II 3 credits**

This 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. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

**Academic Reading III (ESL098)** and Writing Skills II (ENG095) or exemption by placement testing.

**HIS-111 World Civilization I 3 credits**

This course examines similarities and differences among the major world civilizations before the modern era. Topics include traditions of governance, art, religion and philosophy, technology, family structure, and everyday life. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

**HIS-112 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. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

**Courses marked with a leaf symbol are part of BHCC’s ongoing efforts to integrate sustainability within curriculum throughout the institution. These courses emphasize environmentally responsible awareness and learning and contribute significantly to students’ understanding and practice of sustainability.**
**Session II**

**HIS-102 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 early modern period. It emphasizes the roots of contemporary institutional and ideological problems. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.
B1 LEC T TH 8:30 a.m.-11:15 a.m. B104 TBA
J1 LEC T TH 8:30 a.m.-9:35 a.m. D212 G Rubenstein

**HIS-152 US History II 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. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.
B1 LEC T TH 8:30 a.m.-12:05 p.m. B104 TBA
J1 LEC T TH 8:30 a.m.-9:35 p.m. D212 G Rubenstein

**CUL-299 Culinary Arts Internship 3 credits**
The internship allows students the opportunity to gain practical experience in the foodservice industry. The internship begins after completion of the first academic year and consists of 300 hours of work experience in an approved foodservice facility.
A1 LEC Days and times to be arranged TBA M Barton
A2 LEC Days and times to be arranged TBA G Kelley
A3 LEC Days and times to be arranged TBA M Barton
A4 LEC Days and times to be arranged TBA G Kelley

**HRT-133 Culinary Theory in Hospitality 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 and cutting tools. Additional expenses may include supplies, equipment, and/or uniforms.
C1 LEC T TH 5:00 p.m.-8:35 p.m. E421 G Kelley

**HRT-210 Hotel/Restaurant 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. Additional expenses may include supplies, equipment, and/or uniforms.
A1 LEC Days and times to be arranged E421 L Maguire

**CUL-313 Cake Decorating 3 credits**
This course takes the student through the basics of cake decorating. The students will refine their cake decorating skills.
A1 LEC M W 8:30 a.m.-12:35 p.m. E450 M Barton

**CUL-316 Food Service/ Sanitation and Skills 3 credits**
This course provides students with all necessary information to complete the Food Service Certification course provided 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.
A1 LEC T TH 5:00 p.m.-8:35 p.m. E450 G Kelley

**LIT-201 Introduction to Literature 3 credits**
This introductory course covers the historical aspects of human services, the requirements and skills of the human services worker, administration and funding of agencies, and the dynamics of work in the profession with a 15 contact hour (per semester) service learning requirement at a human service organization. Prerequisite: Grade of C or better in Academic Reading III (ESL098) and Academic Writing (ENG111) or exemption from reading requirement by placement testing.
C1 LEC T TH 6:00 p.m.-9:35 p.m. B109 M Dubson

**CUL-222 Practicum in Human Services III 3 credits**
Practicum experiences in a human services setting to be completed the final semesters of study, including the 90-hour training in the national Family Development Credentialing program. Course runs during fall, spring, and early summer semester and must be started in the fall semester. The department assigns placement settings. Students must make application to complete and placement and spring semester practicum on fall requirements. Students intending to transfer 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. Course is graded on a pass/fail scale. HSV120 and 121 are to be taken in sequence. Internship begins after completion of the fall semester and concluding in the first term of the summer semester. Prerequisites: Permission of department chairperson and Practicum in Human Service I (HSV120) and Practicum in Human Services II (HSV121).
A1 LEC M F 1:00 p.m.-4:00 p.m. B113 TBA

**Interdisciplinary Studies**

**Session I**

**INT-110 American Culture 3 credits**
This interdisciplinary course focuses on the historical evolution of American beliefs and values and is designed for students from other cultures. Students study the way these values have shaped U.S. contemporary institutions such as education, business, the government, and the family. The course examines extensive cross-cultural comparisons with the students’ native cultures. Materials include film, music, and short works of literature. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 08/04/12-08/23/12

**Session II**

**INT-110 American Culture 3 credits**
This interdisciplinary course focuses on the historical evolution of American beliefs and values and is designed for students from other cultures. Students study the way these values have shaped U.S. contemporary institutions such as education, business, the government, and the family. The course examines extensive cross-cultural comparisons with the students’ native cultures. Materials include film, music, and short works of literature. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.
J1 LEC M W 6:00 p.m.-9:35 p.m. B337 TBA

**Literature**

**Session I**

**LIT-202 Literature in America I 3 credits**
This course develops students’ ability to interpret, analyze, evaluate, and respond to ideas about literature. Students explore the nature, structure, and form of poetry, short story, and drama. The course meets General Education Humanities Requirement Area 6. Pre/co-requisite: College Writing I (ENG111-1).
C1 LEC T TH 6:00 p.m.-9:35 p.m. B109 M Dubson
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 08/04/12-08/23/12

**LIT-203 Literature in America II 3 credits**
This course focuses on the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of sin, guilt, justice, and equality in the historical movement of the nation from colonial settlement to westward expansion. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111-1).

