HEOA INFORMATION
Textbook Provision

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.
Registration for Summer 2014 Courses Begins on April 15, 2014  
Currently Enrolled Students May Register on April 8, 2014

Registration Options  
Continuous Walk-in registration  
Beginning April 15, 2014:  
Non-degree seeking students and new students may register at the Admissions and Registration desk, located in the Main Lobby of B-building on the Charlestown Campus, and at the Enrollment Office on the Chelsea Campus on the following days and times:  
- Mondays - Wednesdays: 8:30 a.m.-7:00 p.m.  
- Thursdays: 11:00 a.m.-7:00 p.m.  
- Fridays: 8:30 a.m.-4:00 p.m.

Online:  
Currently enrolled students are required to register online using their myBHCC account. Registration for currently enrolled students begins April 8, 2014. 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, main campus or Enrollment Services on the Chelsea Campus. Paper registrations will only be accepted at the Admissions and Registration desk for students with special circumstances as referred by an advisor.

By fax:  
Students registering by fax must complete the registration form on the inside back cover of this publication and fax the form with all required documents and full tuition payment (see payment information on page 3) to 617-228-3481 by the deadline listed in the Academic Calendar. A confirmation will be mailed to you.

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

All students registering for Summer 2014 Classes Must:  
1. Show a valid government issue photo ID (if in person); and  
2. Provide or have provided a completed Application for Massachusetts In-State Tuition form (pages 31-32) and all supporting documentation to receive the in-state tuition rate; and  
3. Provide proof of meeting course prerequisites:  
   A placement test or completion of appropriate BHCC coursework; or provide a transcript from another accredited institution verifying completion of appropriate coursework with a passing grade.  
4. Pay for courses at the time of registration or make payment arrangements.

Summer 2014 Session Dates  
Summer ................................................. June 2-July 10  
Bridge Session............................................. June 2-July 10  
Academic ESL Session................................. June 2-July 10  
Web Courses ............................................. June 2-August 1  
Center for Self-Directed Learning (CSDL) ........ June 2-August 14  
Session II .................................................. July 14-August 21
SUMMER 2014 ACADEMIC CALENDAR

Summer 2014 Academic Calendar

Summer Session I, Bridge Session & Academic ESL Session
Last day to register by fax for Session I, Bridge, ESL & Web courses .................................................. May 29
Last day to register for Session I, Bridge, ESL & Web courses .................................................................. May 30
Session I, Bridge, ESL & Web courses - Classes begin ............................................................................. June 2
Session I, Bridge, ESL & Web courses schedule adjustment (add/drop) deadline ...................................... June 4
Registered students only - a student may not add a course that has already met.
Last day for Session I course withdrawal ........................................................................................................ June 25
Last day to register for CSDL courses ............................................................................................................. June 27
Last day for Bridge session course withdrawal .............................................................................................. July 3
Independence Day - College closed ................................................................................................................. July 4
Last day for Academic ESL session course withdrawal ..................................................................................... July 9
Session I courses - Classes end ....................................................................................................................... July 10
Bridge Session courses - Classes end .............................................................................................................. July 24
Last day for CSDL and Web course withdrawal ............................................................................................. July 30
ESL Credit Session courses - Classes end ......................................................................................................... August 1
CSDL courses end ............................................................................................................................................... August 14

Summer Session II
Last day to register for credit courses by fax for Session II courses ............................................................... July 10
Last day to register for Summer Session II courses ......................................................................................... July 11
Session II courses - Classes begin .................................................................................................................. July 14
Session II schedule adjustment (add/drop) deadline ........................................................................................ July 16
Registered students only - a student may not add a course that has already met.
Last day for CSDL and Web course withdrawal ............................................................................................. July 30
Last day for Session II course withdrawal ....................................................................................................... August 6
CSDL courses end ............................................................................................................................................... August 14
Session II courses - Classes end ....................................................................................................................... August 21

BHCC requires all students check their BHCC email for important campus-wide notifications and announcements, as well as BHCConline course-related information.
**Tuition and Fees**

All students (except those taking health courses), whether they study during the day, evening, or both, will be charged the same amount per credit. Registering for the summer sessions requires payment at the time of registration. Payment plans are not available for summer sessions. Financial Aid is not available to students who are not enrolled in a degree or certificate program during the 2013-2014 academic year. The cost of tuition and fees listed in this publication are subject to change.

- **Massachusetts Residents (MA)** $141/credit
  Per credit: $24 Tuition/$112 College fees/$5 Technology fee. To qualify for MA rate, complete the in-state tuition form on pages 35-36.

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

**The New England Regional**

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

**Health and other High-Cost Courses**

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

**Other Charges**

- Returned Check Fee $30
- Stop Payment/Reissue Check Fee $20
- Liability Insurance Fee $20
- BHCC OneCard Replacement Fee $20
- Parking Permit Fee $30

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

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 identification number
- A current BHCC registration
- A current driver’s license
- Vehicle registration information
- Payment in the amount of $30 by American Express, Discover, Master Card, VISA, and personal checks 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.

**Payment**

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

**You may pay:**

- Online at http://onlineservices.bhcc.mass.edu (select Student Menu and then select “Make a Payment”).
- By express drop box located outside the Student Payment Office window, Room B219, for check and credit card payments using the envelopes provided.
- By phone by dialing 1-866-519-0785. Processing phone payments may take at least 48 hours to appear on your account in web advisor, however your account will be noted by the end of the business day (7:00 p.m.).
- Using financial aid funds. Students enrolled in certificate/ degree programs at the College during the 2013-2014 academic year who received financial aid, may be eligible for financial aid funds for the summer. Interested students should see the Financial Aid Office, Room B213 prior to registering for summer courses.

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

For students registering on the web, a statement at the bottom of the confirmation page indicates payment due at the time of registration. Students must check Account Summary to view the amount due. Students must pay in full at the time of registration or have made prior arrangements with the Student Payment Office or unpaid courses will be dropped. Please check your academic and financial record before logging out to confirm that registration and payment was recorded; click on Account Summary to view your financial record and My Class Schedule. 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 6 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.

