APPLY FOR ADMISSION
If you are planning to enroll in a degree or certificate program, complete an admissions application. There is a $10 application fee for Massachusetts residents and a $35 application fee for students from out of state. (Please refer to page 61-62 to qualify for Massachusetts resident rate.) Submit a copy of your official final high school transcript, diploma, or GED. (High school degrees earned outside of the US must be translated and evaluated into US equivalents.) Submit official college transcripts(s) if you plan to transfer credit to BHCC. If you are not seeking a degree and just want to take classes, you do not need to complete this step. For further information you may attend one of our weekly information sessions and campus tours which are held every Wednesday evening at 5:00 p.m. at our Charlestown Campus. For more information contact the Admissions Office at 617-228-3398.

APPLY FOR FINANCIAL AID ONLINE
Financial assistance is available to help you finance your education. Go to www.fafsa.ed.gov and fill out the FAFSA form. When completing the FAFSA online, be sure to list Bunker Hill Community College in the “Schools Information Section”. BHCC’s code is 011210. 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. For additional information about financial aid, please go to: www.bhcc.mass.edu/financial-aid

TAKE THE PLACEMENT TESTS
Computerized Placement Tests (CPTs) in reading, math, and English are required if you are planning to enroll in a degree or certificate program or if you are registering for a course that requires a prerequisite of reading, math, or English. Testing is done on a walk-in basis at the Assessment Center on the Charlestown Campus, 1st floor, room B118. There is no charge to take the CPT. If you have completed a math or English course with a grade of C or higher at an accredited institution, you may be eligible for exemption from testing. Call the Admissions Office at 617-228-3398 for further information. For hours, locations, information on preparing for the assessment, and details on assessment exemption, please go to: www.bhcc.mass.edu/assessment

REGISTER FOR CLASSES
Accepted students will be invited to attend a special group advising and registration session, referred to as “START SMART ORIENTATION.” Information about registering for a START SMART ORIENTATION Session will be mailed to you with your acceptance letter from the College. Non-degree seeking students may register during posted registration hours. At the beginning of each semester, accepted students are assigned to an Academic Advisor who will work with them to develop an academic plan. Advisors are also available to assist students in achieving their academic, vocational, and personal goals.

PAY FOR CLASSES
Spring courses must be paid for at the time of registration. There are four ways to pay for courses 1) have a financial aid award already pending on your BHCC account; 2) pay for the classes in full online; 3) Create a payment plan on BHCC online; or 4) submit a third-party commitment letter or purchase order to the Student Payment Office. If registering for 9 credits or more, students must pay for the College’s Health Insurance ($695) or if eligible, students may waive BHCC’s Health Insurance. The following cannot be used to waive health insurance: Commonwealth Care; Free care at a hospital; insurance policy of a foreign carrier; accident insurance; travel insurance; or Mass Health obtained as a dependent.

SUBMIT YOUR IMMUNIZATION DOCUMENTATION
If you are registering full time or are in a health career program, you must complete an immunization record form and return it to the Admissions and Registration desk within 30 days of the date of registration. Immunization forms are available at the Admissions and Registration Desk in room B203.

OBTAIN YOUR BHCC IDENTIFICATION CARD
BHCC students are required to carry a current BHCC OneCard while on campus. Bring a copy of your current class schedule and government issued photo ID to the Charlestown Campus ID station in the Library in room E300 or Chelsea Campus ID station in room 202 to get your picture taken. For ID station hours visit http://www.noblenet.org/bhcc/sub-site/id.html

OBTAIN YOUR PARKING PERMIT
If you wish to park on campus you must purchase a BHCC parking permit valid for the entire semester. Student permits are available for purchase early at any time by going online at onlineservices.bhcc.mass.edu. Click on Web Advisor for Students, and then click on Purchase a parking permit. Complete the application and payment. 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 or stolen permits. Allow seven (7) days for mailing. You may display your purchase receipt on your dashboard until permit arrives. To obtain a permit the following items are required:

✦ A BHCC College ID number
✦ A current BHCC registration
✦ A current driver’s license
✦ Vehicle registration information
✦ Payment in the amount of $30 payable by American Express, Discover, Master Card, Visa, and personal checks accepted online.

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.

ONLINE SERVICES AND EMAIL
BHCC offers all students secure, easy online access to academic/financial records and course availability information. Currently enrolled students may access their online account, WebAdvisor, http://onlineservices.bhcc.mass.edu. Newly accepted degree/certificate students will receive information about their WebAdvisor account and their BHCC email account with their acceptance letter from the College. New non-degree students will have access to their online services account after completing their initial registration with the College. BHCC correspondence will be sent to your BHCC email account. Email accounts are assigned to all registered students. You will receive a letter from the college with your BHCC email address and initial password. Students are required to check their emails frequently for up to date information concerning your academic record.
Registration for Spring 2013 Courses begins on December 4, 2012

Registration Options

By Scheduled Group Sessions:
Accepted students including new to college, transferring from another accredited institution, or readmitting after an absence of two or more consecutive semesters, must attend a special group registration, referred to as “start smart orientation”. Upon acceptance, you will receive information on scheduling a start smart orientation session for advising and registration. For questions concerning your acceptance, please contact the Admissions Office at 617-228-3398.

Online:
Currently enrolled students are required to register online using their myBHCC account. Registration for currently enrolled students begins November 6, 2012. To access online registration log in to our BHCC website (www.bhcc.mass.edu) and click on myBHCC or BHCC Portal. 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, Charlestown 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 617-228-3481 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. Registrations received after the close of business (7:00 p.m.) will be processed the next business day. A confirmation will be mailed to you.

Continuous walk-in registration beginning December 4, 2012:
Non-degree seeking 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.

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 at www.bhcc.mass.edu/ce.

All Students Registering for Spring 2013 Classes Must:
1. Show a valid government issued photo ID (if in person); and
2. Provide or have provided a completed Application for Massachusetts In-State Tuition form (pages 61-62) and all supporting documentation to receive the in-state tuition rate; and
3. Provide proof of meeting course prerequisites: Placement testing; 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 for courses at the time of registration or make payment arrangements.

Spring 2013 Semester Dates
Spring Semester . . . . . . . January 22 - May 19
Mini Session I . . . . . . . February 4 - March 29
Mini Session II . . . . . . April 1 - May 19
Late Start Web Courses . . February 4 - May 19

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

- Enrollment Steps ........................................... inside cover
- Registration Options ...................................... Page 1
- Academic Calendar ........................................ Page 2
- Tuition/Fees/Refunds ........................................ Page 3-4
- Registration Information .................................... Page 4
- Chelsea Campus ............................................. Page 5-6
- Satellite Location Courses ................................. Page 7
- Late-Night and Midnight Courses ......................... Page 8
- Alternative Learning:
  - BHCCOnline & Distance Education Courses
    (SM, WB, WBL, Hybrids) .................................. Page 9-11
- BHCCOnline Registration Info ............................... Page 12
- Weekend College (Fri. evening, Sat., Sun.) ............... Page 13-15
- Center for Self Directed Learning ......................... Page 16
- Mini Sessions ............................................... Page 16
- Course Descriptions & Section Listings .................. Page 17-60
- Residency Eligibility Form ................................ Page 61-62
- Final Exam Schedule ...................................... Page 63
- Advising Grid ............................................... Page 64
- BHCC Fax-in Registration Form ............................ inside back cover

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## Spring 2013 Academic Calendar

**Last day for fax registration for credit courses** ........................................... January 11
**Last day for fax registration for online courses** ................................. January 18
**Last day to register for classes** .................................................. January 20
**Classes begin** ........................................................................... January 22
**Schedule Adjustment (add/drop) deadline** ................................... January 29

(Excluding Mini Sessions) For courses meeting TWICE a week; a student may add a course before the start of the second class meeting. For courses meeting ONCE a week, a student may not add a course that has already met. Financial aid recipients must register for mini session, web late start, and CSDL courses by January 29.

**Graduation applications available** ................................................. February 1
**Late start web courses begin** .................................................... February 4
**Presidents’ Day Observed – no classes** ......................................... February 18
**Evening credit courses will be made up during the semester. Faculty will work with the Registrar’s Office for room availability.**

**Last day to register for CSDL courses** ........................................... March 7
**Graduation applications due** ...................................................... March 28-24
**Spring Recess – no classes** ...................................................... March 18-24
**Last day for course withdrawal** .................................................. April 11
**Patriot’s Day – no classes** ......................................................... April 15

Evening credit courses will be made up during the semester. Faculty will work with the Registrar’s Office for room availability.

**Last day to officially withdraw from the college** ............................... May 9
**Classes end** ........................................................................... May 12
**Day/Evening final exams** .......................................................... May 13-16
**Weekend College final exams**
  - Includes Friday evening, Saturday, and Sunday classes
**Memorial Day - college closed** ...................................................... May 27
**Adult Basic Education Ceremony** ................................................. May 29
**Honors Ceremony** .................................................................... May 30
**Commencement** ...................................................................... June 1

## Mini Session I

Financial Aid recipients must register for mini session, web late start, and CSDL courses by January 29.

- **Mini Session I classes begin** .................................................. February 4
- **Schedule Adjustment (add/drop) deadline** ................................ February 6
  - A student may not add a course that has already met.
- **Last day for Mini Session I course withdrawal** ........................... March 6
- **Mini Session I classes end** ..................................................... March 29

## Mini Session II

Financial Aid recipients must register for mini session, web late start, and CSDL courses by January 29.

- **Mini Session II classes begin** .................................................. April 1
- **Schedule Adjustment (add/drop) deadline** ................................ April 3
  - A student may not add a course that has already met.
- **Last day for Mini Session II course withdrawal** .......................... May 1
- **Mini Session II classes end** ..................................................... May 19
**Tuition & Fees**

**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 61-62.*

**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’s Office.*

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

**Other Fees**

**Health Insurance Fee (subject to change)** $695  
(May be waived) Massachusetts State law requires that all students taking 9 or more credits have medical insurance. There are no exceptions. If you are taking 9 or more credit hours, you are automatically charged. You may waive the coverage if you are not an international student and have comparable coverage.

**Returned Check Fee** $30  
**Stop Payment/Reissue Check Fee** $20  
**Liability Insurance Fee** $15  
**Photo ID Replacement Fee** $20  
**Parking Permit Fee (see inside front cover)** $30

**Payment**

*Spring: Failure to meet your financial obligation by making payment arrangements, paying in full or completing your financial aid package (including paying for or waiving health insurance) at the time of registration will result in your courses being dropped. At the time of registration students registering in-person receive a registration statement and schedule that indicates the amount due. Failure to pay will result in your unpaid courses being dropped at the close of business on the day of registration. BHCC accepts personal check, money order, American Express, Discover, MasterCard or VISA.***

You may pay:  
• online at http://onlineservices.bhcc.mass.edu (select Student Menu and then select either Make A Payment (to pay in full) or to set up an automatic payment plan.  
• by express drop box located outside the Student Payment Office Window, Room B219, for check and credit card payments using the envelopes provided.  
• by mail to: 250 New Rutherford Ave., Room B219, Boston, MA, 02129-2925. Payment must be received prior to the payment due date.

**Payment/Billing for current students who register online**

**Spring: 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. Please note it is your responsibility to continually check your BHCC email for information on any adjustments made to your schedule. It is important for you to check with the Financial Aid Office if registering for less than 12 credits.**

**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. If your employer/sponsor has conditions such as grades before paying for your classes, you must pay your bill at the time of registration and then submit a claim for reimbursement to your employer/sponsor.

**Payment Plans**  
**FALL or SPRING (no summer): The College offers an automatic installment payment plan. Students may enroll in the Payment Plan for a service fee, and make monthly payments for the upcoming semester. The first installment and the fee are due with the application. Terms for the payment plan contracts are monitored by the Student Payment Office. Budgets may be automatically adjusted to cover billed charges. Students who are delinquent will be subject to payment penalties, and may be denied the use of the payment plan in future semesters. Enroll online at the onlineservices.bhcc.mass.edu and select Enroll in an Automatic Payment Plan. Enter your student number from your BHCC I.D. or from your registration form as well your password which is your date of birth including slashes (i.e. 01/22/91). Click on the E Cashier logo and complete the form. Your payment will be automatically deducted from your checking, savings, or credit card account for the first and all subsequent payments. No need to stand in line. Be sure that funds are in your account on the 5th of each month.**

**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 to state intercept and to a collection 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**  
Students who wish to make an adjustment to their schedule must make the adjustment via online. Students that have difficulty and are unable to process a schedule adjustment online should seek assistance at the Admissions and Registration desk, B203. Students who adjust their schedule (including adding a waitlisted course) must...
make full payment or make payment arrangements 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, January 29, 2013. 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. If adjustments to your schedule result in your registration in 9 or more credit hours, you will need to pay for or waive the health insurance fee.

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 periods. 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 Admission and Registration Desk.

- 100% tuition and fees will be refunded through January 29
- For Mini Session I 100% tuition and fees will be refunded through February 6
- For Web Late Start classes 100% tuition and fees will be refunded if course is dropped (cancelled) by February 6
- For Mini Session II 100% tuition and fees will be refunded through April 3
- For Center for Self-Directed Learning courses (LC) 100% tuition and fees will be refunded if course is dropped (cancelled) within five (5) working days from the date of registration or five (5) days after the start of the semester.
- 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 with a grade of C or better. Those who have taken math or English at another institution must bring in or fax in 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 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 (CPTs); 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. Because we allow preregistration for BHCC students it is the student’s responsibility to drop the course if the final grade of the prerequisite course is a failing grade.

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 Recipients-policy for adding courses
The deadline to be eligible for financial aid consideration for those semester classes that have not already met, mini sessions, home studies, and Center for Self Directed Learning classes, is the last day of the schedule adjustment (add/drop) period, January 29, 2013. For further information concerning financial aid eligibility, please contact the Financial Aid Office at 617-228-2275.

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 from (page 61-62) and supply supporting documentation at the time of registration.
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 Day Classes

<table>
<thead>
<tr>
<th>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>AHE-095</td>
<td>Topics/Health Care</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-106</td>
<td>CNA Practicum</td>
<td>1 credit</td>
</tr>
<tr>
<td>AHE-110</td>
<td>Principles of Clinical Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-111</td>
<td>Patient Care Skills</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-112</td>
<td>Medical Assistant Skills</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-115</td>
<td>Phlebotomy/Medical Lab Theory</td>
<td>4 credits</td>
</tr>
<tr>
<td>AHE-117</td>
<td>Communication Skills/Health Care</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-201</td>
<td>Advanced Clinical Skills</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-204</td>
<td>Patient Care Technician</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-205</td>
<td>Practical/Medical Assistant</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-206</td>
<td>Practicum/Phlebotomy Technician</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-209</td>
<td>Practicum Seminar</td>
<td>1 credit</td>
</tr>
<tr>
<td>AHE-299</td>
<td>Medical Interpreting Internship</td>
<td>1 credit</td>
</tr>
<tr>
<td>BIO-108</td>
<td>Human Biology/Lab</td>
<td>4 credits</td>
</tr>
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</table>

### Chelsea Evening Classes

<table>
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<tr>
<th>Code</th>
<th>Course Title</th>
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</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>AHE-095</td>
<td>Topics/Health Care</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-106</td>
<td>CNA Practicum</td>
<td>1 credit</td>
</tr>
<tr>
<td>AHE-110</td>
<td>Principles of Clinical Practice</td>
<td>3 credits</td>
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<tr>
<td>AHE-111</td>
<td>Patient Care Skills</td>
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<td>AHE-112</td>
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<td>Phlebotomy/Medical Lab Theory</td>
<td>4 credits</td>
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<td>Communication Skills/Health Care</td>
<td>3 credits</td>
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<td>AHE-201</td>
<td>Advanced Clinical Skills</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-204</td>
<td>Patient Care Technician</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-205</td>
<td>Practical/Medical Assistant</td>
<td>3 credits</td>
</tr>
<tr>
<td>AHE-206</td>
<td>Practicum/Phlebotomy Technician</td>
<td>3 credits</td>
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<tr>
<td>AHE-209</td>
<td>Practicum Seminar</td>
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</tr>
<tr>
<td>BIO-108</td>
<td>Human Biology/Lab</td>
<td>4 credits</td>
</tr>
</tbody>
</table>

### Summer School Courses

The Summer School offers a variety of courses to continue your education during the summer months.
Study at Neighborhood Locations

**East Boston, Malden, Somerville and South End.**

Come join many students like yourself who enroll in Bunker Hill Community College courses at three convenient locations. Courses are offered to meet resident needs for an exciting and affordable college education. Evening classes, as listed below, allow students to begin work for an associate degree or certificate in a variety of fields offered by the College. You may register at the Admissions and Registration desk, located in the main lobby of B-building at the Charlestown Campus, and at the Enrollment Office at the Chelsea Campus.

**BHCC Site Information**

**East Boston Satellite**
East Boston Neighborhood Health Center
155 Addison Street, East Boston, MA, 02128

**Malden Satellite**
Malden High School
77 Salem Street, Malden, MA, 02148

**Somerville Satellite**
Mystic Activity Center
530 Mystic Avenue, Somerville, MA, 02145

**South End Satellite**
I.B.A./Villa Victoria
405 Shawmut Avenue, Boston, MA, 02118

Classes are for a specific group of students and therefore do not appear in this publication. Please contact the Registrar's Office at 617-228-2403 for more information.

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**East Boston Courses**

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**Malden Courses**

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<td>CHM-120</td>
<td>Principles of Inorganic Chemistry/Lab</td>
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**Somerville Courses**

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<td>Introduction to Literature</td>
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<td>PSY-101</td>
<td>Principles of Psychology</td>
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<td>PSY-213</td>
<td>Human Growth/Development</td>
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**South End Satellite Courses**

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<td>ENR-505</td>
<td>CMP-Aided Drawing &amp; Design</td>
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For more information, please contact the Registrar's Office at 617-228-2403.
Midnight Courses

To meet the needs of second-shift workers, parents and others who cannot attend college during daytime or evening hours, BHCC now offers courses starting at midnight. Courses in English, psychology and sociology are requirements for certificates and degrees ranging from computer science and fine arts to healthcare and other areas. The College provides free coffee for night-owl students.

Late-Night Courses

BHCC is offering late-night courses. These courses are geared to students who work late hours and others who cannot attend day-time classes. The late-night courses also make it possible for students currently taking 6 p.m. courses to attend two courses in the same evening.

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>ENG-112</td>
<td>College Writing II</td>
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<td>TH 11:45 p.m.-11:59 p.m.</td>
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<td>F 12:01 a.m.-2:30 a.m.</td>
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<td>HIS-151</td>
<td>Colonization thru Civil War</td>
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<td>PHL-111</td>
<td>World Religions</td>
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<td>Principles of Psychology</td>
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<td>T 11:45 p.m.-11:59 p.m.</td>
<td>B113</td>
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<tr>
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<td></td>
<td>W 12:01 a.m.-2:30 a.m.</td>
<td>B113</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Principles of Sociology</td>
<td>3</td>
<td>M 11:45 p.m.-11:59 p.m.</td>
<td>B108</td>
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<td>MAN-105</td>
<td>Principles of Marketing</td>
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<td>TH 9:00 p.m.-11:45 p.m.</td>
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<td>TBA</td>
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<tr>
<td>MAN-111</td>
<td>Principles of Management</td>
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<td>Principles of Sociology</td>
<td>3</td>
<td>T 9:00 p.m.-11:45 p.m.</td>
<td>B105</td>
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</tbody>
</table>

BHCC is offering late-night courses. These courses are geared to students who work late hours and others who cannot attend day-time classes. The late-night courses also make it possible for students currently taking 6 p.m. courses to attend two courses in the same evening.
BHConline your source for distance education

BHConline has been a leader in developing innovative methods of instructional delivery by offering the convenience and flexibility of distance education courses with a greater course selection to facilitate student success. The BHConline curriculum is comprised of:

- web courses available entirely via the Internet (section “WB”)
- hybrid courses, that rely on both the Internet and traditional classroom instruction (section “HB”)
- web late start semester (section “WBL”)

Studies indicate that successful distance education learners are usually mature, self-motivated, independent learners with excellent time management skills. Students who require flexible schedules (and do not require traditional lecture based classes) are also excellent candidates. Distance education courses involve the same (and at times, greater) academic rigor as the traditional college class. Like traditional classes, they are fully accredited and transferable to other institutions. Because teaching and learning in a virtual environment is relatively new, and chances are that this will be a new experience for many students, willingness to consider an alternative educational experience should be discussed with an academic advisor, faculty member, or a member of the BHConline staff.

Distance Education does not require that the student be in a particular place at a particular time (“asynchronous”), 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 e-mail, discussion forums, chat rooms, messaging and web conferencing.

Some courses may require that you come to the Charlestown campus to take an actual proctored, paper midterm or final exam. In extreme cases, you may also arrange to have exams proctored at other colleges or approved testing locations. Call the BHConline Office at 617-228-2466 for more information.

Web Course Orientation:

Students who are new to online courses are strongly urged to participate in one or more of the following orientation options to learn about using Moodle. Although participation is not mandatory, taking part in one of these orientation options will help you get a better grasp of the guidelines and expectations for successfully completing web courses at Bunker Hill Community College:

1. Participate in either of the "live" virtual computer based orientations from home or work on Friday, January 18, 2013, beginning at 12 noon; or on Tuesday, January 22, 2013, beginning at 3:00 p.m. Go to http://www.bhcc.mass.edu/bhconline for login information. Note: a microphone is required to speak, although questions can be asked through the session’s Chat feature.

2. Listen to the prerecorded orientation any time by logging into Collaborate (see link above on the BHConline website).

3. Join the Online Student orientation course, which begins one week prior to the start of the semester on Tuesday, January 15, 2013, and is available through Monday, January 21, 2013.

For more assistance, and for information about orientation, along with general information regarding BHConline, please email Katie Turner, call 617.228.2466, visit the BHConline Office (Charlestown Campus, Room E221), and/or review all the information on the BHConline website.
<table>
<thead>
<tr>
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<th>Course Title</th>
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<td>CIT-219</td>
<td>Information Security and Assurance</td>
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<tr>
<td>CIT-230</td>
<td>Help Desk Techniques</td>
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<tr>
<td>CIT-233</td>
<td>Advanced Microsoft Office</td>
<td>3</td>
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<tr>
<td>CIT-234</td>
<td>Decision Support Using Excel</td>
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<tr>
<td>CIT-236</td>
<td>SQL Programming</td>
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<tr>
<td>CIT-250</td>
<td>Collaboration, Communication &amp; Integration</td>
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<tr>
<td>CIT-268</td>
<td>Windows Operating System</td>
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<td>CIT-271</td>
<td>Batch File Programming</td>
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<td>CIT-503</td>
<td>CCNA Security</td>
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<td>CCR-101</td>
<td>Introduction to Criminal Justice</td>
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<td>CCR-102</td>
<td>The Juvenile Process</td>
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<td>CCR-103</td>
<td>Criminal Law</td>
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<td>CCR-107</td>
<td>Introduction to Corrections</td>
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<td>Management/Criminal Justice</td>
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<td>CCR-202</td>
<td>Evidence/Court Procedures</td>
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<td>CCR-203</td>
<td>Rehabilitation of Offender</td>
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<td>Criminal Investigation I</td>
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<td>ENV-196</td>
<td>Environmental Science II/Lab</td>
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<td>ENV-110</td>
<td>Sustainability and Resource Conservation and Lab</td>
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<td>GOV-101</td>
<td>Gov/Politics in US</td>
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<td>State/Local Politics</td>
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<td>World Civilization to 1500</td>
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<td>World Civilization from 1500</td>
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<td>Colonization thru Civil War</td>
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<td>Reconstruction to Present</td>
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<td>American Culture</td>
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<td>Elementary Japanese</td>
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<td>MAN-107</td>
<td>Introduction to Entrepreneurship</td>
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<td>Precalculus</td>
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<td>OIM-100</td>
<td>PC Keyboarding Techniques</td>
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<tr>
<td>PHL-101</td>
<td>Introduction to Philosophy</td>
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<tr>
<td>PHL-103</td>
<td>Ethics</td>
<td>3</td>
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<tr>
<td>PHL-111</td>
<td>World Religions</td>
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<tr>
<td>PSY-101</td>
<td>Principles of Psychology</td>
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<tr>
<td>PSY-131</td>
<td>Psych of Popular Culture</td>
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<td>PSY-203</td>
<td>Psych of Personal Adjustment</td>
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<td>PSY-209</td>
<td>Child Psychology</td>
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<td>PSY-213</td>
<td>Human Growth/Development</td>
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<tr>
<td>PSY-219</td>
<td>Social Psychology</td>
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<td>PSY-223</td>
<td>Personality</td>
<td>3</td>
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<tr>
<td>PSY-224</td>
<td>Adolescent/Adult Dev</td>
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<tr>
<td>PSY-227</td>
<td>Abnormal Psychology</td>
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<tr>
<td>PSY-235</td>
<td>Introduction to Behavioral Research</td>
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<td>SOC-101</td>
<td>Principles of Sociology</td>
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<td>SOC-109</td>
<td>Cultural Anthropology</td>
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<td>SOC-111</td>
<td>The Family</td>
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<td>SOC-205</td>
<td>Urban Sociology</td>
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<td>Juvenile Delinquency</td>
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<td>SOC-207</td>
<td>Criminology</td>
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<td>SOC-229</td>
<td>Sociology of Film</td>
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<td>SPN-101</td>
<td>Elem Spanish I</td>
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<td>SPN-102</td>
<td>Elem Spanish II</td>
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<tr>
<td>VMA-104</td>
<td>Drawing I</td>
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<td>VMA-105</td>
<td>Digital Imaging With Photoshop</td>
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<td>Introduction to Mass Media</td>
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<td>VMA-112</td>
<td>Art History: Prehistoric-Medieval</td>
<td>3</td>
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<tr>
<td>VMA-113</td>
<td>Art History: Renaissance to Contemporary</td>
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<td>VMA-123</td>
<td>Water Color I</td>
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<td>VMA-161</td>
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**Web Late Start Courses (WBL)**  
**February 4-May 19**

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<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
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<tr>
<td>BUS-101</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>CIT-110</td>
<td>Applications/Concepts</td>
<td>3</td>
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<td>ENG-111</td>
<td>College Writing I</td>
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<td>ENG-112</td>
<td>College Writing II</td>
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<td>HIS-151</td>
<td>Colonization thru Civil War</td>
<td>3</td>
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<td>MAN-111</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MAT-097</td>
<td>Foundations of Algebra</td>
<td>3</td>
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<tr>
<td>NUR-100</td>
<td>Drug Calculation</td>
<td>1</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY-213</td>
<td>Human Growth/Development</td>
<td>3</td>
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<td>VMA-112</td>
<td>Art History: Prehistoric-Medieval</td>
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<tr>
<td>VMA-113</td>
<td>Art History: Renaissance to Contemporary</td>
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**Hybrids**  
(Web component required)

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<td>ACC-101</td>
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<td>11HB</td>
<td>HYB W 2:30 p.m.-3:45 p.m.</td>
<td>D120</td>
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<tr>
<td>02HB</td>
<td>HYB S 8:30 a.m.-11:35 a.m.</td>
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<td>ACC-102</td>
<td>Principles of Accounting II</td>
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<td>R2HB</td>
<td>HYB S 8:30 a.m.-11:35 a.m.</td>
<td>D120</td>
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CIT-273 Ethical Hacking 4 credits
01HB HYB T 3:55 p.m.-5:10 p.m. D103 J L’Heureux

CIT-274 WAN Technologies 3 credits
R1HB HYB TH 8:30 a.m.-11:35 a.m. D103 B John
Class meets 04/10/19-05/19/19

CMT-111 HTML & Dreamweaver 3 credits
01HB HYB M 8:30 a.m.-9:45 a.m. D117 B Craven
M1HB HYB M 6:00 p.m.-7:15 p.m. T115 T Banje

CMT-125 Cascading Style Sheets 3 credits
01HB HYB W 8:30 a.m.-9:45 a.m. D117 B Craven

CRJ-101 Introduction to Criminal Justice 3 credits
03HB HYB T 10:00 a.m.-11:15 a.m. B109 A Cantanni
04HB HYB TH 8:30 a.m.-9:45 a.m. B211 A Cantanni

CRJ-208 Criminal Investigation I 3 credits
01HB HYB T 10:00 a.m.-11:15 a.m. B109 T Chuda

CRJ-211 Criminal Procedure 3 credits
01HB HYB TH 8:30 a.m.-9:45 a.m. B109 TBA

CRU-110 Introduction to Police Science 3 credits
01HB HYB T 10:00 a.m.-11:15 a.m. B109 T Chuda

CUL-211 Menu Design and Purchasing 3 credits
FH1HB HYB F 6:00 p.m.-7:15 p.m. E419 G Kelley

ECE-111 Special Needs Child in Early Childhood Education 3 credits
HH1HB HYB TH 4:30 p.m.-5:45 p.m. B131 TBA

ECO-201 Microeconomics 3 credits
01HB HYB S 12:00 p.m.-3:05 p.m. B109 R Fiore
Class meets 02/09/13-03/10/13

ECO-202 Microeconomics 3 credits
R1HB HYB S 12:00 p.m.-3:05 p.m. B109 R Fiore
Class meets 04/06/13-05/16/13

EMT-103 Emergency Medical Technician 7 credits
70HB HYB S 8:30 a.m.-2:30 p.m. B08 TBA
Class meets at the Chelsea Campus

ENG-112 College Writing II 3 credits
23HB HYB T 10:00 a.m.-11:15 a.m. B129A P Coiella
35HB HYB M 10:00 a.m.-11:15 a.m. B129A J Rogash

MAN-105 Principles of Marketing 3 credits
01HB HYB F 6:00 p.m.-9:05 p.m. B134 TBA
Class meets 02/09/13-03/29/13

MAN-111 Principles of Management 3 credits
R1HB HYB S 12:00 p.m.-3:05 p.m. B128 TBA
Class meets 04/06/13-05/18/13

MAN-112 Organizational Behavior/Design 3 credits
R1HB HYB F 6:00 p.m.-9:05 p.m. B134 TBA
Class meets 04/05/13-05/17/13

NUR-101 Health Assessment/Basic Skills 2 credits
T1HB HYB T 6:00 p.m.-8:00 p.m. G243 TBA

NUR-211 Nursing III 9 credits
02HB HYB Days and times to be arranged TBA
CLIN SU 7:00 a.m.-7:00 a.m. TBA

OIM-102 Medical Computer Apps 3 credits
70HB HYB W 8:30 a.m.-9:45 a.m. B07 TBA
Class meets at the Chelsea Campus

NUR-102 Medical Computer Apps 3 credits
70HB HYB W 8:30 a.m.-9:45 a.m. B07 TBA
Class meets at the Chelsea Campus

NUR-103 Health Assessment/Basic Skills 2 credits
70HB HYB TH 11:30 a.m.-12:45 p.m. B07 TBA
Class meets at the Chelsea Campus

OIM-106 Records & Info Management 3 credits
01HB HYB F 10:00 a.m.-11:15 a.m. D119 TBA

OIM-110 Document Generation II 3 credits
01HB HYB F 8:00 a.m.-9:15 a.m. D119 TBA

PHY-201 General Physics I/Lab 4 credits
S1HB HYB S 9:00 a.m.-11:15 a.m. B335 J Shabazzian

PHY-202 General Physics II/Lab 4 credits
FH1HB HYB F 6:00 p.m.-8:30 p.m. B335 J Shabazzian

PHY-251 College Physics I/Lab 4 credits
03HB HYB M 2:30 p.m.-4:55 p.m. B335 J F Brenner

PSY-101 Principles of Psychology 3 credits
R2HB HYB S 9:00 a.m.-12:05 p.m. D217 C Kelley
Class meets 04/06/13-05/18/13

SOC-101 Principles of Sociology 3 credits
02HB HYB S 9:00 a.m.-12:05 p.m. D217 J Solomon
Class meets 02/09/13-03/30/13

Courses marked with a leaf symbol are part of BHCC’s ongoing efforts to integrate sustainability into the College’s curriculum. These courses emphasize the importance of environmental responsibility and contribute significantly to students, understanding and practice of sustainability. Not all sections may be sustainable, please check with the Registrar’s Office if you have questions.

BHCC recommends all students check their BHCC email & BHCC Portal for important campus-wide notifications and announcements, as well as BHCConline course-related information.
BHCC Online Registration and Course Information

Students Enrolling in Web, Hybrid & Web Enhanced Courses:

Your username and password for Moodle (our Learning Management System) are the same as the credentials you use for the Web Advisor portal.

Moodle will be accessible to students one week prior to the start of classes. Access to actual courses in Moodle will be given on the first day of classes, January 22 (February 4 for late-start). To login, go to the BHCC Portal at www.bhcc.mass.edu/portal or to the BHCConline site at www.bhcc.mass.edu/bhcconline. Students must begin their coursework during the first week of classes. Students should email onlineservices@bhcc.mass.edu or attend an Orientation session http://www.bhcc.mass.edu/bhcconline if they are having technical difficulties logging on to their course.

Students Registering for Streaming Media (SM) Courses:

Streamed media courses designated as (SM) provide students with access to asynchronous media based courses available at www.bhcc.mass.edu/BHCCtv. Students can view course content from any computer with Internet access and Quick Time. Students complete coursework at home and mail assignments, papers and projects to the BHCConline Office. Proctored exams are required. Students may pick up the course syllabus and course orientation information at the BHCConline Office, room E221. For more information, you may call 617-228-2466.

Massachusetts Colleges Online

Massachusetts Colleges Online (MCO) is a consortium of the 15 community colleges and seven state universities of Massachusetts. The institutions have formed this partnership to extend convenient and flexible online courses and programs with students throughout the state and beyond. Students are encouraged to explore the website at www.mco.mass.edu to learn more about courses that are available through MCO. Although most courses transfer to other institutions, BHCC students should check with onlineadvising@bhcc.mass.edu for verification. For the Spring 2013 semester, BHCC is receiving the following online courses from MCO colleges:

- **BUS 201 WBM Business Law I**
- **BUS 202 WBM Business Law II**

For more information and to receive a username and password, students must e-mail Mei-Hua Driscoll (mdriscol@bhcc.mass.edu).

Academic Requirements and 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 Internet, sending and receiving e-mail, word-processing, attaching documents, and toggling back-and-forth between applications and pages.
- Multimedia “PC” computer with at least a 1.8ghz processor, 2GB of RAM, or a comparable Macintosh is required. Macintosh computers may not be used for CIT-110.
- A recent version of Microsoft Office (2007 or better, with Word, PowerPoint and Excel) is recommended.
- Access to the Internet with broadband connectivity is required.
- Browser requirements: Mozilla Firefox is recommended for Moodle (or Safari for Mac), but the best experience with BHCC Web Mail will be with Internet Explorer.
- All students must use their BHCC email (webmail.bhcc.edu). Your username 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.