Session II

LIT-204 Literature in America II 3 credits
This course analyzes the crises of the nation from the Civil War through the twentieth century, as shown through its literature. The course examines the themes of progress, materialism, alienation, and corruption against the yardstick of opportunity, heroism, and individualism, which represent the traditional American dream. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).
J1 LEC M,W 6:00 p.m.-9:35 p.m. B222 TBA

LIT-203 Literature in America I 3 credits
This course traces the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of sin, guilt, justice, and equality in the historical movement of the nation from colonial settlement to westward expansion. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).
B1 LEC M,W 6:00 a.m.-12:35 p.m. B104 C Kelley
J1 LEC T,H 6:00 p.m.-9:35 p.m. D215 TBA

LIT-204 Literature in America II 3 credits
This course analyzes the crises of the nation from the Civil War through the twentieth century, as shown through its literature. The course examines the themes of progress, materialism, alienation, and corruption against the yardstick of opportunity, heroism, and individualism, which represent the traditional American dream. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).
B1 LEC M,W 6:00 a.m.-12:35 p.m. B134 TBA
J1 LEC T,H 6:00 p.m.-9:35 p.m. D218 C Kelley

LIT-217 Children’s Literature I 3 credits
This course introduces students to children’s literature in all its forms, from fables to fairy tales, from realistic fiction to fantasy, from nonsense to narrative poetry. The course covers works both classic and contemporary. The course meets General Education "Humanities" Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).
J1 LEC M,W 6:00 p.m.-9:35 p.m. D212 TBA

Management

Session I

MAN-105 Principles of Marketing 3 credits
This course is a study of the basic principles of marketing and the application of these principles in today's changing competitive environment. The focus of this course is on the behavior of the consumer market and the product, pricing, promotion and distribution decisions employed to create consumer satisfaction. Prerequisites: Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement and Writing Skills I (ENG090) or placement.
A1 LEC T,H 9:00 a.m.-12:35 p.m. B128 TBA
C1 LEC T,H 5:30 p.m.-9:05 p.m. D215 TBA

MAN-107 Introduction to Entrepreneurship 3 credits
This is an introduction to those interested in starting or running their own business. Students will assess how technology and innovation, demographics, economics and social changes create business opportunities. Students will evaluate the feasibility of business ideas based on strengths, weaknesses, financial goals and competitive threats. Students will also identify desirable characteristics of leading entrepreneurs to identify skills and behaviors which lead to success. Prerequisites: Writing Skills II (ENG090), Academic Reading III (ESL098) or Reading Skills II (RDG095) or placements.
E1 LEC T,H 9:00 a.m.-12:35 p.m. 204 TBA Class meets at the Chelsea Campus
Mathematics

Math classes combine the traditional classroom environment with computer-assisted work using various online learning and assessment tools. Some sections have regularly scheduled meetings in the Math Computer Lab while others expect students to do online work outside of class.

Session I

MAT-092 Prealgebra
This course further develops arithmetic operations and applications and introduces basic algebraic concepts. It includes ratio, proportion, percent, measurement, metric geometry, signed numbers, variables, expressions and solutions to basic equations. Math student skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Fundamentals of Mathematics (MAT091) or placement.

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

MAT-094 Fundamentals of Algebra
This course introduces further applications of algebraic expressions and equations that includes solutions of linear equations and inequalities, the Cartesian coordinate system, linear equations in two variables and their graphs, systems of linear equations, integer exponents, polynomials, factorizing, and an introduction to quadratic equations. Math study skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Prealgebra (MAT092) or placement.

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

MAT-192 College Algebra
This course is designed primarily as a college-level mathematics course for students whose intended course of study falls outside the areas of science, technology, engineering, computer science and mathematics. The course extends the fundamental concepts of algebra, including linear equations and inequalities, algebraic functions, absolute value equations and inequalities, distance and midpoint formulas and circles, systems of equations, integration and rational exponents, radicals, addition, subtraction, multiplication and division of rational expressions, and an introduction to exponential and logarithmic functions. The course meets General Education Quantitative Thought Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

MAT-194 College Algebra for STEM
This course is designed for science, technology, engineering, computer science, and mathematics students and provides a solid preparation for precalculus. The course covers systems of linear equations, matrices, partial fractions, linear programming, algebra of functions, quadratic equations, polynomials, rational and radical functions, complex numbers, exponential and logarithmic functions, maximum and minimum values, symmetry, lines, conic sections, graphs of relations and functions, and applications. A graphing calculator is required for this course. The course meets General Education Quantitative Thought Requirement Area 4. Prerequisite: Fundamentals of Algebra (MAT094) with a grade of C or better (a grade of B or better is recommended).

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

MAT-196 College Trigonometry
This course covers basic principles of trigonometry, including solution of triangles, radian measure, graphs of trigonometric functions, identities, and equations. It includes an introduction to polar forms and polar coordinates. Prerequisite: Grade of C or better in College Algebra-STEM (MAT194) or placement.

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

MAT-197 Precalculus
This course covers the following topics: functions and their graphs, polynomial functions, rational and radical functions, exponential and logarithmic functions, elements of trigonometry and trigonometric functions, analytic geometry, and sequence and series notation. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra-STEM (MAT194) or placement.

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

Bridge Session

Math classes combine the traditional classroom environment with computer-assisted work using various online learning and assessment tools. Some sections may have regularly scheduled meetings in the Math Computer Lab while others expect students to do online work outside of class.

MAT-092 Prealgebra
This course further develops arithmetic operations and applications and introduces basic algebraic concepts. It includes ratio, proportion, percent, measurement, metric geometry, signed numbers, variables, expressions and solutions to basic equations. Math student skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Fundamentals of Mathematics (MAT091) or placement.

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

MAT-231 Calculus for Management Science
This one-semester course covers topics designed for students in business, economics, and the social sciences. Topics include limits, differentiation and integration of algebraic, exponential and logarithmic functions, optimization, and other applications. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra (MAT192) or placement.

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

MAT-281 Calculus I
This course reviews concepts of functions, graphs and trigonometry to support the exploration of limits, derivatives, and basic integration. Topics will include limits, continuity, algebraic and trigonometric differentiation, applications of the derivative, the definite and indefinite integral, methods of integration, application of integration to determination of area, the Fundamental Theorem of Calculus and integration by substitution. Graphing calculator required. Prerequisite: Placement or grade of C or better in Trigonometry (MAT196) or Precalculus (MAT197).

LC SLF 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

MAT-282 Calculus II
This course is a continuation of Calculus I (MAT281) and begins with a study of numerical integration. Techniques of integration are applied to the following topics: transcendental functions (including their derivatives), area of region between two curves, volume, integration by parts, trigonometric substitution, partial fractions, and improper integrals. Sequences and series are examined with an emphasis on determining convergence or divergence. Taylor and Maclaurin series will also be studied. Graphing Calculator is required. Prerequisite: Grade of C or better in Calculus I (MAT281) or placement.