**Outstanding Financial Obligations**

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

**Schedule Adjustments**

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

Refunds

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

- Session I, Bridge, ESL courses, & Web courses – 100% tuition and fees will be refunded through June 4. No refunds after June 4.
- Session II courses – 100% tuition and fees will be refunded through July 16. No refunds after July 16.
- For Center for Self-Directed Learning CSDL (LC) courses – 100% tuition and fees will be refunded if course is dropped (cancelled) during the scheduled adjustment period for Session I (June 4) or if registered after schedule adjustment, within five (5) working days from the date of registration.
- For Community Education courses (non-credit) – 100% refund within two (2) working days prior to the start of the class.
- No refunds are issued after the specified schedule adjustment period.

Registration Information

Assessment and Placement Testing

All students, planning to take math or English courses or a course with a math, English or reading prerequisite must complete the Computerized Placement Test (CPTs) unless they have successfully completed courses in these subjects at BHCC or another accredited institution. Those who have taken math or English at another institution must bring in or fax 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 in June and July. 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 Associate Registrar. Students planning to audit a course must indicate their intention at the time of registration. Students who register for a course must indicate their intention 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 is 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 summer financial aid is only available for students who have already been accepted and are currently matriculated at the college. The Admissions Office does not accept students for the summer semester and financial aid is not available for students who are only attending the summer semester. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you.

Financial Aid Policy for Adding Courses

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

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

Immunization Requirement

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

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

Residency Requirements

All students registering for credit courses at BHCC, who are claiming entitlement to in-state tuition privileges, must complete the Application for Massachusetts In-State Tuition Rates form (pages 35-36) and supply supporting documentation at the time of registration.
BHCC Chelsea Campus
Imagine the Possibilities

The Chelsea Campus, located in Bellingham Square, Downtown Chelsea, provides students with the knowledge and background necessary to compete in today's global economy. We offer foundation and elective courses leading to a college degree and or certificate plus a wide range of educational offerings including the Adult Basic Education Program, TRIO Program, CONNECT/ Achieve Program and Workforce Training. In addition, all Allied Health Certificate Programs are based at the Chelsea Campus. Central Processing, Pharmacy Technician, Surgical Technology, and Emergency Medical Technician (EMT) are examples of certificate programs that expand career options in the current economy.

| SESSION I | ACC-101 Principles of Accounting I | 3 credits |
| D1 LEC T,TH 9:00 a.m.-12:35 p.m. | 207 TBA |
| AHE-201 Advanced Clinical Skills | 3 credits |
| D1 LEC M-TH 10:00 a.m.-12:00 p.m. | B08 TBA |
| D2 LEC M-TH 12:30 p.m.-2:30 p.m. | B08 TBA |
| AHE-204 Patient Care Technician | 3 credits |
| D1 CLIN Days and time to be arranged | CHEL TBA |
| Class meets 06/23/14-08/22/14 |
| D2 CLIN Days and time to be arranged | CHEL TBA |
| Class meets 06/23/14-08/22/14 |
| AHE-205 Practicum Medical Assistant | 3 credits |
| D1 CLIN Days and time to be arranged | CHEL TBA |
| Class meets 06/23/14-08/23/14 |
| D2 CLIN Days and time to be arranged | CHEL TBA |
| Class meets 06/23/14-08/22/14 |
| ENG-112 College Writing II | 1 credit |
| D1 LEC W 9:00 a.m.-10:00 a.m. | B08 TBA |
| D2 LEC TH 1:45 p.m.-2:45 p.m. | B08 TBA |
| OIM-170 Procedures for the Medical Office | 3 credits |
| D1 LEC M-TH 10:00 a.m.-12:00 p.m. | 206 TBA |
| Class meets 05/20/14-06/21/14 |
| D2 LEC M-TH 12:30 p.m.-2:30 p.m. | 206 TBA |
| Class meets 05/20/14-06/21/14 |
| PMT-299 Pharmacy Practicum/ Seminar | 3 credits |
| D1 LEC W 8:30 a.m.-9:30 a.m. | B07 TBA |
| D2 CLIN T,TH 9:00 a.m.-12:35 p.m. | 209 J Durante |
| SOC-101 Principles of Sociology | 3 credits |
| D1 LEC M,W 9:00 a.m.-12:35 p.m. | 203 D Graves |

**BRIDGE**

| BIO-105 Introduction to Biology | 4 credits |
| F5 LEC T,TH 9:00 a.m.-10:00 a.m. | B02 W Soper |
| BIO-203 Anatomy/Physiology I/Lab | 4 credits |
| D5 LEC T,TH 9:00 a.m.-2:00 p.m. | B02 L Ba |
| D6 HYB W 9:00 a.m.-1:00 p.m. | B04 A Busch |
| D7 LEC T,TH 9:00 a.m.-2:00 p.m. | B02 M Beaumont |
| MAT-097 Foundations of Algebra | 3 credits |
| F5 LEC M,W 6:00 p.m.-8:45 p.m. | TBA |
| NHP-180 Medical Terminology | 3 credits |
| D5 LEC T,TH 9:00 a.m.-11:45 a.m. | B07 TBA |
| SGT-107 Surgical Tech III | 3 credits |
| D5 LEC M 8:00 a.m.-12:00 p.m. | B07 TBA |

**SESSION II**

| MAN-111 Principles of Management | 3 credits |
| E1 LEC T,TH 9:00 a.m.-12:35 p.m. | 204 TBA |

**ACADEMIC ESL SESSION**

| K1-K6 | Charlestown Day |
| L1-L6 | Charlestown Evening |
| EB | East Boston Health Center |
| LC | Center for Self-Directed Learning |
| F1-F4 | Web Courses |

**TEACHING METHODS:**

- CLIN = Clinical
- HYB = Hybrid
- LAB = Laboratory
- L/L = Lecture
- WEB = Web Based
- SLF = Sustainability within Curricular

**DAYS OF THE WEEK:**

| M | Monday |
| T | Tuesday |
| W | Wednesday |
| TH | Thursday |
| F | Friday |
| S | Saturday |

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 requires all students check their BHCC email for important campus-wide notifications and announcements, as well as BHCConline course-related information.
Distance Education courses do not require that the student be in a particular place at a particular time (also known as “synchronous”), or be physically located where the instructor happens to be. These conditions present both opportunities and challenges for students and instructors engaged in the educational process. Students engaged in Distance Education courses are required to establish and maintain weekly dialogue with instructors through various methods such as email, discussion forums, chat rooms, messaging and web conferencing – and all these communication tools are integrated within web courses.