BHCConline recommends all students check their BHCC email & BHCC Portal for important campus-wide notifications and announcements.
Weekend College is designed for busy adults who want to earn college credits in an ACCELERATED approach on the weekends. Degree programs are available in: General Concentration, Business, Education, Computers, Psychology, History & Government and Nursing Certificate programs are available in Paralegal and Culinary Arts.

Classes are scheduled in various formats to provide students with flexible options and the opportunity to complete their program of study by attending only on the weekends.

Course schedules include:
- web courses
- hybrid courses that combine classroom instruction with online instruction
- Saturday mini-session classes
- individualized self-paced courses through the Center for Self-Directed Learning
- traditional sixteen week courses available on Friday evenings, Saturdays and Sundays

Students interested in enrolling in a weekend degree program should contact the Admissions office at 617-228-3398. All students are required to complete assessment tests (CPTs) that assess skill levels in mathematics, English, and reading before registering for classes. CPTs are administered in the Assessment Center, located in room B118 on the Charlestown Campus. Please call 617-228-2468 for a schedule of testing sessions. Students may receive a testing exemption if they provide transcripts of completed courses in math and writing from any other accredited institution.

All Weekend College students are encouraged to attend a Weekend College information session, or see an advisor in the Advising Counseling Center before registering. Advisors are available: Monday-Wednesday: 8:30 a.m.-7 p.m., Thursday: 11 a.m.-7 p.m., and Friday: 8:30 a.m.-4 p.m.

Advisors are also available on Saturdays and Sundays: 8:30 a.m.-4 p.m. during the fall and spring semesters. Online advisors are available at onlineadvising@bhcc.mass.edu.

For more information, please call 617-228-3396 (Monday-Friday) 617-228-2345 (Saturday) or e-mail onlineadvising@bhcc.mass.edu.

### Weekend College Courses

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<th>Title</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
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<td>MIG-122</td>
<td>Positioning I</td>
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<td>B154</td>
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### Saturday Courses

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<td>ACC-101</td>
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<td>S1 9:00 a.m.-11:35 a.m.</td>
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<tr>
<td>ACC-205</td>
<td>Volunteer Income Tax Assistance</td>
<td>3</td>
<td>S1 9:00 a.m.-12:00 p.m.</td>
</tr>
<tr>
<td>ACC-216</td>
<td>Managerial Accounting</td>
<td>3</td>
<td>S1 9:00 a.m.-11:45 a.m.</td>
</tr>
<tr>
<td>BIO-108</td>
<td>Human Biology/Lab</td>
<td>4</td>
<td>S1 9:00 a.m.-1:00 p.m.</td>
</tr>
<tr>
<td>BIO-115</td>
<td>Nutrition Science/Lab</td>
<td>4</td>
<td>S1 9:00 a.m.-1:00 p.m.</td>
</tr>
<tr>
<td>BIO-203</td>
<td>Anatomy/Physiology I/Lab</td>
<td>4</td>
<td>S1 9:00 a.m.-11:30 a.m.</td>
</tr>
<tr>
<td>BIO-205</td>
<td>Microbiology/Lab</td>
<td>4</td>
<td>S1 9:00 a.m.-2:15 p.m.</td>
</tr>
<tr>
<td>BLL-001</td>
<td>Basic Conversation</td>
<td>2</td>
<td>S1 9:00 a.m.-11:45 a.m.</td>
</tr>
<tr>
<td>BLL-002</td>
<td>Basic Language Literacy</td>
<td>2</td>
<td>S1 12:15 p.m.-3:15 p.m.</td>
</tr>
<tr>
<td>BSL-001</td>
<td>Speak/Listen I</td>
<td>1</td>
<td>S1 9:00 a.m.-11:45 a.m.</td>
</tr>
<tr>
<td>BSL-002</td>
<td>Read/Write I</td>
<td>2</td>
<td>S1 12:15 p.m.-3:00 p.m.</td>
</tr>
<tr>
<td>BSL-005</td>
<td>Speak/Listen II</td>
<td>2</td>
<td>S1 9:00 a.m.-11:45 a.m.</td>
</tr>
<tr>
<td>BSL-006</td>
<td>Read/Write II</td>
<td>2</td>
<td>S1 12:15 p.m.-3:00 p.m.</td>
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<tr>
<td>BSL-010</td>
<td>Speak/Listen III</td>
<td>2</td>
<td>S1 9:00 a.m.-11:45 a.m.</td>
</tr>
<tr>
<td>BSL-011</td>
<td>Read/Write III</td>
<td>2</td>
<td>S1 12:15 p.m.-3:00 p.m.</td>
</tr>
</tbody>
</table>
### Sunday Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-101</td>
<td>Principles of Accounting I</td>
<td>3</td>
<td>SU LEC 9:00 a.m.-11:45 a.m.</td>
<td>D210 TBA</td>
</tr>
<tr>
<td>BIO-108</td>
<td>Human Biology/Lab</td>
<td>4</td>
<td>SU LEC 9:00 a.m.-1:00 p.m.</td>
<td>D302 D Rimmer</td>
</tr>
<tr>
<td>BIO-203</td>
<td>Anatomy/Physiology I/Lab</td>
<td>4</td>
<td>SU LEC 9:00 a.m.-2:15 p.m.</td>
<td>D316 A Freeman</td>
</tr>
<tr>
<td>BIO-204</td>
<td>Anatomy/Physiology II/Lab</td>
<td>4</td>
<td>SU LEC 9:00 a.m.-2:15 p.m.</td>
<td>D310 J King</td>
</tr>
<tr>
<td>BIO-205</td>
<td>Microbiology/Lab</td>
<td>4</td>
<td>SU LEC 9:00 a.m.-2:15 p.m.</td>
<td>D317 D Vandelop</td>
</tr>
<tr>
<td>BUS-101</td>
<td>Introduction to Business</td>
<td>3</td>
<td>SU LEC 12:15 p.m.-3:00 p.m.</td>
<td>D104 TBA</td>
</tr>
<tr>
<td>CHM-120</td>
<td>Principles of Inorganic Chemistry/Lab</td>
<td>4</td>
<td>SU LEC 9:00 a.m.-1:00 p.m.</td>
<td>D210 TBA</td>
</tr>
<tr>
<td>CIT-110</td>
<td>Applications/Concepts</td>
<td>3</td>
<td>SU LEC 12:00 p.m.-2:45 p.m.</td>
<td>D121 A TBA</td>
</tr>
<tr>
<td>CIT-112</td>
<td>Introduction to Networking</td>
<td>3</td>
<td>SU LEC 9:00 a.m.-11:45 a.m.</td>
<td>D103 TBA</td>
</tr>
<tr>
<td>CIT-167</td>
<td>Routers and Routing Basics</td>
<td>3</td>
<td>SU LEC 12:00 p.m.-2:45 p.m.</td>
<td>D103 TBA</td>
</tr>
<tr>
<td>ENG-095</td>
<td>Writing Skills II</td>
<td>3</td>
<td>SU LEC 9:00 a.m.-11:45 a.m.</td>
<td>D217 TBA</td>
</tr>
<tr>
<td>ENG-111</td>
<td>College Writing I</td>
<td>3</td>
<td>SU LEC 9:00 a.m.-11:45 a.m.</td>
<td>D223 TBA</td>
</tr>
<tr>
<td>ENG-112</td>
<td>College Writing II</td>
<td>3</td>
<td>SU LEC 9:00 a.m.-11:45 a.m.</td>
<td>D224 TBA</td>
</tr>
<tr>
<td>ESL-078</td>
<td>Academic Reading I</td>
<td>3</td>
<td>SU LEC 9:00 a.m.-11:45 a.m.</td>
<td>E135B TBA</td>
</tr>
</tbody>
</table>

### Course Locations

- **SU**: 12:00 p.m.-2:45 p.m.
- **D210**: TBA
- **D316**: D Rimmer
- **D317**: D Vandelop
- **D217**: C Kelley
- **D103**: TBA
- **D210**: TBA
- **D216**: TBA
- **D218**: TBA
- **D219**: TBA
- **D208**: TBA
- **D209**: TBA
- **D215**: TBA
- **D210**: TBA
- **D215**: TBA
- **D212**: TBA
- **D216**: TBA
- **D218**: TBA
- **D219**: TBA
- **D222**: C Kelley
- **D224**: TBA
- **D225**: TBA
- **D217**: TBA

### Additional Information

- **WBL** Online Late Start Courses
- **WEB** Online courses
- **WEB Based M** Monday
- **WEB Based T** Tuesday
- **WEB Based W** Wednesday
- **WEB Based TH** Thursday
- **WEB Based F** Friday
- **WEB Based S** Saturday
- **WEB Based SU** Sunday
- **WEB Base LE** Lecture

Courses marked with a leaf symbol are part of BHCC,s ongoing efforts to integrate sustainability into the College's curriculum. These courses emphasize the importance of environmental responsibility and contribute significantly to students, understanding and practice of sustainability. Not all sections may be available, please check with the Registrar's Office if you have questions.
## Center for Self-Directed Learning

Learn on your own schedule and at your own pace

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 and 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 the new H building on the Charlestown Campus.

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

### Spring Semester hours:
Monday-Thursday: 8:30 a.m.-9:00 p.m.
Friday: 8:30 a.m.-1:00 p.m.,
Saturday-Sunday: 8:30 a.m.-4:00 p.m.

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## Mini Sessions

BHCC offers students the option of taking courses in a seven-week accelerated format. Mini Sessions are perfect for those students who may have missed the traditional registration period. Mini Sessions also give the student an opportunity to register for a course they may have been closed out during the traditional semester.

### Mini Session I
**Session runs February 4-March 31**

<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</td>
</tr>
<tr>
<td>BUS-101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>CIT-110</td>
<td>Applications/Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIT-162</td>
<td>Introduction to Networking</td>
<td>3</td>
</tr>
<tr>
<td>CIT-267</td>
<td>Switching Basics/Intermediate Routing</td>
<td>3</td>
</tr>
<tr>
<td>ECO-201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>HIS-101</td>
<td>Western Civilization from Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>MAN-105</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAT-201</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT-202</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>NUR-100</td>
<td>Drug Calculation</td>
<td>1</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC-101</td>
<td>Principles of Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC-110</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECO-202</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>MAN-105</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAN-111</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>CIT-110</td>
<td>Applications/Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIT-167</td>
<td>Routers &amp; Routing Basics</td>
<td>3</td>
</tr>
<tr>
<td>CIT-274</td>
<td>WAN Technologies</td>
<td>3</td>
</tr>
<tr>
<td>NUR-100</td>
<td>Drug Calculation</td>
<td>1</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Mini Session II
**Session runs April 1-May 19**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-102</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>CIT-110</td>
<td>Applications/Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIT-274</td>
<td>WAN Technologies</td>
<td>3</td>
</tr>
<tr>
<td>ECO-201</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG-111</td>
<td>College Writing I</td>
<td>3</td>
</tr>
<tr>
<td>HIS-101</td>
<td>Western Civilization from Renaissance</td>
<td>3</td>
</tr>
<tr>
<td>MAN-105</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MAT-201</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT-202</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>NUR-100</td>
<td>Drug Calculation</td>
<td>1</td>
</tr>
<tr>
<td>PSY-101</td>
<td>Principles of Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Note:** For specific course details, including meeting times and locations, please refer to the official BHCC course catalog or contact the CSDL directly.
ACCOUNTING

ACC-101 Principles of Accounting I 3 credits
After a brief consideration of the meaning and purpose of accounting, this course explores the basic statements of an accounting system: the balance sheet, the income statement, and the statement of owner’s equity. Students will examine the accounting cycle with an emphasis on the methods of accumulating and summarizing data generated by business transactions. Students will apply their manual accounting skills to an automated accounting system using general ledger software. Areas of concentration will include adjusting entries, closing process, inventory analysis, merchandising transactions, cash control procedures, receivables, and ledger software. Areas of concentration will include adjusting entries, closing process, inventory analysis, merchandising transactions, cash control procedures, receivables, and ledger software. Prerequisites: Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

ACC-102 Principles of Accounting II 3 credits
This course is an introduction to the principles of accounting for business enterprises. It includes an overview of the accounting cycle and the preparation of financial statements, with a focus on the preparation of financial statements for different types of businesses, including merchandising, service, and manufacturing. The course also covers the principles of financial accounting, including the preparation of financial statements, the use of accounting information in decision making, and the use of accounting information in the preparation of financial statements. Prerequisite: Principles of Accounting I (ACC101).

ACC-201 Intermediate Accounting I 3 credits
This course covers, in detail, financial accounting, and generally accepted accounting principles. After a review of the accounting cycle, issues in revenue recognition and the time value of money are discussed. The four main financial statements are studied. Specific accounting issues pertaining to various current assets are covered. Prerequisite: Principles of Accounting II (ACC102).

ACC-202 Intermediate Accounting II 3 credits
A continuation of Intermediate Accounting I (ACC201), this course discusses accounting problems for long-term assets, current, and long-term liabilities. Issues in investments, leases, employee compensation, and taxes are covered. Accounting for shareholder equity and earnings per share are covered. The preparation of the Statement of Cash Flow is studied. Prerequisite: Intermediate Accounting I (ACC201).

ACC-105 Accounting Information Systems 3 credits
This course introduces students to Accounting Information Systems. The course focuses upon integrated systems, set up, and applications. The rules covered include, among other topics: general ledger, journal writing, invoicing, purchasing, inventory control, accounts receivable, accounts payable, cash receipts, cash disbursements, payroll, and spreadsheet applications. Prerequisites: Principles of Accounting I (ACC101), Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).

ACC-111 Investments 3 credits
Students will be introduced to the dynamic world of investing by examining various investment options. The course will cover techniques for successfully managing and achieving high returns. An in-depth examination of key economic reports will enable students to prepare a balanced portfolio of investments. Students will be exposed to the following investment vehicles: cash, bonds, mutual funds, stocks, real estate, and leveraging with options and futures. Prerequisite: Principles of Accounting II (ACC202).

ACC-112 Personal Finance 3 credits
An overview of personal financial planning, this course covers the following topics: the intelligent use of consumer credit, budgeting, banking, the time value of money, investments, insurance, retirement, and other long-term planning and tax ramifications. It is intended for students at all levels and for all programs of study.

ACC-204 Federal Income Tax I 3 credits
A continuation of Federal Income Tax I (ACC203), this course discusses the theoretical tax concepts that are applicable to corporations, partnerships, and trusts. The course covers both effective tax research and planning techniques for these types of entities. Prerequisite: Federal Income Tax I (ACC203).

ACC-205 Volunteer Income Tax Assistance 3 credits
This VITA internship provides an opportunity for students to assist taxpayers in filling out tax returns. There are several mandatory trainings that take place prior to the start of classes. Please get more information in Room C309. Prerequisite: Federal Income Tax I (ACC203).

LAB Practicum and Lecture
L/L Lab Practicum and Lecture
SEM Seminar
SLF Students determine their own schedule
WEB Web Based
M Monday
Th Thursday
F Friday
S Saturday
Su Sunday

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Allied Health

All Allied health courses meet at the Chelsea Campus

AHE-095 Topics/Health Care 3 credits

This course increases understanding across a broad spectrum of health care topics including readings and writings related to the core curriculum.

70 LEC T TH 8:30 a.m.-9:45 a.m. B07 V Natalie

AHE-102 Medical Interpreting II 2 credits

A continuation of Medical Interpreting I, this course includes an in depth discussion of cross-cultural communication including values and attitudes toward non-traditional health beliefs. Students will examine issues such as giving bad news to patients and dealing with difficulties between patients and health care providers. Other topics of discussion include prescription medicines, measurements for medical dosages, therapeutics and the social aspects of disease management, and medical insurance verification. Finally, chronic conditions such as asthma/COPD, HIV and diabetes as well as medical specialties such as mental health and obstetrics/gynecology are discussed. Prerequisite: Medical Interpreting I (AHE101).

80 LEC T TH 5:30 p.m.-7:20 p.m. B07 TBA

AHE-106 CNA Practicum 1 credit

This course consists of a clinical practicum of 21 hours at a skilled nursing facility to fulfill the State Nurse Aide Certification requirement. Additional expenses may include supplies, equipment, and/or uniforms. Co-requisites: Principles of Clinical Practice (AHE110) and Patient Care Skills (AHE111).

70 CLN Days and times to be arranged TBA TBA

AHE-110 Principles of Clinical Practice 3 credits

This course includes topics in the anatomy and physiology of body systems, diseases and conditions, ethics in health care, communication, medical terminology and abbreviations, standard and transmission-based precautions, CPR, and selected clinical skills. The course is open to Allied Health certificate program students only. Additional expenses may include supplies, equipment, and/or uniforms.

70 LEC M W 8:30 a.m.-9:45 a.m. B08 TBA

71 LEC M W 10:00 a.m.-11:15 a.m. B08 TBA

71 LEC T TH 12:00 p.m.-1:15 p.m. EBOS M Lamarra

71 LEC F 1:00 p.m.-2:15 p.m. EBOS M Lamarra

Class meets at the East Boston Satellite

AHE-111 Patient Care Skills 3 credits

This course covers the patient care theory and skills required to take the Certified Nurse Aide and Home Health Exam. Co-requisites: CNA Practicum (AHE106) and Principles of Clinical Practice (AHE110).

70 LEC F 8:30 a.m.-11:15 a.m. B08 TBA

71 LEC F 11:30 a.m.-2:15 p.m. B08 TBA

71 LEC F 3:00 p.m.-4:55 p.m. EBOS TBA

Class meets at the East Boston Satellite

AHE-112 Medical Assistant Skills 3 credits

This course covers the skills and theory necessary for medical assistants in hospitals and clinics. Topics include setting up and assisting with physical and special examinations, minor surgical procedures, routine laboratory tests, and related medical terminology and abbreviations. Co-requisite: Principles of Clinical Practice (AHE110).

70 LEC T TH 8:30 a.m.-9:45 a.m. B08 TBA

71 LEC T TH 10:00 a.m.-11:15 a.m. B08 TBA

AHE-115 Phlebotomy/Medical Lab Theory 4 credits

This course teaches the anatomy and physiology of the circulatory system and the process of collecting blood samples. The course, Phlebotomy/Phlebotomy Technology (AHE206) meet the requirements necessary to take one of the phlebotomy certification exams which are offered by several private certification groups. Certification is the responsibility of the student. In order to enroll in AHE115, students are required to have a Provider CPR Certification. Prerequisites: Writing Skills I (ENG090), Foundations of Math (MAT093), and Reading Skills I (RDG090).

70 LEC F 8:30 a.m.-12:15 p.m. B07 TBA

AHE-117 Communication Skills/Health Care 3 credits

This course provides the student with the skills to communicate effectively as an Allied Health Professional.

70 LEC M W 11:30 a.m.-2:15 p.m. B08 TBA

71 LEC T TH 2:00 p.m.-4:00 p.m. B08 D Latina

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 EXC and Phlebotomy. Prerequisite: Patient Care Skills (AHE111) or Medical Assisting Skills (AHE112).

70 LEC M 11:30 a.m.-2:15 p.m. B08 TBA

71 LEC T TH 2:00 p.m.-4:00 p.m. B08 D Latina

AHE-204 Patient Care Technician 3 credits

This course consists of a practical clinical 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).

70 CLN Days and times to be arranged TBA TBA

AHE-205 Practical/Medical Assistant 3 credits

This course consists of a practical clinical 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).

70 CLN Days and times to be arranged TBA TBA

AHE-206 Practicum/Phlebotomy Technician 3 credits

This course consists of a practical clinical at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Principles of Clinical Practice (AHE110) and Phlebotomy/ Laboratory Theory (AHE115).

70 LEC T TH 10:00 a.m.-11:15 a.m. B07 TBA

71 LEC T TH 11:30 a.m.-12:45 p.m. EBOS B04 TBA

71 LEC F 1:00 p.m.-2:15 p.m. EBOS B04 TBA

Class meets at the East Boston Satellite

AHE-209 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 Assistant (AHE204) or Practicum Medical Assistant (AHE205) or Practicum Phlebotomy Technician (AHE206) or Practicum Laboratory Assistant (AHE207).

70 LEC M W 12:30 p.m.-1:45 p.m. B07 TBA

70 LEC T TH 2:30 p.m.-3:45 p.m. B07 E Schwab

72 LEC F 12:30 p.m.-1:45 p.m. B07 TBA

AHE-299 Medical Interpreting Internship 1 credit

Students will be placed in a 30-hour internship to be completed over the course of the semester at a local healthcare facility under the direct supervision of a professional mentor. The course internship will consist entirely of active interpreting. Co-requisite: medical Interpreting II (AHE102).

70 CLN Days and times to be arranged TBA TBA

Business

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 to college. The course internship will consist entirely of active interpreting. Co-requisite: medical Interpreting II (AHE102).

01C SEM M W 10:00 a.m.-11:15 a.m. B221 T Fonts 01C must be taken with FSY101-03C

02 SEM M W 10:00 a.m.-11:15 a.m. B108 TBA

03 SEM M W 10:00 a.m.-11:15 a.m. B128 TBA

04C SEM M W 2:30 p.m.-3:45 p.m. D121B TBA 04C must be taken with CIT710-11C

04 SEM T TH 1:00 p.m.-2:15 p.m. B221 TBA

06 SEM T TH 10:00 a.m.-11:15 a.m. B108 TBA

07 SEM T TH 2:30 p.m.-3:45 p.m. B108 TBA

08 SEM M W 10:00 a.m.-11:15 a.m. H147 TBA

Class meets in the new H building

09 SEM F 11:30 a.m.-12:45 p.m. H148 TBA

10 SEM M W 8:30 a.m.-9:45 a.m. B206 TBA

Class meets at the Chelsea Campus

F1 SEM F 6:00 p.m.-7:45 p.m. B206 TBA

M1 SEM M 6:00 p.m.-7:45 p.m. B221 TBA

MH SEM T TH 10:00 a.m.-11:15 a.m. MLDN TBA

Class meets in the Malden Satellite

MH1 SEM T W 6:00 p.m.-8:45 p.m. MLDN TBA

Class meets at the Malden Satellite
BUS-202 Business Law II 3 credits
This concentrated course reviews and emphasizes corporation and basic contract law, product liability, sales, warranties, bankruptcy, partnerships, limited liability, transfer, foreclosure, insurance, trusts, and wills. Prerequisite: Business Law I (BUS201).
WBM WEB email mdiscoll@bhcc.mass.edu for username and password.

BUS-207 Professional Communication 3 credits
This course gives students a comprehensive understanding of the use and importance of effective communication in business. Students study types of written, oral, and electronic communication and develop a variety of professional communication skills essential to success in business. The course also addresses ethical and cultural issues associated with business communications. Prerequisite: Grade of C or better in College Writing I (ENG111).

Computers

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) classes should consider this as their first computer course. This course starts with an introduction to the Windows environment and covers operating system topics appropriate for beginners, keyboarding, document processing and productivity skills necessary to function in today’s electronic office environment. The course teaches students other skills necessary to use a personal computer as a tool for academic success. Utilizing the college’s computer laboratories students get extensive “hands-on” personal computer experience in MS WORD as well as E-Mail, INTERNET, and World Wide Web (WWW) access and use. Students emerge from this course with an understanding of essential computer concepts and terminology, use and application of the INTERNET, keyboarding proficiency, and a high degree of competence with personal computer hardware and software. All 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.

1. LEC M/W 7:00 a.m.-8:15 a.m. D116 TBA
2. LEC M/W 7:00 a.m.-8:15 a.m. D116 TBA
3. LEC M/W 7:00 a.m.-8:15 a.m. D116 TBA
4. LEC M/W 7:00 a.m.-8:15 a.m. D116 TBA
5. LEC M/W 7:00 a.m.-8:15 a.m. D116 TBA

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 confidence in troubleshooting, and effective use of the Internet. Students also will demonstrate an understanding of the functions of software programs, word processing, spreadsheets, and database management. In addition, students will learn to use word processing software to create and edit text and graphics. Prerequisite: Writing Skills I (ENG095) or Placement.

1. LEC L6 9:00 a.m.-11:15 a.m. D116 TBA
2. LEC L6 9:00 a.m.-11:15 a.m. D116 TBA
3. LEC L6 9:00 a.m.-11:15 a.m. D116 TBA
4. LEC L6 9:00 a.m.-11:15 a.m. D116 TBA
5. LEC L6 9:00 a.m.-11:15 a.m. D116 TBA

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 study 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 modern IT systems and the scope of knowledge needed to become an IT professional. Students are expected to have access to a computer with internet access outside of class as there is a major web component to this course. Designed for first-time, full-time Computer Technology students, this course will fulfill the Learning Community Seminar requirement for the Computer Information Technology Department. First year students registering for this course should not register for CIT101 or CIT102.

1. LEC M/W 7:00 a.m.-8:15 a.m. D121A M Puspol
2. LEC M/W 8:30 a.m.-9:45 a.m. D101 M Puspol
3. LEC M/W 8:30 a.m.-9:45 a.m. D116 B Bergmann
4. LEC M/W 10:00 a.m.-11:15 a.m. D117 TBA
5. LEC M/W 10:00 a.m.-11:15 a.m. D116 TBA
6. LEC M/W 11:30 a.m.-12:45 p.m. D116 L Bergmann
7. LEC M/W 11:30 a.m.-12:45 p.m. D121B TBA
8. LEC M/W 1:00 p.m.-2:15 p.m. D119 TBA
9. LEC M/W 1:00 p.m.-2:15 p.m. D121A B John
10. LEC M/W 1:00 p.m.-2:15 p.m. D121B L Bergmann
11. LEC M/W 3:35 p.m.-5:00 p.m. D121B F Jernandes

12. LEC M/W 2:30 p.m.-3:45 p.m. D119 TBA
13. LEC M/W 3:55 p.m.-5:10 p.m. D101 TBA
14. LEC T/H 7:00 a.m.-8:15 a.m. D116 B John
15. LEC T/H 8:30 a.m.-9:45 a.m. D121B M Puspol
16. LEC T/H 8:30 a.m.-9:45 a.m. D117 D Puspol
17. LEC T/H 8:30 a.m.-9:45 a.m. D121A L Bergmann
18. LEC T/H 10:00 a.m.-11:15 a.m. D11B P Veilott
19. LEC T/H 10:00 a.m.-11:15 a.m. D101 W Cronin
20. LEC T/H 11:30 a.m.-12:45 p.m. D20C P Veilott

21. LEC T/H 11:30 a.m.-12:45 p.m. D116 L Bergmann
22. LEC T/H 2:30 p.m.-3:45 p.m. D121A W Cronin
23. LEC T/H 2:30 p.m.-3:45 p.m. D21C W Cronin

24. LEC F 8:30 a.m.-9:45 a.m. D101 TBA
25. LEC F 8:30 a.m.-9:45 a.m. D20A TBA
26. LEC T/H 8:30 a.m.-9:45 a.m. D20B TBA

27. LEC W 6:00 p.m.-8:45 p.m. D20B TBA
28. LEC W 5:30 p.m.-8:15 p.m. D116 TBA

29. LEC W 8:30 a.m.-9:45 a.m. WBM WEB email mdiscoll@bhcc.mass.edu for username and password.

WBM WEB email mdiscoll@bhcc.mass.edu for username and password.
deals with critical infrastructure such as business, hospitals, and transportation. These areas have been called network security, intrusion detection, and physical security. Forensics is the name for a newly emerging field of study that investigates the legal, ethical, and professional issues in information and Internet security. Topics covered include, but are not limited to, theft, phishing, spam, email scams, personal and corporate fireswalls, spyware, and virus scanning software. Chat rooms, Internet crimes against children, cyber predators, digital computer forensics, wiretapping and wireless home & organization networks, cyber terrorism, and cyber vandalism. Students gain practical experience in Internet security considerations through a capstone Security Project. Students completing the course also attain the i-SAFE.Org certification. Prerequisite: Applications Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120), equivalent experience or permission of the department chair.

CIT-118 Principles of Internet & Information Security 3 credits

This is a course in Internet and Information Security which introduces students to all major areas related to securing both personal and organizational information in the Internet. Students will be exposed to an introduction to physical and electronic security issues, students proceed to explore the legal, ethical and professional issues in information and Internet security. Topics covered include, but are not limited to, theft, phishing, spam, email scams, personal and corporate fireswalls, spyware, and virus scanning software. Chat rooms, Internet crimes against children, cyber predators, digital computer forensics, wiretapping and wireless home & organization networks, cyber terrorism, and cyber vandalism. Students gain practical experience in Internet security considerations through a capstone Security Project. Students completing the course also attain the i-SAFE.Org certification. Prerequisite: Applications Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120), equivalent experience or permission of the department chair.

CIT-128 Database Design with MS Access 3 credits

This is a comprehensive course in the use and application of databases in database applications based on the most current version of MICROSOFT ACCESS. The course covers all aspects of a database, including entity relationship modeling, tables, reports, queries, forms and other database objects. All key MS ACCESS functionality including Internet applications, integration with the Web and other software programs are covered. Students gain some experience using Structured Query Language (SQL) and Visual BASIC for Applications (VBA) in the final component of the course. Microsoft Corporation has approved this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC ACCESS Certification Examination upon completion of this course. Prerequisite: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & Object Oriented Programming (CIT120), equivalent experience or permission of the department chair.

CIT-190 Introduction to Programming 4 credits

This is a first course in Object Oriented Programming (OOP) theory, logic, and design. Taught in the College's hands-on Computer Laboratory, this course introduces the program design and development process including concepts of variables and flow control, objects, classes, methods, and polymorphism. Students will use an Object Oriented Programming Language as a design code and implement the programs covered in the course. Students taking this course are expected to have solid knowledge of basic computer terminology, internet navigation and email, operating system and file management skills. Strong analytical skills are recommended for students enrolled in this course. Please note that this course is a four credit course with six contact hours and analogous homework. This course fulfills the Learning Community Seminar requirement for students in AA Computer Science, AS Computer Science, and AS Computer Engineering areas of study. Other departments may allow this course to be used as a LC seminar for their students. Students in majors other than the above should obtain their advisor's or the leading faculty member's approval before registering in the course. Prerequisites: Intermediate Algebra (MAT099), Writing Skills II (ENG095), and Reading Skills II (RDG095) or placement. Pre/corequisite: College Algebra/STEM (MAT194). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-141 PACS Administration I 3 credits

This is an introductory course covering the major aspects of administering Picture Archiving & Communication Systems, PACS. This course provides students with an overview and introduction to the core aspects PACS Systems Administration and Technology including, but not limited to: PACS components, functions and standards, PACS network and infrastructure, PACS image acquisition, archiving, query, storage and retrieval, and PACS Management Software modules. This course focuses on an understanding and appreciation of the duties of PACS administration professional and how PACS relates to and interacts with the Hospital Information (HS) and Radiology Information (RS) Systems. Upon completion of this course students will have the knowledge, skills and competencies necessary to administering the PACS system. Students enrolling in this course are expected to have a solid knowledge of computer terminology, internet navigation and e-mail, operating system and file management skills. Prerequisite: Information Technology Fundamentals (CIT112), equivalent experience or permission of the CIT department chairperson. Pre/corequisite: Introduction to Diagnostic Imaging & PACS (MIG161).