LC SFL 1 hour per credit attendance is required
Arrange hours in the CSDL E235 CSDL Staff
Class meets 06/04/12-08/09/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

For more information, visit the Math Department page at bhcc.mass.edu/math.

Online Course Descriptions & Section Listings

For placement testing purposes, students are encouraged to take the College-Level Mathematics Test (CLM) through the College Board.

To register for math classes, students should first complete the course placement test. Students should also review the descriptions of available courses, including the prerequisites, required materials, and testing requirements. Students may also contact the Math Department at 617.562.5176 for additional information.

For current course listings and to register online, students should visit the Math Department page at bhcc.mass.edu/math.

Students are encouraged to check the Math Department page regularly for updates and changes to course offerings.
Mathematics

MAT-094 Fundamentals of Algebra (3 credits)

This course is designed for further applications of algebraic expressions and equations. It includes solutions of linear equations and inequalities, the Cartesian coordinate system, linear equations in two variables, and their graphs, systems of linear equations and graphing, simple exponential expressions, polynomial multiplication and division, and an introduction to quadratic equations. Math study skills and successful student strategies are integrated throughout the course. The course does not satisfy the college math requirement for graduation. Prerequisite: Grade of C or better in Prealgebra (MAT092) or placement.

MAT-192 College Algebra (3 credits)

This course is designed primarily as a college-level mathematics course for students whose intended course of study falls outside the areas of science, technology, engineering, and mathematics (STEM). The course extends the fundamental concepts of algebra, including linear equations and inequalities, algebraic functions, absolute value equations and inequalities, distance and midpoint formulas and circles, systems of equations, integral and rational exponents, radicals, addition, subtraction, multiplication and division of rational expressions, and an introduction to exponential and logarithmic functions. This course meets General Education “Quantitative Thought” Requirement Area 4. Prerequisite: Grade of C or better in Fundamentals of Algebra (MAT094) or placement.

MAT-194 College Algebra for STEM (3 credits)

This course is designed for science, technology, engineering, and mathematics students and provides a solid preparation for precalculus. The course covers systems of linear equations, matrices, partial fractions, linear programming, algebra of functions, quadratic equations, polynomials and rational functions, complex numbers, exponential and logarithmic functions, maximum and minimum problems, symmetry, lines, conic sections, graphs of relations and functions, and applications. A graphing calculator is required for this course. This course meets General Education “Quantitative Thought” Requirement Area 4. Prerequisite: Fundamentals of Algebra (MAT094) with a grade of C or better (a grade of B or better is recommended).

MAT-231 Calculus for Management Science (3 credits)

This one-semester course covers topics designed for students in business, economics, and the social sciences. Topics include limits, differentiation and integration of algebraic, exponential and logarithmic functions, optimization, and other applications. Graphing calculator is recommended. Prerequisite: Grade of C or better in College Algebra (MAT192) or placement.

MAT-282 Calculus II with Continuation I (4 credits)

This course is a continuation of Calculus I (MAT281) and begins with a study of numerical integration. Techniques of integration are applied to the following topics: transcendental functions (including their derivatives), area under two curves, volume, integration by parts, trigonometric substitution, partial fractions, and improper integrals. Sequences and series are examined with an emphasis on determining convergence or divergence. Power series will also be studied. Graphing calculator is required. Prerequisite: Grade of C or better in Calculus I (MAT281) or placement.

MAT-283 Calculus III with Continuation II (4 credits)

This course is a continuation of Calculus II (MAT282) and includes plane curves, parametric equations, vectors, vector-valued functions, tangent and normal vectors, arc-length and curvature, functions of several variables, directional derivatives, gradients, extrema of functions of several variables, Lagrange multipliers, linearization, Green’s theorem, surface integrals, the Divergence Theorem, Stokes’ Theorem, and applications to physical sciences and engineering. Graphing Calculator is required. Prerequisite: Grade of C or better in Calculus II (MAT282) or placement.

Medical Coding

MED-012 Medical Coding I (3 credits)

This course is designed to develop advanced skills in ICD-9 coding. The emphasis is on disease processes by body system. Resource utilization to increase coding accuracy is discussed. Prerequisite: Medical Coding I (NHP101).

MED-013 Medical Coding II (3 credits)

This course is designed to develop advanced skills in ICD-9 coding. The emphasis is on disease processes by body system. Resource utilization to increase coding accuracy is discussed. Prerequisite: Medical Coding I (NHP101).

Medical Imaging

MIG-111 Imaging Technology I (3 credits)

This course is designed to develop advanced skills in ICD-9 coding. The emphasis is on disease processes by body system. Resource utilization to increase coding accuracy is discussed. Prerequisite: Medical Coding I (NHP101).

MIG-119 Echo I (3 credits)

This course is designed to develop advanced skills in ICD-9 coding. The emphasis is on disease processes by body system. Resource utilization to increase coding accuracy is discussed. Prerequisite: Medical Coding I (NHP101).

MIG-120 Positioning I (3 credits)

This course is designed to develop advanced skills in ICD-9 coding. The emphasis is on disease processes by body system. Resource utilization to increase coding accuracy is discussed. Prerequisite: Medical Coding I (NHP101).
Clinical. Students will be performing supervised ultrasounds in a hospital setting. Scanning skills are developed during this clinical. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical I (SON121). Co-requisite: Vascular Ultrasound (M2G205).

B1 CLIN M,W,F 8:00 a.m.-4:00 p.m. TBA TBA

SON-227 General Sonography Clinical V 3 credits

This course is the hands-on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and/or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical I (SON121). Co-requisite: Vascular Ultrasound (M2G205).

B1 CLIN M,W,F 8:00 a.m.-4:00 p.m. TBA TBA

SON-227 General Sonography Clinical V 3 credits

This course is the hands-on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and/or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical I (SON122). Co-requisite: Vascular Ultrasound (M2G205).