Web course orientation:

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

1. Participate in one of the “live” virtual computer-based orientations from your home or work on Friday, May 30, 2014 beginning at 12:00 noon; or on Monday, June 2, 2014 at 12:00 noon. Go to www.bhcc.mass.edu/bhcconline for login information. Note: access to a telephone or a microphone is required to speak; webcams are also encouraged.

2. Listen to a prerecorded video orientation (see link on the BHCConline website).

3. Join the online student orientation “PrepCourse,” which begins one week prior to the start of the semester on Tuesday, May 27, 2014. This course is highly recommended and provides students with the opportunity to practice with Moodle (the Learning Management system that contains our web courses) before their actual credit course begins. The Prep Course is available through Sunday, June 1, 2014.

For more assistance, and for further information about orientations, along with general information regarding BHCConline, please email our office at onlinehelp@bhcc.mass.edu, call 617-228-2466, visit the BHCConline Office in Room H134, and/or review all the information on the BHCConline website.

### Web Courses (WB)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC-101</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC-102</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC-111</td>
<td>Investments</td>
<td>3</td>
</tr>
<tr>
<td>ACC-112</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>ACC-201</td>
<td>Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC-202</td>
<td>Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACC-203</td>
<td>Federal Income Tax I</td>
<td>3</td>
</tr>
<tr>
<td>ACC-204</td>
<td>Federal Income Tax II</td>
<td>3</td>
</tr>
<tr>
<td>ACC-210</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC-211</td>
<td>Money and Banking</td>
<td>3</td>
</tr>
<tr>
<td>BIO-115</td>
<td>Nutrition Science/Lab</td>
<td>4</td>
</tr>
<tr>
<td>BUS-101</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS-106</td>
<td>International Business I</td>
<td>3</td>
</tr>
<tr>
<td>BUS-207</td>
<td>Professional Communication</td>
<td>3</td>
</tr>
<tr>
<td>CIT-110</td>
<td>Applications/Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIT-113</td>
<td>Information Technology Problem Solving</td>
<td>3</td>
</tr>
<tr>
<td>CIT-118</td>
<td>Principles of Internet and Information Security</td>
<td>3</td>
</tr>
<tr>
<td>CIT-128</td>
<td>Database Design with MS Access</td>
<td>3</td>
</tr>
<tr>
<td>CIT-133</td>
<td>Introduction to MS Office</td>
<td>3</td>
</tr>
<tr>
<td>CIT-216</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIT-230</td>
<td>Help Desk Techniques</td>
<td>3</td>
</tr>
<tr>
<td>CIT-233</td>
<td>Advanced Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>CIT-234</td>
<td>Decision Support Using Excel</td>
<td>3</td>
</tr>
<tr>
<td>CIT-250</td>
<td>Collaboration, Communication and Integration in MS Office Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIT-268</td>
<td>Windows Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIT-271</td>
<td>Batch File Programming</td>
<td>1</td>
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<tr>
<td>CIT-277</td>
<td>Health Information Networking</td>
<td>3</td>
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<tr>
<td>CIT-279</td>
<td>CCNA Security</td>
<td>3</td>
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<tr>
<td>CIT-502</td>
<td>IT Career Exploration</td>
<td>1</td>
</tr>
<tr>
<td>CMT-111</td>
<td>HTML &amp; Dreamweaver</td>
<td>3</td>
</tr>
</tbody>
</table>