CIT-162 Introduction to Networking 3 credits

This course introduces students to fundamental networking concepts and technologies. The material in this course is accompanied by broadband technology demonstrations 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 models used to plan and implement networks: OSI 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 become familiar with the various network devices, network addressing schemes, and 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 Information Technology Fundamentals (CIT112) or IT Problem Solving (CIT113) or Intro to Computer Science & Object Oriented Programming (CIT120) or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-167 Routerng and Rooting Basics 3 credits

The primary focus of this course is on routing and routing protocols. The goal is to develop an understanding of how a router learns about remote networks and determines the best path to those networks. This course includes both static routing and dynamic routing protocols. By examining multiple routing protocols, you will gain a better understanding of each of the individual routing protocols and a better perspective of routing in general. Learning the configuration of routing protocols is fairly simple. Developing an understanding of the routing concepts themselves is more difficult, yet is critical for implementing, verifying, and troubleshooting routing operations. Each student completing the course will gain a single topological knowledge of a single router through the chapter. You will be using that topology to configure, verify, and troubleshoot the routing operations discussed in the chapter. The labs and Packet Tracer activities used in this course are designed to help you develop an understanding of how to configure routing operations as well as reinforcing the concepts learned in each chapter. Prerequisite: Introduction to Networking (CIT162). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-182 PC Hardware & Software 3 credits

This course provides an excellent, interactive exposure to personal computers, hardware, and operating systems. Students completing this course will be able to describe the internal components of a personal computer, assemble a system, install an operating system, and troubleshoot using system tools and diagnostic software. They will also be able to connect computers to the Internet, share resources over a networked environment and develop greater skills and confidence in working with desktop and laptop computers. Students participate in hands-on activities and lab-based learning to become familiar with hardware, software, and Internet skills. Students will discover the best practices in maintenance and safety. Topics covered include: laptops and portable devices, wireless connectivity, security, safety and environmental issues. Scandalone virtual
COURSE DESCRIPTIONS & Section Listings

learning tools supplement classroom instruction and provide opportunities for interactive "hands-on" learning. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-216 Visual Basic 3 credits
This course covers an introduction to computer programming using Visual Basic. The course provides students with "hands-on" exposure to object-oriented programming techniques and emphasizes programming logic, using the event-driven components of Visual Basic. Using laboratory case assignments, students plan, design, and create their own Windows applications. They learn how to create a user interface, set property values, design the logic structures of the project and write the associated Visual Basic code. Topics covered include variables and mathematical operations, decision and looping structures, procedures and functions and simple single array. Prerequisite: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science and Computer Applications/Concepts (CIT110) or equivalent experience and permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

01 LEC M,W 7:00 a.m.-8:15 a.m. D101 D Puopolo
02 LEC T,TH 1:30 p.m.-2:45 p.m. D101 D Puopolo
04 LAB TH 9:00 a.m.-10:15 a.m. D111 TBA
M1 LEC M 3:30 p.m.-4:45 p.m. D101 TBA
SU LEC SU 12:00 p.m.-1:45 p.m. TBA

CIT-218 Intermediate Visual Basic 3 credits
Expanding on the principles of object oriented and visual programming contained in Visual Basic (CIT216), this intermediate level course provides students with additional in-depth exposure to the Visual Basic language. Students gain experience working with VB arrays and data interfaces, combination controls and functions, menu design and database interfaces and inheritance. The course is covered as part of the continuing exposure to object oriented programming. The course emphasizes the incorporation of databases within a Visual Basic Project. Prerequisite: Visual Basic (CIT216) or permission of the instructor and/or department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. J Fernandes

CIT-219 Information Security 3 credits
Emphasis in this course in Information Security and Assurance will be placed on understanding the key issues associated with protecting information, the technologies behind securing information and the subsequent detection and response to data breaches and other cyber threats. Topics will include inspection of information assets, detection of and reaction to threats to information assets, and examination of pre- and post-incident procedures, technical responses and an overview of the Information Security Planning functions. There will be a hands-on lab component required for this course. Students taking this course will be required to sign The White Hat Oath, a Code of Ethics form the International Information Systems Security Certification Consortium, Inc. (www.isc2.org). Prerequisite: Windows Operating Systems (CIT268), equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

CIT-220 Help Desk Techniques 3 credits
This course provides students with an overview of the design, implementation, and management of a computer help desk or customer support center. Topics include customer service skills, troubleshooting tools and methods, problem-solving strategies for common support problems, the incident management process, and user analysis and assessment. The course also covers industry certifications, professional associations, and standards of ethical conduct for help desk personnel. Prerequisites: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & Object Oriented Programming (CIT120), Writing Skills II (ENG095), Reading Skills II (RDG095) and one additional completed CIT course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

01 LEC M,W 7:00 a.m.-8:15 a.m. D103 TBA
WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. J Cheveux

CIT-233 Advanced Microsoft Office 3 credits
This advanced course covers the use and application of integrate PC applications software based on the most current version of Microsoft Office. It covers the following applications in detail: Advanced Word Processing, Spreadsheet, Database, Presentation Graphics and Desktop Publishing. 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 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: Introduction to MS Office (CIT133) or Computer 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.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo

CIT-234 Decision Support Using Excel 3 credits
This comprehensive course covers the use and application of Decision Support using spreadsheet software based on the most current version of Microsoft Excel. The applications include basic spreadsheet operations, charting, web queries, multiple sheet workbooks, macros, advanced functions, and data base features. The course emphasizes applications involving financial decision-making, financial planning and "what-if" analysis as they relate to business and organizational models. Internet applications of MS Excel and integration of the other MS Office programs are also covered. 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 upon completion of this course. Prerequisite: Computer Applications/ Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & Object Oriented Programming (CIT120), equivalent experience or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo

CIT-236 SQL Programming 3 credits
This course introduces students to the fundamentals of Structured Query Language (SQL), including relational database, table creation, updating, and manipulation concepts. Using a live data base, students learn SQL basics and then move on to the more sophisticated and challenging aspects of SQL. Students get in-depth knowledge of the language through extensive use of Internet based, industry standard SQL programming and certification testing engines. Upon completion of this course, student have the skills and competencies required to program in SQL and the background necessary to continue to intermediate and advanced courses in database procedural programming and database administration. Prerequisite: Computer Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science and Object Orient Programming (CIT120), or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

01 LEC M,W 8:30 a.m.-9:45 a.m. D121B TBA
WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo

CIT-237 C++ Programming 4 credits
This course prepares students to understand the fundamentals of data structures with an emphasis on software engineering. Topics include multidimensional arrays, records, dynamic memory allocation, stacks, queues, lists, trees, graphs, and others. The department strongly recommends that students achieve a grade of B- or better in Java Programming (CIT239). Prerequisite: Java Programming (CIT239) and Precalculus (MAT197). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

01 LAB T TH 6:00 p.m.-8:45 p.m. D121A TBA

CIT-240 Database Programming 3 credits
This is an intermediate course in procedural programming for database management systems. Topics in this course include: anonymous and named blocks, named procedures and functions, cursors, triggers, collections and the creation and manipulation of temporary tables. Students perform mid-to advanced level manipulation of databases required to produce CHS-aggregated relational database queries. Prerequisite: SQL Programming (CIT236) or permission of department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo

CIT-242 Data Structures & Algorithms 3 credits
This course prepares students to understand the fundamentals of data structures with an emphasis on software engineering. Topics include multidimensional arrays, records, dynamic memory allocation, stacks, queues, lists, trees, graphs, and others. The department strongly recommends that students achieve a grade of B- or better in Java Programming (CIT239). Prerequisite: Java Programming (CIT239) and Precalculus (MAT197). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo

CIT-250 Collaboration, Communication & Integration 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. Using the most current version of the core MS OFFICE applications, the course proceeds to cover in detail, the creation, 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
Prerequisite: Introduction to Networking (CIT162). will have a variety of hands-on and case project assignments and physical networking security concepts. In addition, countermeasures for e-mail, Web applications, remote access, that may be used against your network, the threats and networking environment. You will learn about the understanding of network security principles and

The goal of this course is to provide you with a fundamental required to take and pass your Certified Wireless Network divided into two sections, one that teaches the wireless skills LAN, MAN, CAN and WAN networks. The course is

Prerequisite: Introduction to Networking (CIT162).

L EC

T TH 2:30 p.m.-3:45 p.m. D103 D.Kiley-Procopio

T,TH 2:30 p.m.-3:45 p.m. D103 B.John

T1 L EC T 6:00 p.m.-8:45 p.m. D103 TBA

CIT-264 Networking Security 3 credits

The goal of this course is to develop an understanding of network security principles and implementation. You will learn about the technologies used and principles in creating a secure networking environment. You will learn about the authentication, the types of attacks and malicious codes that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Further, you will learn about intrusion detection systems, firewalls, and physical networking security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, you will get to understand the daily tasks involved with managing and troubleshooting those technologies. You will have a variety of hands-on and case project assignments that reinforce the concepts you read in each chapter.

Prerequisite: Introduction to Networking (CIT162).

01 L EC M, W 8:30 a.m.-9:45 a.m. D103 B.John

02 L EC M,W 8:30 a.m.-9:45 a.m. D103 B.John

T1 L EC T 6:00 p.m.-8:45 p.m. D103 TBA

CIT-268 Windows Operating Systems 3 credits

This course provides students with in-depth, hands-on experience with the most commonly used versions of the Windows operating system. Students gain experience using system file managers, utilities, set-up procedures, and other major components of the operating systems. In addition, the course emphasizes gaining an understanding of device drivers, link libraries, memory management, and multi-tasking requirements, and multi-media considerations. Upon completion of the course, students have a high degree of competence in the application and use of these Windows operating systems such as Windows, DOS, and Linux. (Prerequisite: Application/Concepts of CIT110) or Information Technology Fundamentals (CIT112) or IT Problem Solving (CIT113) or Intro to Computer Science & Object Oriented Programming (CIT120) or permission of the department chair. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

01 L EC M,W 10:00 a.m.-11:15 a.m. D121A J.Fernandes

02 L EC M,W 3:35 p.m.-5:10 p.m. D121A J.Fernandes

01 L EC M,W 3:35 p.m.-5:10 p.m. D121A J.Fernandes

01 L EC M,W 10:00 a.m.-11:15 a.m. D121A J.Fernandes

02 L EC M,W 3:35 p.m.-5:10 p.m. D121A J.Fernandes

S1 L EC S 12:00 p.m.-2:45 p.m. D121A TBA

W L EC W 6:00 p.m.-8:45 p.m. D121A TBA

W B WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. J.Fernandes

CIT-270 Linux Administration/Lab 4 credits

This course introduces students to the fundamentals of creating and maintaining a network supported by LINUX operating systems. It is assumed that students already have a grasp of the basic LINUX commands hence the focus will be on System Administration which will include but not be limited to installation, distributed computing, system administration tools and tasks, file systems, printing, send mail, NIS, NFS, DNS/BIND and setting up a firewall. Prerequisite: Introduction to Networking (CIT162). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

01 L EC F 10:00 a.m.-2:00 p.m. D103 J.Fernandes

CIT-271 Batch File Programming 1 credit

This course teaches students how to create batch files to automate a sequence of commands, to write and use batch files for complex tasks, to use batch file subcommands, to halt the execution of a batch file and to write batch files using replaceable parameters and environment variables. Prerequisite: Linux Administration/Lab (CIT270). Pre/ co-requisite: Windows Operating Systems (CIT268). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

W B WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. J.Fernandes

CIT-273 Ethical Hacking 4 credits

This course introduces the information technology security specialist to the various methodologies for attacking a network. The student will be introduced to the concepts, principles and techniques, supplemented by "hands-on" exercises for attacking and disabling a network. These methodologies are presented within the context of properly securing the network. The course will emphasize network attack methodologies with emphasis on student use of network attack techniques and tools and appropriate defenses and counter measures. Students will receive course content information through a variety of methods. Lectures and demonstration of backdoor tools will be used in addition to an interactive environment. Students will receive a "hands-on" practical approach in penetration testing measures and ethical hacking. There is an ethics requirement for this course. Students will also be required to sign the White Hat Oath. Students are expected to have access to a computer with internet access outside of class as there is a major web component to the course. Prerequisite: Windows Operating Systems (CIT268) or Linux Administration/Lab (CIT270) or permission of the department chairperson.

01 HYB HYB T 7:30 p.m.-9:45 p.m. D102 J. L’Heureux

WEB Component required

CIT-274 WAN Technologies 3 credits

The primary focus of this course is on accessing wide area networks (WAN). It is assumed that students already have a grasp of various WAN technologies to connect small- to medium-sized business networks. The course introduces WAN converged applications and quality of service (QoS). It focuses on WAN technologies including PPP, Frame Relay, and broadband links. WAN security concepts

L/L Linux Administration/Lab Seminar

SEM Web Based

SLF Students determine their own schedule

WEB Online Start Courses

WBL Online Late Start Courses

WBM Mass Colleges online

CIT-207 Networking for Linux 3 credits

This course introduces students to the network operating systems of Linux. Students will be introduced to the concepts, principles and techniques, supplemented by "hands-on" exercises for attacking and disabling a network. These methodologies are presented within the context of properly securing the network. The course will emphasize network attack methodologies with emphasis on student use of network attack techniques and tools and appropriate defenses and counter measures. Students will receive course content information through a variety of methods. Lectures and demonstration of backdoor tools will be used in addition to an interactive environment. Students will receive a "hands-on" practical approach in penetration testing measures and ethical hacking. There is an ethics requirement for this course. Students will also be required to sign the White Hat Oath. Students are expected to have access to a computer with internet access outside of class as there is a major web component to the course. Prerequisite: Windows Operating Systems (CIT268) or Linux Administration/Lab (CIT270) or permission of the department chairperson.
are discussed in detail, including types of threats, how to analyze network vulnerabilities, general methods for mitigating common security threats and types of security appliances that can be used to mitigate the threats. The course covers the principles of traffic control and access control lists (ACLs) and describes how to implement IP addressing services for an Enterprise network, including how to configure NAT and DHCP. This course also helps students learn TCP/IP concepts and why they are discussed in each chapter. Prerequisite: Switching Basics & Intermediate Routing (CIT267). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-282 MS Windows Administration/Lab 4 credits

This course provides the student with necessary knowledge and hands-on skills required to manage the most current and industry-accepted version of Microsoft Windows. The course takes the student through the requirements necessary to complete the Microsoft Certified Professional (MCP) exam required by industry. Topics include, but are not limited to, installation, managing users and groups, managing domains via an overview of the Active Directory Services feature, print services, disk storage, remote access, managing and monitoring the network, the Registry and troubleshooting techniques. Course labs challenge students to piece together new and old networking concepts to reinforce each topic. Prerequisite: Introduction to Networking (CIT162). Pre-requisite: Windows Operating Systems (CIT268). For additional information and/or a course syllabus contact CITDdept@bhcc.mass.edu.

H1 LEC TH 5:30 p.m.-9:30 p.m. D103 TBA

CIT-284 Advanced C++/OOP 3 credits

This course covers intermediate-level programming. Students learn advanced topics of C++, dynamic memory, allocation, pointers, etc., and OOP, function and operator overloading, class design and object abstraction, ADT design, templates, inheritance, polymorphism. Students learn to analyze and design programs, develop object-oriented applications and create new classes. Prerequisite: CIT-283.

S1 LEC S 12:00 p.m.-3:15 p.m. D103 TBA

CIT-285 Advanced Java Programming 3 credits

This course thoroughly examines many of the sophisticated features of the Java programming language, including interfaces, advanced graphics, some data structures, file I/O techniques, multithreading, advanced JDBC, Servlets, and Java Server Pages. Students demonstrate their mastery of the material through a series of graded projects and examinations that challenge at an extremely high level. The course not only instructs in the preparation of applications and apps that focus on business-related topics, but also teaches JAVA in an internet-based, integrative environment that utilizes cross-platform tools. Prerequisites: Grade of C or better in Java Programming (CIT259) and Precalculus (MAT197). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

S1 LEC S 9:00 a.m.-11:45 a.m. D103 TBA

CIT-287 Survey of New Popular OOPL for Programmers 3 credits

This course is for students who already have deep knowledge of an object Oriented Language (Advanced Java or Advanced C++). This course will go in depth three of the most commonly requested OOPL in the job market, C#, Visual Basic.NET and Python (languages covered may change depending on the current job market needs). The course will focus on the idiosyncrasies of the different new languages. Knowledge of previous concepts and ability to implement lengthy and complex programming solutions, use of the debuggers and ease to adapt in different IDEs is assumed. Long case-study-like projects will be required for each language. A student will be expected to analyze and solve the problems by applying the good programming practices and styles already learned in prior semesters. Depending on the current job market needs (i.e., the assumption of Python will be introduced by learning Python). This course surveys students to a breadth of topics that lay the foundation to take higher level computer science courses and/or provides computer science thinking for students in a variety of other programs. This is not a “computation appreciation” course but a challenging and rigorous course in which the students spend time and effort learning to bend the computer to their will. Prerequisites: Foundations of Algebra (MAT097) or placement in a higher level math course. Additional Requirements: Regular access to a computer with reliable internet connection to view and complete online lecture sequences and exercises.

L1 LEC M,W 11:30 a.m.-12:45 p.m. B215 Kozlowski/Armstrong

CIT-523 Python Programming 3 credits

This is an introductory computer science course that focuses on computational thinking to solve real problems. This course provides a "flipped" instructional model that requires students to view and complete MIT course lectures online as their homework. In class meetings focus on hands-on, problem based assignments and group work based on the homework. Concepts learned in this course are applied in projects introduced by learning Python. This course surveys students to a breadth of topics that lay the foundation to take higher level computer science courses and/or provides computer science thinking for students in a variety of other programs. This is not a "computation appreciation" course but a challenging and rigorous course in which the students spend time and effort learning to bend the computer to their will. Prerequisites: Foundations of Algebra (MAT097) or placement in a higher level math course. Additional Requirements: Regular access to a computer with reliable internet connection to view and complete online lecture sequences and exercises.

L1 LEC M,W 10:00 a.m.-11:25 a.m. D116 Tolson/Clonke

CIT-537 Introduction to I-Pad, I-Phone Application Development 3 credits

This course introduces students to the design and development of mobile computing applications for the Apple. Computer i-Pad, and i-Phone. The course includes detailed coverage of fundamental mobile computing design concepts, terminology applications and tools. Students who complete this class will have the opportunity to participate in a group interview about their experience in the course. Responses will be kept anonymous.

L1 LEC M,W,T,F 11:30 a.m.-12:45 p.m. E161 L’Heureux/Elithorn

CIT-541 Health Care Information Networking 3 credits

The Cisco Health Information Networking course, offered through the BHCC Cisco Networking Academy, is a technology-focused curriculum primarily designed for students who are looking for career-oriented, entry-level healthcare focused skills that can be applied toward entry-level specialist careers in healthcare networking. Health Information Networking is a blended curriculum with both online and classroom learning. The program aims to develop and deepen understanding of principles and practicalities needed for information technology professionals wishing to specialize in healthcare network implementations. Topics include: basic information on healthcare settings, Principles of security and privacy in healthcare, fundamentals of information technology in healthcare, fundamentals of electronic health records systems, basic information on medical practice workflows, how to adjust workflows for healthcare focused environments, how to design and implement security controls, how to detect, troubleshoot and correct common Enterprise network issues, how to detect, troubleshoot and correct common Enterprise network issues, and designing, implementing, and maintaining Enterprise networks, including how to configure NAT and firewall, routing protocols, and Internet connection. This course will feature a “flipped” instructional model that requires students to view and complete MIT course lectures online as their homework. In class meetings focus on hands-on, problem based assignments and group work based on the homework. Concepts learned in this course are applied in projects introduced by learning Python. This course surveys students to a breadth of topics that lay the foundation to take higher level computer science courses and/or provides computer science thinking for students in a variety of other programs. This is not a “computation appreciation” course but a challenging and rigorous course in which the students spend time and effort learning to bend the computer to their will. Prerequisites: Foundations of Algebra (MAT097) or placement in a higher level math course. Additional Requirements: Regular access to a computer with reliable internet connection to view and complete online lecture sequences and exercises.

L1 LEC M,W,T,F 11:30 a.m.-12:45 p.m. E161 L’Heureux/Elithorn

CIT-541 Health Care Information Networking 3 credits

This course introduces students to the design and development of mobile computing applications for the Apple. Computer i-Pad, and i-Phone. The course includes detailed coverage of fundamental mobile computing design concepts, terminology applications and tools. Students who complete this class will have the opportunity to participate in a group interview about their experience in the course. Responses will be kept anonymous.

L1 LEC M,W,T,F 11:30 a.m.-12:45 p.m. E161 L’Heureux/Elithorn

CIT-541 Health Care Information Networking 3 credits

This course introduces students to the design and development of mobile computing applications for the Apple. Computer i-Pad, and i-Phone. The course includes detailed coverage of fundamental mobile computing design concepts, terminology applications and tools. Students who complete this class will have the opportunity to participate in a group interview about their experience in the course. Responses will be kept anonymous.
EPU-104  AC Circuit Theory/Lab  4 credits
This course provides in-depth coverage of alternating current electrical theory. Topics covered include inductance, transmutation, capacitance, voltage, reactance, impedance, and resonance. The j-operator is employed. Course meets 3 hrs. lecture/3 hrs. lab. Prerequisite: DC Circuit Theory/Lab (ETT110).
01 LEC TTH 7:30 a.m.-11:15 a.m. M04 TBA

EPU-205  Introduction to Substation Operations  4 credits
This course introduces students to electric substations. Through classroom instruction and extensive hands-on experience students will learn about the basic purpose and operation of substations as key parts of power distribution systems. Students will learn the various job responsibilities of substation personnel. Safety procedures including vault entry/exit and rescue procedures will be discussed and demonstrated. Students will learn how to read and interpret substation prints. Substation equipment orientation will be performed to provide students with an understanding of substation equipment. Students will become familiar with the dispatch center and its functions. (Note: This course covers many of the same topics as EPU193, Underground and Substation Operations, but in greater detail and with more depth and hands-on practice.) Prerequisite: Acceptance into the Electric Power Utility Program – General Worker Option. This course introduces students to electric substations. Through classroom instruction and extensive hands-on experience students will learn about the basic purpose and operation of substations as key parts of power distribution systems. Students will learn the various job responsibilities of substation personnel. Safety procedures including vault entry/exit and rescue procedures will be discussed and demonstrated. Students will learn how to read and interpret substation prints. Substation equipment orientation will be performed to provide students with an understanding of substation equipment. Students will become familiar with the dispatch center and its functions. (Note: This course covers many of the same topics as EPU193, Underground and Substation Operations, but in greater detail and with more depth and hands-on practice.) Prerequisite: Acceptance into the Electric Power Utility Program – General Worker Option.
01 LEC F 8:30 a.m.-12:00 p.m. NSTAR TBA

EPU-207  Introduction to Overhead Linework  4 credits
This course introduces students to the basic fundamentals of overhead linework, and installation techniques. During this intensive training period students will learn to become comfortable with the basic installation of electrical equipment and how to build an overhead distribution system. Students will be introduced to and become familiar with important sections of Safety in the utility industry including the effects of electrical shock and blast. Basic hand tools will be assigned and students will learn how to care for and use the equipment. Students will also be trained in CPR, AED and OSHA 10. Students will be trained in the use of company derricks and buckets. For those students who express a desire to learn to climb utility poles, instruction will be provided. Prerequisite: Acceptance into the Electric Power Utility Program – General Worker Option.
01 LEC TH 8:00 a.m.-12:00 p.m. NSTAR TBA

CMT-100  Game Development Essentials  3 credits
This course will present the principles, concepts, and components of all of the gaming industry’s processes, methodologies, and principles associated with the design, development, and distribution of computer-based games and computer-based simulations. This course is designed to provide the student with an overall comprehension of all of the precepts and building blocks that are essential to every computer-based game and simulation. This course fulfills the Learning Community Seminar requirement for students in Computer Media Technology. Prerequisites: Writing Skills II (ENG095) and Reading Skills II (RDG095) or placement.
01C LEC TTH 11:30 a.m.-1:45 p.m. D115 B Craven 01C must be taken with SOC101-15C

CMT-103  Managing Game Development  3 credits
This course will cover the concepts and application of management tools and philosophies incorporated in today’s gaming industry. Designed to be of use to game developers or people managing game production scenarios. The student will be introduced to the tasks associated with the development of a game or simulation projects and the constraints, effects, and ramifications of simple and complex animations. Additionally, the student will be taught critical project management analysis techniques such as resource allocation, estimating obstacles and opportunities and how to exploit them to the project’s advantage. Prerequisites: Writing Skills II (ENG095) and Reading Skills II (RDG095).
01 LEC TTH 10:00 a.m.-11:15 a.m. D115 W Boyle

CMT-111  HTML & Dreamweaver  3 credits
The purpose of this course is to teach the student the principles and concepts of designing and creating WEB pages in an HTML format. The course is designed to expose the student to the constructs of HTML tags, the attribute modification of HTML tags, the incorporation of CSS tags, CSS pseudo tags, dynamic effects using styles, and class assignments. Additionally, the course will teach the student the utilization of graphics and dynamic graphics used in Web design. Also included will be content presentation control via HTML tables, HTML layers, and HTML frames. The course will explore the tools, requirements, and processes used in WEB page development to create, 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 development of complex WEB pages. Prerequisite: Pre-requisite: Writing Skills II (ENG095) and Reading Skills II (RDG095).
01H1B HYB M 11:30 a.m.-12:45 p.m. D117 B Craven Web component required
01HB HYB M 6:00 p.m.-7:15 p.m. D115 T Banjo Web component required
01W WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

CMT-113  Javascript  3 credits
This course teaches students the concepts and practical application of JavaScript programming language as a WEB authoring tool. Students will learn to program WEB pages to perform such tasks as forms and form validation, image swapping, auto-scrolling text, browser detection and control and time and date extraction and conversion. The course explores designing and developing JavaScript functions using iteration loops, conditional statements, switch statements, parameter passing, location redirection, in-line JavaScript and remote access JavaScript utilization. Prerequisite: Application of CMT110 and HTML & Dreamweaver (CMT111). For additional information and/or a course syllabus contact CITTDprep@bhcc.mass.edu.
01 LEC TTH 8:30 a.m.-9:45 a.m. D115 B Craven
01 T LEC T 6:00 p.m.-8:45 p.m. D115 TBA

CMT-115  Flash  3 credits
Flash is a vector based animation and web authoring tool that provides the capability to design and develop animated graphics, animated movies, animated buttons, and interactive navigation menus that are a predominant part of modern day WEB design strategies. Flash is the technology behind on-line interactive training programs, student lessons, tutorial movies, advertising delivery programs, music players, and corporate presentations across the internet. Flash provides a web message delivery medium that is unique, attention grabbing, and effective when viewed. Its incorporation as a web design skill can be considered a requisite part of an overall web development strategy. Prerequisite: JavaScript (CMT113).
01 LEC MWF 10:00 a.m.-11:15 a.m. D115 TBA

CMT-117  XML  3 credits
This course introduces the student to writing Extensible Markup Language documents for the Web, using custom markup tags, Cascading Style Sheets and Extensible Style Language Style sheets. Students will create a Document Type Definition (DTD) for validating their documents with an XML processor. Students will learn how to translate XML documents into other formats for computers that are not capable of viewing XML format documents. Prerequisite: HTML and Dreamweaver (CMT111).
01 LEC MWF 2:30 p.m.-3:45 p.m. D115 B Craven

CMT-121  Maya Foundations  3 credits
This course will present the principles of designing gaming and computer simulation using the same Autodesk Maya technology and principles as were used in the Sony Pictures animated short 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 animations. Prerequisite: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).
01 LEC MWF 7:00 a.m.-8:15 a.m. D115 B Craven
W1 LEC W 8:00 p.m.-9:15 p.m. D115 W Boyle

CMT-123  Maya Character Animation  3 credits
This course will present advanced concepts in the creation of character animation and objects. Students will learn detailed structures based on polygon modeling design tools such as patch modeling, image mapping, planar projections, and curve projections. This course will also cover in-depth NURBS modeling of 3D characters and conversion from NURBS to polys. These skills are requisite skills or the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film “The ChubbChubbs”. Prerequisite: Maya Foundations (CMT121).
01 LEC MWF 11:30 a.m.-12:45 p.m. D115 W Boyle

CMT-125  Cascading Style Sheets  3 credits
This course will cover the incorporation of modern web design controls for the formatting, placement, dynamic, interactive functionality and animating elements for the purposes of enhancing the presentation of a WEB page. CSS is the primary technology in use today in the fast paced world of web design and is used to present web content in a standardized manner that far exceeds the capabilities of the HTML language. CSS is in use in almost every one of the millions of web pages published in today’s world and is a multi-browsers, multi-language coding technology. CSS is found at all levels of the web design process and lends itself to being incorporated as an in-line component, and embedded component, and a remote component of every HTML, JAVA, JavaScript, XML, ASP, PHP, HTML and Page width pages. It is prevalent and used in IE Explorer, Firefox, Mozilla, Safari, Opera, and Netscape browsers. CSS can be used to create a myriad of functions from the simple coloring of text content to the dynamics of drop-down expandable menus to the inclusion of voice content. It is a technology that has rapidly replaced the traditional name-pair attribute coding scheme of the previous web design technology. Prerequisite: Co-requisite HTML & Dreamweaver (CMT111).
01H1B HYB W 11:30 a.m.-12:45 p.m. D117 B Craven Web component required

CMT-223  Maya Character Animation II  3 credits
This course will present advanced concepts in the creation of 3D character animation from simple joint movement to complete synchronized character movement. This course will also cover blend shaping, skinning techniques, joint constraints and their effect on skinning. These skills are essential for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film “The ChubbChubbs”. Prerequisites: Maya Character Modeling (CMT123).
01 LEC T TH 2:30 p.m.-3:45 p.m. D115 W Boyle

CMT-229  Creating 3-D Special Effects  3 credits
This course will present advanced concepts in the creation and implementation of special effects, shadings, caustics, global illumination, mental ray rendering, and lighting, shadows, and particle systems. These skills are requisite skills for the successful design and implementation of 3D game design and computer simulation projects. Most of these techniques were employed in the Sony Pictures animated short film “The ChubbChubbs”. Prerequisites: Maya Foundations (CMT121).
01 LEC MWF 8:30 a.m.-9:45 a.m. D115 W Boyle

CMT-241  PHP/MySQL  3 credits
PHP/MySQL is a web development programming language that is used to provide dynamic interaction between web content pages and databases. PHP technology permits web development to be interactive and maintainable for information presentation across the web delivery medium. The objectives of this course are to teach the student the skills required to effectively construct real-time web sites for the purposes of
e-commerce and real-time information delivery. The student will learn how to design and publish web pages that interact with push/pull actions that interact directly with on-line databases. Prerequisites: HTML & Dreamweaver (CMT111) and SQL Programming (CIT236).

CRJ-102 Criminal Law 3 credits
This course examines the substantive law of crimes including the general and special parts of criminal law; classification of crimes against persons, property, and the public welfare; nature of crime; criminal liability; elements of crimes; and jurisdiction. Through case studies, the course emphasizes matters affecting law enforcement. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

CRJ-103 Criminal Law 3 credits
This course examines the substantive law of crimes including the general and special parts of criminal law; classification of crimes against persons, property, and the public welfare; nature of crime; criminal liability; elements of crimes; and jurisdiction. Through case studies, the course emphasizes matters affecting law enforcement. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

CRJ-104 Introduction to Corrections 3 credits
This survey course covers the correctional process from arrest to probation or parole. The course provides students with an understanding of corrections as an essential component of 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.

CRJ-201 Management/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: Grade of C or better in College Writing I (ENG111) and Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-202 Evidence/Court Procedures 3 credits
This course covers rules of evidence in law enforcement procedures from investigations to courtroom hearings. It examines burden of proof, judicial notice, and admissibility of testimonial and documentary evidence, relevancy, materiality, and competency. The course analyzes state and federal court cases as well as trial techniques and presentation of evidence. Prerequisites: Grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101), Criminal Law (CRJ103) and Criminal Investigation I (CRJ208) or instructor approval.

CRJ-203 Rehabilitation of Offender 3 credits
This course covers an examination of current programs and services available in the corrections component of the criminal justice system. It emphasizes contemporary practical issues in corrections including the community-based work-release programs, furloughs, halfway houses, and individual treatment services. The course includes an examination of alternatives to incarceration. Prerequisites: Grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-208 Criminal Investigation I 3 credits
This course identifies and traces the significance and application of the tools of criminal investigation. It includes fundamentals and theory of an investigation, crime scene procedures, report writing, collection and preservation of evidence, methods of gathering information and specialized and scientific methods. Prerequisites: College Writing I (ENG111), Introduction to Criminal Justice (CRJ101), and Criminal Law (CRJ103) or permission of instructor.

CRJ-211 Criminal Procedure 3 credits
This course explores constitutional issues related to criminal justice. Students learn the Incorporation Doctrine and the views of Justices Black and Frankfurter concerning this doctrine. In addition, the course examines the nuances of search and seizure under the 4th Amendment, 5th Amendment self-incrimination issues, 6th Amendment right to counsel issues, as well as the use of informants and electronic intereceptions. Prerequisites: College Writing I (ENG111), Introduction to Criminal Justice (CRJ101), and Criminal Law (CRJ103) or permission of instructor.

CRJ-214 Negotiations/Mediations 3 credits
This course examines skills needed to negotiate and mediate in the criminal justice system. It provides strategies to achieve settlements and to intervene in disputes. Students conduct actual negotiations and mediations. Students critique and videotape both of these activities. Prerequisites: Grade of C or better in College Writing I (ENG111) and Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-220 Policing/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 modern system. The course examines the effects of economics, social developments, and Supreme Court decisions on the evolution of the modern system. Discussion focuses on police accountability and the measurement of effectiveness of operations. The course traces the shift from technological policing to community and problem solving policing. Prerequisites: Grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CRJ-245 Cyber Crime in Today’s Society 3 credits
This course will focus on the issues, trends and problems related to cyber crime perpetuated over the Internet or other telecommunications networks. This course will discuss crimes ranging from embezzlement to auction fraud and social engineering to digital warfare and cyber terrorism. Investigative techniques and issues will also be presented. Prerequisites: College Writing I (ENG111), Introduction to Criminal Justice (CRJ101), and Criminal Law (CRJ103) or permission of instructor.

CRJ-299 Criminal Justice Internship 3 credits
Students work 150 hours in a criminal justice facility, probation department, juvenile detention center, or house of corrections, as assigned by the contract advisor. Students work under an assigned criminal justice professional.
participate actively in the preparation of pre-sentence reports, and conduct intake and post conviction interviews. Students learn how to perform record checks and prepare probation recommendations, etc. Students work on inmate classification, drug treatment programs, and in educational settings. Students may assist counselors and other staff, depending upon the type of facility to which the student is assigned. Through active participation in online functions of the criminal justice agency, students gain knowledge and understanding. The contract advisor and the assigned criminal justice official evaluate students’ work. Students meet bi-weekly in prison to process papers and work on related projects. Students are responsible for following all guidelines in the BFHCC Internship Handbook.

Prerequisite: Grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

CUL-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 crime, discrimination, healthcare, and immigration. The course uses case studies, simulated legal exercises, 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.

01 LEC M,W 11:30 a.m.-12:45 p.m. B109 R Bowden

Culinary Arts

CUL-101 If You Can’t Stand the Heat 3 credits

This course introduces students to the challenges and responsibilities encountered by culinary arts students. It provides students with depth of knowledge of the options available within the culinary arts industry. The course prepares students with skills necessary to prepare a resume, gain interview skills and become familiar with all of the resources that the college has to offer.

01 SEM T 3:55 p.m.-8:45 p.m. E419 K Spencer

CUL-111 Food Service Sanitation/Skills 3 credits

Food Service Sanitation is an introduction to food production practices governed by changing federal and state regulations. Topics to be covered include prevention of food-borne illnesses through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, health and safety for safety food preparation, storing, and reheating. Students will also take the National Restaurant Association ServSafe® examination.

01 LEC M,W 11:30 a.m.-12:45 p.m. E450 K Hahleit
02 LEC T,TH 11:30 a.m.-12:45 p.m. E450 G Kelley

CUL-119 Cake Decorating 3 credits

This course takes the student through the basics of cake decorating. The students will refine their cake decorating skills. The course introduces the students to the techniques used to decorate tiered cakes, calligraphy, writing with chocolate and gels, as well as working with the different mediums used to decorate special occasion cakes. Students will learn the basic techniques used for royal icing, color flow and rolled fondant. Additional expenses may include supplies, equipment, and/or uniforms.

01 LEC T 9:00 a.m.-12:00 p.m. E426 S Parks

CUL-135 Cafe and Bistro Cuisine 4 credits

This course introduces students to the procedures of the art of Garde Manager and cold food preparation. The course covers basic cooking methods and the chemistry of cooking. The course teaches students to become responsible for menu preparation and production of the daily meal in a cafe environment. The hands-on production lab teaches students to prepare various types of basic stocks, soups, sauces, salads, and sandwiches throughout the course. Additional expenses may include supplies, equipment, and/or uniforms.

01 LEC M,W 8:30 a.m.-2:15 p.m. E421 G Kelley
Class meets 01/22/13-03/14/13
02 LEC M,W 8:30 a.m.-2:15 p.m. E421 G Kelley
Class meets 03/25/13-05/15/13
03 LEC M,W 2:30 p.m.-8:15 p.m. E421 G Kelley
Class meets 01/22/13-03/14/13
04 LEC M,W 2:30 p.m.-8:15 p.m. E421 G Kelley
Class meets 03/25/13-05/15/13

CUL-145 Advanced Desserts 4 credits

This course takes students beyond the basic principles of baking. The students learn cake decorating and advanced pastry production. The course introduces students to the proper application of mixes, laminated dough, fillings, and choux pastries. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Introduction to Culinary Arts (CUL115) and Principles of Baking (CUL125).