B1 CLIN M,W,F 8:00 a.m.-4:00 p.m. TBA TBA

Full-Time Medical Radiography Clinical II (MIG128F). Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Full-time Option - five (5) days/week with 40 clinical hours of practice weekly. Prerequisite: Part-Time Medical Radiography Clinical IV (MIG228P).

A1 CLIN M-T H 8:00 a.m.-4:00 p.m. TBA TBA

Bridge Session

MIG-128P Medical Radiography Clinical I 1 credit

This course covers a continuation of the clinical experience. Students assist in and observe an increasing number of different radiographic examinations as studied in Positioning I (MIG122). Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Full-time Option - two (2) days/week; Part-time Option - two (2) evenings/week. Prerequisite: Medical Radiography Clinical I (MIG124).

B1 CLIN M,W 8:00 p.m.-10:00 p.m. TBA TBA

MIG-217 Cardiac Sonography Clinical III 4 credits

This course covers a continuation of clinical practical experience in echocardiography. Under supervision of the clinical instructor and the BHCC clinical coordinator, students enhance their skills in performing echocardiograms. Faculty evaluates students' performances through clinical competencies in each related echo area. Students gain competency in the performance of echocardiograms. Students also obtain related experience in examinations such as stress echo and transesophageal. Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Five (5) days/week. Prerequisite: Cardiac Sonography Clinical II (MIG213).

B1 CLIN M-T H 8:00 a.m.-4:00 p.m. TBA TBA

MIG-222F Full-Time Medical Radiography Clinical 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: Full-time Option - four (4) days/week, with 32 clinical hours of practice weekly. Prerequisite: Full-time Medical Radiography Clinical II (MIG128F).

B1 CLIN M,T,W,F 8:00 a.m.-4:00 p.m. TBA TBA

SON-123 General Sonography Clinical II 3 credits

This course is the hands-on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and/or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical I (SON121). Co-requisite: Vascular Ultrasound (M2G205).

B1 CLIN M,W,F 8:00 a.m.-4:00 p.m. TBA TBA

MUS-129 Rock/Roll History 3 credits

Beginning with the roots of rock in the rockabilly and blues traditions, continuing through the classical rock of the 50’s and 60’s, this course covers all styles of rock, current and past. The course covers listening to and identifying specific idiosyncrasies of various performers that are central to the study. This course meets General Education “Humanities” Requirement Area 6.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

MUS-159 Vocal Performance Workshop II 3 credits

A continuation of Vocal Performance I, this class offers additional instruction in vocal skills. Instructions in these techniques will further develop the student’s ability to sing accurately and confidently in any style. Prerequisite: Vocal Performance Workshop I (MUS157).

B1 LEC M,W 1:00 p.m.-4:35 p.m. A300 E Moussally

Nursing

Session I

NUR-109 Drug Calculation 1 credit

This course covers the apothecary, metric, and household systems of weights and measures and is designed for students desiring admission to the Nursing Program. The course focuses on the computation of drug dosages for oral and parenteral medications. It emphasizes the applications of skills necessary to compute dosages for infants, children, and adults and the calculations of intravenous infusions and medications. Class meets: 1 hr. lecture. Prerequisite: Fundamentals of Algebra (MAT094) or placement.

A1 LEC T 1:00 p.m.-4:00 p.m. B110 J Carroll

C1 LEC W 5:00 p.m.-8:00 p.m. B110 J Carroll

D1 LEC T 9:00 a.m.-12:00 p.m. B07 TBA

F1 LEC T 5:00 p.m.-8:00 p.m. B07 M Cifani

W8 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

WB2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

Session II

NUR-100 Drug Calculation 1 credit

This course covers the apothecary, metric, and household systems of weights and measures and is designed for students desiring admission to the Nursing Program. The course focuses on the computation of drug dosages for oral and parenteral medications. It emphasizes the applications of skills necessary to compute dosages for infants, children, and adults and the calculations of intravenous infusions and medications. Class meets: 1 hr. lecture. Prerequisite: Fundamentals of Algebra (MAT094) or placement.

B1 LEC T 8:00 a.m.-11:00 a.m. G138 J Carroll

J1 LEC W 6:00 p.m.-9:00 p.m. B110 J Carroll

J2 LEC T 6:00 p.m.-9:00 p.m. D217 M Cifani

Music

Session I

MUS-118 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 composer, performer, and listener. It highlights the patient/sonographer/physician interactions. This final phase of medical radiography instruction allows students an opportunity to review and assess clinical skills acquired during their training. At the end of this rotation students are clinically proficient in general radiography.

Additional expenses may include supplies, equipment, and/or uniforms. Course meets: Part-time Option - five (5) days/week with 40 clinical hours of practice weekly. Prerequisite: Part-Time Medical Radiography Clinical IV (MIG228P).

A1 CLIN M-T H 8:00 a.m.-4:00 p.m. TBA TBA

MUS-224 Radiologic Technology II 3 credits

Using lecture and lab sessions, this course presents the x-ray circuit in form and function. Topics include, but are not limited to the principles of x-ray, 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).

J1 LEC T,H 6:00 p.m.-9:20 p.m. G225 TBA

Session II

MUS-119 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 20th century. It explores music’s relationship to historical events and other art forms of the periods. This course meets General Education “Humanities” Requirement Area 6.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/04/12-08/23/12
Office & Information Management

### Session I

**OIM-100  Keyboarding Techniques**  
1 credit  
This is an introductory course in college keyboarding designed for students with little or no keyboarding proficiency as well as those looking to upgrade or refresh their skills. Learning to type properly has never been more important. Using state-of-the-art, hands-on, self-paced software, students proceed from basic lessons through accuracy and speed-building exercises designed to prepare them for careers requiring keyboarding proficiency. Taught through BHCC’s on-line eCollege, students submit hands-on progress reports to the course instructor as they proceed through each lesson. Upon completion of this course, students will gain the skill and knowledge necessary to type accurately based on one (1) minute timings at a minimum of 20 words per minute with one (1) error or less. For additional information and/or a syllabus, contact CITDepartment at bhcc.mass.edu.