Since learning in an electronic environment may be a new experience, students should consider discussing taking web courses with an academic advisor, faculty member, or a member of the BHCConline staff.
CRJ-101 Introduction to Criminal Justice 3 credits
CRJ-102 Delinquency, Adjudication and Correction 3 credits
CRJ-103 Criminal Law 3 credits
CRJ-107 Intro to Corrections 3 credits
CRJ-201 Management in Criminal Justice 3 credits
CRJ-212 Community Corrections 3 credits
CRJ-215 Terrorism 3 credits
CRJ-245 Cyber Crime in Today's Society 3 credits
ECO-201 Macroeconomics 3 credits
ENG-111 College Writing I 3 credits
ENG-112 College Writing II 3 credits
ENG-203 Creative Writing Workshop 3 credits
ENV-105 Environmental Science I/Lab 4 credits
ENV-106 Environmental Science II/Lab 4 credits
ENV-110 Sustainability and Resource Conservation/Lab 4 credits
FLM-101 Film As Art 3 credits
FLM-102 American Cinema 3 credits
FPS-107 Fire Company Officership 3 credits
FPS-125 Hazardous Materials Chemistry 3 credits
FRE-211 Strategy and Tactics 3 credits
FRE-101 Elementary French I 3 credits
FRE-102 Elementary French II 3 credits
GEO-101 World Regional Geography 3 credits
GOV-101 Government/Politics in the US 3 credits
GOV-103 State/Local Politics 3 credits
HIS-101 Western Civilization to the Renaissance 3 credits
HIS-102 Western Civilization from Renaissance 3 credits
HIS-111 World Civilization to 1500 3 credits
HIS-112 World Civilization from 1500 3 credits
HIS-151 Colonization Thru Civil War 3 credits
HIS-152 Reconstruction to Present 3 credits
INT-110 American Culture 3 credits
JPN-101 Elementary Japanese 3 credits
JPN-102 Elementary Japanese II 3 credits
LIT-201 Intro to Literature 3 credits
LIT-203 Literature in America I 3 credits
LIT-204 Lit in America II 3 credits
LIT-207 Literature and Society I 3 credits
LIT-211 Master World Literature I 3 credits
LIT-212 Master World Literature II 3 credits
LIT-219 African Literature 3 credits
MAN-105 Principles of Marketing 3 credits
MAN-107 Introduction to Entrepreneurship 3 credits
MAN-111 Principles of Management 3 credits
MAN-112 Organizational Behavior/Design 3 credits
MAN-207 Small Business Management 3 credits
MAN-213 Mutual Fund Industry 3 credits
MAN-217 E-Commerce Marketing 3 credits
MAT-097 Foundations of Algebra 3 credits
MAT-099 Intermediate Algebra 3 credits
MAT-181 Statistics I 3 credits
MAT-194 College Algebra for STEM 4 credits
MAT-197 Precalculus 4 credits
MAT-231 Calculus for Management Science 4 credits
MAT-281 Calculus I 4 credits
MAT-282 Calculus II 4 credits
MIG-111 Imaging Technology I 3 credits
MUS-118 Music Appreciation I 3 credits
MUS-119 Music Apprec II 3 credits
MUS-129 Rock & Roll History 3 credits
NHP-180 Medical Terminology 3 credits
NUR-100 Drug Calculation 1 credit
OIM-100 Keyboarding Techniques 1 credit
PHL-101 Intro to Philosophy 3 credits
PHL-103 Ethics 3 credits
PHL-111 World Religions 3 credits
PSY-101 Principles of Psychology 3 credits
PSY-203 Psychology of Personal Adjustment 3 credits
PSY-209 Child Psychology 3 credits
PSY-213 Human Growth and Development 3 credits
PSY-219 Social Psychology 3 credits
PSY-223 Personality 3 credits
PSY-224 Adolescent/Adult Development 3 credits
PSY-227 Abnormal Psychology 3 credits
PSY-235 Intro to Behavioral Research 3 credits
SOC-101 Principles of Sociology 3 credits
SOC-109 Cultural Anthropology 3 credits
SOC-111 The Family 3 credits
SOC-205 Urban Sociology 3 credits
SOC-206 Juvenile Delinquency 3 credits
SOC-207 Criminology 3 credits
SOC-229 Sociology of Film 3 credits
SPN-101 Elementary Spanish I 3 credits
SPN-102 Elementary Spanish II 3 credits
VMA-104 Drawing I 3 credits
VMA-105 Digital Imaging with Photoshop 3 credits
VMA-111 Intro to Mass Media 3 credits
VMA-112 Art History: Prehistoric-Medieval 3 credits
VMA-113 Art History: Renaissance to Contemporary 3 credits
VMA-123 Water Color I 3 credits
VMA-161 Intro Digital Photography 3 credits

Hybrids

Web component required

BIO-203 Anatomy/Physiology I/Lab 4 credits
BIO-204 Anatomy/Physiology II/Lab 4 credits
CIT-110 Applications/Concepts 3 credits
CIT-162 Introduction to Networking 3 credits
CIT-167 Routers and Routing Basics 3 credits
CIT-267 Switching Basics and Intermediate Routing 3 credits
CIT-299C Computer Internship 3 credits
CIT-299N Networking Internship 3 credits
CIT-274 WAN Technologies 3 credits
CUL-111 Food Service Sanitation/ Skills 3 credits
ECE-103 Child Growth and Development 3 credits
ECE-111 Special Needs Child in Early Childhood Education 3 credits
EMT-103 Emergency Medical Technician 7 credits
OIM-101 Document Generation I 3 credits

INFORMATION PAGES

Information Pages
BHCConline Registration and Course Information

Students Enrolling in Web, Hybrid & Web Enhanced Courses:

Students register for web and hybrid courses the same way that they do for in-class courses.

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

Moodle web and hybrid courses are accessible to students for preview purposes one week prior to the start of classes. The instructor has the prerogative to delay access to a specific course until the official start date, which for the Summer semester is June 2, 2014.

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 contact the BHCConline office (617-228-2466) if they are experiencing technical difficulties accessing their course.

Academic Requirements & Expectations

It is highly recommended that students complete RDG095 and ENG095 or place out of these courses through the college’s incoming placement tests before enrolling in a web or hybrid course. New online students should complete one of the BHCConline orientations.

Distance learning courses are not self-paced; 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. Students should expect to spend between 6 and 10 hours of study/participation each week, per course.

Distance Education Exam Requirement

Some courses may require that the student come to the H building of the Charlestown campus to take an actual proctored, paper midterm or final exam. In extreme cases, or if you are located out-of-state, you may arrange to have exams proctored at other colleges or testing locations, subject to the approval of the BHCConline. Call 617-228-2466 for more information.

Technical Skills Needed to Take BHCConline Courses

- Students must possess basic computer skills such as navigating the Web, sending and receiving email, word processing, attaching documents, and toggling back and forth between applications and pages.
- An updated Windows or Macintosh computer with at least 4GB of RAM 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 (DSL, FiOS or Cable) is required.
- Browser requirements: Mozilla Firefox or Chrome (latest version) is recommended for Moodle (Windows or Mac). Safari for Mac and Internet Explorer for Windows may be used but are not fully compatible.
- All students must know how to access and use their BHCC email (https://webmail.bhcc.edu or visit the BHCC Portal). Your username and password for accessing email are the same as that for accessing Web Advisor and Moodle.
- For more information about Web Advisor, go to www.bhcc.mass.edu and click “mybhcc.” Click “Students.” There you will also find information on accessing your BHCC username and password.
- Access to a printer (black and white or color) is also required.