01 LEC M,W 8:30 a.m.-2:15 p.m. E426 M Barton
Class meets 01/22/13-03/14/13
02 LEC M,W 8:30 a.m.-2:15 p.m. E426 M Barton
Class meets 03/25/13-05/15/13
03 LEC M,W 2:30 p.m.-8:15 p.m. E426 M Barton
Class meets 01/22/13-03/14/13
04 LEC M,W 2:30 p.m.-8:15 p.m. E426 M Barton
Class meets 03/25/13-05/15/13

CUL-208 Advanced Baking Skills 4 credits

This course will teach advanced pastry production techniques. Students will be instructed in the application of icsings, fillings, laminated dough, and yeast products. Students will learn the various techniques used for artisan bread production, as well as laminated dough and their uses. Students will learn and practice basic cake decorating techniques. An introduction to some European pastries will be taught. An emphasis will be placed on timing and execution of the various pastry products, as required in a professional pastry shop. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Basic Baking Skills (CUL108) and Basic Culinary Skills (CUL116).

S1 LEC S 8:00 a.m.-12:00 p.m. E426 TBA

CUL-211 Menu Design and Purchasing 3 credits

This course introduces students to various menu types and costing of menu items. Students also learn the skills necessary to purchase all food items, properly receive and store those items, conduct yield tests and become familiar with the “NAMP” guide and can-cutting procedures. The course emphasizes the math skills used to calculate food and beverage cost percentages. Prerequisites: Café and Bistro Cuisine (CUL115) and Advanced Desserts and Pastries (CUL145).

01 LEC M,W 10:00 a.m.-11:15 a.m. E450 H Kahleit
FHB HBV F 6:00 p.m.-7:15 p.m. E419 G Kelley
Web component required

CUL-216 Advanced Culinary Skills 4 credits

This course will build upon skills taught in the Basic Culinary Skills course (CUL116). Students will be immersed in an actual restaurant simulation and will learn proper timing and execution of the meal. Various stations within the kitchen brigade will be taught and students will become proficient in those stations. Students will be introduced to the various types of professional cooking careers and opportunities. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Basic Culinary Skills (CUL116) and Basic Baking Skills (CUL108).

S1 LEC S 12:00 p.m.-4:00 p.m. E421 TBA

CUL-217 Classical & International Pastries 4 credits

This course takes the student beyond the basic principles of baking. The students will continue to refine their cake decorating skills and learn European pastry production techniques. The course introduces the students to the techniques used to assemble tiered cakes, as well as the proper cutting and service of tiered cakes. The students will learn how to work with fondant, chocolate and pastillage. Students will learn the basic techniques used in candy making. Prerequisites: Advanced Desserts and Pastries (CUL145).

01 LEC TH 1:00 p.m.-5:00 p.m. E426 L Napoli

CUL-235 Advanced and Ethnic Food Prod 4 credits

This course expands upon students’ knowledge of the principles of cooking. The course teaches students to become responsible for preparation and production of a meal from a variety of ethnic cuisines that are integrated into a restaurant setting. Also, the course emphasizes the significance and influence of geography as a factor in the development of regional and international cuisines and culture. The course introduces students to advanced Garde Manger and Dessert techniques that fully complement the meal. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Essentials of Food Production (CUL215) and Essentials of Dining Service (CUL225).

01 LEC TH 8:30 a.m.-2:15 p.m. E423 TBA
Class meets 01/22/13-03/14/13
02 LEC TH 8:30 a.m.-2:15 p.m. E423 TBA
Class meets 03/25/13-05/15/13

CUL-245 Food and Beverage Operations 4 credits

This course expands upon students’ knowledge of the principles of cooking. The course teaches students to become responsible for preparation and production of a meal from a variety of ethnic cuisines that are integrated into a restaurant setting. Also, the course emphasizes the significance and influence of geography as a factor in the development of regional and international cuisines and culture. The course introduces students to advanced Garde Manger and Dessert techniques that fully complement the meal. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisites: Essentials of Food Production (CUL215) and Essentials of Dining Service (CUL225).

01 LEC TH 8:30 a.m.-2:15 p.m. E421 TBA
Class meets 01/22/13-03/14/13
02 LEC TH 8:30 a.m.-2:15 p.m. E421 TBA
Class meets 03/25/13-05/15/13

Early Childhood Development

ECE-101 Guidance/Discipline 3 credits

This course covers the study of effective communication in guiding behavior. The course emphasizes techniques that help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline.

Prerequisite: Child Growth/ Development (ECE103).

01 LEC M 1:00 p.m.-3:45 p.m. B114 TBA
01 LEC S 8:00 a.m.-11:45 a.m. B114 TBA

ECE-102 Issues in Early Childhood Education 3 credits

This course is a study of early childhood education programs. The course includes the history of childcare, regulation, types of programs, and current trends and issues in early care and education. The needs of children and families and components of quality programs with emphasis on social, political, and economic influences on professional issues and career opportunities in the field are covered. 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.

01 LEC T 3:55 p.m.-6:15 p.m. B131 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) and Writing Skills I (ENG090) or exemption from reading and writing requirements by placement testing.

01 LEC F 11:30 a.m.-2:15 p.m. B109 TBA
This course is the study of early childhood education programs with emphasis on curriculum development in areas such as art, music, science, literature, math, language arts, and dramatic play. Prerequisite: Child Growth/Development (ECE103).

This course is the study of program management in early childhood education, including planning, implementing, and evaluating programs. The course emphasizes financial, legal, personnel, and program aspects of program administration. It meets Department of Early Education and Care and Certification requirement. Prerequisite: Lead teacher qualifications or permission of department chair prior to enrollment.

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).

This course covers the study of program management in early childhood education, including planning, implementing, and evaluating programs. The course emphasizes financial, legal, personnel, and program aspects of program administration. It meets Department of Early Education and Care and Certification requirement. Prerequisite: Lead teacher qualifications or permission of department chair prior to enrollment.

The 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).

This course is the study of early childhood education programs with emphasis on curriculum development in areas such as art, music, science, literature, math, language arts, and dramatic play. Prerequisite: Child Growth/Development (ECE103).
Emergency Medical Technician

EMT-103 Emergency Medical Technician 7 credits
This course covers the rendering of emergency care to the sick and injured promptly and efficiently. It conforms to the EMT-B national standard to students, as adopted by the Commonwealth of Massachusetts, and is a prerequisite for taking the state EMT Exam. Students are responsible for taking the certification examination for EMT. Additional expenses may include supplies, equipment, and/or uniforms.

ENG-090 Writing Skills I 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. The student 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 (ENG-090) or placement.

ENG-005 IP Completion 0 credit
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.

ENG-100 Writing Skills II 3 credits
The first part of a two-semester basic writing sequence, this course develops writing skills needed to begin work in the College Writing program. The course places primary emphasis on the development of good sentence writing skills through frequent practice. Such practice may take the form of writing journals, paragraphs, and short essays. Faculty provide attention to difficulties with grammar, punctuation, and spelling primarily on an individual basis. The course does not satisfy any part of the College Writing requirement for graduation. Placement is determined by assessment testing or faculty referral. Upon completion of Writing Skills I (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-090) with a grade of C or better, students enroll in Writing Skills II (ENG-090) with a grade of C or better.
EN112 College Writing II

This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education “College Writing” Requirement Area I. Prerequisite: Grade of C or better in College Writing (ENG111).

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Credits</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>01</td>
<td>MWF 10:00 a.m.-11:15 a.m.</td>
<td>3 credits</td>
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<td>02</td>
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<td>3 credits</td>
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<td>03</td>
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<td>05</td>
<td>MWF 10:00 a.m.-11:15 a.m.</td>
<td>3 credits</td>
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<td>3 credits</td>
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**COURSE DESCRIPTIONS & Section Listings**
ENG-115 Writing Tutor Seminar I
3 credits
This course prepares skilled writing students to work as peer tutors in the college's Writing Place. It provides advanced instruction in grammar and composition, with special emphasis on the writing process. Through the weekly seminar and tutoring sessions, students develop teaching strategies, problem-solving skills, and greater understanding of composition theory and practice. Prerequisite: Permission of the instructor.

01 LEC T TH 11:30 a.m.-12:45 p.m. E142 P Celella

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.

01 LEC M W 1:00 p.m.-2:15 p.m. B337 B Morrison
02 LEC M W 2:30 p.m.-3:45 p.m. B337 B Morrison
03 LEC T TH 7:00 a.m.-8:15 a.m. B113 TBA
04 LEC T TH 8:30 a.m.-9:45 a.m. B131 F Brown
05 LEC T TH 2:30 p.m.-3:45 p.m. B217 R Khawais
06 LEC T TH 3:55 p.m.-5:10 p.m. B221 TBA
07 LEC M W 1:00 p.m.-2:15 p.m. H156 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 readings, but the main work is student writings in all four genres. Prerequisite: Writing Skills II (ENG095), or placement in College Writing I (ENG111).

01 LEC M W 10:00 a.m.-11:15 a.m. B131 E Maurice
02 LEC T TH 2:30 p.m.-3:45 p.m. E451 C Corona
01 LEC W 6:00 p.m.-8:15 p.m. B129A G Duhe

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

ENG-241 Journalism I
3 credits
This course combines class discussions of journalistic principles with practice in writing news stories. The course then shifts emphasis to field work for the student newspaper, The Third Rail, or another newspaper. In this phase, students follow news leads, evaluate them, compose better ones, and check copy for accuracy and clarity. The course encourages students to proofread, edit, sell ads, and lay out final copy for the printer. Prerequisite: Writing Skills II (ENG095).

01 LEC T TH 1:30 a.m.-2:45 p.m. B215 J Rogash
01 LEC T TH 10:00 a.m.-11:15 a.m. B129A J Rogash

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

ENG-242 Journalism II
3 credits
A continuation of Journalism I (ENG241), this course analyzes the elements of journalism and the writing of the feature story, the human-interest story, and magazine articles. The course encourages students to proofread, edit, sell ads, and lay out final copy for the printer. Prerequisite: Writing Skills II (ENG095).

01 LEC T TH 10:00 a.m.-11:15 a.m. B215 J Rogash

ENG-112 English as a Second Language/Basic
To register for any non-credit Basic English as a Second Language course, students must first take a placement test in the Assessment Center, Room B118. Classes begin on January 28 and will end on May 26, 2013.

BLL-001 Basic Speak/Listen
$229
This course is for beginners who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills. This course should be taken with Basic Read/Write (BLL002).

M1 LEC M W 6:00 p.m.-7:15 p.m. M105A TBA
S1 LEC S 9:00 a.m.-11:45 a.m. E451 TBA

BLL-002 Basic Read/Write
$229
This literacy course is for non-native speakers of English. Students learn basic writing and reading skills such as letter and word recognition, spelling, comprehending main ideas from short readings related to employment, education, and everyday life. Students learn introductory grammar structures. This course should be taken with Basic Speak/Listen (BLL001).

M1 LEC M W 7:30 p.m.-8:45 p.m. M105A TBA
S1 LEC S 12:15 p.m.-3:15 p.m. E451 TBA

BSL-001 Speak/Listen I
$229
Students will practice speaking about formal and informal topics such as employment, education, and everyday life. They will complete listening exercises and answer comprehension questions. Students will read and write in this course and learn basic grammar structures. The emphasis is on general English.

01 LEC T TH 8:30 a.m.-9:45 a.m. M105A TBA
02 LEC T TH 10:00 a.m.-11:15 a.m. M105A TBA
03 LEC F B 8:30 a.m.-9:45 a.m. G138 TBA
04 LEC F B 8:30 a.m.-9:45 a.m. M105A TBA
05 LEC S 8:00 a.m.-9:15 a.m. M105A TBA
06 LEC T TH 6:00 p.m.-8:45 p.m. M105A TBA

BSL-002 Read/Write I
$229
Students will read and write about beginning reading materials. They will learn to identify main ideas and supporting information and write sentences and paragraphs. Students will learn basic grammar structures. The emphasis is on general English.

01 LEC T TH 10:00 a.m.-11:15 a.m. M105A TBA
02 LEC T TH 10:00 a.m.-11:15 a.m. M105A TBA
03 LEC F B 10:00 a.m.-11:15 a.m. G138 TBA
04 LEC F B 10:00 a.m.-11:15 a.m. M105A TBA
05 LEC H T H 6:00 p.m.-8:45 p.m. M105A TBA
06 LEC S 12:15 p.m.-3:00 p.m. M105A TBA

BSL-005 Speak/Listen II
$229
Students will learn to speak about formal and informal topics such as work, home, school, food, people, personality, the brain, behavior, nature and the environment, customs, traditions, inventions, American society and laws.

01 LEC M W 7:00 a.m.-8:15 a.m. M105A TBA
02 LEC T TH 10:00 a.m.-11:15 a.m. M105A TBA
03 LEC F B 8:30 a.m.-9:45 a.m. M105A TBA
04 LEC F B 8:30 a.m.-9:45 a.m. M105A TBA
05 LEC S 8:00 a.m.-9:15 a.m. M105A TBA
06 LEC T TH 6:00 p.m.-8:45 p.m. M105A TBA

BSL-010 Read/Write II
$229
Students will learn to read and understand high beginning to low intermediate reading materials and answer comprehension questions with sentences and short writings. Students will read and write in this course and learn grammar structures. The emphasis is on academic English.

01 LEC M W 7:00 a.m.-8:15 a.m. M105A TBA
02 LEC T TH 10:00 a.m.-11:15 a.m. M105A TBA
03 LEC F B 10:00 a.m.-11:15 a.m. M105A TBA
04 LEC F B 10:00 a.m.-11:15 a.m. M105A TBA
05 LEC S 8:00 a.m.-9:15 a.m. M105A TBA
06 LEC T TH 6:00 p.m.-8:45 p.m. M105A TBA

BSL-011 Read/Write III
$229
Students will learn to read and understand high beginning to low intermediate reading materials. They will learn to answer questions and draw inferences and conclusions. Students will learn the process-writing model and write compositions with an introduction, a body, and a conclusion. Students will learn grammar structures. The emphasis is on academic English.

01 LEC M W 8:30 a.m.-9:45 a.m. M105A TBA
02 LEC T TH 10:00 a.m.-11:15 a.m. M105A TBA
03 LEC F B 10:00 a.m.-11:15 a.m. M105A TBA
04 LEC F B 10:00 a.m.-11:15 a.m. M105A TBA
05 LEC S 8:00 a.m.-9:15 a.m. M105A TBA
06 LEC T TH 6:00 p.m.-8:45 p.m. M105A TBA

BSL-012 Grammar & Vocabulary II
$229
This course is for BSL010 and BSL011 students who wish to improve their conversation and pronunciation skills. Students will practice their conversation skills by speaking about interesting topics and improve their pronunciation skills with pronunciation drills.

M1 LEC M W 6:00 p.m.-8:45 p.m. E451 TBA

Before BSL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.
**Low-Intermediate Level I Courses:**

**ESL-074** Listening, Comp. & Discussions 3 credits

In this low-Intermediate course, students develop academic listening skills and participate in small group and class discussions based on articles, lectures and multi-media sources. Students will learn grammar in the context of the materials used for listening, speaking, reading, and writing activities. Students must earn a C or better in order to pass the course. Prerequisite: Placement into ESL Level I.

**ESL-075** Grammar Structures & Editing 3 credits

This low-Intermediate course focuses on improving grammar and editing skills through weekly grammar lessons, writing assignments, class discussions and assessments. Students will develop their ability to compose grammatically correct and comprehensible sentences and short writings. Students receive individual feedback that targets their needs. Students must earn a C or better in order to pass the course. Prerequisite: Placement in ESL I.

**ESL-078** Academic Reading I 3 credits

In this low-Intermediate course, students learn pre-reading skills, organizational styles, academic vocabulary, dictionary use, referents, critical reading, basic verb tenses and parts of speech, and how to summarize, paraphrase, and identify main ideas and supporting details. Students will learn to complete homework assignments in basic MLA format. Students must earn a C or better in order to pass the course. Prerequisite: Placement into ESL Level I.

**ESL-079** Academic Writing I 3 credits

In this low-Intermediate course, students learn to write paragraphs and short essays through an academic writing process in a variety of rhetorical styles using basic MLA format. Students will write from personal experience and respond to readings by paraphrasing and quoting. Students will learn to write different sentence types, using coordinators and subordinators. Punctuation and grammar will be taught, and students will apply their knowledge by revising and editing their papers. Students must pass the ESL 079 Writing Competency Exam and earn a C or better in order to pass the course. Prerequisite: Placement into ESL Level I.

**High Intermediate Level II Courses:**

**ESL-083** Pronunciation for Academic Success 3 credits

This course for non-native speakers of English focuses on the pronunciation, rhythm and intonation of the English language to enable clearer, more effective, and native-like pronunciation in English. The course is designed for students who have at least an intermediate fluency in English, but who require considerable accent reduction for academic and professional purposes. Students may be required to complete assignments in the Language Lab. Prerequisite: Placement in Academic ESL Level I or higher.

**ESL-085** Intermediate Grammar & Editing 3 credits

This course is an integrated skills course for intermediate ESL students and focuses on improving grammar and editing skills. Instruction focuses on clauses and sentence variety in paragraphs and essays. Students receive individual feedback that targets their needs. Students must earn a C or better in order to pass the course. Prerequisite: Grade of C or better in ESL 075 or placement.

**ESL-086** Academic Listening & Note-Taking 3 credits

This high-Intermediate course focuses on listening and note-taking skills. Students develop a system for note-taking and learn how to use their notes to answer comprehension questions as well as to complete assignments. All listening and note-taking activities include reading and writing exercises. Students learn grammar in the context of the materials used for listening activities and student generated writing. Students must earn a grade of C or better in order to pass the course. Prerequisites: Grade of C or better in ESL 074, ESL075, ESL 076, and ESL 079, or placement.

**ESL-087** Contemporary Issues & Conv. 3 credits

In this high-Intermediate course, students practice and demonstrate effective speaking functions in small-group and whole-class discussions of academic reading material. Students 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 and build their level-appropriate academic vocabulary in the context of speech. Students learn critical thinking skills such as drawing inferences, understanding idioms and figures of speech, and recognizing purpose and perspective. Students learn grammar in the context of the reading materials and in student generated writing. Students must earn a C or better in order to pass the course. Prerequisites: Grade of C or better in ESL 074, ESL075, ESL076, and ESL 079, or placement.

**ESL-088** Academic Reading II 3 credits

In this high-Intermediate course, students increase their level-appropriate vocabulary and develop their reading skills and strategies so that they analyze, discuss, and write about longer readings. Students are also introduced to critical thinking skills such as drawing inferences, understanding idioms and figures of speech, and recognizing purpose and perspective. Students learn grammar in the context of the reading materials and in student generated writing. Students must earn a C or better in order to pass the course. Prerequisites: Grade of C or better in ESL 074, ESL075, ESL076, and ESL 079, or placement.

**ESL-089** Academic Writing II 3 credits

In this high-Intermediate course, students develop their writing skills with a focus on the process of college writing from planning and drafting to revising and editing. Students demonstrate their critical thinking skills by writing paragraphs and essays from their personal experience and from readings of moderate complexity. Students practice correct grammar and mechanics in the context of readings and their own writing. Students must pass the ESL 089 Writing Competency Exam and earn a grade of C or better in order to pass the course. Prerequisites: Grade of C or better in ESL 074, ESL075, ESL078, and ESL 079, or placement.
Integrated and theme based courses

**ESL080-05T and ESL089-04T must be taken together.**

ESL080-05T LEC M/W 10:00 a.m.-11:15 a.m. E451 A Shute

ESL089-04T LEC M/W 11:30 a.m.-12:45 p.m. E451 A Shute

**US History**

ESL086-HIT and ESL088-MIT are taken as separate courses.

ESL086-HIT LEC TH 6:00 p.m.-8:45 p.m. BI298 TBA

ESL088-MIT LEC M 6:00 p.m.-8:45 p.m. B337 S Stoll

**Poetry and Literature**

ESL086-08T and ESL089-05T must be taken together.

ESL086-08T LEC TH 8:30 a.m.-11:15 a.m. B133 Holdridge

ESL089-05T LEC TH 8:30 a.m.-11:15 a.m. B133 Holdridge

**High-Intermediate Level 3 Courses**

ESL-095 **Advanced Grammar & Editing** 3 credits

This course is for advanced ESL students and focuses on improving and tailoring written and oral presentations to a large group using effective delivery, visual aids, secondary sources, and level-appropriate academic vocabulary. Students practice comprehensible pronunciation along with stress and intonation patterns. All speaking activities are organized around academic reading materials which students will write about and discuss in small groups. Students must earn a C or better in order to pass the course. Prerequisites: Grade of C or better in ESL086, ESL087, ESL088, and ESL089, or placement.

ESL-098 **Academic Reading III** 3 credits

This advanced course focuses on the critical and analytical reading skills necessary for success with college level materials. Students demonstrate comprehension of level-appropriate reading through class discussions, writing assignments, and oral presentations. Students also develop critical (higher order) thinking skills by interacting with the readings and by summarizing, paraphrasing, quoting, responding to, and evaluating readings. Students must earn a C, better in order to pass the course. Prerequisites: Grade of C or better in ESL086, ESL087, ESL088, and ESL089, or placement.

**ESL-099 Academic Writing III** 3 credits

This advanced course focuses on the academic writing skills necessary for success in content courses. Develop their abilities with sentence structure, paragraph writing, and essay writing through extensive practice with multiple drafting, revising, editing and proofreading. Students write from personal experiences, answer essay questions from readings of substantial complexity, and write essays using research sources. Students learn grammar in the context of the readings and student generated writing. Students must pass the ESL099 Writing Competency Exam and earn a C or better in order to pass the course. Prerequisites: Grade of C or better in ESL086, ESL087, ESL088, and ESL099, or placement.

**Stand Alone Courses**

ESL095-01 LEC MW 1:00 p.m.-2:15 p.m. B135B TBA

ESL096-01 SU 9:00 a.m.-11:45 a.m. B129B TBA

ESL096-02 MW 1:00 p.m.-2:15 p.m. B130 A Reyes

ESL096-05 LEC W 2:30 p.m.-5:10 p.m. B135A D’Entremont

ESL096-06 LEC TH 10:00 a.m.-12:45 p.m. B113 A Shute

ESL096-07 LEC F 11:30 a.m.-2:15 p.m. B135B A Shute

ESL097-01 LEC F 8:30 a.m.-11:15 a.m. B135B A Shute

ESL097-02 LEC TH 8:00 a.m.-8:45 a.m. B337 H. Mansaray

ESL097-03 LEC M 6:00 p.m.-8:45 p.m. B129B H. Mansaray

ESL097-04 LEC M 12:00 p.m.-2:45 p.m. B130 H. Mansaray

ESL097-05 LEC SU 9:00 a.m.-11:45 a.m. B130 TBA

ESL097-07 LEC MW 10:00 a.m.-11:15 a.m. B337 R Grayer

ESL097-08 LEC MW 8:30 a.m.-9:45 a.m. B129B R Grayer

ESL097-09 LEC T,TH 7:00 a.m.-8:15 a.m. B129B R Grayer

ESL097-11 LEC T,TH 11:00 a.m.-12:15 p.m. B130 M. Schweitzer

ESL097-13 LEC F 8:30 a.m.-11:15 a.m. B138 TBA

ESL097-21 LEC S 9:00 a.m.-11:45 a.m. B125 TBA

ESL097-22 LEC SU 12:00 p.m.-2:45 p.m. B135B TBA

ESL097-23 LEC T 6:00 p.m.-8:45 p.m. B130 G. Yin

ESL097-27 LEC W 6:00 p.m.-8:45 p.m. B105 TBA

ESL098-01 LEC T,TH 8:00 a.m.-9:45 a.m. B113 M. Schweitzer

ESL098-02 LEC MW 11:30 a.m.-12:45 p.m. B337 D’Entremont

ESL098-03 LEC TH 10:00 a.m.-11:15 a.m. B129B D’Entremont

ESL098-07 LEC F 11:30 a.m.-2:15 p.m. B129B TBA

ESL098-08 LEC MW 1:00 p.m.-2:15 p.m. B135A D’Entremont

ESL098-09 LEC M 2:30 p.m.-5:10 p.m. B135A D’Entremont

ESL098-10 LEC F 6:00 p.m.-8:45 p.m. B129B TBA

ESL098-12 LEC TH 8:00 a.m.-8:45 p.m. B130 TBA

L/L: Lab Practicum: and Lecture

**Section Codes & Abbreviations**

01-50: Charlestown Day
54, 55: Grant Programs
M1-M3, T1-T3, W1-W3:
H1-H3, F1-F3: Charlestown Evening
E8: East Boston Health Center
LC: Center for Self-Directed Learning
MH: Malden High School
SM: Streaming Media
WB: Web Courses

Courses marked with a leaf symbol are part of BHCC’s ongoing efforts to integrate sustainability into the College’s curriculum. These courses emphasize the importance of environmental responsibility and contribute significantly to students, understanding and practice of sustainability. Not all section writing appears here, please check with the Registrar’s Office if you have questions.
ESL Sociology Learning Community-
These courses must be taken together.
ESL098-06C LEC T TH 10:00 a.m.-11:15 a.m. B105 C Fong
SOC101-14C LEC T TH 11:30 a.m.-12:45 p.m. B105 A Albalate

ESL US History Learning Community-
These courses must be taken together.
ESL099-05C LEC T TH 11:30 a.m.-12:45 p.m. B113 A Shute
ESL098-05C LEC M W 10:00 a.m.-11:15 a.m. B130 C Cummings
Web component required
HS151-03C LEC M W 11:30 a.m.-12:45 p.m. B130 C Cummings

Fire Protection and Safety
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.
H1C LEC TH 6:00 p.m.-7:45 p.m. H147 W Barry
HT MC must be taken with BUS202-01C Class meets in the new H building

FPS-111 Fire Service: This Century & Next 3 credits
This course provides the student with the history of the fire service and its culture. The student will research the ways that the fire service has changed over the past century and how it is expected to change in the next century. Topics will include the history for the fire service, changes in the fire service past and future, the evolution of equipment in the fire service, firefighter deaths and statistics as they pertain to the National Fallen Firefighters Foundation and its 16 Firefighter Life Safety Initiatives, as well as a field trip to the NFPA (National Fire Protection Association) and the role of the state training centers and a field trip to the Massachusetts Firefighting Academy in Stow, MA. These topics will be covered with particular focus on the National Fire Administration’s Fire and Emergency Services Higher Education (FESHE) Professional Development Model and its explanation of how education, training, experience and individual development is needed for a successful job in the fire service. This course incorporates the learning outcomes of BHCC’s Learning Community Seminar and fulfills the Seminar’s requirements for first-time, college students.
T1 SEM T 6:00 p.m.-8:45 p.m. H149 J Guarnere Class meets at the new H building

FPS-191 Principles of Fire Safety & Survival 3 credits
This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. 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.

FPS-123 Principles of Emergency Services 3 credits
This course provides an overview to fire protection and emergency services; career opportunities in fire protection and related fields; structure and history of emergency services; fire loss analysis; organization and functions of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; life safety strategies. 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.
W8 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. G Mahoney

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 service. 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.
W8 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. W Barry

FPS-127 Fire Protection Hydraulics 3 credits
This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. Prerequisites: A grade of C or better in Writing Skills II (ENG095) or by placement testing. A grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.
W8 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. W Barry

FPS-135 Fire Behavior and Combustion 3 credits
This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. 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.
01 LEC W 3:00 p.m.-5:45 p.m. M105A TBA

FPS-139 Fire Prevention 3 credits
This course provides fundamental knowledge relating to the field of fire prevention. Topics include: history and philosophy of fire prevention; organization and operation of a fire prevention bureau; use and application of codes and standards; plans review; fire inspections; fire and line safety education; and fire investigation Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095).
01 LEC TH 3:00 p.m.-5:45 p.m. M105A TBA

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.
W8 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. A Beardsley

FPS-223 Building Construction 3 credits
This course provides the principles of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. 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).
W1 LEC W 6:00 p.m.-8:45 p.m. B222 PMahoney Jr.

Foreign Language
ARB-101 Elem Arabic I 3 credits
This course is a beginning class in modern standard Arabic. The course begins with exposure to the alphabet, basic vocabulary, and expressions of greetings. The course then focuses on the spoken and written language used in contemporary life in Arabic countries. The course works on all skill areas: listening, speaking, reading, and writing presenting pertinent grammar in context. The course is not intended for native speakers or students who have studied this language within the last three years.
H1 LEC TH 6:30 p.m.-9:15 p.m. B131 TBA

ARB-102 Elementary Arabic II 3 credits
A continuation of Elementary Arabic I (ARB101), this course emphasizes conversational skills and sentence structure. The course stresses practical applications of the Arabic language. The course is intended for students who have achieved a general Education “Humanities” Requirement Area 6. Prerequisite: Elementary Arabic I (ARB101).
T1 LEC T 6:30 p.m.-9:15 p.m. B132 TBA

CHN-101 Elementary Mandarin I 3 credits
A beginning level course in modern standard Mandarin Chinese, mainly for students with no experience in the language. The goal of the course is to develop in the students through a multi-approach the four basic skills in the Mandarin language: listening, speaking, reading, and writing. The course content is geared to use in real life, and the teaching method emphasizes mutual understanding and appreciation of cultures that differ from one’s own and draws on the experiences and backgrounds of both the instructor and students. After a semester’s study in this course, students are expected to have a general understanding of the speaking and writing systems of the Mandarin language, and be able to communicate, both in oral and written forms (speaking, listening, reading, and writing), with some simple and daily Mandarin.
01 LEC F 11:30 a.m.-2:15 p.m. B132 TBA

CHN-505 Chinese Cultural Studies 3 credits
This course is an introduction to the Chinese culture, including contemporary Chinese society and Chinese history. Topics include family values, holiday celebrations, cuisines, school life, fashion trends, philosophy, religion, business etiquette, archaeology, and human rights. Materials for this course include a variety of college readings which develop cultural competence through the use of personal experience, observation and analysis of the Chinese culture, language, and daily Mandarin.
01 LEC T TH 8:30 a.m.-9:45 a.m. B132 TBA

CHN-511 Elementary Mandarin II 3 credits
The course builds on the basic skills learned in CHN 101 and is designed for students who might be planning to visit China for business or further study. Students will gain some familiarity with Chinese cultural practices, including codes of politeness, the proper way of asking questions, and various idiomatic expressions used in daily life. The course will pay special attention to improving students’ critical thinking along with oral and written communication skills using situational exercises and writing assignments.
01 LEC F 8:30 a.m.-11:15 a.m. B223 TBA

FRE-101 Elementary French I 3 credits
This course introduces students to the sounds and structures of French with emphasis on the acquisition of a limited but useful vocabulary. It is offered to students with little or no previous knowledge of French. The course is not intended for native speakers or for students who have studied this language within the last three years.

33
comprehension skills, and it will lead to stronger skills in
textual structures through lessons that focus on how to talk about
in the modern Japanese language. The course is designed to
lead the student to the acquisition of increased proficiency
This course turns to the basics of Japanese syntax in order to
practical situations. It emphasizes student ease in interacting
students to learn essential Japanese as quickly and effectively
language within the last three years.

Prerequisite: Elementary Italian I (ITL101).

This course covers a multi-disciplinary survey of the
issues of power and economic development in the context
political scientists and historians, and methods they use to
explain governmental operations. Insight into the nature
political, civil liberties and 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.

01 LEC MW 1:00 p.m.-2:15 p.m. B123
02 LEC MW 1:00 p.m.-2:15 p.m. B122
WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess.

Government

GOV-103 State/Local Politics
This course acquaints students with the history and
functions of state and local government. It includes an
analysis of political organization and structure; state and
local government taxing powers; economic, educational, and
police powers; and public service functions of government.
The course meets General Education “Individual and Society”
Requirement Area 2. 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.

01 LEC MW 7:00 a.m.-8:15 a.m. B137
02 LEC MW 10:00 a.m.-11:15 a.m. B122
03C LEC TH 2:30 p.m.-3:45 p.m. B122
04C LEC TH 3:30 p.m.-4:45 p.m. B149
05C LEC TH 3:30 p.m.-4:45 p.m. B194

03 LEC MW 1:00 p.m.-2:15 p.m. B122
04 LEC TH 11:30 a.m.-12:45 p.m. B147
05 LEC TH 3:30 p.m.-4:45 p.m. B121

WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess.

GOV-211 Comparative Politics
This course will discuss governments and politics in a
global setting. Students will consider political and social
institutions in a variety of countries and then analyze
issues of power and economic development in the context of
globalization. Prerequisite: at least 9 college-level credits.

01 LEC TH 11:00 a.m.-1:15 a.m. B211

History

HIS-101 Western Civilization to the Renaissance
This course covers a multi-disciplinary survey of the
evolution of Western civilization from its roots in the ancient
world through the Medieval and Early Modern periods.
It examines artistic, ideological, economic, social, and
political questions in order to assist students to understand
the development of modern Western culture. Prerequisites:
Grade of C or better in Academic Reading III (ESL098) and
Academic Writing III (ESL099) or Reading Skills II
(RDG095) and Writing Skills II (ENG095) or exemption
by placement testing.

01 LEC MW 2:30 p.m.-3:45 p.m. D212
02 LEC MW 3:55 p.m.-5:10 p.m. D212
03 LEC TH 3:30 p.m.-4:45 p.m. D211

WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess.
HIS-102 Western Civilization from Renaissance 3 credits
This course covers a survey of the major intellectual, social, economic, and political developments in Western civilization since the 17th century. It emphasizes the roots of contemporary institutional and ideological problems. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or exemption by placement testing.

01 LEC M,W: 7:00 a.m.-8:15 a.m. D212 K Mapstone
02 LEC M,W: 2:30 p.m.-3:45 p.m. B128 TBA
03 LEC S: 9:00 a.m.-11:45 a.m. D211 D Deeb

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

HIS-111 World Civilization to 1500 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) 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.