**OIM-101  Document Generation I**  
3 credits  
This course focuses on learning the keyboard and developing keyboarding technique, speed, and accuracy. It introduces the Windows environment and basic word processing skills; such as editing, paragraphing, page appearance, setup, spell check, and printing using Microsoft Office 2010. It covers formatting for basic business documents, such as resumes, letters and memorandums, and discuss health issues, and computer concepts as related to keyboarding. Note: The department schedules an exam/test each semester for students with previous keyboarding experience. Students should contact the Pilar Learning Coordinator in the Center for Self Directed Learning (CSDL) or department chair for more information.

**OIM-170  Procedures for the Medical Office**  
3 credits  
This course includes Windows, word processing, medical office procedures, and computerized medical management software. Students create documents commonly used in a medical office as well as job application materials, using templates, macros, and/or merged documents. Concepts presented also include interpersonal communications, telecommunications, billing and collections, reimbursement procedures, records management, and mail classification and procedures. Hands-on experience using computerized medical management software provides practice in entering patient information, diagnostic cases, and financial transactions; processing insurance claims; scheduling patient appointments; and generating commonly used reports. Note: For Allied Health students or by permission of department chair. Prerequisite: Keyboarding: Document Generation I (OIM101) or Medical Computer Application (OIM102; formerly OIM142) or any computer applications course or by permission of the department chair.

**PLG-101  Introduction to Law**  
3 credits  
This course provides students with an understanding of the legal role of the paralegal. The course assists students to become familiar with all aspects of the legal system. The course emphasizes the role of the paralegal and the way that role complements that of the lawyer. The course explores the role of law in our society, the judicial system, contract law, tort law, equity and criminal law. Prerequisites: Writing Skills II (ENG095). Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

### Philosophy

**PHL-101  Introduction to Philosophy**  
3 credits  
This introductory course acquaints students with the philosophical method, the problems and living issues of philosophy, and the great philosophers. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

**PHL-103  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. Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills I (RDG090) and Writing Skills I (ENG090), or exemption by placement testing.

**PHL-111  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. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

**PSY-203  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.

### Paralegal

**PLG-104  Legal Ethics**  
3 credits  
This course presents the major areas of legal ethics placing special and comprehensive emphasis on how the rules affect paralegals. It prepares students in understanding how the legal profession is regulated generally and the impact that paralegals conduct has on the lawyers who employ them. Through case studies, geared specifically toward paralegals, demonstrations of the rules are introduced and applied. Prerequisite: Introduction to Law (PLG101).

**PSY-101  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, mental health, 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 by placement testing.

**PSY-209  Child Psychology**  
3 credits  
This course studies 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. This course is for non-ECCE, non-HSV and non-EDU majors only.

**PSY-213  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).

### Psychology

**Session I**

**PSY-219  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, aggression and anti-social behavior. Prerequisite: Principles of Psychology (PSY101).

For user name and password, go to www.bhcc.mass.edu/mycourseaccess.
This course studies the normal development of children. It examines comparisons of individual and group development, and the relationship between the theory and experience of behavior, research methods, learning, consciousness, and theory. Topics include the brain and its development, weight control, alternate food patterns, 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. Prerequisite: Principles of Psychology (PSY101). Credit 3 hours. Lab 1.5 hrs. Open only to those students enrolled in the Human Services, Education, Early Childhood, School Counseling, Human Services, or the department chair of Behavioral Sciences. Prerequisite: Principles of Psychology (PSY101). Credit 3 hours.

**Reading**

**Session I**

RDG-090 Reading Skills I 3 credits

This course develops basic reading skills necessary for success with college level material. The course will focus on improving comprehension and vocabulary. In particular, students will improve ability to recognize and articulate main ideas, supporting details, and patterns of organization. Students will also develop vocabulary skills using context clues and the dictionary. Note: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course. Prerequisite: Grade of C or better in Reading Skills I (RDG090) or placement by examination.

A1 LEC M,W,9:30 a.m.-12:35 p.m. B219A TBA
A1 LEC M,W,9:30 a.m.-12:35 p.m. B219A TBA
C1 LEC T,Th,9:00 a.m.-12:35 p.m. B314 A Nicotra TBA
LC SLF 1 hour per credit attendance is required Arrangements will be handled by the main office.

**Session II**

RDG-095 Reading Skills II 3 credits

This course develops advanced reading skills necessary for success with college level material. The course will focus on achieving college level comprehension skills and vocabulary. In particular, students will recognize and articulate main ideas, supporting details, and patterns of organization. Students will also develop vocabulary skills using context clues and the dictionary. Note: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course. Prerequisite: Grade of C or better in Reading Skills I (RDG090) or placement by examination.

A1 LEC M,W,9:00 a.m.-12:35 p.m. B219A TBA
C1 LEC T,Th,9:00 a.m.-12:35 p.m. B314 A Nicotra TBA
J1 LEC M,W,6:00 p.m.-9:35 p.m. B218 TBA

**Science**

**Session I**

BIO-111 Food/Nutrition 3 credit

This course studies the normal development of children, through the age of twelve with emphasis on the physical, psychological, and emotional components of development of the infant, toddler, preschool, and school age child. This course is for non-ECF, non-HSV and non-EDU majors only.

B1 LEC M,W,9:00 a.m.-12:35 p.m. B132 TBA

BIO-115 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. Prerequisite: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. W Hoover Class meets 08/04-08/28/09
WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Dennolla Class meets 08/04-08/28/09

CHM-151 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: A grade of C or better in Fundamentals of Algebra (MAT094).

LC SLF 1 hour per credit attendance is required Arrangements will be handled by the main office.

**Course Descriptions & Section Listings**

**PSY-223 Personality 3 credits**

This course covers distinctive patterns of behavior, including the thought processes that characterize individual 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. Prerequisite: Principles of Psychology (PSY101).