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 Academic Records Office if you have questions.
The Center for Self-Directed Learning (CSDL) provides a unique program of study for Bunker Hill Community College students. This program allows students to complete coursework without attending regular class meetings, working independently according to their own schedule and educational needs. CSDL students work under the guidance of a course facilitator, who will be available to answer questions and offer advice, also evaluate, respond to, and grade student work. Facilitators are assisted by trained professional and peer tutors, who work closely with students in a one-on-one setting, or in small groups. Through the use of traditional material and multimedia resources as well as the required hours at the Center, students remain active and engaged. Students are able to set their schedules based on their own needs. For more information, please visit our website @ www.bhcc.mass.edu/csdl, call 617-228-2225, or e-mail us at csdl@bhcc.mass.edu, or visit in room H165.

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

SESSION I

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 emphasis will include adjusting entries, closing process, inventory analysis, merchandising, transactions, cash control procedures, receivables, and payables. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095).

A1 LEC M,W 9:00 a.m.-12:35 p.m. D120 TBA
C1 LEC M,W 5:30 p.m.-9:05 p.m. D120 TBA
D1 LEC T,Th 9:00 a.m.-12:35 p.m. 207 TBA

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

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

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).

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

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).

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

ACC-203 Federal Income Tax I 3 credits
This course provides a comprehensive explanation of tax principles dealing with individuals and small businesses. The course covers modules in federal and state income tax processes, concepts, and applications as well as other states. Prerequisite: Principles of Accounting II (ACC102).

A1 LEC M,W 9:00 a.m.-12:35 p.m. B127 TBA
C1 LEC M,W 5:30 p.m.-9:05 p.m. B131 TBA
LC GSS 1 hour per credit attendance is required per week Contact CSDL upon registration H165 V Sagar Class meets 06/02/14-08/21/14
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

ACC-204 Federal Income Tax II 3 credits

C1 LEC M,W 6:00 p.m.-9:35 p.m. B222 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

ACC-210 Financial Management 3 credits
This course uses the tools of financial analysis such as ratios, budgets, forecasting techniques, present value concepts, and cash flow. The course also explores short, intermediate, and long-term sources and uses of cash. Prerequisite: Principles of Accounting II (ACC102).

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

ACC-211 Money and Banking 3 credits
This course covers an economic analysis of financial institutions and markets in the world economy. It covers institutional and economic factors in the determination of the money supply. The course includes the commercial banking system and the money and capital markets. Current financial issues are debated. Prerequisites: Macroeconomics (ECO201) and Microeconomics (ECO202).

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

BRIDGE SESSION

ACC-107 Accounting Forensics 3 credits
This course introduces students to the auditing process and prepares them to perform forensic audit and examination in conformity with pertinent industry standards. Students will learn comprehensive perspectives and skills in regards to occupational fraud and the technicality of fraud examination including searching accounting information, obtaining documentary evidence, interviewing witnesses and potential suspects, and conducting forensic document examination. This course will also provide electronic techniques required to audit. Prerequisite: Principles of Accounting II (ACC102).

BE1 LEC T,Th 6:00 p.m.-9:35 p.m. D120 TBA
Class meets 06/02/14-07/24/14

ACC-217 Mass Tax Law I 3 credits
After an introduction to the Massachusetts General Laws relating to taxation and the organization and role of the Massachusetts Department of Revenue, this survey course will focus on the Massachusetts statutory provisions relating to miscellaneous excises, the taxation of individuals and corporations, including the administration and enforcement of these provisions by the Massachusetts Department of Revenue. Other areas of study covered in this course include: filing requirements for major tax types; assessment and collection of taxes; examination and abatement. This course is critical for students to gain an understanding of specific taxation laws that pertain to the Commonwealth of Massachusetts. Prerequisite: Federal Income Tax I (ACC204).

BE1 LEC M,W 6:00 p.m.-9:35 p.m. D216 TBA
Class meets 06/02/14-08/21/14

SESSION II

ACC-102 Principles of Accounting II 3 credits
This course will expand upon the basic concepts and theories that students learned in the Principles of Accounting I course. Students will be expected to apply their knowledge in a managerial decision-making mode. Areas studied include, but not limited to, the following: examine long-term assets and liabilities, financial statement analysis; transactions unique to the corporate business structure; bonds payable, planning and controlling using master budgets and cost behavior recognition utilizing cost-volume analysis as well as gaining exposure to accounting for manufacturers. Prerequisite: Principles of Accounting I (ACC101).

A1 LEC M,W 9:00 a.m.-12:35 p.m. B127 TBA
C1 LEC M,W 5:30 p.m.-9:05 p.m. B131 TBA
LC GSS 1 hour per credit attendance is required per week Contact CSDL upon registration H165 V Sagar Class meets 06/02/14-08/21/14
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

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 modules covered include, among other topics: general ledger, report writing, invoicing, purchasing, inventory control, accounts receivable, accounts payable, cash receipts, cash disbursements, payroll, and spreadsheet application. Prerequisites: Principles of Accounting I (ACC101), Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095).

A1 LEC M,W 9:00 a.m.-12:35 p.m. H152 TBA
Class meets at the new H building

ACC-111 Investments 3 credits
Students will be introduced to the dynamic world of investing. This course explores strategies endorsed by many of the pioneers within the investment industry. A major objective of the course will be to analyze techniques to successfully manage risk and achieve high returns. An in-depth examination of key economic reports will enable students to prepare a balanced portfolio of investments. Students will be exposed to the following investment vehicles: cash equivalents, bonds, mutual funds, stocks, real estate, and leveraging with options and futures. Prerequisite: Principles of Accounting II (ACC102).

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

ACC-212 Advanced Clinical Skills 3 credits
This course provides a comprehensive explanation of tax principles dealing with individuals and small businesses. The course covers modules in federal and state income tax processes, concepts, and applications as well as other states. Prerequisite: Principles of Accounting II (ACC102).

A1 LEC M,W 9:00 a.m.-12:35 p.m. D117 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

ACC-213 Medical Clinical Skills 3 credits
This course provides a comprehensive explanation of tax principles dealing with individuals and small businesses. The course covers modules in federal and state income tax processes, concepts, and applications as well as other states. Prerequisite: Principles of Accounting II (ACC102).