01 LEC M,W: 8:30 a.m.-9:45 a.m. D212 D Massey
02 LEC M,W: 11:30 a.m.-12:45 p.m. B221 D Massey
03 LEC M,W: 1:00 p.m.-2:15 p.m. D212 D Massey
04 LEC T TH: 11:30 a.m.-12:45 p.m. B128
05 LEC T TH: 11:30 a.m.-12:45 p.m. B128
06 LEC T TH: 8:30 a.m.-9:45 a.m. D212 TBA
07 LEC F 8:30 a.m.-11:15 a.m. D211 J Pearlman
08 LEC F 9:00 a.m.-11:45 a.m. D203 TBA

SM WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

HIS-152 Reconstruction to Present 3 credits
This course covers the rise of the United States from the turmoil of the Civil War to superpower status. The course examines the cultural, economic, diplomatic, and political forces that have given the nation its shape. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095), or exemption from reading and writing requirements by placement testing.

01 LEC M,W: 9:30 a.m.-10:45 a.m. C202 R Klayman
02 LEC T TH: 8:30 a.m.-9:45 a.m. D212 H Allen Jr
03 LEC T TH: 10:00 a.m.-11:15 a.m. D212 H Allen Jr
04 LEC F 11:30 a.m.-2:15 p.m. D211 J Pearlman
05 LEC H T TH: 8:30 a.m.-9:15 a.m. D212 M Bonanno
06 LEC S 9:00 a.m.-11:45 a.m. D212 M Bonanno

SM WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

HIS-117 Women in U.S. History 3 credits
This class will explore women’s roles in American history. It will provide a chronology of the role of women in society and their journey from chattel to citizens’ cultural phenomenon including how economic, social, and mass media will be examined in relation to their impact on women. This course will provide students with valuable insight into the women’s movement and provide them with a working definition of feminism and its goal. Prerequisite: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095) or placement equivalencies.

HIS-151 Colonization thru Civil War 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 shaped the course of events that shaped our civilization. The course meets General Education “World View” Requirement Area 3. 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.

01 LEC M,W: 8:30 a.m.-9:45 a.m. D211 H Allen Jr
02 LEC M,W: 10:00 a.m.-11:15 a.m. D211 H Allen Jr
03C LEC M,W: 11:30 a.m.-12:45 p.m. B130 C Cummings
03C Must be taken with ESL098-05C and ESL098-05C.
04 LEC M,W: 11:30 a.m.-12:45 p.m. D211 H Allen Jr
05 LEC M,W: 1:00 p.m.-2:15 p.m. D218 D Koepke
06 LEC T TH: 8:30 a.m.-9:45 a.m. D212 TBA
07 LEC F 8:30 a.m.-11:15 a.m. D211 J Pearlman
08 LEC F 9:00 a.m.-11:45 a.m. D203 TBA

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

HRT-105 Hospitality Seminar 3 credits
This course provides students with an in-depth, experiential understanding of the options available within the hospitality industry. Topics covered include industry specific areas such as Hotels, Resorts, Cruises, Tours, Convention and Visitors Bureaus and Travel and special focus with particular emphasis on the skills and techniques that each will need to create a successful career. Guest speakers and site visits are an integral part of this course.

01 SEM T 2:30 p.m.-5:10 p.m. E450 N Lee-Locke
02 SEM M 3:55 p.m.-6:45 p.m. E445 K Spicer

Hospitality

HRT-109 Hospitality Marketing Management 3 credits
This course examines the market environment in which a firm operates. The course covers communications principles and their application to sales goals. It considers effective utilization of tools and techniques of merchandising in hotels and restaurants. Prerequisite: Principles of Management and Service in Hospitality (HRT121).

01 LEC M,W: 8:30 a.m.-9:45 a.m. E419 L Maguire

HRT-112 Food and Beverage Operations for Hospitality Professionals 3 credits
This course covers the operations of dining and lounge services as they relate to the tasks of effective use of dining space, job assignments, and labor cost control. The course also covers these elements in relationship with optimum staffing, scheduling and productivity analysis. In addition, students discuss and practice issues in training, supervision, and quality guest services. A special emphasis is placed on brand recognition, company philosophy, marketing, sales, and building hospitality accounting to include financial statements.

01 LEC M,W: 7:00 a.m.-8:15 a.m. E419 TBA

HRT-117 Hospitality Law 3 credits
This course examines the common and statutory law of the hospitality and tourism industry. The legal aspects of hotel and restaurant operations, employment law, tort liability, civil rights law and American with Disabilities Act compliance are also addressed.

01 LEC M,W: 11:30 a.m.-12:45 p.m. E419 L Maguire
02 LEC M,W: 2:30 p.m.-3:45 p.m. E419 L Maguire

HRT-119 Basics of Meeting Management 3 credits
This course covers applied knowledge and skill that students need to plan professional meetings and conferences. The course takes students through the step-by-step process that exposes them to the decisions, problems, and concerns of planning effective meetings and programs that constitute a professional conference. The class format requires students to undertake a team project based on a variety of professional specifications.

01 LEC T TH: 8:30 a.m.-9:45 a.m. E450 L Maguire

HRT-121 Principles of Management & Service in Hospitality 3 credits
The course introduces the principles of sound business management focusing specifically on the unique needs of service industries. Students will understand the business structures and strategies used in hospitality. Particular focus will be paid towards communications skills, managing people and insuring quality service within the hospitality and travel industries.

01 LEC T TH: 10:00 a.m.-11:15 a.m. E450 H Kahlert
02 LEC T TH: 2:30 p.m.-3:45 p.m. E419 H Kahlert

HRT-125 Principles of Hospitality Finance 3 credits
This course encompasses basic accounting principles within the unique context of the hotel industry and financial management strategies of tourism based businesses. Emphasis is placed on how to administer accounting procedures to minimize cost and maintain a full range of customer services. Topics include: cash flow cycle, accounting principles and procedures, elements of financial statements, maintaining financial statements, and analysis of financial records. Prerequisite: Principles of Accounting I (ACC101).

01 LEC T TH: 8:30 a.m.-9:45 a.m. E419 M Lee-Locke

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 proiciencies in knife skills and uses of various culinary tools. Additional expenses may include supplies, equipment, and/or uniforms.

01 LEC T 2:30 p.m.-3:45 p.m. E421 G Kelley
01 W 5:30 p.m.-8:15 p.m. E450 T Bartton
HRT-135 Marketing and Managing Institutional Facilities 3 credits
Students will develop executive skills for strategic decision making and understanding of marketing based on need and techniques. Class covers strategic planning, market research and opportunity and risk analysis, customer assessment, market segmentation, and life cycle assessment for health care services in managed-care and non-managed-care environments. Issues, trends, and practices related to administration of assisted-living and senior housing communities will be studied. Prerequisite: Hospitality Marketing Management (HRT107).
01 LEC T,TH 7:00 a.m.-8:15 a.m. E419 M Lee-Locke

HRT-223 Event Planning 3 credits
This course covers applied knowledge and skill that students need to plan professional and non-profit events. The course takes students through the step-by-step process and the decisions, problems, and concerns of planning special events. The class format requires students to undertake a team project based on a variety of typical professional specifications. The specific needs of producing social functions, concerts, corporate events and sporting events are discussed in detail. The needs and goals of various fund-raising programs are also explored. Prerequisite: Basics of meeting Management (HRT119).
01 LEC T,TH 11:30 a.m.-12:45 p.m. E419 L Maguire

HRT-229 Corporate Travel Management 3 credits
This course discusses the budget driven needs of corporate travel purchasers and the convenience based needs of the corporate traveler. The goal of the course is to use knowledge acquired in previous courses to control the travel spending of a corporation. This changes the focus from service, which is stressed in almost every hospitality course to control. The role of the effective Travel Manager, who is challenged to balance these two competing needs in a corporate travel department, is studied. Prerequisite: Travel Services Management (HRT127).
01 LEC M,W 10:00 a.m.-11:15 a.m. E419 L Maguire

HRT-331 Advanced Lodging Operations 3 credits
This course continues to explore the functions of hotel management including Food and Beverage, Engineering, Housekeeping, Security and other ‘back of the house’ issues. Students will complete their understanding of management techniques and the lodging environment. Prerequisite: Front Office Operations w/ Technology Component (HRT131).
01 LEC T,TH 10:00 a.m.-11:15 a.m. E419 M Lee-Locke

Human Services
HSV-101 Introduction to Human Services w/Field Practice 3 credits
This introductory course covers the historical aspects of human services 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. Class meets in the new H building.
01 LEC F 8:30 a.m.-11:15 a.m. B105 P Schmidt
02 LEC TH 2:30 p.m.-5:10 p.m. H149 TBA

HSV-112 Addiction 3 credits
This course investigates the biological, psychological, and emotional forces involved in the addiction process. The course covers the major classes of psychoactive drugs by examining drug action, uses, and limitation. Social problems and the role of human services in prevention and intervention play an integral role in the course. Prerequisite: Principles of Psychology (PSY101).
S1 LEC S 12:00 p.m.-2:45 p.m. B127 TBA
T1 LEC T 6:30 p.m.-9:15 p.m. B114 TBA

HSV-115 Introduction to Substance Abuse Counseling 3 credits
This course provides an introduction to human services and addictions, including the types of clients served, the duties of human service personnel, philosophy and dynamics of addictions treatment and an overview of state and community resources. Prerequisites: HSV112 and Counseling (PSY215).
H1 LEC TH 6:30 p.m.-9:15 p.m. H149 TBA

HSV-116 Pre-Practicum Prep w/Field Experience 3 credits
This course is designed to provide an orientation to practice experiences in the human services program. Students will review the process for getting on placement, understanding professional requirements for an interview, and complete a series of critical thinking and reflective assignments. A placement experience in a human service agency is required by the course following a C.O.R.I. background check. A grade of “B” or better is required in this course to allow for enrollment in further practicum coursework in the program. Prerequisites: Counseling (PSY215) and HSV112. For Certificate students: Grade of C or better in College Writing I (ENG112) and a minimum of 27 credits completed toward the A.S. in Human Services including, at a minimum, a grade of C or better in HSV101, HSV112, PSY215 and PSY224. For Certificate students: Grade of C or better in College Writing I (ENG112) and a minimum of 15 credits completed toward the Certificate Program, including, at least, PSY215 and HSV112.
01 LEC TH 1:00 p.m.-3:45 p.m. B109 P Schmidt

HSV-117 Current Issues in Human Services 3 credits
This course is the study of current issues in the human services delivery system with emphasis on human, legal, and civil rights, service delivery and resource availability. Economic, political, and social changes in society that affect the delivery of human services with particular attention to the needs of housing, employment, health, nutrition, and well being of participants in the system will be examined. Prerequisites: Intro to the HS Profession w/Field Practice (HSV101), Principles of Psychology (PSY101), Counseling (PSY215), and Adolescent & Adult Development (PSY224).
01 LEC W 3:55 p.m.-6:15 p.m. B129A TBA

HSV-118 Case Management in Human Services 3 credits
This is an introductory course on case management that uses the framework of the strengths-based model in working with different populations. Through an integration of classroom lecture and discussion with experiential learning activities, key issues of the course are defined and examined in-depth. Prerequisite: Counseling (PSY215).
01 LEC TH 3:55 p.m.-6:15 p.m. B114 TBA
01 LEC S 9:00 a.m.-11:45 a.m. B140 TBA

HSV-121 Practicum in Human Services II 3 credits
Practicum experiences in a human services setting to be completed the final semesters of study, including the 50-hour training in the nation’s Development Credentialing program. Course runs during fall, spring, and early summer semester and must be started in the fall semester. The department assigns placement settings. Students must make application for placement and enrollment spring semester prior to fall registration. Acceptance into the human services program does not assure permission to enroll in the course or a placement assignment. A Criminal Offense Records Investigation (CORI) is required of all practicum students. For complete course requirements and application procedures, contact the department chair of Early Childhood, Education & Human Services. Course is graded on a pass/fail scale. HSV120 and 121 are to be taken in sequence beginning with the fall semester and concluding in the spring semester. Prerequisite: Practicum in Human Services I (HSV120).
01 LEC W 1:00 p.m.-3:45 p.m. B114 J Lindamood
02 LEC W 1:00 p.m.-3:45 p.m. B114 P Schmidt

Interdisciplinary Studies
INT-110 Intro to Yoga Studies 3 credits
This course explores yoga, a diverse form of artistic human expression through an interdisciplinary perspective-from its origins to present day therapeutic applications for the mind, body, and spirit. Students will also examine multi-cultural beliefs on healing and healing traditions. Through writing assignments students will reflect critically on their personal and on course topics in readings/discussions. The course will include an in-class yoga practice that will allow students to integrate course concepts with their yoga practice `on and off the mat` as students will apply yogic principles to their lives through self-reflection, civic engagement and service. This course is geared to students with no prior yoga experience. Students need to wear clothing that allows for freedom of movement as well as a physical practice in each class meeting. Prerequisites: Grade of C or better in Academic Reading III (ESL 098) or Reading Skills II (RDG095) and Writing Skills II (ENG 095) or exemption by placement testing.
01 LEC F 8:30 a.m.-11:15 a.m. B224 J Kerstner

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 ways in which 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. Prerequisites: Academic Reading Induced (MAT181). Reading III (ESL098) and Writing Skills II (RDG095) or exemption from reading requirement by placement testing.
01 LEC M W 3:55 p.m.-5:10 p.m. B337 Lloyd/Ramse
02 LEC T,TH 11:30 a.m.-12:45 p.m. B114 J Bethoney
01 LEC TH 6:30 p.m.-8:15 p.m. B113 Elam/Staulet

Learning Community Clusters
Learning Community Clusters enable students to take two or more courses together, and learn and study with the same group of students. In Clusters, faculty members have planned their courses together around common themes. Clusters offer small class sizes and hands-on activities such as field study and team projects.

Business.com 6 credits
Discover the dynamic relationship between business and information technology in this learning community that integrates study of the purpose, role and responsibility of business in a capitalist society with the use and applications of modern computer systems in the business environment. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ENG099) or Reading Skills II (RDG095) and Writing Skills I (ENG098) or exemption from reading or writing requirements by placement. Students must co-enroll in the following courses: C1T101-11C LEC M,W 5:55 p.m.-7:10 p.m. D1218 J Fernandez BUS101-04C SEM M,W 7:30 p.m.-9:45 p.m. E140 G Decartis

Business by the Numbers 6 credits
This learning community integrates an examination of the basic principles of marketing with the study of statistical concepts and methods. Students will apply statistical concepts and methods to their study of the behavior of the consumer market and the product, pricing, promotion, and distribution decisions employed to create consumer satisfaction. Prerequisites: Grade of C or better in Fundamentals of Algebra (MÂT094) or placement, Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ENG099) or Reading Skills II (RDG095) and Writing Skills I (ENG098) or exemption from reading or writing requirements by placement. Students must co-enroll in the following courses: MAT105-03C LEC TTH 11:30 a.m.-12:45 p.m. B223 T Fonnete MAT181-00C LEC TTH 12:30 p.m.-2:45 p.m. B223 C Watson

Consumable Planet 6 credits
This six-credit learning community integrates ENG095 and ENGl1 to explore how scientific innovation and social movements have shaped our world in terms of sustainability,
for better and for worse. The course considers three themes: Food, clothing, and shelter. Each theme will be examined through the science and culture of sustainability. Patterns of consumption with, and systems of, local sustainable food production as well as big agriculture will be considered. Students will study green and sustainable design that reduces energy usage and causes less environmental degradation. Through reading, writing, speaking, listening and hands-on learning, students will build a strong foundation for further study in sustainability or other science related fields. Prerequisites: Grade of C or better in Writing Skills I (ENG090) and Academic Writing III (ESL098) or Reading Skills II (RDG095) or placement.

**Calculus Calculations 11 credits**

This learning community for Culinary Arts majors brings together two Culinary Arts courses and the real world math skills students need to succeed in a food service career. The math teacher works directly with students in the kitchen and bakeshop to help them master essential career math skills such as weights, measures, pricing, and payroll. Prerequisites: Grade of C or better in MAT093 or placement. Students must enroll in CUL1115, CUL1125, and one of the following math sections:

- MAT100-01 LEC T H1:30 p.m.-9:45 a.m. H104 R Whitman
- MAT100-02 LEC M W 1:00 p.m.-2:15 p.m. E450 I Sansomino

**Environmental Politics 10 credits**

Students will explore solutions to the problems caused by global climate change through the three courses in this learning community. Environmental Science II will examine the effects of deforestation, species extinction, and other impacts on global ecosystems. Government and Politics in the U.S. will discuss how to create environmental policy change within the American political system, with its shared checks and balances. College Writing II will guide students through research and writing about environmental policy questions. Prerequisites: Grade of C or better in ENG090 and MAT091 (College Writing I) and MAT093 (Fundamentals of Math).

Students must co-enroll in the following courses:

- ENV106-01C LEC T B 3:00 p.m.-4:45 p.m. D301 S Benjamin
- ENV106-02C LEC TH 10:00 a.m.-11:15 a.m. D301 S Benjamin
- ENV106-27C LEC TH 11:30 a.m.-12:45 p.m. B130 N Oliven
- ENG101-03C LEC TH 11:20 a.m.-12:35 p.m. D212 R Sweneyo

**Letters to Unknown Artists 6 credits**

Using personal perception of the human creative endeavor, students will analyze and write unified, coherent, and well developed essays on the theme of creativity from the prehistoric period to the Middle Ages. Writing assignments will be based on presentations, group projects, and museum visits. The course meets General Education “College Writing” Requirement Area 1. Prerequisite: Grade of C or better in Writing Skills II (ENG090) and Reading Skills II (RDG095) or placement. Students must co-enroll in the following course:

- ENG090-06C LEC M W 1:00 p.m.-2:15 p.m. B126 F Brown

**Environmental Politics 10 credits**

Prerequisites: Grade of C or better in Writing Skills I (ENG090) and Reading Skills II (RDG095) or placement. Students must co-enroll in the following courses:

- ENG090-05C LEC M W 1:00 p.m.-2:15 p.m. B126 E Kellogg
- RDG090-01P LEC M W 1:10 a.m.-2:25 a.m. B126 D Fuller

**Reading and Writing Learning Community: Crossing Borders 6 credits**

This learning community for first-year students examines the meaning of success and how to practically apply the principles of psychology to achieving success. From study skills and time management to exploring careers that suit your personality and emotional style, learn how to use psychological theory to set goals and stay motivated to achieve them. Prerequisites: Grade of C or better in Academic Writing (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills (ENG090) or exemption from reading or writing requirements by placement testing. Students must co-enroll in the following courses:

- PSY101-01C LEC M W 1:00 p.m.-2:15 p.m. B223 E Kellogg
- LECS100D-01C LEC M W 2:30 p.m.-3:45 p.m. B223 E Kellogg

**Critical thinking and teamwork projects will help students develop the ability to give and receive constructive criticism in a supportive environment. Students complete individual and group projects that use internet research and library resources. Students must co-enroll in the following courses:**

- DIM199-01C SEM T H1:30 p.m.-9:45 a.m. D101 B Briggs
- PSY107-02C LEC T H1:00 p.m.-11:15 a.m. B106 S Cassara

**The Psychology of Success 6 credits**

This learning community for first-year students examines the meaning of success and how to practically apply the principles of psychology to achieving success. From study skills and time management to exploring careers that suit your personality and emotional style, learn how to use psychological theory to set goals and stay motivated to achieve them. Prerequisites: Grade of C or better in Academic Writing (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills (ENG090) or exemption from reading or writing requirements by placement testing. Students must co-enroll in the following courses:

- PSY101-01C LEC M W 1:00 p.m.-2:15 p.m. B223 E Kellogg
- LECS100D-01C LEC M W 2:30 p.m.-3:45 p.m. B223 E Kellogg

**Reading and Writing Learning Community: Building a Strong Foundation 6 credits**

This learning community for students placing into ENG090 and RDG090 integrates the study of reading and writing. Students will develop the reading skills necessary for success with college level material as they begin to develop the writing skills needed to succeed in the Writing made Easy program. This Cluster does not satisfy any part of the College Writing requirement for graduation. Placement is determined by assessment testing or faculty referral. Upon completion of Writing Skills I (ENG090) with a grade of C or better, students enroll in Writing Skills II (ENG095).

Students must meet reading exit requirements or pass a departmental reading final in order to earn a passing grade of C in RDG090. Students must co-enroll in the following courses:

- ENG090-05P LEC M W 1:00 p.m.-2:15 p.m. B126 D Fuller
- RDG090-01P LEC M W 1:10 a.m.-2:25 a.m. B126 D Fuller

**Reading and Writing Learning Community: Building a Strong Foundation 6 credits**

This learning community for students placing into ENG090 and RDG090 provides a rich opportunity for students to develop advanced reading and writing skills while learning about immigration in the United States. Students will read about key aspects of immigration, including historical material, personal narratives, and fiction, as well as use the internet and view films. Students will write about how immigration relates to their experiences and those of families.

Students must meet reading exit requirements or pass a departmental reading final in order to earn a passing grade of C in RDG095. Students must pass the basic Writing Competency Exam in order to receive a passing grade for ENG095. The course does not satisfy the College Writing requirement for graduation. Students must co-enroll in the following courses:

- RDG090-03C LEC M W 10:00 a.m.-11:15 a.m. B113 J Stark
- ENG095-06C LEC M W 11:30 a.m.-12:45 p.m. B113 J Stark

**Rites, Rituals, & Reasons: Western Psychology Meets African Studies 6 credits**

This learning community for students placing into ENG090 and RDG090 considers the role of rites and rituals in African societies. Two powerful academic disciplines – Psychology and English – are integrated to explore the many rites and rituals of Africa that have been written about for centuries but cannot be fully understood through the traditional Western aesthetic. Students will develop their writing abilities in an atmosphere that emphasizes cross-cultural awareness and the creation of “Community” as it is known in the African village context. Prerequisites: Grade of C or better in Writing Skills II (ENG095) and Reading Skills II (RDG095) or Academic Writing III (ESL098) or placement. Students must co-enroll in the following courses:

- PSY101-01C LEC M W 1:00 p.m.-2:15 p.m. B224 L Johnson
- LECS111T-02C LEC M W 2:30 p.m.-3:45 p.m. B224 J Santos Silva

**Office and Information Management: Technology on the Move 6 credits**

This learning community is designed for students pursuing careers in Office and Information Management. Students will explore career opportunities in medical, legal and executive administration fields as they consider the relationship between technology and effective group communication, goal setting, problem solving, decision-making, conformity, norms, cohesiveness, and leadership will be examined.
Robots, Computers & Engineering  6 credits
This learning community is designed for pre-computer science, pre-engineering and information technology students to work with them in programming, engineering and math concepts involved in Robotics. Current state-of-the-art robots will be used to give students hands-on, real-time experience using the robots to better understand programming, engineering and the related mathematic concepts required for further study in CS, EG and IT. Major emphasis in this course will be to accelerate the students’ math requirements for success in these fields. Math placement levels will be evaluated at the end of this course. This is an entry-level course and is not for students who are enrolled in or have completed CIT120, CIT113 or ENR101.

Students should have a foundational knowledge of Algebra, should not be enrolled in a math class at the same time and should not be eligible for a math class above STEM Algebra.

Social Engineering in Community, Justice  6 credits
This learning community for students placing into ENG111 enables students to learn the fundamental principles of sociology as they develop the oral and written communication skills needed to succeed in College Writing I. Students explore two main sociological themes in the course, Social Norms and Interactions. Students will apply critical thinking and analysis of materials, and use the sociological theories and their own lives; these connections will be expressed in a series of well-developed essays, class presentations, media analysis and debates. Prerequisites: Prerequisites: Grade of C or better in Writing Skills I (RDG095) or Academic Reading III (ESL098) or placement. Students must co-enroll in the following courses:

ENG111-02C LEC  M/W 1:10 p.m.-2:25 p.m.  JN9  J.Johnson
SOC101-10C LEC  M/W 1:30 p.m.-2:45 p.m.  D214  C.Mahl

Learning Community Seminar for First Year Students  3 credits
Learning Community Seminars explore academic topics of interest as they orient students to the College environment. First-time-to-college, full-time students pursuing Associate degrees are required to take a Seminar in their first year. Students in Learning Community Seminars enjoy small class sizes, integrated support services, and hands-on activities such as field study and team projects.

LCS-101 Learning Community Seminar for First Year Students  3 credits
The Learning Community Seminar for First Year Students enables incoming students to make a successful transition to college. The Seminar develops students’ abilities to reflect and assess; discover their strengths; explore career interests; set goals and problem solve; connect with peers, faculty and staff; develop critical thinking, information literacy and communication skills; collaborate in active, diverse learning environments; and make connections between classroom learning and the larger community. Each Learning Community Seminar explores a different theme. Students may choose a Seminar based on their program of study or general interests.

The following courses meet the College’s Learning Community Seminar requirement for first-time, full-time students pursuing Associate degrees:

LCS-101A Careers in Health Care: What’s Right for Me?  3 credits
This course offers answers to the following questions. What do the various health professions do? What are the qualifications for the various health professions? What credentials are needed? The course explores health professions such as nursing, medical imaging, occupational therapy, physical therapy, respiratory therapy, and surgical technology. Current issues facing health care are discussed, including patient interactions, end of life issues, health disparities and workforce shortages. Open to first-year students interested in pursuing a career in health.

GIN 202 L  T 7:30 p.m.-8:45 p.m.  D140  J. Pellechich

L/L .................. Lab Practicum and Lecture

L/L .................. Lab Practicum and Lecture
LCS-101BD GPS: Your Guide to Purpose & Success 3 credits
College is not just about learning a specific program of study but also about discovering what you want to do in life or who you want to become. One’s experiences inside and outside of the classroom can change or confirm one’s purpose, place and direction in life. Through readings, class discussions, writing, and discussion, students examine what an education means in their lives, who they are, and their role in society.
01 SEM M 1:00 p.m.-3:45 p.m. B217 A Bautista
01C OTC must be taken with SOC101-01C

LCS-101DD How Current Events Shape Your World 3 credits
This course will expose students to the local and global events that are shaping the world in which they live. News stories and headlines will be analyzed in order to assess their political, social and economic effects. From domestic politics to international affairs, from development to war, this course will explore the greater history behind each story. Events from all regions of the world will be analyzed, with an emphasis on the roots of each issue, conflict and resolution.
01 SEM TH 10:00 a.m.-11:15 a.m. B07 E Schwalb
Class meets at the Chelsea Campus

LCS-101E Energy, Life, & Sustainability 3 credits
This course examines the environmental and social consequences of energy production and consumption with emphasis on climate change impacts. Students explore solutions to slow down global warming, investigate new sources of clean and sustainable energy, and learn how we can all play a role in ensuring a more livable planet. Open to first-year students.
01 SEM M 1:00 p.m.-3:45 p.m. H152 K Reichert
Class meets in the new H building
01C OTC must be taken with PSY101-01C
H1 SEM TH 6:00 p.m.-8:45 p.m. H152 S Wachman
Class meets in the new H building
M1 SEM M 6:00 p.m.-8:45 p.m. H152 K Reichert
Class meets in the new H building

LCS-101F History in the Making: How Current Events Shape Your World 3 credits
This course will expose students to the local and global events that are shaping the world in which they live. News stories and headlines will be analyzed in order to assess their political, social and economic effects. From domestic politics to international affairs, from development to war, this course will explore the greater history behind each story. Events from all regions of the world will be analyzed, with an emphasis on the roots of each issue, conflict and resolution.
01 SEM T 10:00 a.m.-12:45 p.m. B217 TBA
02 SEM F 12:00 p.m.-2:15 p.m. H155 H Allen
Class meets in the new H building

LCS-101G The Color of Success 3 credits
This course considers the cultural heritage, history, and media representations of women of color in America. Students will examine society’s perceptions of women of color, self-perceptions, and the issues that contribute to these perceptions. The course will encourage students to make decisions that lead to academic career and personal success. Open to first-year students. This course is designed for women interested in exploring issues of women of color.

LCS-101H Connect to Your Inner Orange Line – Next Stop: Community College 3 credits
Using Boston subway’s “Orange Line” as a metaphor for life, this course explores the major critical issues faced by urban males. Drawing on the traditions of the Yoruba of Africa, the Buddhist Asia, the Native of America, and the Judeo-Christian foundations of American religious thought, students engage in a variety of activities designed to create community and foster personal transformation. Open to first-year students. This course is designed for urban males.
01 SEM TH 10:00 a.m.-11:15 a.m. B217 L Johnson
02 SEM TH 11:30 a.m.-12:45 p.m. B217 L Johnson

LCS-101J Parenting As First Teachers 3 credits
Students in this course explore methods of incorporating literacy into children’s lives. Topics include reading with children and best practices for developing a print-rich environment at home. This course is appropriate for parents and prospective parents, child-care providers, elementary education majors, early childhood majors, nursing or medical field majors, social work majors, and anyone interested in modeling good reading habits for children. Open to first-year students.
01 SEM F 8:30 a.m.-10:45 a.m. B217 R Whitman

LCS-101K Service and Society: Together We Can 3 credits
This course offers students the opportunity to expand learning beyond the classroom while serving the community. By building on community engagement service experiences, students will explore assumptions, values and beliefs within the ethical framework of civic responsibility. The role of government will be analyzed through topical readings, research and writing. Students should expect to commit 15 hours of volunteer service over the course of the semester to meet the requirements of this class. Open to first-year students. Open to first-year students.
01 W1 SEM W 6:00 p.m.-8:45 p.m. B115 M Callaghan
Class meets in the new H building

LCS-101K Red, White, Blue and Islam 3 credits
Given that Islam is the largest religion in the world and one in every five individuals identifies themselves as Muslim today, our understanding of Islam is crucial. In this course, students examine various aspects of Islam: Islamic religious beliefs, diversity in Islamic culture, the status of women in Islam, and the concept of Jihad. A brief historical overview of the relationship between Islam and the west will provide the context for study. Class activities include visiting a local Mosque and experiencing Islam culture through tasting traditional foods, exploring clothing, listening to music, and examining art. Open to first-year students.
01 SEM W 11:30 a.m.-12:45 p.m. B112 C Shah

LCS-101L Haunting Lessons: Exploring Cultural Beliefs about the Supernatural 3 credits
From classics such as Dracula, Frankenstein, and A Christmas Carol to the modern sensation of Harry Potter, our society continues to be captivated by the supernatural. Through readings, writing, discussion, field study, and a group project, students examine cultural beliefs in the supernatural and analyze these beliefs as a metaphor for many of the desires and fears in our lives - power, eternal life, and the duality of human nature and unbridled science. Open to first-year students.
01 SEM W 10:00 a.m.-11:15 a.m. B217 M Dubson

LCS-101LLL Sports: Success in College and Life 3 credits
Success in college and success in sports are the result of similar efforts. This course examines the factors behind successful athletes and how those factors translate to successful academics. The course discusses how student and professional athletes manage the demands of athletics and academics and/or outside commitments. Students examine a wide range of sports-related topics, including health and fitness, college eligibility, community engagement and education through sports, and how sports can reflect the values of the society in which they participate. Open to first-year students. This course is designed for student athletes.
01 LEC F 1:00 p.m.-3:45 p.m. B222 Benjamin/Beverlin
02 LEC TH 2:30 p.m.-3:45 p.m. H156 J Beverlin
Class meets in the new H building

LCS-101MM Financial Literacy for All 3 credits
This course provides students with the skills and knowledge to make informed and effective decisions in financial matters. Students explore the basics of financial literacy, from balancing a budget to meeting the requirements of this class. Open to first-year students.
01 SEM TH 11:30 a.m.-12:45 p.m. B224 W Nouchrif

LCS-101NN Healthy Habits: Healthy Neighborhoods 3 credits
The social, physical and economic environments, in which we live and work can actually get under our skin, just as the germs and viruses that make us sick. This course highlights the major health challenges of Boston residents, and discusses the intersection of wellness, race, ethnicity, and socio-economic status, gender and age. Through readings, discussions, films, and writing, students examine issues of urban health and develop strategies for their own personal wellness. Open to first-year students.
01 W1 SEM W 6:00 p.m.-8:45 p.m. D211 A Valliere
LCS-1010 Exploring Gender Identity & Self Image 3 credits
This course considers gender identity and self-image from a number of cross-cultural and critical perspectives. Students examine modern and traditional written works, art, and elements of popular culture meant to illustrate the socio-cultural contexts of each work. Thematic readings, writing assignments, and presentations function as a vehicle through which students reflect on their own personal histories and the formation of identity and self-image. Open to first-year students.
T1 SEM T 6:00 p.m.-8:45 p.m. B217 L Schyrokyj

LCS-1010 Sustainable Ocean Habitats 3 credits
This course explores habitats in the world’s oceans such as coral reefs, deep sea, estuaries, the open ocean, and the deep sea. Students learn about the vital connection that people have with the goods and services that ocean habitats provide. The course investigates the impacts of human activities, including: aquaculture, climate change, invasive species, mineral extraction, overfishing, and pollution. Sustainability concepts and management strategies that better conserve and protect ocean resources are considered. Students have the opportunity to participate in a field trip to the New England Aquarium. Open to first-year students.
T1 SEM T 6:00 p.m.-8:45 p.m. B221 K Frashure

LCS-101P Getting Fit Together 3 credits
This course introduces students to the challenges and rewards of living a healthy lifestyle. It emphasizes the importance of staying abreast of health issues and setting health and wellness goals. A broad range of issues will be explored of staying abreast of health issues and setting health and wellness goals. It emphasizes the importance of living a healthy lifestyle. It emphasizes the importance of staying abreast of health issues and setting health and wellness goals. A broad range of issues will be explored including nutrition, physical fitness, stress management and social and emotional wellness. The course highlights the importance of knowledge, attitude and awareness of topics related to health and wellness. One hour of class time each week will take place in the College’s Fitness Center. Open to first-year students.
01 SEM TH 3:35 p.m.-4:40 p.m. E419 K Spicer

LCS-101Q The Balancing Act: Juggling Work, School & Life 3 credits
This course provides a supportive environment for & Life students facing the challenges of juggling work, school and life responsibilities. Students practice the skills needed to overcome barriers to learning and achieve personal, college, and career goals. Open to first-year students who face significant responsibilities outside of school. Open to first-year students.
01 SEM F 2:30 p.m.-5:10 p.m. B222 A Alabudin
01M SEM S 9:00 a.m.-11:45 a.m. B135A W Noushif

LCS-101R Learning for Success 3 credits
This course provides an understanding of the learning process, the role learning styles play, how memory works, and the importance of attitude towards learning. Students will learn their learning styles and practice strategies for maximizing learning potential, improving attention, and helping memory work more efficiently. Open to first-year students.
WB WEB For username and password, go to whcc.mass.edu/mycourseaccess. L Schyrokyj

LCS-101U America Speaks 3 credits
Students in this course are introduced to the history and culture of oral communication in America. Through a wide variety of sources, including Puritan sermons, presidential addresses, protest speeches, music, television, and forms for speech, the students are introduced to a wide variety of rhetorical strategies and dialects at work in historical and contemporary American speech and song. In the process, students learn about their own oral culture and refine their own communication skills. Open to first-year students.
01 SEM F 10:00 a.m.-12:45 p.m. B217 M Poole

LCS-101X Military: Before, During, & After 3 credits
This course offers strategies to help the military student succeed in college, work, family and other social settings, with emphasis on academic and interpersonal skills and techniques for managing readjustment and transition. Military students are encouraged to work closely with others who have had similar life experiences. Through readings, writing, and discussion, students explore how military experiences change us. Texts include Homer’s “The Odyssey,” Jonathan Shay’s “Odysseys in America,” and Tim O’Brien’s “The Things They Carried.” Open to first-year students. This course is designed to support military members in making a positive transition from military to civilian life.
01 SEM W 2:30 p.m.-5:10 p.m. B221 Craner/Cassara

LCS-101Y Ain’t a Woman 3 credits
What does it mean to be a good, strong, loving and successful woman? Women’s rights activists Sojourner Truth and bell hooks have each articulated, for their time, a vision of what it means. Students in this course develop their own vision of what it means in today’s world. The course includes an examination of the history and psychosocial forces that shape identity, including biology, family, relationships and social networks. Students read, write, reflect, discuss, create, collaborate and act. Open to first-year students. This course is designed for women.
01 SEM TTH 11:30 a.m.-12:45 p.m. B222 J Lilyal-Benson

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 any area of business at a four-year college, and 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 real-world 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 their unique world to the academic environment.
01 SEM TW 8:30 a.m.-9:45 a.m. D218 TBA

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/ graphic programming, digital media, 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 modern IT systems and the scope of knowledge needed to become an IT professional. Students are expected to have access to computer with internet access outside of class as there is a major web component to the course. Designed for first-time, full-time Computer Technology students, this course fulfills the Learning Community Seminar requirement for the Computer Information Technology Department. First year students registering for this course should not register for Applications/Concepts (CIT110). This course is not for Computer Science Transfer, Gaming or Web majors. Prerequisite: Grade of C or better in Reading Skills 1 (RDG090) and Writing Skills 1 (ENG090) or placement.
01 SEM M 10:00 a.m.-11:15 a.m. D218 TBA
02 SEM WEB For username and password, go to whcc.mass.edu/mycourseaccess.