**PSY-224 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).

**PSY-227 Abnormal Psychology 3 credits**

This advanced course for the serious student of psychology covers the historical and scientific roots of the study of abnormality 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, neurotic and psychoneurotic disorders, and borderline disorders to psychosis and major disorders. Prerequisite: Principles of Psychology (PSY101) or permission of instructor.

**PSY-235 Intro to Behavioral Research 3 credits**

This course is an introduction to the ways of discovering, describing, and making warranted assertions about aspects of people and social life. The chief objectives are 1) to help students develop the skills and knowledge necessary to become intelligent critics of research in the behavioral and social sciences, and 2) to give them a rudimentary understanding of the design and evaluation of scientific research. Statistical material is treated in a conceptual manner. Prerequisite: Principles of Psychology (PSY101).

**PSY-101 Principle of Psychology 3 credits**

This introductory psychology course covers a survey of information processing. 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 I (RDG092) or co-enrollment in integrated courses, or exemption by placement test by psy.

B1 LEC T,Th,9:00 a.m.-12:35 p.m. D217 TBA
B2 LEC T,Th,12:00 p.m.-3:35 p.m. B217 TBA
J1 LEC M,W,6:00 p.m.-9:35 p.m. B218 TBA

**PSY-107 Group Dynamics 3 credits**

Through class exercises and observation, this course explores the relationship between the theory and experience of effective groups. It examines comparisons of individual and group performance, group goals, problem solving, decision-making, conformity, norms, cohesiveness, and leadership. The course meets General Education "Individual and Society" Requirement Area 2. Co-requisite: For Office and Information Management majors, Office and Information Management: Technology on the Move (OM199).

B1 LEC M,W,9:00 a.m.-12:35 p.m. B221 TBA

**PSY-209 Child Psychology 3 credits**

This course studies 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. This course is for non-ECF, non-HSV and non-EDU majors only.

B1 LEC M,W,9:00 a.m.-12:35 p.m. B132 TBA

**Course Descriptions & Section Listings**

** ENV-105 Environmental Science I/Lab 4 credits**

This course covers an introduction to the physical and biological structure of the natural environment within a global perspective. The course emphasizes both a local and global perspective on the study of natural systems and the impacts of human society on these topics. 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 the U.S. degree satisfying the General Education "Science and Technology" Requirement Area 5. Course meets 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), and Reading Skills II (RDG095) or placement.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. L McDiush Class meets 08/04-08/28/12

** ENV-106 Environmental Science II/Lab 4 credits**

This course examines the global and local impact of human culture upon the natural systems. Students investigate both destructive and constructive elements of human action within the natural environment. Also, students learn the role of science and technology in the environment and society. Topics include: air and water pollution; toxicity; ozone depletion; global warming; hazardous waste; the role of science and technology in business and society; and renewable and nonrenewable energy resources. Laboratory investigations develop critical thinking, scientific reasoning, and formal report writing skills. Course meets 5 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Fundamentals of Math (MAT091) or Placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. L McDiush Class meets 08/04-08/28/12
Bridge Session

**BIO-101 Principles of Biology I/Lab** 4 credits
This integrated course focuses on a unified conceptual approach to the study of living organisms, with emphasis on the application of units of measurement, molecular and cellular biology, metabolism, 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 A.S. Biological Science Program. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Prealgebra (MAT092), and Reading Skills II (RDG095) or placement equivalency.

**BIO-108 Human Biology** 4 credits
This course is designed to introduce students pursuing careers in the health fields to the structure and function of the human body. It is intended to help students with a limited scientific background grasp the fundamental concepts of biology as well as human anatomy and physiology. Pathophysiology, genetics and relevant clinical aspects are discussed with each topic so that students can apply their clinical learning.

**BIO-115 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 of special groups, and selected foods and their nutritional values. 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), a grade of C or better in Prealgebra (MAT092), Academic, Reading III (ESL098) or Reading Skills II (RDG095) or placement equivalency.

**BIO-196 General Biology II & Lab** 4 credits
As a continuation of General Biology I & Lab (BIO195), the course begins with a study of chemical basis of inheritance and protein synthesis. The course then investigates the mechanisms of adaptive evolution, speciation, phylogeny, and the history of life on earth. The course concludes with a survey of the three domains of life and an introduction to the structure of populations and ecosystems. Laboratory work will continue to develop the student's critical thinking and problem solving skills. Prerequisite: Grade of C or better in General Biology I & Lab (BIO195).

**BIO-203 Anatomy/Physiology I/Lab** 4 credits
This is the first course in a two-semester sequence that will examine the systems of the human body using an integrated approach. Areas of study will include the structure and function of the human body. Topics will include the physiological and anatomical aspects of support and movement systems and the nervous system. Laboratory activities will enhance the students' comprehension of the structure and function of the human body. Course meets: 3 hrs. lecture; 5 hrs. Lab. Prerequisite: Grade of C or better in Principles of Biology I & Lab (BIO101), Human Biology I & Lab (BIO108) or General Biology I & Lab (BIO195).

**CHM-120 Principles of Inorganic Chemistry I/Lab** 4 credits
This course is an introduction to the basic concepts of inorganic chemistry. Topics include measurement theory, methods of scientific investigation, atomic theory, nuclear radiation, compound formation, chemical nomenclature, chemical reactions, the mole concept, solution chemistry, acid-base chemistry, and the relationship of chemistry to health professionals. Laboratory work will introduce students to basic laboratory techniques, safety regulations, and chemical hygiene. This course does not satisfy the chemistry requirement of the A.S. Biological Sciences or A.S. Engineering programs or the AA Chemistry/Physics concentrations. Course meets 3 hrs. lecture; 3 hrs. lab. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095), and Prealgebra (MAT092) or placement equivalencies.