J1 LEC M,W 5:30 p.m.-9:05 p.m. B112 TBA
J2 LEC M,W 5:30 p.m.-9:05 p.m. D120 TBA

ALLIED HEALTH

SESSION I

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

D1 LEC M,Th 10:00 a.m.-12:00 p.m. B08 TBA
Class meets at the Chelsea Campus

D2 LEC M,Th 12:30 p.m.-2:30 p.m. B08 TBA
Class meets at the Chelsea Campus
AHE-204 Patient Care Technician  3 credits
This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Patient Care Skills (AHE111). Co-requisite: Advanced Clinical Skills (AHE201).

D1 CLIN Days and time to be arranged CHEL TBA Class meets at the Chelsea Campus Class meets 06/23/14-08/22/14
D2 CLIN Days and time to be arranged CHEL TBA Class meets at the Chelsea Campus Class meets 06/23/14-08/22/14

AHE-205 Practicum Medical Assistant 3 credits
This course consists of a clinical practicum at local health care facilities. Students keep a daily journal and complete a work portfolio. Additional expenses may include AHE 206 Prerequisite: Medical Assisting Skills (AHE112). Co-requisite: Advanced Clinical Skills (AHE201).

D1 CLIN Days and time to be arranged CHEL TBA Class meets at the Chelsea Campus Class meets 06/23/14-08/23/14
D2 CLIN Days and time to be arranged CHEL TBA Class meets at the Chelsea Campus Class meets 06/23/14-08/12/22/14

AHE-206 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).

D1 LEC W 9:00 a.m.-10:00 a.m. TBA Class meets at the Chelsea Campus
D2 LEC TH 1:45 p.m.-2:45 p.m. TBA Class meets at the Chelsea Campus

BUS-106 International Business  3 credits
This course is an introduction to the environments, institutions, systems and operations involved in international business. Students will learn how different economic, legal, political and cultural forces influence the conduct of international trade and investment and how international competitive strategies, firm operations and organizational structures contribute to business success or failure in the global marketplace. The impact of international trade and investment on economies, businesses and consumers will also be examined. Prerequisites: Microeconomics (ECO201) or Microeconomics (ECO202).

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/12/14-08/21/14

BUS-111 Globalization  3 credits
This course is an exploration of the nature, reasons for and consequences of globalization. Subjects such as global economic integration, cultural convergence, global institutions, multinational corporations and global business will be discussed. Students will acquire an understanding of globalization’s key aspects and trends in history, geography, politics, culture, and technology, as well as its impact on labor, standards of living and the environment. This course will also enable students to explore career options in international business, define a career path, and make connections between classroom learning and the larger business community. This course will fulfill the learning community seminar requirement for first time, full-time students, to assist the student in making a successful transition from our unique urban community into an academic environment. The course will aid students in learning insights, skills, and attitudes necessary to develop academic success strategies for personal and career goals achievement. Prerequisites: Grade of C or better in Academic Reading I (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption by placement testing.

B1 SEM M W 11:30 a.m.-3:05 p.m. D215 TBA
C1 LEC T TH 6:00 p.m.-9:35 p.m. G139 TBA

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 typical 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).

A1 LEC M W 11:30 a.m.-3:05 p.m. B112 TBA
C1 LEC T TH 6:00 p.m.-9:35 p.m. B113 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

SESSION II

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

B1 SEM M W 8:30 a.m.-12:05 p.m. D217 TBA
J1H HYB T 6:00 p.m.-9:35 p.m. E140 TBA

BUS-201 Business Law I  3 credits
In this introductory study of the law and its application to the individual, students learn to evaluate and analyze legal problems and systems. The course emphasizes business situations. Topics include procedural law, contracts, torts, consumer law, and related areas. Prerequisites: Writing Skills II (ENG095) and Academic Reading Skills III (ESL098) or Reading Skills II (RDG095) or placement and Academic Reading Skills III (ESL098) or Reading Skills II (RDG095) or placement.

J1 LEC T TH 5:30 p.m.-9:05 p.m. B109 TBA

TH……………………………………………………….Thursday
F…………………………………………………………….Friday
S…………………………………………………………..Saturday

TEACHING METHODS:
CLIN……………………………………………………..Clinical
HYB……………………………………………………..Hybrid
LAB……………………………………………………..Lab Practicum
LEC……………………………………………………..Lecture
L/L……………………………. Lab Practicum and Lecture
SLF………………….. Students determine their own schedule
WEB……………………………………………………….Web Based

Sustainability within Curriculum

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 Academic Records Office if you have questions.
CIT-101 Computer Essentials 3 credits

This introductory course is intended for students with little or no computer experience. Students will be introduced to the Windows environment and learn the use of word processing software. Students will also practice using “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 personal understanding of the components of modern computer systems and an understanding of basic computer terminology, an understanding of the “layered” approach to networks and the parallels between them. You will be introduced to the two major models used to plan and implement networks: OSI and TCP/IP. Students will gain an understanding of basic computer terminology, an understanding of the “layered” approach to networks and the parallels between them.

CIT-110 Applications/Concepts 3 credits

This course survey covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, and related theory. The course is an 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 personal understanding of the components of modern computer systems and an understanding of basic computer terminology.

CIT-118 Principles of Internet and Information Security 3 credits

This is a course in the field of Information Security, which introduces students to all major areas related to securing personal and organizational information in the “Internet Age”. Beginning with an introduction to physical and electronic security issues, students proceed to explore the legal, ethical, and professional implications of these issues. Students will complete the course with an understanding of the i-SAFE Org certification.

CIT-128 Database Design with MS Access 3 credits

This is a comprehensive course in the use and application of databases. It covers all aspects of database design including entity relationship modeling, tables, reports, queries, forms and other database objects. All MS Access functionality including Internet applications, integration with the Web and other software programs are covered.