CIT-120 Introduction to Computer Science/OOP 4 credits
This is a first course in Object Oriented Programming (OOP) theory, logic and design. Taught in the College’s hands-on computer classrooms, this course emphasizes the program design and development process including concepts from data structures and computer science, algorithms, methods and polymorphism. Students will use an Object Oriented Programming language as they design code, debug and implement several programs covering the topics presented. Students taking this course are expected to have solid knowledge of basic computer terminology, internet navigation and email, operating system and file management skills. Strong analytical skills are recommended for students enrolling in this course. Please note that this course is a four credit course with six contact hours and analogous homework. This course fulfills the Learning Community Seminar requirement for students in AA Computer Science, AA Computer Technology and AS Computer Engineering areas of study. Other departments may allow this course to be used as a LC seminar for their students. Students in majors other than the ones listed above should obtain their advisor’s or the leading faculty member’s approval before registering in this course. Pre/corequisites: Intermediate Algebra (MAT099), Writing Skills II (ENG090), and Reading Skills II (RDG090) or placement. Pre/corequisites: College Algebra/Algebra-STEM (MAT194). For additional information about a course syllabus contact CITDepartment@bhcc.mass.edu.
01 SEM M 11:30 a.m.-12:45 p.m. D101 H Delta
02 SEM TTH 11:30 a.m.-12:45 p.m. D101 H Delta
03 SEM M 3:00 p.m.-4:15 p.m. D101 H Delta
04 SEM TTH 2:30 p.m.-3:45 p.m. D101 H Delta
05 SEM TTH 1:30 p.m.-2:45 p.m. D101 H Delta
CMT-101 Game Development Essentials  3 credits
This course will present the principles, concepts, and components all of games and the gaming industry’s processes, methodologies, and technologies associated with the design, development, and distribution of computer-based games and computer-based simulations. This course is designed to provide the student with an overall comprehension of all the precepts and building blocks that are essential to every computer-based game and simulation. This course fulfills the Learning Community Seminar requirement for students in Computer Media Technology. Prerequisites: Writing Skills II (ENG095) and Reading Skills II (RDG095) or placement.

CJM-101 Introduction to Criminal Justice 3 credits
A survey of the history, development and the role of the American Criminal Justice System are presented. Included are the organizations and jurisdictions of the various agencies, a review of the court process, professional orientation, and the current trends in sentencing and justice system. The course will offer students the ability to use state of the art technology and computer-based simulations. This course is designed to cover the components all of games and the gaming industry’s processes, methodologies, and technologies associated with the design, development, and distribution of computer-based games and computer-based simulations. This course is designed to provide the student with an overall comprehension of all the precepts and building blocks that are essential to every computer-based game and simulation. This course fulfills the Learning Community Seminar requirement for students in Computer Media Technology. Prerequisites: Writing Skills II (ENG095) and Reading Skills II (RDG095) or placement.

CST-101 Hospitality Seminar  3 credits
This course provides students with an in depth, experiential understanding of the options available within the hospitality industry. Topics covered include industry specific areas such as Hotels, Resorts, Cruise, Tours, Convention and Visitors Bureaus and Travel Agencies with particular focus on the skills and abilities that each individual needs to create a successful career. Guest speakers and site visits are an integral part of this course.

DYM-199 Technology on the Move  3 credits
Students explore career opportunities in medical, legal, and executive administration fields. This course includes critical thinking and teamwork projects to help students develop the skills to give and receive constructive criticism in a supportive environment. Students complete individual and team projects that use Internet research and library resources. Based on research related to office and information management issues, they develop written and oral presentation skills. Time management, listening, note-taking, and test-taking skills are emphasized. Security issues, legal and ethical issues, and cultural diversity are covered. Current students, alumni, and business personnel will provide perspectives on how to succeed in academia and in the business world. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

EPM-100 Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

ENG-101T Introduction to Law  3 credits
This course provides students with an understanding of the American legal system and the paralegal profession. The course emphasizes the role of the paralegal and the way that role complements that of the lawyer. 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).

FSO-111 Fire Service: This Century & Next  3 credits
This course provides the student with the history of the fire service and its culture. The student will research the ways that the fire service has changed over the past century and how it is expected to change in the next century. Topics will include the history for the fire service, changes in the fire service past and future, the evolution of equipment in the fire service, firefighter deaths and statistics as they pertain to the National Fallen Firefighters Foundation and its 16 Firefighter Life Safety Initiatives, as well as a field trip to the NFPA (National Fire Protection Association) and the role of the state training centers and a field trip to the Massachusetts Firefighting Academy in Stow, MA. These topics will be discussed with particular focus on the National Fire Administration’s Fire and Emergency Services Higher Education (FESHE) Professional Development Model and its explanation of how education, training, experience and individual development is needed for a successful job in the fire service. This course incorporates the learning outcomes of BHCC’s Learning Community Seminar and fulfills the Seminar’s requirements for first-time, college students.

HRT-105 Hospitality Seminar  3 credits
This course provides students with an in depth, experiential understanding of the options available within the hospitality industry. Topics covered include industry specific areas such as Hotels, Resorts, Cruises, Tours, Convention and Visitors Bureaus and Travel Agencies with particular focus on the skills and abilities that each individual needs to create a successful career. Guest speakers and site visits are an integral part of this course.

PLG-101 Introduction to Law  3 credits
This course provides students with an understanding of the American legal system and the paralegal profession. 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, legal research and writing, litigation, and legal ethics. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

VMA-100 VMA Freshman Seminar  3 credits
This course provides students with an understanding of the American legal system and the paralegal profession. 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, legal research and writing, litigation, and legal ethics. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

LIT-204 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 conflict, guilt, and morality 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).

LIT-205 Literature in America II  3 credits
This course traces the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of conflict, guilt, and morality 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).

LIT-206 Literature in America III  3 credits
This course traces the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of conflict, guilt, and morality 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).

LIT-207 Literature and Society I  3 credits
This course explores the role of literature as a mirror of the values and conflicts of a changing society. It also examines stereotypes associated with minorities and illustrates the role of literature in alerting society to social and moral injustice. The course meets General Education Humanities Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT-211 Master of World Literature I  3 credits
This course considers the landmarks of literature, from ancient times to the eighteenth century, which have shaped, reflec ted or criticized Western thought. The faculty select readings from Homer, Greek Drama, the Bible, Dante, Medieval Romance, and Shakespeare. Faculty may couple these readings with their contemporary versions or transformations by such twentieth century writers as Sarre, O’Neill, MacLeish, Stoppard, and Joyce. The list may vary. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).

LIT-212 Master of World Literature II  3 credits
This course continues the examination of the great works of the humanist tradition. Faculty select readings from the eighteenth century to the twentieth century from Molière, Swift, Voltaire, Chekhov, Ibsen, Tolstoy, Conrad, Turgeon, Zola, Kafka, Singer, Bellow, Mishima, Orwell, and Eliot. The list may vary. The course also includes an international studies module of the contemporary literature of Africa, Asia, and Latin America. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111).
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 the written word to creative poetry. The course explores the behavior of the consumer market and the product, pricing, and promotion and distribution decisions employed to create consumer satisfaction. Prerequisites: Academic Reading (ESL098) or Reading Skills II (RDG095) or placement and Writing Skills I (ENG095) or placement. 
01 LEC M,W,TH 8:00-9:15 a.m. B109 TBA
02 LEC F 8:00-9:15 a.m. B110 TBA
03 LEC T TH 8:30-9:45 a.m. B120 TBA
04 LEC F 8:30 a.m.-11:45 a.m. B108 TBA
05 LEC T TH 12:15-1:30 p.m. B206 TBA
06 LEC M W 10:00-11:15 a.m. B109 TBA
07 LEC M W 10:00-11:15 a.m. B108 TBA
08 LEC M,W,TH 12:15-1:30 p.m. B206 TBA
09 LEC M,W,TH 12:15-1:30 p.m. B206 TBA

LIT-218 Children’s Literature II 3 credits
As follow-up to Children’s Literature I (LIT217), this course focuses on one of the most significant themes in literature, particularly in works written for children and young adults, the search for identity. This course explores the themes of search for identity and impact of environment, and peer pressure. The course closely examines narrative techniques, especially point of view. The department recommends that students complete Children’s Literature I (LIT217) prior to this course. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111). 
01 LEC T TH 8:00-9:15 a.m. B337 T McLaughlin
90 LEC TH 6:00 p.m.-8:45 p.m. 121 E Costello
Class meets at the Chelsea Campus
S1 LEC S 9:00 a.m.-11:45 a.m. B223 K Odenwald

LIT-219 African Literature 3 credits
This survey course of contemporary African literature exposes students to the diversity of the themes, styles, and forms of works of fiction that explore the theme of gender. Discussion topics may include hero-worship, self-reliance, society’s view of the child, the search for identity. The course examines full-length works-classics, contemporary novels to contemporary poetry and short stories. The course examines both classic and contemporary African literature from slave narratives to classic twentieth-century novels to contemporary poetry and short stories. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111). 
M1 LEC M 6:00 p.m.-8:45 p.m. B227 T McLaughlin

LIT-227 African American Literature 3 credits
This course is an introduction to the study of African American literature from slave narratives of the eighteenth century to contemporary poetry and short stories. The course meets General Education “Humanities” Requirement Area 6. Pre/co-requisite: College Writing I (ENG111). 
01 LEC T TH 10:00 a.m.-11:15 a.m. B222 L Samuels-Sko
02 LEC T TH 11:30 a.m.-12:45 p.m. B125 L Samuels-Sko

LIT-229 Sophocles & Shakespeare 3 credits
Through and exploration of plays by Sophocles and Shakespeare and critical readings based on the plays, the course will focus on themes that include prophecy and free will; speaking the truth to power; defining evil; and, finally, confronting evil. This is an Honors course, which counts as an Honors component for students in the Commonwealth Honors Program. Prerequisite: College Writing I (ENG111) with a grade of B or better or permission of the instructor. 
T1 LEC T H 6:00 p.m.-8:45 p.m. B125 L Salisbury

LIT-518 Mystery & Detective Fiction 3 credits
This course will introduce students to detective and mystery fiction as both popular literature and art, surveying the short story and novel from its Edgar Allen Poe roots through contemporary developments in the genre. It will include works by well-known mystery authors such as Arthur Conan Doyle, Raymond Chandler, Agatha Christie, and Sara Paretsky, as well as other literary authors whose work shares elements of the mystery genre. Pre/co-requisite: College Writing I (ENG111). 
01 LEC M,W,TH 2:30-4:35 p.m. B110 C Corona

Management 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 customer satisfaction. Prerequisites: Academic Reading (ESL098) or Reading Skills II (RDG095) or placement and Writing Skills I (ENG095) or placement.
S1 LEC S 8:00 a.m.-11:45 a.m. B128 TBA
SU LEC SU 12:00 p.m.-2:45 p.m. B128 TBA
W1 LEC W 8:00 a.m.-11:45 a.m. B108 TBA
W2 WEB W 8:00 a.m.-11:45 a.m. go to www.bhcc.mass.edu/mycourseaccess.

MAN-111 Principles of Management 3 credits
This course introduces students to the fields of management and business, including an understanding of the role of management in today’s business world and the role of business in society. Prerequisite: Principle of Marketing (MAN105) or placement.
01 LEC T TH 10:00 a.m.-11:15 a.m. B128 TBA
02 LEC M,W,TH 10:00-11:15 a.m. B128 TBA
03 LEC M,W,TH 10:00-11:15 a.m. B108 TBA
04 LEC F 2:30 p.m.-5:30 p.m. B134 TBA
05 LEC TH 2:30 p.m.-5:35 p.m. G140 TBA
S1 LEC S 8:00 a.m.-11:45 a.m. B134 TBA
W1 LEC W 8:00 a.m.-11:45 a.m. B134 TBA
W2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
W1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

MAN-106 International Marketing 3 credits
This course covers study of marketing strategies adapted to fit the special requirements of international marketing structures, as well as the differing cultural, political, and legal environments. Students examine the marketing forces that play an important role in deciding the feasibility of internationalizing a product. Prerequisite: Principles of Marketing (MAN105).
01 LEC T TH 1:30 p.m.-3:55 p.m. M105A CBA
02 LEC TH 2:30 p.m.-5:35 p.m. G140 TBA
Class meets 04/01/13-05/19/13
S1 LEC S 8:00 a.m.-11:45 a.m. B134 TBA
W1 LEC W 8:00 a.m.-11:45 a.m. B134 TBA
W2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

MAN-107 Introduction to Entrepreneurship 3 credits
This is an introductory course for 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. Prerequisite: Writing Skills II (ENG095). Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.
01 LEC T TH 1:30 p.m.-3:55 p.m. B108 TBA
W2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

MAN-201 Management Seminar 3 credits
MAN-201 Management Seminar 3 credits
Engaged in diagnosing business issues and managerial problems posed through actual real life case studies, students conduct strategic analysis in a variety of individual and competitive situations. Teams identify strategic issues; develop probable plans of action; explain, present and defend their assessments; where applicable, drawing upon prior course study/live experiences and library and Internet research to convert a sound industry/business analysis into a sound, realistic, action agenda supported by evidence. Note: This course is a Capstone course and should be taken in the student’s final semester. Prerequisite: Principles of Management (MAN111) and Principles of Marketing (MAN05).
01 LEC T TH 10:00 a.m.-11:15 a.m. B128 TBA
F1 LEC F 6:00 p.m.-8:45 p.m. B133 TBA
R1H8 HYB F 6:00 p.m.-8:05 p.m. B134 TBA
Web component required Class meets 04/04/13-05/17/13
W2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
W1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

MAN-204 Entrepreneurship and Innovation 3 credits
In this course, students develop the skills and creativity to cultivate and market innovative ventures. This course uses an experiential approach to provide students with a foundation for innovative thinking and to prepare them for entrepreneurial projects. The course examines new business enterprises and develops strategies to market them successfully. Prerequisite: Introduction to Entrepreneurship (MAN107) or instructor approval.
01 LEC M,W,TH 2:30-4:35 p.m. B128 TBA

MAN-207 Small Business Management 3 credits
This course is a study of small business management skills and the application of these principles in today’s changing competitive environment. The purpose of this course is to introduce students to the issues small business owners must understand to become a successful start-up or to manage an existing business successfully. The course examines oriented course focuses on helping students understand their leadership capabilities and to compare their capabilities with the necessary requirements. Students will prepare a business plan and conduct a field study that involves surveying successful small business owners to understand how these owners successfully manage their businesses will also be requirements of the
Topics include solving applied problems with whole numbers, decimals and fractions; ratios and proportions; percentages and applications in sales tax, interest, commissions, and discounts; determining numerical averages; exponents and square roots; measurement; and geometry. Technology is incorporated to facilitate problem solving. This course does not satisfy degree requirements. Course requires an additional lab hour. Upon completion of this course with a grade of C or better, students enroll in MAT97 – Foundations of Algebra.

MAN-213 Mutual Fund Industry 3 credits
This course introduces the myriad aspects of the mutual fund business including the way mutual funds are structured, regulated, marketed, and distributed. In addition, the course explores shareholder serving systems and technology. Prerequisites: Principles of Accounting II (ACC102) and Investments (ACC111).

MAN-215 Project Management 3 credits
This course examines concepts and applied techniques for cost-effective management of both long-term development programs and smaller short-term projects. Special focus on planning, controlling, and coordinating efforts of multiple individuals and/or working groups, such as those found in large scale software and engineering programs, and in critical research and development projects. Case studies and classroom simulations are used extensively to teach students the effective integration of analytical/technological tools and organizational design and supervisor approaches. Prerequisites: Application/Concepts (CIT110), Foundations of Marketing (MAN111), and Principles of Management (MAN105).

MAN-217 E-Commerce Marketing Management 3 credits
This course provides an overview of the way e-commerce is conducted, marketed, and managed, and describes its major opportunities, limitations, issues, and risks. E-Commerce is an interdisciplinary topic and, therefore, is of interest to managers and professional people in any functional area of the business world. The course describes the manner in which transactions take place over networks, mostly the Internet. The course covers descriptions and discussions of the process of electronically buying and selling goods, services, and information. It introduces specific applications, such as buying and selling stocks or books on the Internet, which are growing at a rate of several hundred percent a year. Prerequisite: Principles of Marketing (MAN105).

Mathematics

MAT-093 Foundations of Mathematics 3 credits
Topics include solving applied problems with whole numbers, decimals and fractions; ratios and proportions; percentages and applications in sales tax, interest, commissions, and discounts; determining numerical averages; exponents and square roots; measurement; and geometry. Technology is incorporated to facilitate problem solving. This course does not satisfy degree requirements. Course requires an additional lab hour. Upon completion of this course with a grade of C or better, students enroll in MAT97 – Foundations of Algebra.

WBL..........................Online Late Start Courses
WBM..........................Mass Colleges online
70-78..........................Chelsea Day
87..............................Somerville
90-94.........................Chelsea Evening/Saturday
Q1-Q4, R1-R4................Mini Session Courses
S1-S4..........................Saturday
SU-SU4..........................Sunday
CLIN..........................Clinical
HYB..........................Hybrid
LAB..........................Lab Practicum
LEC..........................Lecture

SLF...Students determine their own schedule
SEM..........................Seminar
WEB...Web Based
M.............................Monday
T..............................Tuesday
W.............................Wednesday
TH...........................Thursday
F..............................Friday
S..............................Saturday
SU...........................Sunday

SM................................Sustainability within Curriculum
MAT-099 Intermediate Algebra 3 credits
This course is a continuation of MAT097, Foundations of Algebra. Topics in this course include polynomial arithmetic, introduction to functions, factoring, roots and radicals, rational expressions, absolute value inequalities, quadratic equations and the quadratic formula, and solving applied problems. This course does not satisfy degree requirements. PREREQUISITE: Grade of C or better in MAT097 – Foundations of Algebra or placement. Course may require an additional lab hour.

01 LEC M,W 7:00 a.m.-8:15 a.m. B104 TBA
02 LEC M,W 8:30 a.m.-9:45 a.m. G140 S Darwish
03 LEC M,W 8:30 a.m.-9:45 a.m. D209 S Kang
04 LEC M,W 10:00 a.m.-11:15 a.m. D209 A Hamblett
05 LEC M,W 1:00 p.m.-2:15 p.m. E451 TBA
06 LEC M,W 1:00 p.m.-2:15 p.m. A Hamblett
07 LEC M,W 1:00 p.m.-2:15 p.m. M105B TBA
08 LEC T,Th 7:00 a.m.-8:15 a.m. B133A S Kang
09 LEC T,Th 7:00 a.m.-8:15 a.m. B105 TBA
10 LEC T,Th 11:30 a.m.-12:45 p.m. D210 S Sancinto
11 LEC F 8:30 a.m.-11:15 a.m. B104 TBA
12 LEC F 2:30 p.m.-5:10 p.m. B104 TBA

MAT-100 Topics in Career Math 3 credits
This course applies basic arithmetic techniques to the following business topics: percentage, trade and cash discounts, merchandising, depreciation, simple and compound interest, and present value. The course covers additional topics that faculty choose from taxes, payroll, statistics, insurance, notes and drafts, installment buying, checking accounts, inventories, costing out, and the metric system. PREREQUISITE: Grade of C or better in Foundations of Mathematics (MAT093) or placement.

01 LEC M,Th 8:30 a.m.-9:45 a.m. B214 Y Straughter
02 LEC M,W 1:00 p.m.-2:15 p.m. E450 I Sancinto

MAT-133 Introduction to Metric Sys 1 credit
This course enables students to recognize and use metric terms, roughly measure body parts, and use estimation within the metric system.

LC SLF 1 hour per attendance is required. Arrange hours CSDL TBA CSDL Staff

MAT-171 Finite Mathematics 3 credits
Set theory, coordinate systems and graphs, matrices and linear systems, linear programming, and probability are considered in this course. Applications to business and the social sciences are emphasized. This course meets General Education "Quantitative Thought" Requirement Area 4. PREREQUISITE: Grade of C or better in Foundations of Algebra (MAT097).

01 LEC M 6:30 p.m.-9:15 p.m. B215 TBA
02 LEC F 5:20 p.m.-8:15 p.m., TH 11:30 a.m.-2:15 p.m. B209 TBA

MAT-172 Contemporary Math I 3 credits
This course covers varied mathematical topics that have applications in contemporary society. Topics include number theory (divisibility, Fermat’s Theorem, characterization of primes, Diophantine equations), mathematical systems (base n and modular arithmetic, rings, fields), logic (simple and compound statements, conditional statements, truth tables, and properties of the Fibonacci sequence, Golden Ratio, and natural and artistic illustrations, fractals). The course encourages students to interpret, analyze, and evaluate from a mathematical perspective. The course meets General Education "Quantitative Thought" Requirement Area 4. PREREQUISITE: Grade of C or better in Foundations of Algebra (MAT097) or placement.

01 LEC M,W 8:30 a.m.-9:45 a.m. B109 TBA
02 LEC M,W 11:30 a.m.-12:45 p.m. D215 K AlAhmad
03 LEC T,Th 3:30 p.m.-5:10 p.m. B133A TBA
04 LEC F 11:30 a.m.-1:15 p.m. D209 TBA
05 LEC W 9:30 a.m.-11:45 a.m. B109 TBA

MAT-173 Contemporary Math II 3 credits
This course covers varied mathematical topics that have applications in contemporary society. Topics include statistics (sampling, measures of central tendency, measures of variation), normal distribution, frequency distributions and histograms, graph theory (modeling Eulerian and Hamiltonian graphs, directed graphs, optimization procedures), calculators (specialized functions, number patterns, using scientific, computer spreadsheets, and computer algebra systems). The course encourages students to interpret, analyze, and evaluate from a mathematical perspective. The course meets General Education "Quantitative Thought" Requirement Area 4. PREREQUISITE: Grade of C or better in Foundations of Algebra (MAT097) or placement.

01 LEC M,W 11:30 a.m.-12:45 p.m. D218 S MacKenzie
02 LEC M,Th 11:30 a.m.-12:45 p.m. E140 J Sanchez

MAT-181 Statistics I 3 credits
This course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and t-distributions; estimation and hypothesis testing; and linear correlation and regression. The course meets General Education "Quantitative Thought" Requirement Area 4. PREREQUISITE: Grade of C or better in Foundations of Algebra (MAT097) or placement.

01 LEC M,W 1:00 p.m.-2:15 p.m. M105B TBA
02 LEC F 1:00 p.m.-2:15 p.m. D215 M Comb
03 LEC M,W 3:55 p.m.-5:10 p.m. B108 TBA
04 LEC T,Th 7:00 a.m.-8:15 a.m. B108 TBA
05 LEC T,Th 8:30 a.m.-9:45 a.m. B104 C Aguonwamba
06 LEC T,Th 11:30 a.m.-12:45 p.m. D209 TBA
07 LEC T,Th 3:30 p.m.-4:45 p.m. B224 C Watson

MAT-182 Statistics II 4 credits
This computer-based course covers statistical concepts and methods. Topics include data organization, averages and variation; elementary probability; binomial, normal, and t-distributions; estimation and hypothesis testing; and linear correlation and regression. The course meets General Education "Quantitative Thought" Requirement Area 4. PREREQUISITE: Grade of C or better in Foundations of Algebra (MAT097) or placement.

MAT-194 College Algebra for STEM 4 credits
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,
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 Calculus I (MAT281) or placement.

MAT-283 Calculus III 4 credits

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

MAT-285 Ordinary Differential Equations 4 credits

This course will include first and higher order differential equations and applications, series solutions of differential equations, Laplace transforms, systems of linear first order differential equations and numerical solutions of ordinary differential equations. Emphasis will be placed on analytical techniques and engineering applications aided by the use of computer software. Material on linear systems will be incorporated. Prerequisite: Grade of C or better in Calculus II (MAT282).

MAT-291 Linear Algebra 4 credits

This course will include linear systems of equations, matrix operations, determinants, linear dependency, vector spaces, linear transformations, eigenvalues and eigenvectors. Proofs by mathematical induction and contradiction will be incorporated. Emphasis will be placed on mathematical structure and axiomatic reasoning aided by the use of computer software. Pre/co-requisite: Grade of C or better in Calculus I (MAT281).
MAC-211 Mammmography Principles II 3 credits
This interactive, web-based course presents the Mammmography Principles II concepts of equipment design, technical factors and compares analog to digital mammography equipment. It provides quality assurance and special situations, as well as interventionial procedures will also be discussed. Prerequisite: Mammmography Principles I (MAC111).

MAC-299 Mammmography Clinical Intern 3 credits
This 100-hour clinical introduction will enhance the academic experience for students by introducing them to the clinical practice of mammography. Students are responsible for providing their own clinical site. Clinical sites must be pre-approved by program faculty. Students must comply with the clinical policies, as stated in the Student Manual before attending clinical. Criminal Offender Record Information (CORI) checks will be conducted on all students before placement, and the outcome may impact the student’s ability to participate in the internship experience. Health clearances are also required prior to participation. Prerequisite: Permission of program chair. Prerequisite/co-requisite: Mammmography Principles II (MAC211).

MIG-111 Imaging Tech I 3 credits
This course covers topics in physics of special significance in radiography. Topics include Newton’s Laws, and the concepts of mass, force, energy, work, and power. It includes heat and its production and transfer. It emphasizes the physics of wave motion. The course covers some general concepts of modern physics including Einstein’s energy equation, the Heisenberg Principle, and quantum concepts. A computer component introduces students to the principles and background of computers.

01 LEC T TH 8:30 a.m.-11:15 a.m. G225 D Misrati Class meets 02/12/13-03/14/13
T1 LEC T TH 8:00 a.m.-8:45 a.m. G225 E Peterson Class meets 02/12/13-03/14/13

MIG-112 Echo I 3 credits
This course covers a comprehensive study of adult echocardiography. It begins with an introduction to cardiac embryology, M-mode, two-dimensional and Doppler, and color Doppler technique. The course also covers transducer orientation and ultrasound the preparation of the normal heart, and abnormal echo findings in such conditions as valvular heart disease, prosthetic heart valves, pericardial disease, and cardiac tumors. Prerequisite: Introduction to Ultrasound (MIG101).

01 LEC T TH 8:30 a.m.-11:15 a.m. G218 M Gagnon Class meets 02/12/13-03/14/13

MIG-115 Interpretation I 4 credits
This course covers an integrated approach to the echocardiography technique. Students view the Mayo Clinic tapes and discuss the basic anatomy, transducer positions, and patient preparation that are necessary in the performance of these examinations. Students practice their skill in a hands-on setting and relate this experience to the didactic material presented in their echo classes and on the Mayo tapes. Students discuss pathologic processes to further enhance their understanding of the echo presentation of various valvular heart diseases. Prerequisite: Patient Care for Medical Imaging (MIG09).

01 LEC T TH 8:30 a.m.—12:05 p.m. G218 M Gagnon Class meets 03/25/13-05/19/13

MIG-120 Radiologic Imaging I 2 credits
Using lecture and lab sessions, this course presents an introduction to the basic elements necessary for the production of the radiographic image. Course content will include basic physics: to: the role of the radiologic technologist on the healthcare team, the function of the PACS in today’s digital department, digital image receptors (CR, indirect and direct DR), analog imaging systems, latent image formation, processing, filtration and beam restrictions, and technique. Prerequisite: Introduction to Medical Radiography (MIG107).

01 LEC T TH 8:30 a.m.—11:15 a.m. G225 D Misrati Class meets 02/13/13-03/15/13
T1 LEC T TH 6:00 p.m.—8:45 p.m. G225 E Peterson Class meets 03/25/13-05/19/13

MIG-122 Positioning I 3 credits
This course covers basic principles of patient positioning as applied to medical radiography. The course provides both lecture and lab experiences to help students achieve competency in radiographic examination of the chest, abdomen, and upper and lower extremities. Co-requisite: Full-Time Medical Radiography Clinical I (MIG124F) or Part-Time Medical Radiography Clinical I (MIG124P).

F1 LEC F S 3:00 p.m.—8:30 p.m. G225 L Pelliccia

MIG-12AP Part Time Medical Radiography Clinical I 1 credit
This course introduces students to the hospital and its radiology department. The course centers activities on observation and assisting with various basic radiographic procedures. Students begin to develop competency in the performance of radiographic examinations of the chest, abdomen, and upper and lower extremities. Additional supplies may include supplies, equipment, online clinical tracking software, and/or uniforms. Course meets two (2) evenings/week with 8 hours of clinical practice weekly.

M1 CLIN M W 6:00 p.m.—10:00 p.m. TBA D M Misrati

MIG-12B Positioning II 3 credits
Using lecture and lab sessions, this course helps students achieve competency in the performance of radiographic examinations of the vertebral column and pelvic girdle. In addition, students study the principle of contrast agent administration in conjunction with radiographic examination of the urinary system, upper and lower gastrointestinal tract and gall bladder. Prerequisite: Positioning I (MIG122). Co-requisite: Full-Time Medical Radiography Clinical II (MIG258F) or Part-Time Medical Radiography Clinical II (MIG258P).

01 LEC F 1:00 p.m.—4:00 p.m. G225 L Pelliccia

MIG-128F Full Time Medical Radiography II 2 credits
This course covers a continuation of the clinical experience. Students assist in and observe an increasing number of different radiographic examinations as studied in Positioning I (MIG122). Additional experiences may include supplies, equipment and/or uniforms. Course meets two (2) days/week with 16 hours of clinical practice weekly. Prerequisite: Full-Time Medical Radiography Clinical I (MIG124F) or Part-Time Medical Radiography Clinical I (MIG124P).

01 LEC M W 8:00 a.m.—4:00 p.m. TBA L Pelliccia

MIG-213 Cardiac Sonography Clinical II 4 credits
This course covers a continuation of clinical practical experience in echocardiography and further refines students’ skill in the performance of echocardiograms. Under supervision of their clinical instructor and the BHCC clinical coordinator, students enhance their interpretive skills and continue hands-on experience at the clinical sites. Students’ performance are evaluated through clinical competencies in each related echo area. Additional experiences may include supplies, equipment, and/or uniforms. Course meets four (4) days/week. Prerequisite: Medical Radiography Clinical I (MIG211). Co-requisite: Echo IV (MIG215).

01 CLIN T,TH,F 7:30 a.m.—4:00 p.m. TBA Cassadel/Lindemann

MIG-215 Echo IV/Interpretation 4 credits
This course covers a continuation of Echo I, II, and III, and deals with advanced echo technique and interpretation. The course covers related procedures such as angio, thallium, muga studies, EKG, and coronary artery sonography. Students compile a folder of exam, videos, and related medical procedures for submission. The course focuses on helping students coordinate the multi-facets of an examination including the interpersonal relationships and professional or ethical situations that may arise. Prerequisite: Interpretation II (MIG205).

01 LEC M 6:30 a.m.—12:05 p.m. G218 M Gagnon

MIG-216 Advanced Interpretation Seminar 2 credits
This is an interactive course that provides the cardiac technologist with an opportunity for their cardiac sonography interpretation skills through the use of slides, videos, and CD Rom material of actual case studies. A review of cardiovascular principles and instrumentation will occur and the student will participate in mock registry question segments through the use of ARDMS registry preparation material. Prerequisites: Cardiac Sonography Clinical I (MIG211) and Cardiac Sonography Clinical II (MIG220). Co-requisite: Echo IV/Interpretation (MIG215).

01 LEC M 1:00 p.m.—2:15 p.m. G218 M Gagnon

MIG-228P Part-Time Medical Radiography Clinical IV 5 credits
This course allows students to develop additional experience in the materials covered in Positioning I, Positioning II, and Positioning III, and further expand their clinical skills. Additional experiences may include supplies, equipment, and/or uniforms. Course meets three (3) days/week with 24 hours of clinical practice weekly. Prerequisite: Full-Time Medical Radiography Clinical III (MIG222F).

M1 CLIN T,TH,F 8:30 a.m.—4:00 p.m. TBA L Pelliccia Class begins 01/03/13-03/15/13

MIG-230 Radiation Protection 3 credits
This course covers an overview of the effects of ionizing radiation on the human body and the protective measures available to minimize those effects. The course examines the effects that produce somatic and genetic changes. This course stresses methods of limiting and monitoring radiation exposure to personnel, patients, and the general population. Students gain a personal frame of reference regarding the importance of this issue. Prerequisite: Radiologic Imaging II (MIG226) for day only option. Prerequisite: Radiologic Imaging II (MIG226) for evening option.