**CHM-201 General Chemistry I/Lab** 4 credits
This course covers an introduction to organic and biochemistry. The naming and reactivity patterns of organic functional groups will be discussed. A study of biochemistry will introduce students to the chemical structures and reactions of lipids, carbohydrates, proteins and nucleic acids and their role in metabolism. The standard length three hour laboratory session will serve to reinforce the concepts discussed during lectures and will provide students with practical experience in organic synthesis reactions and organic compound identification methods. This course does not satisfy the Organic Chemistry requirement of the AA Chemistry Concentration. Prerequisites: Grade of C or better in Chemical Science I & Lab (CHM110) or Principles of Inorganic & Biochemistry/Lab (CHM120).

**CHM-202 General Chemistry II/Lab** 4 credits
This course covers an introduction to organic and biochemistry. The naming and reactivity patterns of organic functional groups will be discussed. A study of biochemistry will introduce students to the chemical structures and reactions of lipids, carbohydrates, proteins and nucleic acids and their role in metabolism. The standard length three hour laboratory session will serve to reinforce the concepts discussed during lectures and will provide students with practical experience in organic synthesis reactions and organic compound identification methods. This course does not satisfy the Organic Chemistry requirement of the AA Chemistry Concentration. Prerequisites: Grade of C or better in Chemical Science I & Lab (CHM110) or Principles of Inorganic & Biochemistry/Lab (CHM120).
SOC-109 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.
B1 LEC M/W 9:00 a.m.–12:35 p.m. D218 TBA
B2 LEC T/W 9:00 a.m.–12:35 p.m. D218 TBA
J1 LEC M/W 6:00 p.m.–9:35 p.m. D217 TBA

SOC-110 Physical Anthropology 3 credits
Presented in four basic sections, this course covers an introduction to the field of physical anthropology, genetics, human evolution, and current research. Module topics include the background of physical anthropology; man in the natural world; practical genetics; classification within the human species; homo sapiens sapiens; 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.
A1 LEC M/W 9:00 a.m.–12:35 p.m. B106

Surgical Technology Session I
NHP-180 Medical Terminology 3 credits
This course provides instruction in the development of basic medical terminology. Concepts and medical terminology promote effective communication among members of the healthcare team.
LC SLF 1 hour per credit attendance is required
Arranged times in the CSLN. E235 CSLN Staff
Class meets 06/04/12–08/23/12

Visual & Media Arts
VMA-104 Drawing 3 credits
An introductory studio course designed to examine basic vocabulary and drawing skills and concepts. Using a wide range of drawing media, students work primarily from observation mastering the concepts of objective drawing. While concentrating on the formal visual elements line, shape, value, texture and (limited) color, students explore the concepts of figure/ground, scale, positive and negative space, proportion, perspective, volume, light, compositional structure of culture and society from the past to the present. The course covers the idea that, like all art forms, films are treated in a social context and express a particular point of view through the characters, themes, motifs, and visual styles they embody.
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12–08/23/12
This course explores technical issues of the digital photography workflow joined with a formal exploration of seeing photographically, using both shooting assignments and lab exercises. Examples from the photographic tradition will be examined. Adobe Photoshop is used to adjust and manipulate images for printing. Inkjet printers are used to create photographic quality output. Students must have a digital camera and basic computer literacy. This course fulfills General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

A1 LEC M,W 10:00 a.m.-1:35 p.m. E160 TBA
A2 LEC M,W 2:00 p.m.-5:35 p.m. E160 TBA
A3 LEC T,T 9:00 a.m.-12:35 p.m. E160 TBA
A4 LEC T,T 1:30 p.m.-6:05 p.m. E160 TBA
W8 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/04/12-08/23/12

Session II

VMA-104 Drawing I 3 credits
An introductory studio course designed to examine basic vocabulary and drawing skills and concepts. Using a wide range of drawing media, students work primarily from observation mastering the concepts of objective drawing. While concentrating on the formal visual elements line, shape, value, texture and (limited) color, students explore such concepts as figure/ground, scale, positive and negative space, proportion, perspective, volume, light, compositional issues and pictorial unity. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. This course meets General Education “Humanities” Requirement Area 6. Prerequisite: Writing Skills II (ENG095).

B1 LEC M,W 9:00 a.m.-12:35 p.m. D213 TBA

VMA-161 Introduction to Digital Photography 3 credits
Digital photography has made it technically possible to generate countless photographs at virtually no cost, yet the formal problems of picture-making remain. How is it possible to create photographs with power and significance? This course explores technical issues of the digital photography workflow joined with a formal exploration of seeing photographically, using both shooting assignments and lab exercises. Examples from the photographic tradition will be examined. Adobe Photoshop is used to adjust and manipulate images for printing. Inkjet printers are used to create photographic quality output. Students must have a digital camera and basic computer literacy. This course fulfills General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Prealgebra (MAT092).

B1 LEC M,W 9:00 a.m.-12:35 p.m. E160 TBA
B2 LEC T,T 9:00 a.m.-12:35 p.m. E160 TBA
Massachusetts Community College
In-State Tuition Eligibility Form

Bunker Hill Community College requires all students claiming in-state tuition eligibility to submit documentation. An eligible person shall mean (A) a U.S. Citizen, lawful immigrant, permanent resident, or holder of another legal immigration status, (B) who has satisfied the durational residency requirement and can demonstrate his/her intent to remain in Massachusetts.

PROVIDE ONE DOCUMENT FROM LIST (A)

- U.S. Citizen (student must submit birth certificate or U.S. passport)
- Resident Alien (student must submit copy of resident alien card)
- U.S. permanent resident with I-151, I-551, and I-551C forms (students must submit INS documentation)
- 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 (student must submit passport or INS documentation).
- Non-citizen who is in (or who is eligible to apply and who has applied for) refugee/asylum status

PROVIDE TWO DOCUMENTS FROM LIST (B)

Please present the two documents you selected from the other side of this form.

The documents must be dated at least 6 months prior to the first day of classes for the semester/session you are enrolling, but not more than one year prior to that date.