CIT-173 Introduction to MS Office 3 credits

This introductory course covers the use and application of integrated PC applications based on the most current version of Microsoft Office. The course introduces students to the MS Office skills necessary to complete the course. Using the hands-on college computer laboratory, the course covers topics such as Word Processing, Spreadsheet, Database, Presentation, Graphics, and Desktop Information Management. The course emphasizes Internet applications relating to MS Office. It also presents most current uses of Microsoft Office, with a focus on Microsoft Office 2016. The 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. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-162 Introduction to Networking 3 credits

This course introduces students to fundamental networking concepts and technologies. The material in this course encompasses a broad range of technologies that facilitate how people work, live, play, and learn by communicating with each other, and by accessing a multitude of data. First, you will learn how to examine information on and off campus, and see the parallels between them. Next, you will be introduced to the core concepts used in networking, such as TCP/IP, to explore the Internet for 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.

CIT-174 Rotations and Routing Basics 3 credits

This introductory course covers the use and application of routing protocols to network equipment. The course introduces students to the MBC Access Certification Examination. This is a comprehensive course in the use and application of integrated PC applications based on the most current version of Microsoft Office. The course introduces students to the MS Office skills necessary to complete the course. Using the hands-on college computer laboratory, the course covers topics such as Word Processing, Spreadsheet, Database, Presentation, Graphics, and Desktop Information Management. The course emphasizes Internet applications relating to MS Office. It also presents most current uses of Microsoft Office, with a focus on Microsoft Office 2016. The 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. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

CIT-113 Information Technology Problem Solving 3 credits

This course will give students “hands-on” experience in a wide-range of modern information technology. Several IT concepts will be introduced that will provide a basis for further study in Information Technology. Students will work on a number of projects that will give perspectives on areas of IT including but not limited to: visual and/or robotic programming, social networking tools, web design and development. 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 will fulfill the introductory Seminar requirement for the Computer Information Technology Department. First year students registering for this course should not register for Computer Applications/Concepts (CIT110). This course is not for Computer Science Transfer, Gaming or Web majors. Prerequisites: Grade of C or better in Reading Skills I (RDG090) and Writing Skills I (ENG090) or placement.

CIT-176 Rotations and Routing Basics 3 credits

This introductory course covers the use and application of routing protocols to network equipment. The course introduces students to the MBC Access Certification Examination. This is a comprehensive course in the use and application of integrated PC applications based on the most current version of Microsoft Office. The course introduces students to the MS Office skills necessary to complete the course. Using the hands-on college computer laboratory, the course covers topics such as Word Processing, Spreadsheet, Database, Presentation, Graphics, and Desktop Information Management. The course emphasizes Internet applications relating to MS Office. It also presents most current uses of Microsoft Office, with a focus on Microsoft Office 2016. The 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. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

For username and password, go to www.bhcc.mass.edu/mycourseaccess. D Puopolo Class meets 06/02/14-08/21/14
COURSE DESCRIPTIONS & Section Listings

**CIT-216 Basic Visual** 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. The course also includes introductory Visual Basic applications: students plan, design, and create their own Windows applications. They learn how to create a user interface, set controls properties, design the logic structures of the project, and create associated Visual Basic (.vbp) applications. Topics covered include variables and mathematical operations, decision and looping structures, procedures and functions and single level arrays. Prerequisite: Applications/Concepts (CIT110), or IT Problem Solving (CIT113) or Introduction to Computer Science & OOP (CIT120). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**CIT-230 Help Desk Techniques** 3 credits
This course provides students with an overview of the design, implementation, and management of a computerized help desk support center. Course topics include customer service skills, troubleshooting tools and methods, problem-solving strategies for common support problems, the incident management process, 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 CITDept@bhcc.mass.edu.

**CIT-233 Advanced Microsoft Office** 3 credits
This advanced course covers the use and application of integrated 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. This course also emphasizes multi-application integration. The course emphasizes Internet applications including on-line collaboration using MS Office. It also stresses integration of the MS Office applications. Microsoft Corporation provides this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC Certification Examination(s) upon completion of this course. Prerequisite: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Microsoft Office (CIT133) or equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**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, charts, data analysis, PivotTables, macros, advanced functions, and database features. The course emphasizes applications involving financial decision-making, financial planning and "what if" scenarios. It also relates to various 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 courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC Certification Examination(s) upon completion of this course. Prerequisite: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science & Object Oriented Programming (CIT120) or equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**CIT-236 SQL Programming** 3 credits
This course introduces students to the fundamentals and functions of Structured Query Language (SQL), including relational database, table creation, updating, and manipulation concepts. Using a live data base, students learn SQL basics and then move on to 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, students 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 management. Prerequisites: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or Introduction to Computer Science and Object Oriented Programming (CIT120), or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**CIT-237 C++ Programming** 4 credits
In this course, students who already have been exposed to object-oriented thinking develop the ability to correctly analyze a variety of problems and generate appropriate algorithmic solutions using the C++ Programming Language. The course emphasizes the principles of top-down structured design and Object Oriented thinking. Topics include but are not limited to branching and looping mechanisms; arrays, functions and function overloading, arguments by reference and by value as well as optional arguments; recursion; pointers, creating libraries and namespaces, structures and classes, constructors and other methods, overloading operators; file I/O; inheritance and polymorphism. Strong analytical skills are recommended for students enrolling in this course. Prerequisite: Writing Skills II (ENG095), College Algebra-STEM (MAT194) and Introduction to Computer Science & Object Oriented Programming (CIT120) or equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu. All prerequisites must be completed with a C or better.