01 LEC W 11:30 a.m.—2:15 p.m. G225 E Peterson

MIG-234 CT/Cross Sectional Anatomy 2 credits
This course introduces students to CT (Computed Axial Tomography) history, the development of CT equipment configuration, and the basic scanning protocols. The course exposes students to cross-sectional anatomy, which is necessary for proficiency in the areas of CT, Ultrasound, and MRI. Prerequisite: Anatomy/Physiology II/Lab (BIO204).

WEB For username and password, go to www.bhccl.mass.edu/mycourseaccess. D Misrati

MIG-236F Full Time Medical Radiography IV 3 credits
This final phase of medical radiography instruction allows students an opportunity to review and assess clinical skills acquired during their training. At the end of this rotation students are clinically proficient in general radiography. Additional experiences may include supplies, equipment, and/or uniforms. Course meets three (3) days/week with 24 clinical hours of practice weekly. Prerequisite: Full-Time Medical Radiography Clinical IV (MIG228F).

01 CLIN T,TH,F 8:00 a.m.—4:00 p.m. TBA L Pelliccia

MIG-238 Advanced Medical Radiography Seminar 2 credits
The focus of this capstone course is the transition from student technologist to entry-level technologist. A variety of learning activities, including case studies and a research project, will be utilized to promote critical thinking. The course will also focus on professional development, credentialing, lifelong learning, and cultural competence in the workplace. A review module will prepare students for success on the American Registry of Radiologic Technologists Examination. Additional expenses will include certification mock exam software. Prerequisite: Radiologic Technology II (MIG224) and Radiologic Imaging II (MIG220).

01 LEC W 6:30 a.m.—10:15 a.m. G225 D Misrati

MRC-211 MR Concepts II 3 credits
This interactive, web-based course presents MR imaging procedures of the head and neck, spine, thorax, abdomen, pelvis and musculoskeletal system, including protocol considerations, contrast and patient positioning. Other
SON-217 Advanced General Sonography II 2 credits
This hybrid course is a combination of classroom teaching and online learning experience. Course topics include a review of obstetrical and gynecological sonography as well as physics and instrumentation. Instructor-focused case presentations will be presented for review. Articles from the Journal of Ultrasound in Medicine and the Journal of Diagnostic Medical Sonography will be reviewed and discussed. Registry practice exams will be taken online on a regular basis. Prerequisite: General Sonography II (SON215).
Co-requisite: General Sonography Clinical IV (SON225).
01 LEC M 11:30 a.m.-1:30 p.m. G220 C Seibert
01 LEC W 3:30 p.m.-5:45 p.m. G218 V Todorov
SON-221 Obstetrical & Gynecological II 3 credits
This course is a continuation of Obstetrical/Gynecological Sonography I. Abnormal sonographic findings as they relate to second and third trimesters will be covered. Fetal anomalies as well as maternal disease will be discussed. Related scanning techniques and associated Color Flow and Doppler are described. Sonographic/medical terminology, pathophysiologic, clinical presentation and associated laboratory findings as they relate to the second and third trimesters will be covered. Prerequisite: Obstetrical/ Gynecological Sonography I (SON129) Co-requisite: General Sonography Clinical IV (SON225).
01 LEC M 3:30 p.m.-5:45 p.m. G218 V Todorov
SON-225 General Sonography Clinical IV 3 credits
This course is the hands on application of ultrasound in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasounds and present daily cases to sonographers and/or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisites: General Sonography Clinical III (SON223). Co-requisites: Obstetrical and Gynecological Sonography II (SON221) and Advanced General Sonography (SON127).
01 LEC TBA 7:30 a.m.-4:00 p.m. G300 O'Meara/White

Medical Laboratory Technician

MLT-213 Immunology & Serology 4 credits
This course introduces the theoretical principles of immunology which include the structure, function, and interactions of the immune system. The serologic techniques useful in the diagnosis of many diseases will be reviewed and performed. Prerequisites: Introduction to Clinical Laboratory Science (MLT111).
01 LEC M, W, Th 8:30 a.m.-1:15 p.m. G333 E Zygmaz
MLT-251 Clinical Lab Science Practicum 12 credits
This course consists of Practicum experiences at one of the College’s clinical affiliates in which the student acquires knowledge and experiences in laboratory practices and procedures. Prerequisite: Successful completion of Clinical Laboratory Sciences coursework.
01 PRC M, W, Th, F 7:30 a.m.-4:00 p.m. G220 Furtan

Music

MUS-113 Jazz Ensemble 3 credits
Designed for students with previous experience in music, this course concentrates on application of basic skills of reading, improvisation, and standard performance practices in the small jazz ensemble. Students must audition for admission. Students may repeat this course three times, earning 1 credit for each repetition.
01 LEC M, W, Th 2:30 p.m.-5:10 p.m. A200 McMahan
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 listener, performer, and composer, as well as representative samples from the first music of the medieval era to the end of the classical era. The course explores music’s relationship to historical events and other art forms of the periods. This course meets General Education “Humanities” Requirement Area 6.
01 LEC M, W, Th 2:30 p.m.-5:45 p.m. A200 K Bigelow
01 LEC M, W, Th 6:00 p.m.-8:45 p.m. A200 K Bigelow

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 present. It explores music’s relationship to historical events and other art forms of the periods. This course meets General Education “Humanities” Requirement Area 6. Prerequisite: Music Appreciation I (MUS118) or permission of the department chair.
01 LEC M, W, Th 8:30 a.m.-11:15 a.m. A200 C Bigelow

MUS-120 Rock & Roll History 3 credits
Beginning with the roots of rock in the rockabilly and blues traditions, and moving through the classical rock of the 50’s, 60’s, and 70’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.
01 LEC M, W, Th 1:00 p.m.-2:15 p.m. A214 BBA

MUS-129 Piano I 3 credits
This course provides group instruction for the beginner in keyboard technique, including note reading, fundamentals of scales, intervals, chords, keys, and scales, and a variety of keyboard literature. Students progress at their individual pace.
01 LEC M, W, Th 11:30 a.m.-12:45 p.m. A204 Bong

MUS-135 Counterpoint & Harmonization 3 credits
A sequel to Foundations of Music (MUS122), this course explores in depth two powerful musical forces. Students learn to apply counterpoint, the art of combining independent melodies, and harmonization, which provides a musical form to melody. Prerequisite: Foundations of Music (MUS122).
01 LEC M, W, Th 11:30 a.m.-12:45 p.m. A204 BBA

MUS-151 Music in the U.S. 3 credits
A survey of musical practice in the United States from the earliest colonial period to the present, this course is designed to give the student an understanding of the richness of our country’s musical heritage, both popular (vernacular) and classical (cultivated). Students learn to listen and discuss old and new music of many styles - folk, symphonic, rock, opera, religious, ethnic, jazz, and pop.
01 LEC M, W, Th 11:30 a.m.-12:45 p.m. A204 BBA

MUS-157 Vocal Performance Workshop 3 credits
This is a workshop class that offers instruction in basic vocal skills. Instruction in these techniques will lead students to develop their ability to sing accurately and with confidence in any style. This class is open to anyone with a sincere interest in becoming a better singer, regardless of past vocal experience. Each class begins with a group warm-up session that leads to individual performances before the instructor and the rest of the class.
01 LEC M, W, Th 2:30 p.m.-3:45 p.m. A200 El Moussally

MUS-159 Vocal Performance Workshop II 3 credits
A continuation of Vocal Performance I, this class offers additional instruction in vocal skills. Instruction in these techniques will further develop the student’s ability to sing accurately and confidently in any style. Prerequisite: Vocal Performance Workshop I (MUS157).
01 LEC M, W, Th 3:30 p.m.-5:10 p.m. A200 E Moussally
MUS-538 Composing & Arranging Workshop 3 credits
This workshop class focuses on helping students develop their skills in composing and arranging music for various ensemble combinations. In addition to covering basic techniques of effective notation, instrumentation, harmony, and voicing, this class has a strong practical component with all members involved in creating each other’s pieces on a regular basis. Therefore reading, ensemble, and performance skills will also be emphasized. Prerequisite: Foundations of Music (MUS112) or permission of instructor.
01 LEC T 10:00 a.m.-12:45 p.m. A300 TBA

Nursing
NUR-395 Success in Nursing 3 credits
This introductory course focuses on assisting students to adapt to the upcoming challenges in the nursing curriculum. The course emphasizes test-taking skills, study skills, critical thinking, learning styles, and therapeutic nurse-patient communication and beginning nursing concepts. The course is designed for nursing students accepted to the nursing program and those students planning to apply to the Nursing Program. Course meets: 5 hrs. lecture.
01 LEC T 2:20 p.m.-4:45 p.m. G227 D Westaway
02 LEC W 2:30 p.m.-5:10 p.m. G227 TBA

NUR-100 Drug Calculations 1 credit
This course covers the apothecary, metric, and household systems of weights and measures and is designed for students admitted to the Nursing Program. The course focuses on the computation of drug dosages for oral and parenteral medications. It emphasizes the applications of skills necessary to compute dosages for infants, children, and adults and the calculations of intravenous infusions and medications. Class meets: 1 hr. lecture. Prerequisite: Foundations of Algebra (MAT097) or placement assessment.
01 LEC M 9:00 a.m.-9:50 a.m. G227 TBA
02 LEC W 2:30 p.m.-3:20 p.m. G139 TBA
01 LEC TH 1:00 p.m.-3:10 p.m. G227 TBA
Class meets 02/04/13-03/29/13
R1 LEC TH 1:00 p.m.-3:10 p.m. G227 TBA
Class meets 04/01/13-05/19/13
T1 LEC T 5:00 p.m.-5:50 p.m. G138 M Roy
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. D Westaway
W81 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. D Westaway
W82 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. D Westaway
W81L WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. S Spracklin
W81L1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. S Spracklin
Class meets 02/04/13-03/19/13

NUR-112 Nursing II 10 credits
This course builds upon the concepts introduced in Nursing I (NUR111). Students study the nursing process within the framework of health restoration, health maintenance, and health promotion of the care of adults with health/surgical and mental health problems. Students use critical thinking skills to meet the health care needs of the adult client. Students also learn beginning acute care nursing skills necessary to provide care to the whole person, including the psychosocial, cultural, and spiritual dimension of health care needs, and use of equipment, and/or uniforms. Class meets: 5 hrs. lecture; 12 hrs. clinical practice in selected health care facilities. Prerequisites: Anatomy/Physiology II/ Lab (BIO204), Health Assessment and Lab (PNP111), Nursing I (NUR111), and Principles of Psychology (PSY101).
01 LEC M 8:30 a.m.-11:00 a.m. G138 TBA
LAB M 11:30 a.m.-2:30 p.m. G240 TBA
CLIN Days and times to be arranged TBA
LEC W 8:30 a.m.-11:00 a.m. G138 TBA
LEC W 8:30 a.m.-11:00 a.m. G138 TBA
02 LEC M 8:30 a.m.-11:00 a.m. G138 TBA
LAB M 11:30 a.m.-2:30 p.m. G240 TBA
CLIN Days and times to be arranged TBA
LEC W 8:30 a.m.-11:00 a.m. G138 TBA
LEC W 8:30 a.m.-11:00 a.m. G138 TBA
F1 LEC F 4:00 p.m.-9:10 p.m. G227 TBA
CLIN S 7:00 a.m.-11:00 a.m. G240 TBA
CLIN SU 7:00 a.m.-7:00 p.m. TBA
M1 LEC M 4:00 p.m.-8:30 p.m. G227 TBA
LAB M 7:00 p.m.-10:00 p.m. G240 TBA
CLIN M 4:00 p.m.-10:00 p.m. TBA
M2 LEC M 4:00 p.m.-8:30 p.m. G227 TBA
LAB TH 7:00 p.m.-10:00 p.m. G240 TBA
CLIN Days and times to be arranged TBA

NUR-211 Nursing III 9 credits
This course builds upon the concepts in NUR101, NUR111, and NUR112 and includes the nurses role in health promotion, health restoration, and health maintenance for the childbearing and childrearing family. Students use critical thinking skills in the application of the nursing process. Students provide nursing care to the childbearing family, and to children with physical and mental health problems. Additional expenses may include supplies, equipment, and/or uniforms. Class meets: 5 hrs. lecture; 12 hrs. clinical practice in selected health care facilities. Prerequisites: Microbiology/ Lab (BIO205), Nursing II (NUR112), and Human Growth/ Development (PSY213).
01 LEC T,W 8:30 a.m.-11:00 a.m. G227 TBA
CLIN Days and times to be arranged TBA
LEC W 1:00 p.m.-4:00 p.m. G240 TBA
CLIN SU 7:00 a.m.-7:00 p.m. TBA
M1 LEC M 4:00 p.m.-8:30 p.m. G227 TBA
LAB TH 4:00 p.m.-9:00 p.m. G240 TBA
CLIN Days and times to be arranged TBA

NUR-212 Nursing IV 9 credits
This course builds on all previous courses focusing on health promotion, health restoration, and health maintenance for persons with complex health problems. Students apply the principles of delegation and leadership in the clinical setting.

Students integrate critical thinking skills in the application of the nursing process and in clinical decision-making. Course includes clinical experience in selected health care facilities/community experiences, selected observations, and use of the computer lab. Course meets: 5 hrs. lecture; 12 hrs. clinical practice in selected health care facilities. Prerequisites: Nursing III (NUR211).
01 LEC M 10:00 a.m.-12:30 p.m. G227 TBA
CLIN Days and times to be arranged TBA
LEC T 10:00 a.m.-12:30 p.m. G138 TBA
M1 LEC M 4:00 p.m.-6:30 p.m. G138 TBA
LEC TH 4:00 p.m.-9:00 p.m. G139 TBA
CLIN Days and times to be arranged TBA
S1 LEC S 8:00 a.m.-1:00 p.m. G139 TBA
CLIN SU 7:00 a.m.-7:00 p.m. TBA

NUR-213 Nursing Seminar 1 credit
This seminar focuses on current health care issues and the ethical, legal, and professional framework necessary for nursing practice. The course assists in the transition from student nurse to beginning practitioner. The course utilizes a variety of learning activities that promote critical thinking. The course explores topics such as conflict resolution, cultural competence, health care access, empowerment, and lifelong learning. Course meets: 1 hr. lecture. Prerequisite: Nursing III (NUR211).
01 LEC M 1:00 p.m.-1:50 p.m. G227 TBA
LEC T 10:00 a.m.-11:10 a.m. G240 TBA
S1 LEC S 1:00 p.m.-5:00 p.m. G139 TBA

NUR-501 Nursing Pathways 2 credits
This course is designed for students who are seeking readmission to the nursing program. This course will assist students in analyzing their study habits and designing a path to the basic nursing program. Topics include time management, stress reduction, adapting study skills, and test-taking techniques and practice. Students are encouraged to use introspective and critical thinking as they formulate a plan that will enable them to complete the nursing program and take the licensure exam after graduation. Computer software and small group work for problem-solving in answering multiple-choice questions will be utilized.

LEC W 1:00 p.m.-2:50 p.m. G226 TBA
LEC M 7:00 p.m.-8:50 p.m. G226 TBA

PNP-111 Practical Nursing I 10 credits
This course provides the foundation for theory and practice of practical nurses. The concepts of optimal health, person, nurse, environment, and holistic nursing are introduced within the framework of health promotion, health restoration, and health maintenance. The student learns to apply critical thinking skills required for the practical nurse. The student learns and begins to apply the nursing process in the promotion of health for adult clients, using functional health patterns categories. The student is introduced to vocational trends and issues in the practical nursing field. Additional expenses may include supplies, equipment and uniforms. Course meets 6 hours of lecture / lab 1-2 days per week and 6 hours of clinical practice (in the college or in selected health care facilities) each week. Co-Requisites include: Drug Calculations (NUR100), Principles of Psychology (PSY101). Prerequisite: acceptance into the Practical Nursing Certificate Program, College Algebra or placement testing (MAT097), College Writing (ENG 111), Anatomy & Physiology / Lab I (BIO 203), Anatomy & Physiology / Lab II (BIO204).
01 LEC W 8:00 a.m.-10:45 a.m. G141 TBA
LEC T 8:00 a.m.-10:45 a.m. G243 TBA
LAB T 8:00 a.m.-11:00 a.m. G226 TBA
LAB F 8:00 a.m.-3:30 p.m. G243 TBA
Class meets 02/13/13-05/01/13

PNP-112 Practical Nursing II 12 credits
This course builds upon the concepts introduced in Practical Nursing I (PNP111). Students apply the nursing process within the framework of health promotion, health restoration and health maintenance in the care of adults with stable medical surgical health care needs. This course builds upon the vocational trends of the practical nurse. Additional expenses may include supplies, equipment and uniforms. Course meets 6 hours of lecture / lab 1-2 days per week and 18 hours of clinical practice in the college or in selected health care facilities.
OIM-100 PC Keyboarding Techniques 1 credits

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 timing at a minimum of 20 WPM with one (1) error or less. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.

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, saving, changing appearance, using spell check and printing using Microsoft Office 2007. It covers formatting for basic business documents, such as resumes, letters, memorandums, and discusses health issues, and computer concepts as related to keyboarding. Note: The department schedules an exemption test each semester for students with previous keyboarding experience. Students should contact the Prior Learning Coordinator in the Center for Self-Directed Learning (CSDL) or department chair for more information.

OIM-102 Medical Computer Apps 3 credits

This course includes keyboarding instruction with an emphasis on proper technique, speed building, and proofreading. Students learn the correct format for business letters, memorandums, business reports, and medical documents. Students use the Internet for e-mail and job searches. In addition, they create a resume, reference sheet, and cover letter. Note: For Allied Health students or by permission of department chair.

OIM-106 Records & Info Management 3 credits

This course provides an introduction to records management, including subject, numeric and geographic filing guidelines, as well as storage media, space limitations, compliance and risk management, and disaster recovery. Students will complete hands-on projects using Outlook for customizing and designing e-mail, using search folders, creating and using contacts/notes, scheduling meetings, and integrating Word merge functions using contacts. File management using Windows Explorer and business research using Excel. Students practice creating and PowerPoint presentations to tie together all the various professional skills using a qualitative approach. Pre/co-requisite: Keyboarding: Document Generation I (OIM100) and Applications/Concepts (CIT110).

OIM-110 Document Generation II 3 credits

This course assists students in using Word to create common business documents such as business letters, memorandums, reports with footnotes and endnotes, bibliographies, tables of contents, tables, on-line forms, resumes and newsletters using current industry standards. Students will use word processing techniques such as learn to use accelerator keys, macros, template bullets and numbering, leaders, merging, sorting, hyperlinks, section breaks, styles, formulas, clip art, WordArt and column layout. Diagnostic and speed building exercise are used to improve keyboarding accuracy and practice. A minimal speed of 50 words per minute is strongly recommended. Students acquire skills that are recommended for preparation for MOUS (Microsoft Office User Specialist) certification. Prerequisites: Grade of C or better in Keyboarding Document Generation I (OIM100) and Applications/Concepts (CIT110) or chair approval.

OIM-115 Admin Tech and Procedures 3 credits

This course introduces administrative skills vital for employment in business and industry, including telecommunications; mail and copy services; travel, meeting, and conference arrangements; teleworkers/virtual assistants; customer service; and job application techniques. The class develops problem solving, critical thinking, organizational skills, and interpersonal skills while emphasizing work ethics, teamwork, and cultural diversity. To enhance these skills, students work individually and in teams to conduct library and Internet research and give presentations in class. Personnel from area corporations may participate in class discussion. Pre/co-requisite: Keyboarding: Document Generation I (OIM101) and Applications/Concepts (CIT110).

OIM-130 Business Correspondence/Editing 3 credits

This course reviews English fundamentals and emphasizes proofreading and editing skills for Business documents. Students compose, edit, and produce business letters and memorandums that are commonly written by administrative assistants. This course utilizes current word processing software. Prerequisite: Writing Skills II (ENG095). Pre/co-requisite: Keyboarding: Document Generation I (OIM101).

OIM-170 Proc/Medical Office 3 credits

This course includes Windows, word processing, medical office procedures, and computerized medical management software. Students create documents commonly used in a medical office as well as job application materials, using templates, macros, and/or merged documents. Concepts covered include interprofessional 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.

OIM-190 Medical Information Management 3 credits

This course covers the medical environment and staff patient and staff scheduling medical documents and computerized medical applications, professional activities and travel arrangements for medical staff, health insurance, and HIPAA and ICD and CPT coding. Students use a computerized patient accounting software application to enter patient information, diagnostic and procedure codes, schedule and review patient and staff appointments, process insurance claims, enter financial transactions, and generate L/L/L/L...Lab Practicum and Lecture
L/L/L/L...Lab Practicum and Lecture
SEM:................................................................................ Seminar
SFL:...Students determine their own schedule
WEB:............................................................................. Web Based
M:................................................................................ Monday
T:................................................................................ Tuesday
W:................................................................................ Wednesday
TH:............................................................................... Thursday
F:................................................................................ Friday
S:................................................................................ Saturday
SU:................................................................................. Sunday
C:................................................................................ Campus
H:................................................................................ Hybrid
C:................................................................................ Clinical
G:................................................................................ General
L:................................................................................ Lecture

Courses marked with a leaf symbol are part of BHCC’s ongoing efforts to integrate sustainability into the College’s curriculum. These courses emphasize the importance of environmental responsibility and contribute significantly to students, understanding and practice of sustainability. Not all sections may be sustainable, please check with the Registrar’s Office if you have questions.
financial reports. Students complete individual team projects that include Internet research as well as a written and oral presentation on an issue related to medical office administration. Pre/co-requisite: Keyboarding: Document Generation I. (OIM101).

OIM-199 Technology on the Move 3 credits
Students explore career opportunities in medical, legal, and executive administration fields. This course includes critical thinking and teamwork projects to help students develop the ability to give and receive constructive criticism in a supportive environment. Students complete individual and team projects that use Internet research and library resources. Based on research related to office and information management issues, they develop written and oral presentation skills. Time management, listening, note-taking, and test-taking skills are emphasized. Security issues, legal and ethical issues, and cultural diversity are covered. Current students, alumni, and business personnel will provide perspectives on how to succeed in academia and in the business world. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement. Pre/co-requisite: Keyboarding: Document Generation I (OIM101). Co-requisite: Group Dynamics (PSY107). Note: This change will be effective Spring 2007 requirements.

OIM-200 Introduction to Physicians’ Billing 3 credits
This course presents the “revenue cycle” concept to students, which encompasses registration practices and the impact this process has on the business function. The varied health care delivery systems and the history of the delivery of medical care are presented. The variety of prospective reimbursement systems on data collection, billing, and effective processes are defined and discussed. The principles of ICD and CPT coding, the management of data, and the constantly changing regulations of CMS and other external regulators is reviewed. Technicalities of managing all aspects of claims submission and denial are examined. The course is offered only in the evening. Pre/co-requisite: Medical Terminology (NHP180). T1 LEC T 6:00 p.m.-8:45 p.m. B134 TBA

OIM-299 Office & Info Mgmt Internship 3 credits
This field experience takes place during the spring semester of the second year and provides specific occupational preparation for office careers. Students work in an off-campus work environment related to their career goals, abilities, and skills. Students participate in seminars prior to internship and during the field experience. This course is offered spring semester only. Prerequisites or co-requisites: All courses within major should be completed prior to or during the semester the internship is done or by permission of department chair. Note: Administrative Business Communication (OIM230) is offered fall semester only and must be taken the fall semester prior to internship.

Paralegal Studies

PLG-101 Introduction to Law 3 credits
This course provides students with an understanding of the American legal system and the paralegal profession. The course reviews 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, legal research and writing, litigation, and legal ethics. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

PLG-103 Litigation 3 credits
Litigation is a core function of many law firms. Students will learn the rules and requirements necessary to provide effective litigation support in a law office. Topics include the organization and jurisdiction of federal and state courts, the preparation of pleadings, motions, interrogatories, judicial notice, preparation and admission of evidence, subpoenas, depositions and trial notebooks, interviewing clients, trial and appellate procedures, the rules of evidence, and the preparation of cases for hearing or trial. The roles of arbitration, mediation, and negotiation will also be covered. Prerequisites: Introduction to Law (PLG101).

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 aids students in understanding how the legal profession is regulated generally and the impact that paralegal’s 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).

PLG-202 Business Organizations 3 credits
Choosing the proper form of business organization can mean the difference between success and failure. Many attorneys are involved in advising their commercial clients regarding the appropriate form of business. This course covers the rules and requirements to establish sole proprietorships, partnerships, limited partnerships, limited liability companies, limited liability partnerships, business trusts, corporations and joint ventures. Practical considerations include the preparation and management of the documents necessary for the organization and maintenance of each business entity. Corporate materials are reviewed, as are corporate characteristics, formation procedures, financial structure, meetings, dividends, share ownership, amendments, dissolution, and Massachusetts incorporation procedures. Prerequisite: Business Law I (BUS201).

PLG-203 Real Estate Law 3 credits
This course thoroughly investigates the theory and practice of real estate transactions from the perspectives of both the buyer and the seller. The topics include examination of estates in land, rests, restrictions, easements, covenants, options, deeds, mortgages, and foreclosure proceedings. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

PLG-204 Wills, Estates and Trusts 3 credits
This course covers the initial investigation and preparation of real estate transactions from the perspectives of both the buyer and the seller. The topics include examination of estates in land, rests, restrictions, easements, covenants, options, deeds, mortgages, and foreclosure proceedings. Prerequisites: Writing Skills II (ENG095), Reading Skills II (RDG095) or Academic Reading III (ESL098) or placement.

PLG-299 Paralegal Internship 3 credits
An internship in Paralegal Studies is a hands-on learning experience at law firms, public agencies, corporation, or other law related organizations, under the direct supervision of a legal professional. It is intended to provide students the opportunity to gain practical experience in their field of study. Students perform 150 hours of internship service over the course of 10-15 weeks, during the spring, fall, or summer semesters. Students meet bi-weekly with their advisor to prepare papers, work on related projects, and share experiences with other students. Students are responsible for following all guidelines in the BHCC Internship Handbook. Prerequisites: Completion of all PLG required courses, Practical Legal Writing (PLG105); pre/co-requisite: a cumulative grade point average of at least 3.0 in the program and approval of the paralegal faculty internship coordinator.

Philosophy

PHL-101 Introduction to Philosophy 3 credits
This introductory course acquaints students with the philosophic method, the problems and living issues of philosophy, and the great philosophers. 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 philosophic 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.

PLH-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 conduct the historical examination and understanding 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.

Psychology

PSY-101 Principles of Psychology 3 credits
This introductory psychology course covers a survey of 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 M2

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MH4

23

71

70

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1 7C must be taken with ESL099-06C
M ,W 3:55 p.m.-5:10 p.m.
T C

F 8:20 p.m.-9:15 p.m.
D 217 G Mullin

T3

T L 11:45 p.m.-12:30 p.m.
B113 V Diaz

V Diaz

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puentes

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Ryan

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puentes

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Ryan

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. A Vitagliano

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Tey

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Ryan

EB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. A Bhatkar

SU LE M 11:30 a.m.-12:45 p.m.
D 221 S Cassara

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. S Cassara

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, Office and Information Management: Technology on the Move (OM199).

01N LEC T L H 7:00 a.m.-8:15 a.m.
B106 M Day

02C LEC T L H 10:00 a.m.-11:15 a.m.
B106 M Day

03 LEC T L H 3:35 p.m.-5:10 p.m.
B109 A Vitagliano

70 LEC F 12:00 p.m.-2:45 p.m.
295 J Plantidioti

Class meets at the Chelsea Campus

PSY-131 Psych of Popular Culture 3 credits
This course is designed to facilitate the development of critical thinking, reading, and writing skills through the psychological study of popular culture. Issues of social psychology, cross-cultural communication, identity development, creativity, violence, and psychological health will be analyzed in a variety of domains of popular culture. Psychological theory and analysis will be applied to youth culture, consumer culture, political campaigns, contemporary music and visual arts, tourism, stand-up comedy, advertising, and the internet. This course meets General Education "Individual and Society" Requirement Area 2.

01 LEC T L H 7:30 p.m.-9:45 p.m.
D 217 M Schernwetter

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Schernwetter

PSY-203 Psych of Personal 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: Grade of C or better in Principles of Psychology (PSY101).

01 LEC T L H 11:30 a.m.-1:45 p.m.
D 217 M Plantidioti

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Schernwetter

PSY-209 Child Psychology 3 credits
This course examines the normal physical, cognitive and socio-emotional development of children from conception to age twelve. This course is used for meeting the requirements of the A.A. Psychology Concentration or for elective credit in other programs. However, this course may not be used to meet program requirements for degrees or certificates in the ECDev, Edu, or HSY programs. Students may not receive credit for both PSY209 and ECE103 to meet requirements for degrees or certificates for college graduation. Prerequisite: Grade of C or better in Principles of Psychology (PSY101).

01 LEC M 11:30 a.m.-12:45 p.m.
D 217 G Mullin

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. S Cassara

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puentes

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Ryan

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. A Vitagliano

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Tey

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Ryan

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WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Ryan

EB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. A Bhatkar

SU LE M 11:30 a.m.-1:45 a.m.
T2 D217 G Mullin

WEB WB For username and password, go to www.bhcc.mass.edu/mycourseaccess. S Cassara
**Course Descriptions & Section Listings**

**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 analytical reading, which provides strategies and vocabulary. In particular, students will recognize and articulate main ideas, supporting details, and patterns of organization. In addition, students will improve note-taking and test-taking skills. Notes: 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.

01 LEC M,W 7:00 a.m.-8:15 a.m. B112 M Silvia
02 LEC M,W 8:30 a.m.-9:45 a.m. B114 TBA
03 LEC T,H 11:30 a.m.-12:45 p.m. B112 L McChurch
04 LEC T,H 11:30 a.m.-12:45 p.m. B112 L McChurch
05 LEC F 1:30 p.m.-2:45 p.m. B125 TBA
06 LEC F 1:30 p.m.-2:45 p.m. B113 H Wiseman
07 LEC M,W 2:30 p.m.-3:45 p.m. H148 TBA
08 LEC M,W 2:30 p.m.-3:45 p.m. H148 TBA
09 S2 L 8:00 a.m.-11:45 a.m. B109 A Nicollro
10 LEC W 6:30 p.m.-9:15 p.m. B132 M Pabian

**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 analytical reading, which provides strategies and vocabulary. In particular, students will recognize and articulate main ideas, supporting details, and patterns of organization. In addition, students will improve note-taking and test-taking skills. Notes: 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.

01 LEC M,W 7:00 a.m.-8:15 a.m. B112 M Silvia
02 LEC M,W 8:30 a.m.-9:45 a.m. B114 TBA
03 LEC M,W 10:00 a.m.-11:15 a.m. B113 J Stark
04 LEC M,W 10:00 a.m.-11:15 a.m. B113 J Stark
05 LEC M,W 11:30 a.m.-12:45 p.m. B134 TBA
06 LEC M,W 1:00 p.m.-2:15 p.m. B222 L McChurch
07 LEC M,W 3:35 p.m.-5:10 p.m. B131 J Collins
08 LEC T,H 7:00 a.m.-8:15 a.m. B127 M Egang
09 LEC T,H 8:30 a.m.-9:45 a.m. B129A S Deyseso
10 LEC T,H 8:30 a.m.-9:45 a.m. B126 M Egang
11 LEC T,H 8:30 a.m.-9:45 a.m. B112 TBA
12 LEC T,H 10:00 a.m.-11:15 a.m. B126 J Stark
13 LEC T,H 11:30 a.m.-12:45 p.m. B118 J Stark
14 LEC T,H 1:30 p.m.-2:45 p.m. B129A M Lindahl
15 LEC T,H 8:30 a.m.-9:45 a.m. B208 C Labonte
16 LEC F 6:00 p.m.-8:45 p.m. B205 L McChurch
17 LEC F 6:00 p.m.-8:45 p.m. B217 C Mason
18 LEC G 10:00 a.m.-12:00 p.m. B205 L McChurch
19 LEC G 10:00 a.m.-12:00 p.m. B217 C Mason
20 LEC H 6:00 p.m.-8:45 p.m. B208 C Labonte
21 LEC H 6:00 p.m.-8:45 p.m. B205 L McChurch
22 LEC J 6:00 p.m.-8:45 p.m. B217 C Mason
23 LEC K 6:00 p.m.-8:45 p.m. B208 C Labonte
24 LEC K 6:00 p.m.-8:45 p.m. B205 L McChurch
25 LEC L 6:00 p.m.-8:45 p.m. B217 C Mason
26 LEC L 1:00 p.m.-3:15 p.m. B208 C Labonte
27 LEC L 1:00 p.m.-3:15 p.m. B205 L McChurch
28 LEC M 9:00 a.m.-11:15 a.m. B133 P Shute
29 LEC M 12:00 p.m.-2:15 p.m. B130 TBA
30 LEC M 12:00 p.m.-2:15 p.m. B129A P Shute
31 LEC W 6:30 p.m.-9:15 p.m. B112 C Mason

**RTH-102 Principles of Respiratory Therapy IV** 4 credits

This course continues to teach students' knowledge of the profession of Respiratory Therapy. Course contents include: solutions, fluids, electrolytes, and acid-base balance related to the human body; regulation of breathing; principles of humidity, and principles of medical aerosols. Class meets: 4 hours lecture. Prerequisites: Principles of Respiratory Therapy I (RTH101), Modalities of Respiratory Therapy II (RTH112), and Clinical Practice in Respiratory Therapy II (RTH122). Co-requisites: Principles of Respiratory Therapy III (RTH121), and Clinical Practice in Respiratory Therapy III (RTH122).

01 LEC M 12:00 p.m.-2:00 p.m. G140 R MacMaster

**RTH-112 Modalities of Respiratory Therapy II** 2 credits

This course familiarizes students with additional diagnostic and therapeutic modalities used in Respiratory Therapy. Students study the equipment and techniques related to the analysis and monitoring of gas exchange, storage and distribution of medical gases, medical gas therapy, humidity therapy, aerosol therapy, and electrical diagrams. Course meets: 1 hour lecture; 2 hours lab. Prerequisites: Principles of Respiratory Therapy I (RTH101), Modalities of Respiratory Therapy I (RTH111), and Clinical Practice in Respiratory Therapy I (RTH112). Co-requisites: Principles of Respiratory Therapy II (RTH102) and Clinical Practice in Respiratory Therapy II (RTH122).