Documentation must be provided to the Admissions & Registration Desk at the time of registration or upon submission of your admission application, whichever comes first. For questions concerning residency requirements, please contact the Office of Admissions at 617-228-3398.
In-State Tuition Eligibility Form

Last Name____________________________________________First Name __________________________MI ______
Street Address ________________________________________City ________________State____Zip Code ________
SSN# or Student I.D. Number __________________________Date of Birth ____________Phone ________________

Are you a U.S. Citizen?  ❑ Yes ❑ No  If not, please complete the following:
Are you a Permanent Resident?  ❑ Yes ❑ No  (If yes, list alien registration number: ________________________________)
If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail:
________________________________________________________________________________________________________

PLEASE CHECK THE IN-STATE OR REDUCED TUITION ELIGIBILITY CATEGORY THAT APPLIES TO YOU:
❑ I have been a Massachusetts resident for six (6) continuous months and intend to remain here.
❑ I have been a Massachusetts resident for LESS THAN six (6) continuous months.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents* must be dated between six (6) months and one (1) year of the start date of the academic semester for which I seek to enroll (except for my high school diploma, which may only be used if I graduated within one (1) year of the start date of the academic semester for which I am enrolling †). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.

Please check the documents you possess as proof of your intent to remain in Massachusetts and bring them with you to BHCC.
❑ Valid Drivers License ❑ Utility bills*
❑ Valid Car registration ❑ Voter registration*
❑ Mass. High School Diploma † ❑ Signed lease or rent receipt*
❑ Record of parents’ residency for unemancipated person* ❑ Military home of record*
❑ Other_________________
❑ I am an eligible participant in the New England Board of Higher Education’s Regional Student Program.
❑ I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

CERTIFICATION OF INFORMATION
I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant Signature: ______________________________________________________________Date ______________________

Parent/Guardian Signature: __________________________________________________________Date ______________________
(Applicant is Under 18 Years Old)

FOR OFFICIAL USE ONLY - DO NOT WRITE IN THIS BOX
I have reviewed the above information in order to determine this individual’s eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:
❑ IS eligible for the in-state tuition rate.  ❑ IS NOT eligible for the in-state tuition rate.
❑ I am unable to make a determination at this time.

The following additional information has been requested from the applicant:
________________________________________________________________________________________________________

Authorized College Personnel: __________________________________________________________Date:___________________

9/14/11
BHCC fax-in
Registration Form
for Credit and Non-Credit courses

Students taking credit courses may use this form to register if:
• they are registering for one or two classes (8 credit maximum);
• they are willing to accept responsibility for their own course selection on the basis of published program requirements for credit courses under their curriculum year;
• they either have taken the College Placement Test (CPTs) or have completed an English or mathematics course at an accredited institution (if they are signing up for a course in these subjects);
• they fax a copy of their transcript from another institution if they are taking a course which requires a prerequisite;
• they are paying in full at the time of registration;
• they are providing or have provided a completed Application for Massachusetts In-State Tuition form and all supporting documentation to receive the in-state tuition rate;

Register by Fax:
Fax the form and related documents with your credit card information to: 617-228-2082

The deadline to register for Summer 2012: Session I, Bridge, ESL Credit & Web courses by fax is May 31, 2012.

The deadline to register for Summer 2012: Session II courses is July 12, 2012.

Students may register for non-credit courses throughout the semester.

Register by Phone: (for Non-Credit courses only)
Phone in your registration by calling: 617-228-2462, Monday-Thursday, 9 a.m.-4 p.m. Have your credit card information handy when you call.

Confirmation of your registration will be sent to you before classes begin. Please suggest an alternate course on your registration form in the event your first choice is not available.

Method of Payment

<table>
<thead>
<tr>
<th>METHOD OF PAYMENT</th>
<th>■ Check</th>
<th>■ Money Order</th>
<th>■ VISA</th>
<th>■ MASTERCARD</th>
<th>■ DISCOVER</th>
<th>■ AMERICAN EXPRESS</th>
</tr>
</thead>
</table>

COST OF ATTENDANCE
For the cost of credit courses, refer to the Tuition and Fee Schedule listed in this publication
To calculate the cost of credit courses: multiply the tuition and fees by the total number of credits you are taking.

NON-CREDIT COURSES: Fill in the TOTAL COST line.

<table>
<thead>
<tr>
<th>Tuition &amp; Fees*</th>
<th>x Credits</th>
<th>= TOTAL COST</th>
</tr>
</thead>
</table>

NOTE: You may register for a maximum of 8 credits when registering by mail, phone or fax.
* For Health Courses, add an additional $35 per credit.

Ethnicity (Choose One):
■ Hispanic/Latino  ■ Non-Hispanic/Latino

Race (Please Select One or More of the Following):
■ AI - American Indian/Alaskan Native  ■ AD - Black/African American  ■ AS - Asian
■ NP - Native Hawaiian/Pacific Islander  ■ WH - White  ■ CV - Cape Verdean

Cost of Attendance

<table>
<thead>
<tr>
<th>SOCIAL SECURITY NUMBER</th>
<th>DATE OF BIRTH</th>
<th>GENDER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT’S LAST NAME</th>
<th>STUDENT’S FIRST NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAILING ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AREA CODE &amp; HOME PHONE</th>
<th>AREA CODE &amp; WORK PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RESIDENCY</th>
<th>CITIZENSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>U.S. Citizen</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETHNICITY</th>
<th>■ Hispanic/Latino</th>
<th>■ Non-Hispanic/Latino</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>COURSE NUMBER</th>
<th>SECTION</th>
<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>111</td>
<td>M1</td>
<td>College Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME</th>
<th>ACCOUNT NUMBER</th>
<th>EXPIRATION DATE</th>
<th>CVS SECURITY CODE *</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*CVS Security Code:
Visa, MasterCard, Discover: Security code is a 3-digit code on the back of your card (last 3 digits of the number to the right of the signature stripe).
American Express: Security code is the 4-digit code appearing above your credit card number on the front of your card.

Note to Student: When you sign this registration form, you are academically and financially responsible for the courses for which you register including required prerequisites and the requirements for the program in which you are enrolled.

Signature __________________________ Date __________________________