01 LAB TH 12:00 p.m.-3:00 p.m. G141 R MacMaster
01 LAB T 1:00 p.m.-2:00 p.m. G141 R MacMaster

**RTH-122 Clinical Practice in Respiratory Therapy II** 4 credits

This course provides additional exposure to the IV hospital critical care environment. In addition to the adult critical care environment, students will develop a basic understanding of providing respiratory care in specialty areas including neonatal, pediatrics, home care and long-term care. Course meets 16 hours clinical practice in selected health care

01 LAB TH 12:00 p.m.-3:00 p.m. G140 R MacMaster
Science & Engineering

Note: All science and engineering courses are web enhanced. Online access may be required.

**AST-102 Astronomy/Lab** 4 credits

This course covers an introductory study of basic astronomy, including the planets, the apparent motions of celestial objects, the solar system, constellations, comets and meteorites, stars, galaxies, and the large-scale structure of the universe.

The course includes current events in space exploration. The course meets General Education “Science and Technology” Requirement Area 5. Course meets: 3 hrs. lecture, 1.5 hrs. lab.

Prerequisites: Writing Skills II (ENG095) and a grade of C or better in Foundations of Algebra (MAT095) and placement equivalency.

**BIO-105 Introduction to Biology** 4 credits

This course will investigate the major biological concepts that connect all forms of life and are designed for students with little or no background in science. Topics will include the process of scientific inquiry, the cell as the basic unit of life, metabolism, cellular reproduction, genetics, evolutionary theory and principles of ecology. Laboratory work will introduce students to the basic investigative techniques used to study these processes. There will be no animal dissection in this course. This course will satisfy the General Education area five requirement (Science & Technology), for all programs and may be used to satisfy the biology requirement for all Health programs. The course is offered in the Center for Allied Health programs. 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), Foundations of English II (ENG095), a grade of C or better in Foundations of Math (MAT095), and Reading Skills II (RDG095) or placement equivalency.

**BIO-111 Food/Nutrition** 3 credits

This course covers a study of plant and animal sources of human food, their nutritional values, and the ways in which they are utilized by the body in health and disease. Topics include the selection of an adequate diet, evaluation of nutrition status, nutrition and aging, weight control and lactation, nutrition in infancy and in aging, weight control, alternate food patterns, ethnic foods, and nutrition-related health problems. The department recommends this course for students in Allied Health programs. The course is offered in the Center for Self-Directed Learning only.

**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 ways in which they are utilized by the body in health and disease. Topics include chemistry and biology of food, personal nutrition evaluation, nutrition and aging, weight control and lactation, ethnic foods, and nutrition-related health problems. The course serves as a prerequisite for Anatomy and Physiology I (BIO203). 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 (BIO105).

**BIO-196 General Biology II/Lab** 4 credits

As a continuation of General Biology I (BIO195), this 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 (BIO195).

**BIO-203 Anatomy/Physiology I/Lab** 4 credits

This is the first course in a two-semester sequence that will examine the human body as a unionized integrated approach. Areas of study will include the structure and function of cells, histology, the physiological and anatomical aspects of support and movement systems and the nervous system.
the human systems not covered in Anatomy/Physiology I. Areas of study will include the endocrine system, the cardiovascular system, lymphatic and immune systems, respiratory system, digestive system, urinary system and reproductive system. Laboratory activities will enhance the students’ comprehension of the structure and function of the human body. Course meets: 3 hrs. Lecture 3 hrs. Lab. Prerequisite: Grade of C or better in Introduction to Biology/Lab (BIO105), Human Biology (BIO108) or General Biology I/Lab (BIO195).
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 Foundations of Algebra (MAT097) or placement equivalencies.

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<tr>
<td>BIOL-260 Molecular Biotechnology</td>
<td>5 credits</td>
<td></td>
<td>Biotechnology course covering major concepts of molecular biology and their relationship to the field of biotechnology. The course will focus on recombinant DNA technology, genetically engineered organisms, sequencing, gene expression in prokaryotes and eukaryotes, protein expression and analysis, and genomics. Advanced topics will include Bioinformatics, Protein engineering, RNA interference and biological products as therapeutic agents. Laboratory activities will emphasize proper laboratory protocol and documentation, inquiry based investigations, and analysis of experimental data. Students will be required to purchase approved safety goggles. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in General Chemistry I and Lab (CHM201).</td>
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<tr>
<td>BIOL-523 Population Biology/Lab</td>
<td>4 credits</td>
<td></td>
<td>This course is designed to give students an overview of the science of population biology. The course covers topics related to: populations; distribution and abundance of species, logistic and exponential growth; the influence of natural selection and the Hardy-Weinberg principle on populations; life-history strategies; inter-specific interactions; population regulation and sustainable ecosystems; and human impact on the sustainability of wild populations. Central to the course is the science behind the sustainable use of and regulation of natural resources such as forests, wetlands, and wild species. Laboratory activities will include field techniques: basic statistical analysis, computer simulation, and formal lab exercises. Lab experiments are designed to facilitate an understanding of basic scientific field research and principles of population ecology. This course is designed for advanced science students and may be taken as a program elective for the ASBS Biology Transfer Option. 3 hrs lecture–3 hrs lab. Prerequisites: General Biology II / Lab (BIOL196) or permission of the science and engineering department.</td>
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<tr>
<td>BME-200 Biomedical Engineering II</td>
<td>3 credits</td>
<td></td>
<td>This course explores the techniques for analysis and modeling of biomedical systems with applications of advanced mathematics including Differential Equations, Difference Equations, Stochastic Processes, and computer-aided methods to study problems at the interface of engineering and biology. Other topics include elements of physiological modeling and the solution of the transient and forced response for a variety of biological and biomechanical systems. Class meets: 3 hrs. lecture. Prerequisites: Grade of C or better in Biomedical Engineering I (BME100) and a grade of C or better in Calculus II (MAT282). Co-requisite: Calculus III (MAT283).</td>
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<tr>
<td>CHM-120 Principles of Inorganic Chemistry</td>
<td>4 credits</td>
<td></td>
<td>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 relevance of chemistry in health professions. Laboratory work will introduce students to basic laboratory techniques, safety regulations, and chemical hygiene. This course does not satisfy the chemistry requirement of the AS Biological Sciences or AS Engineering</td>
</tr>
</tbody>
</table>
COURSE DESCRIPTIONS & Section Listings

Prerequisite: Grade of C or better in Engineering Statics (ENG260). Co-requisite: Ordinary Differential Equations (MAT285).

01 LEC T 7:30 a.m.-1:35 p.m. B216 J Levine
LEC M 11:30 a.m.-1:35 p.m. B216 J Levine
LEC W 10:00 a.m.-11:15 a.m. B216 J Levine
LEC TH 11:30 a.m.-1:35 p.m. B329 J Levine
LEC F 11:30 a.m.-1:35 p.m. B329 J Levine

ENR-270 Strength of Materials 3 credits

This course covers the fundamental concepts of structural analysis and design as related to the behavior of materials. Through lectures, laboratories, and discussions, students develop a solid foundation in the principles of structural analysis and design. The course is a prerequisite for the AS Biological Science program. Prerequisite: Grade of C or better in Engineering Statics (ENG260). Co-requisite: Ordinary Differential Equations (MAT285).

01 LEC T 7:30 a.m.-1:35 p.m. B216 J Levine
LEC M 11:30 a.m.-1:35 p.m. B216 J Levine
LEC W 1:00 p.m.-3:15 p.m. B329

ENR-505 CMP-Aided Drawing & Design 3 credits

This course will introduce students to the use of computer software for creating engineering drawings and developing engineering designs and design models. Students will use the AUTOCAD software package as they learn standard views and dimensioning techniques. The emphasis is on developing the ability to create detailed, accurate engineering drawings that meet industry standards. The use of computer-aided design (CAD) software is also introduced. Prerequisites: Foundations of Mathematics (MAT093), and Reading Skills II (RDG095) or placement. Corequisite: Intro to Engineering (ENRI101) course meets at Somerville High School.

07 LEC M 5:00 p.m.-8:00 p.m. SOMV P Navarino
LEC D 302

ENV-105 Environmental Science I/Lab 4 credits

This course covers an introduction to the physical and biological structure of the natural world within a global perspective. The course emphasizes both a local and global perspective on the study of natural systems and the impacts of human society on these systems. Topics include: ecosystem dynamics, international conservation biology, biodiversity, evolution and adaptation, population dynamics, climate, and the role of science and technology in business and society, and sustaining ecosystems and wildlife. Laboratory investigations develop critical thinking and formal report writing skills. The department recommends this course for A.S. degree students as the General Education “Science and Technology” Requirement Area 5. Course meets 3 hrs. lecture; 3 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Foundations of Mathematics (MAT093), and Reading Skills II (RDG095) or placement.

01 LEC M 10:00 a.m.-11:15 a.m. D318 K Frashure
LAB W 8:30 a.m.-11:15 a.m. H152 K Frashure
02 LEC M 10:00 a.m.-11:15 a.m. D318 K Frashure
LAB W 1:00 p.m.-3:45 p.m. D318 K Frashure

ENV-507 Survey of Renewable Energy 4 credits

This course investigates the potential of renewable energy technologies to help solve environmental and economic problems within society. Areas of investigation include solar, wind, hydropower, geothermal, fuel cell, biomass, ocean wave power, and alternative transportation options. Also addressed are conventional energy sources including oil, coal, natural gas, and nuclear. Consideration will be given to related issues such as costs, externalities, system efficiencies, emissions and other environmental impacts, financial incentives, and the regulatory and market forces impacting the alternative energy industry. Students will learn how to assess the viability of incorporating renewable technologies, such as solar or wind power, for residential and commercial applications. Laboratory investigations will develop the student’s critical thinking and problem solving skills. Course meets 3 hours lecture; 3 hrs. lab. Prerequisites: MAT093, ENG095, RDG095 or placement. Corequisite: Intro to Engineering (ENRI101) course meets at Somerville High School.

01 LEC T 2:30 p.m.-5:10 p.m. H152 K Reichert
LEC F 1:00 p.m.-2:15 p.m. H152 K Reichert

PHY-191 Introduction Physics/Lab 4 credits

This course provides the background for the study of electronics and other technical areas. Topics include classical mechanics, the conservation laws, and electromatics. This course meets General Education “Science and Technology” Requirement Area 5. This course is for Electric Power Utility Utility Program students only. Prerequisite: Grade of C or better in Topics in Algebra/Trigonometry (MAT193).

01 LEC M 7:00 a.m.-9:45 a.m. M104 A Bhuinya
LAB W 7:00 a.m.-9:30 a.m. M104 A Bhuinya

PHY-202 General Physics II/Lab 4 credits

This continuation course covers the principles of physics, using a problem-solving approach. Laws of motion, forces, work and energy, momentum and harmonic motion will be covered. For the biology student this course will provide him or her with an enhanced understanding of the physical aspects of the natural environment. The laboratory work will reinforce the understanding of physical concepts and promote the development of problem solving skills. This course satisfies the physics requirement of the AS Biological Science program. This course does not satisfy the physics requirement of the AA Chemical Science or Physics/Engineering concentrations or the AS Engineering program. Prerequisite: Grade of C or better in Precalculus (MAT197).

01 LEC T 2:30 p.m.-5:10 p.m. B335 J Saperstein
LAB TH 2:30 p.m.-4:55 p.m. B335 J Saperstein
M1 LEC M 6:00 p.m.-8:45 p.m. B335 J Shahbazian
LAB W 6:00 p.m.-8:30 p.m. B335 J Shahbazian
51B HBY M 8:00 a.m.-11:30 a.m. B335 J Shahbazian
Web component required

PHY-252 College Physics II/Lab 4 credits

This course is an introduction to some of the fundamental principles and concepts of physics, using a problem-solving approach. The topics considered include the basic equations of electricity, work, energy, momentum, rotational kinematics and dynamics, conservation laws, laws of universal gravitation, and simple harmonic and oscillatory motion. Course meets: 5 hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in Calculus I (MAT281).

01 LEC W 2:30 p.m.-5:15 p.m. D318 TBA
LAB TH 10:00 a.m.-12:30 p.m. D318 TBA
152 F 6:00 p.m.-8:30 p.m. D335 B Lapierre
Web component required

PHY-254 College Physics II/Lab 4 credits

In the first half of the course, this continuation of College Physics I (PHY251) covers the following topics: basic topics in electricity and magnetism, electromagnetic radiation, the nature of light, and optics. In the second half, the course covers an introduction to basic ideas in modern physics. It also covers these additional topics: atomic structure, quantization, and nuclear physics. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: College Physics I/Lab (PHY251). Co-requisite: Grade of C or better in Calculus II (MAT282).

01 LEC M 10:00 a.m.-11:15 a.m. B329 A Bhuinya
LEC W 10:30 a.m.-11:45 a.m. B329 A Bhuinya
LAB M 1:00 p.m.-2:15 p.m. B329 A Bhuinya

02 LEC T 1:00 p.m.-2:15 p.m. B335 E Saperstein
LAB W 1:30 p.m.-2:45 p.m. D138 E Saperstein
LAB M 1:30 p.m.-2:00 p.m. B335 E Saperstein
SC-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, generational differences, race, 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. Prerequisites: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

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 evolution of behavior. Module topics include the background of physical anthropology, man in the natural world: practical genetics; classification within the human species; homo sapiens; homo erectus; the Anthropological perspective; and definitions that was before man: evolution of behavior; where do we go from here? This course is offered through the Center for Self-Directed Learning only.

Surgical Technology

NHP-180 Medical Terminology 3 credits
This course provides instruction in the development of basic medical terminology. Competency in medical terminology enhances effective communication among members of the healthcare team.

SOC-205 Urban Sociology 3 credits
This course covers the problems of social issues of contemporary urban life. It covers individuals’ responses to cultural, racial, political, institutional, educational, economic, and other challenges of city life. Prerequisite: Principles of Sociology (SOC101).

SOC-206 Juvenile Delinquency 3 credits
This course analyzes the nature and types of juvenile behavior that violate the law. Students study issues such as socialization, deviant roles, social processes, the special attributes of youth, and historical attitudes toward childhood and adolescence. Topics include family juvenile court, correctional institutions, causes of delinquency, the female delinquent, and prevention and treatment of delinquency.
Visual and Media Arts

VMA-100 VMA Freshman Seminar 3 credits
This interdisciplinary course builds a connection to the aesthetic, historical and intellectual aspects of an artist community and creative work while helping students navigate through some of the logistical hurdles of the first year experience. Students participate in a variety of group activities and presentations with faculty and visiting artists. Field trips include local galleries/studios and museums. A journal/sketchbook is required. The course is required for all Visual and Media Arts majors. Prerequisites: Writing Skills II (ENG095) and Foundations of Math (MAT093) or Reading Skills I (RDG090).

01 LEC M 5:00 p.m.-7:00 p.m. B07 JMacPherson Class meets at the Chelsea Campus
02 LEC M 5:00 p.m.-7:00 p.m. C105 Varanes Class meets at the Chelsea Campus

VMA-102 Two-Dimensional Design 3 credits
This course introduces the student to the elements and concepts of two-dimensional design. Familiarity with the terminology, concepts, and basic materials utilized in the studio by visual artists will be explored. These elements are shape, value, texture, color, line, and mass. Visual sensitivity and a working knowledge of the design elements are developed by solving a series of 2-D problems, employing a variety of media and materials. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. Prerequisites: Writing Skills II (ENG095) and Prelegbra (MAT093).

01 LEC T TH 8:30 a.m.-9:45 a.m. E148 E Petitti
02 LEC T TH 11:30 a.m.-12:45 p.m. E148 E Cavaliero

VMA-104 Drawing 1 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 drawings. 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).

01 LEC M 8:00 a.m.-11:15 a.m. D133 J Montford
02 LEC M 11:30 a.m.-2:15 p.m. D133 D Storberle
03 LEC W 8:30 a.m.-11:15 a.m. D133 D Currier
04 LEC W 11:30 a.m.-2:15 p.m. Y Chen
05 LEC TH 8:30 a.m.-11:15 a.m. B103 Y Chen
06 LEC TH 11:30 a.m.-2:15 p.m. B103 B Perocco
07 LEC W 6:00 p.m.-8:45 p.m. B103 W Maynord
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Y Chen

VMA-105 Digital Imaging With Photoshop 3 credits
The Adobe Photoshop workspace reflects the technical basis of the digital image. Understanding the structure of this important application enables the student to systematically build confidence and skill in its use, and also apply its principles in related applications. This course surveys the breadth and depth of the Photoshop workspace and toolbox through lecture presentations and lab exercises. An overview of the digital imaging workflow will be presented, with emphasis on image processing. Students must have basic computer literacy. Prerequisite: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

01 LEC M W 10:00 a.m.-11:15 a.m. E165 M Diamond For VMA and CMT majors only
02 LEC M W 11:30 a.m.-12:45 p.m. E165 M Diamond
03 LEC T TH 8:30 a.m.-9:45 a.m. E165 A Carter
04 LEC T TH 10:00 a.m.-11:15 a.m. E165 A Carter For VMA and CMT majors only
05 LEC T TH 2:30 p.m.-3:45 p.m. E165 S Wiemer
T1 LEC T TH 6:30 p.m.-8:45 p.m. E165 E Petitti
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. T Banjo

VMA-111 Introduction to Mass Media 3 credits
This course covers an overview of the history and theory of mass media, including print, radio, television, the Internet, movies, advertising and public relations. The course covers general concepts of mass media, the media industries, and practical methods to analyze and understand the influence of the mass media on social, cultural, and political life, not only in the United States, but also around the globe. In addition, the course looks at ways individuals themselves can influence the media. The course meets General Education World View Requirement Area 3. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

01 LEC M W 8:30 a.m.-9:45 a.m. E171 D Pastel
02 LEC T TH 2:30 p.m.-3:45 p.m. E171 TBA
03 LEC F 1:00 p.m.-2:15 p.m. E171 TBA
04 LEC M W 6:00 p.m.-7:15 p.m. E171 Bisson
M1 LEC M 6:00 p.m.-8:45 p.m. E171 Bisson
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. D Pastel

VMA-112 Art History: Prehistoric-Medieval 3 credits
The course is a broad multicultural survey of the art and architecture of Egypt, Rome, Greece, the Near, Mid, and Far East, and Europe, from the Paleolithic Era through the Moyen Age. The course stresses the understanding of art through examining visual concepts such as composition, space, rhythm, symmetry, perspective, and subject matter, as well as its social, political, and cultural contexts. Students will experience and analyze works of art through lectures, written assignments, journal entries, identification and essay exams, presentations, group projects, and visits to museums. The course meets General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

01 LEC T TH 8:30 a.m.-9:45 a.m. H158 D Malley 01C must be taken with ENG111-37C Class meets in the new H building
02 LEC F 10:00 a.m.-12:45 p.m. E171 D Malley
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. D Malley
WBL WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. K Currier Class meets 02/04/15-05/19/13

VMA-113 Art History- Renaissance to Contemporary 3 credits
This course is a broad multicultural survey of the art and architecture of the Early Renaissance through contemporary times. Major movements in both Western and non-Western traditions are covered. The course stresses the understanding of art through examining visual concepts such as composition, space, rhythm, symmetry, perspective, and subject matter, as well as social, political, and cultural contexts. Students will experience and analyze works of art through lectures, written assignments, journal entries, identification and essay exams, presentations, group projects, and visits to museums. The course meets General Education “Humanities” Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. D O’Malley
**VMA-114 History of Graphic Design** 3 credits
This course critically investigates and explores graphic design and visual communication history, major movements and pivotal artists and designers. This course requires participation of students in lecture and presentation, writing and studio projects, which will build critical thinking and visual skills. The course provides a necessary historical basis for students in the Graphic Design Program in the Visual & Media Arts Department. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).
01 LEC M, W 8:30 a.m.-9:45 a.m. E167 M Wargelin
02 LEC M, W 10:00 a.m.-11:15 a.m. E167 M Wargelin

**VMA-141 Elements/Video Production** 3 credits
This course gives students an overview of the theoretical, aesthetic, and practical elements of digital video pre-production, production, and post-production. Through a series of creative exercises, lectures, and classroom critiques, students will gain an understanding of the fundamental skills required in planning, scripting, directing, shooting, lighting, and editing digital video productions for a variety of purposes and audiences. The course provides a special emphasis on understanding and using visual storytelling techniques to relate information and emotion. Recommended prerequisite: Digital Imaging with Photoshop (VMA105). Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).
01 LEC T, TH 10:00 a.m.-11:15 a.m. E171 A Pastel
02 LEC T, TH 11:30 a.m.-12:45 p.m. E171 TBA

**VMA-151 Introduction to Audio Technology** 3 credits
This course will provide the student with the basic knowledge and skills required for audio production. Through lectures and hands-on lab work, students will learn the technical and aesthetic aspects of microphones, tape decks, and mixing consoles. Both digital and analog production media will be covered, with greater emphasis on the digital realm. In addition to technical abilities, students will also examine the nature of the acoustic environment, and will be introduced to digital audio editing software. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).
01 LEC T, TH 2:30 p.m.-5:10 p.m. E171 D Curtin

**VMA-161 Introduction Digital Photography** 3 credits
Digital photography has made it technically possible to generate countless photographs at virtually no cost, yet the formal problems of picture-making remain. How is it possible to create photographs with power and significance? This course explores basic technical issues of the digital photography process, 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 Foundations of Mathematics (MAT093).
01 LEC M, W 10:00 a.m.-11:15 a.m. E166 P Bartkiewicz
02 LEC M, W 11:30 a.m.-12:45 p.m. E166 P Bartkiewicz
03 LEC M, W 1:00 p.m.-2:15 p.m. E166 P Bartkiewicz
04 LEC T, TH 10:00 a.m.-11:15 a.m. E166 M Diamond
05 LEC T, TH 11:30 a.m.-12:45 p.m. E166 M Diamond
06 LEC M, W 2:30 p.m.-5:10 p.m. E166 G Duheur
07 LEC M, W 6:15 p.m.-9:00 p.m. E166 G Duheur
08 LEC S, 8:00 a.m.-11:45 a.m. E166 S Dubois
09 LEC S, 1:00 p.m.-3:45 p.m. E166 S Dubois
10 T, TH 2:30 p.m.-5:10 p.m. E166 D Sweeney
11 T, TH 6:15 p.m.-9:00 p.m. E166 D Sweeney
12 W1 LEC W, F 10:00 a.m.-11:15 a.m. E166 D Sweeney
13 W2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. T Phibbuck

**VMA-204 Drawing II** 3 credits
A studio course designed to examine basic vocabulary and drawing skills and concepts in the study of the human form. Using a wide range of drawing media, students work primarily from anatomical drawings and observation of the nude model to gain proficiency with gesture strategies, contour drawing, sighting and measuring, light in relation to planar relationships, and tonal structure of composition. Students develop an understanding of abstraction in relation to figure/ground, scale, positive & negative space, proportion, volume in relationship to light, compositional issues and spatial unity. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. Prerequisite: Drawing I (VMA104).
01 LEC T 8:30 a.m.-11:15 a.m. E213 Y Chen
02 LEC TH 8:30 a.m.-11:15 a.m. E213 Y Chen

**VMA-222 Painting II** 3 credits
This course emphasizes developing students’ personal sense of aesthetics and increasing their awareness of the painting process. Students choose to work in either acrylic or oil paint while exploring color theory, composition, value, and paint application. Class time includes one-on-one instruction and group critiques. Prerequisite: Painting I (VMA122) or permission of instructor.
01 LEC W 11:30 a.m.-2:15 p.m. E219 C Faust

**VMA-231 Digital Illustration with Illustration** 3 credits
This course explores the use of the computer as a design tool. Instruction emphasizes the mastery of fundamental computer functions and software operations. It prepares graphic design students in computer software and technology used in graphic design. Students explore the creative potential, solve design and layout problems, and exhibit an understanding of the professional requirements of document preparation and production. The course uses Adobe InDesign and Adobe Illustrator software. Prerequisite: Digital Publishing with InDesign (VMA131).
01 LEC T, TH 11:30 a.m.-12:45 p.m. E167 A Carter

**VMA-233 Design Communication II** 3 credits
This course covers a continuation of the examination and interpretation of the elements and principles of design as applied to the practice of graphic design and visual communication from visualization to production techniques. Students use the computer to create portfolio pieces for use in their future job search or in applications to four-year institutions. The course uses Microsoft Word, Adobe InDesign, Adobe Illustrator and Adobe Photoshop software. Prerequisite: Design Communication I (VMA232).
01 LEC M, W 11:30 a.m.-12:45 p.m. E167 A Carter

**VMA-243 Publication Design** 3 credits
This advanced course for graphic arts students covers the design, layout, and format of books. Students design a book with images that is the culmination of all they have learned. This book is included in their portfolio. The course is required of all graphic arts students and is offered spring semester only. Prerequisite: Design Communication I (VMA232) or approval of department chair.
01 LEC T, TH 10:00 a.m.-11:15 a.m. E167 M Cglynn

**VMA-243 Projects in Video Production** 3 credits
This course explores a variety of practical assignments that demonstrate and explore the use of video as a medium of expression. The course is open to students who have completed an introductory video course or permission of instructor.
01 LEC M, W 11:30 a.m.-12:45 p.m. E167 D Pastel

**WBL WEB**
For username and password, go to www.bhcc.mass.edu/mycourseaccess.
K Curell
Department Chair
03/13/2013

**VMA-115 The Moving Image** 3 credits
This course critically investigates and explores the history and technical development of the moving image, including major and influential works, artists, technical advances, and movements in film, television, and digital presentations. This course builds critical thinking and visual skills. The course provides a necessary historical basis for students in the Media Communications Program in the Visual & Media Arts Department. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).
01 LEC T, TH 8:30 a.m.-9:45 a.m. E171 A Carter
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VMA-252</td>
<td>Audio Studio Production</td>
<td>3</td>
</tr>
<tr>
<td>VMA-271</td>
<td>Design for WWW</td>
<td>3</td>
</tr>
<tr>
<td>VMA-273</td>
<td>Motion Graphics &amp; Compositing</td>
<td>3</td>
</tr>
<tr>
<td>VMA-299G</td>
<td>Graphic Design Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**VMA-252 Audio Studio Production 3 credits**

This course will cover basic techniques for multi-track studio recording. Topics will include: microphone techniques and placement, tracking and overdubbing, mixing and digital editing, and use of outboard equipment. Use of ProTools software in a recording environment is emphasized. Prerequisite: Introduction to Audio Technology (VMA151).

01 LEC M 2:30 p.m.-5:10 p.m. E171 D Curtin

**VMA-271 Design for WWW 3 credits**

Learn digital application interactive design from the ground up in this comprehensive, practical class. Students start by clarifying the goals for the digital application and target audience, then learn common design processes including basic design elements; page layouts; project site plan; visual design in Photoshop and optimized graphic generation (e.g., optimized images, buttons, and titles). Students will learn to research and develop the visual design for user interface and interaction for digital applications. Prerequisite: Photoshop (VMA105) or instructor permission.

01 LEC M,W 8:30 a.m.-9:45 a.m. E165 Y Chen

**VMA-273 Motion Graphics & Compositing 3 credits**

This course will familiarize students with the aesthetic and technical requirements of using digital methods to combine video, photo, graphics, text and other visual elements. Through lecture, demonstration and hands-on projects, students will learn behavior-based animation, transfer modes, particle dynamics and simulation design, stylized title animation, blue screen keying techniques, DVD motion menu design, key framing, and integration with Final Cut Pro and DVD Studio Pro. Prerequisite: Digital Imaging with Photoshop (VMA105).

01 LEC M,W 10:00 a.m.-11:15 a.m. E169 D Pastel

**VMA-299G Graphic Design Internship 3 credits**

Required in the Graphic Design Program, this course is designed to provide students with practical experience in a professional setting and preparation for a successful career in the graphic design field. Designation of Internship site will be based on student academic and career goals. The internship is paired with in-class learning and weekly meetings with the instructor and/or the representative of the designated business or agency. Prerequisite: Design Communication I (VMA232).

01 LEC F 10:00 a.m.-11:15 a.m. E167 C McGlynn
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

MASSACHUSETTS COMMUNITY COLLEGES – 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
   □ Valid Car registration
   □ Mass. High School Diploma †
   □ Utility bills*
   □ Voter registration*
   □ Signed lease or rent receipt*
   □ Employment pay stub*
   □ State/Federal tax returns*
   □ Military home of record*
   □ Record of parents’ residency for unemancipated person*
   □ 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:___________________

Authorized College Personnel: ______________________________________________ Date:___________________

Final exams for day and evening classes will begin on Monday, May 13 and end on Thursday, May 16. Final exams for Weekend College will begin on Friday evening, May 17 and end on Sunday, May 19. Please note that Weekend College consists of Friday evening classes and Saturday and Sunday classes. For the convenience of students, exams are scheduled as close as possible to the original meeting time of the course in the same classroom. This includes the Chelsea Campus.

To determine what day and time your exam will be given, review the A-O time blocks to identify the block in which your class is currently held. For example, if your class meets Mondays and Wednesdays from 8:30 a.m.-9:45 a.m. your exam falls under the C block. Check the C block on the grid for the day and time of your exam. The C block exam is on Wednesday, May 15 from 10:30 a.m.-12:30 p.m.

There are many courses that meet at times other than those listed on the grid. If your time is not listed on the grid, please check with your instructor to determine the date and time of your final exam.

If you are enrolled in a MAT093, 097, 099, or 194, RDG090 or RDG095, or ENG095 or ENG111, you are scheduled to take a department exam. MAT093 and 097 exams will be held on Monday, May 13 from 12:00 p.m.-2:00 p.m. and MAT099 and 194 exams will be held on Wednesday, May 15 from 1:00 p.m.-3:00 p.m. All English and reading exams will be held on Tuesday, May 14 from 12:00 p.m.-2:00 p.m.

Monday through Thursday evening class final exams are scheduled on their regularly scheduled evenings during final exam week. Weekend final exams are scheduled at their regularly scheduled time beginning Friday, May 17 and ending Sunday, May 19.

**School Closure**

In the case of school closings, make-up exams will be held on Thursday afternoon, May 16 and Friday, May 17. For exams in the A, B, C, or D blocks, your make-up exam will be held on Thursday, May 16 from 3:30 p.m.-5:30 p.m. For exams in the E, F, and G blocks, your make-up exam will be held on Friday, May 17 from 10:30 a.m.-12:30 p.m. For exams in the I block or for one of the department exams, your make-up exam will be held on Friday, 1:00 p.m.-3:00 p.m. For exams in the J, K, L, or M block, your make-up exam will be held on Friday, 3:30 p.m.-5:30 p.m. Friday evening make-up exams will be held on Saturday, May 18, from 9:00 a.m.-11:00 a.m.; Saturday make-up exams will be held on Sunday, May 19 from 12:00 p.m.-2:00 p.m.; and Sunday make-up exams will be held Monday evening, May 20 from 6:00 p.m.-8:00 p.m.

If the school is closed during one of the make-up exam days or times, students will be notified through BHCC email when their make-up exam will be held. All students are required to regularly log on to their BHCC email account. If you have questions concerning your exam schedule, please visit the Registrar’s Office located on the second floor, main lobby, room B204.

<p>| Monday  May 13 | A | 7 a.m.-9 a.m. | G | 9:30 a.m.-11:30 a.m. | DEPT EXAMS 12 noon-2 p.m. MAT093/097 | L | 2:30 p.m.-4:30 p.m. |
| Tuesday  May 14 | B | 7 a.m.-9 a.m. | H | 9:30 a.m.-11:30 a.m. | DEPT EXAMS 12 noon-2 p.m. ENG095/111 RDG090/095 | K | 2:30 p.m.-4:30 p.m. |
| Wednesday  May 15 | E | 8 a.m.-10 a.m. | C | 10:30 a.m.-12:30 p.m. | DEPT EXAMS 1 p.m.-3 p.m. MAT099/194 | M | 3:30 p.m.-5:30 p.m. |
| Thursday  May 16 | F | 8 a.m.-10 a.m. | D | 10:30 a.m.-12:30 p.m. | I &amp; J 1 p.m.-3 p.m. | | |
| Friday  May 17 | N &amp; O | 8 a.m.-10 a.m. | MAKE-UP EXAMS 10:30 a.m.-12:30 p.m. | OPEN | 1 p.m.-3 p.m. | OPEN | 3:30 p.m.-5:30 p.m. |</p>
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Section</th>
<th>Title</th>
<th>Title</th>
<th>Title</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
<td>F</td>
</tr>
<tr>
<td>7:00-8:15</td>
<td>8:30-9:45</td>
<td>10:00-11:15</td>
<td>11:50-12:45</td>
<td>1:00-2:15</td>
<td>2:30-3:45</td>
</tr>
<tr>
<td>Early Evening</td>
<td>Evening</td>
<td>Early Evening</td>
<td>Evening</td>
<td>Early Evening</td>
<td>Evening</td>
</tr>
<tr>
<td>Day</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
<td>Friday</td>
</tr>
</tbody>
</table>

A.M. Classes: 9:00-11:45 a.m.
P.M. Classes: 12:00 p.m. on
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, with this form, 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 handy when you call.

Phone: 617-228-3481.

The deadline to register for Spring 2013 credit courses by fax is January 11, 2013.

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.

COURSE SELECTION (SAMPLE BELOW IN COLOR)

<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 111</td>
<td>M1</td>
<td></td>
<td>College Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

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.

\[
\text{Tuition & Fees} \times \text{Credits} = \text{TOTAL COST}
\]

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

CITIZENSHIP

U.S. Citizen  Resident Alien  Non-Resident Alien (needs I20)

REGISTRATION FORM SPRING 2013

METHOD OF PAYMENT

Check  Money Order

VISA  MASTERCARD

DISCOVER  AMERICAN EXPRESS

NOTE: For credit courses, if you are claiming entitlement to in-state tuition privileges, you must complete an application for Massachusetts In-State Tuition Rates form and meet the requirements.

NAME ________________________________

ACCOUNT NUMBER __________________________

EXPIRATION DATE __________________________

CVS SECURITY CODE * ____________________

SIGNATURE ________________________________ DATE __________________

*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.
AGRESSIVE ACTION and EQUAL OPPORTUNITY POLICY
Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, gender identity, age, disability, genetic information, maternity leave or national origin in its educational programs or in admission to, access to, treatment in or employment in its programs or activities as required by Chapters 151B and C of the Massachusetts General Laws; Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; and Section 504, Rehabilitation Act of 1973 and regulations promulgated thereunder. Direct all inquiries concerning the application of these regulations to Thomas L. Saltonstall, Director of Diversity and Inclusion, the College's Affirmative Action Officer and Title IX and Section 504 Coordinator, 250 New Rutherford Avenue, Room E236F, Boston, MA 02129 or by calling 617-228-3311.