**CIT-249 JAVA Programming** 4 credits
In this course, students who already have been exposed to programming and Object Oriented thinking, develop the ability to correctly analyze a variety of problems and generate appropriate algorithmic solutions using the Java Programming Language. The course emphasizes the principles of top-down structured design and Object Oriented thinking. Topics include but are not limited to branching and looping mechanisms; arrays, functions and function overloading, arguments by reference and by value as well as optional arguments; recursion, networks and databases; file I/O; inheritance and polymorphism. Strong analytical skills are recommended for students enrolling in this course, plus familiarity and experience working with internet and basic HTML tags. The course covers creating both Java Applications and Java Applets including event handling, animation, and audio. Prerequisite: Writing Skills II (ENG095), College Algebra-STEM (MAT194) and Introduction to Computer Science & Object Oriented Programming (CIT120) or equivalent experience or permission of the department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**CIT-250 Collaboration, Communication and Integration in MS Office Applications** 3 credits
This is a course in modern office technology which introduces students to all major areas of personal and organizational collaboration, communication and integration of MS OFFICE applications. Building on students' background knowledge of the most current version of the core MS OFFICE applications, the course proceeds to cover in detail, the integration among OFFICE applications including Object Linking & Embedding (OLE). Students also learn additional collaboration features of MS OFFICE. Using WORD as the "core" application, students gain practical experience in moving and linking data between all applications: WORD, EXCEL, ACCESS, POWERPOINT and OUTLOOK. Advantages and limitations of Voice over IP (VoIP) and video conferencing, along with the importance of security and other considerations involved in implementing these technologies are also covered. Students also gain experience in web enabling and publishing as well as knowledge of the principles, best practices, procedures and techniques used in implementing all of these applications in offices large and small.

Microsoft Corporation has approved this course material as courseware for the Microsoft Business Certification (MBC) Program and students may choose to take the MBC Certification Examination(s) upon completion of this course. Prerequisite: Computer Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or equivalent course or experience or permission of department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**CIT-264 Networking Security** 3 credits
The goal of this course is to provide you with a fundamental understanding of network security principles and implementation. You will learn about the technologies used and principles involved in creating secure networks and devices. 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 intranetworking and extranetworking. You will learn about intrusion detection systems, firewalls, and physical networking security concepts. In addition, security policies, disaster recovery, and computer forensics are covered. Students may choose to take the MBC Certification examination(s) upon completion of this course. Prerequisite: Applications/Concepts (CIT110) or IT Problem Solving (CIT113) or equivalent experience or permission of department chairperson. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**CIT-269 Technical Writing** 3 credits
This course introduces students to technical content creation process, and user needs analysis and assessment. The topics include customer service skills, troubleshooting tools and methods, problem-solving strategies for common support problems, the incident management process, analysis and assessment. The course also covers customer service skills, 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.

**CIT-300 Programming Skills II** 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. 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 Class meets 06/02/14-08/21/14

**WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. J.L.Haughey Class meets 06/02/14-08/21/14

**WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. J.L.Haughey Class meets 06/02/14-08/21/14

**WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo Class meets 06/02/14-08/21/14

**WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo Class meets 06/02/14-08/21/14

**WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo Class meets 06/02/14-08/21/14

**WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Puopolo Class meets 06/02/14-08/21/14
COURSE DESCRIPTIONS & Section Listings

CIT-267 Switching Basics and VLAN Designing 3 credits
The goal of this course is to develop an understanding of how switches are interconnected and configured to provide network access to LAN users. This course also teaches how to integrate wireless devices into a LAN. The primary focus of this course is on LAN switching and wireless LANs. The goal is to develop an understanding of how a switch communicates with other switches and routers in a converged business environment to implement VLAN segmentation. This course focuses on Layer 2 switching protocols and concepts used to improve redundancy, propagate VLAN information, and secure the portion of the network where most users access network services. This course will go to great lengths to explain the underlying processes of the common Layer 2 switching technologies. The better the underlying concepts are understood, the easier it is to implement, verify, and troubleshoot the switching technologies. Each switching concept will be introduced within the context of a single topology for each chapter. The individual chapters will be designed to explain protocol operations as well as providing a setting for the implementation of the various switching technologies. The labs and Packet Tracer activities used in this course are designed to help you develop an understanding of how to configure switching operations while reinforcing the concepts learned in each chapter. Prerequisite: Routing and Switching Basics (CIT167). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

A1HBHYB W 10:30 a.m.-2:05 p.m.
LEC D Naroly/Papaco
D103
Web component required

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 systems. Students gain experience using system file managers, utilities, setup procedures, and other major components of the operating systems. In addition, the course emphasizes gaining an understanding of device drivers, link libraries, memory management, multi-tasking requirements, and multi-media considerations. Upon completion of the course, students have a high degree of competence in the application areas of these Windows operating systems such as Windows, DOS, and Linux. Prerequisites: Computer Applications/Concepts (CIT110), 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.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. D Naroly/Papaco
Class meets 06/02/14-08/21/14

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/corequisite: Windows Operating Systems (CIT268). 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. J Fernandez
Class meets 06/02/14-08/21/14

CIT-277 Health 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 students will engage in activities and assignments designed to assess and to evaluate their values, skills, and interests as they relate to the world of work. Students will utilize online resources to explore individual careers, research employers and to navigate the local job market in the IT industry. This class is open to anyone with an interest in guided career exploration and a desire to be employed within the field of Information Technology.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

CIT-527 Introduction to Android Programming 3 credits
This course will provide a basic overview of the mobile application landscape in terms of devices, development, and operating systems. Content development for mobile applications and the influence interface design has on the user experience will be a focus. Students will acquire technology skills to develop their own applications, design user interfaces and take part in the app development process. Students will learn the basics of Android development concepts and techniques. Students will gain an understanding of concepts such as event handling, activities and components, building and deploying applications, establishing and using resources, and testing the application. Students will also gain an understanding of the Android SDK and the Android Developer Tools. Prerequisites: CIT-110 or equivalent. WEB: For more information, go to www.bhcc.mass.edu/mycourseaccess. D Naroly/Papaco
Class meets 06/02/14-08/21/14

CIT-279 CCNA Security 3 credits
This course introduces students to the knowledge and skills needed to prepare for entry-level security specialist careers and prepare for the CCNA Security certification. This course is a hands-on, career-oriented curriculum solution that emphasizes practical experience. The CCNA Security curriculum aims to develop an in-depth understanding of network security principles as well as the tools and configurations available. The following topics will be covered: Protocol sniffers/analyzers: TCP/IP and common desktop utilities: Cisco IOS Software: Cisco VPN client: Packet Tracer (PT): and Web-based resources. Prerequisite: Switching Basics & Intermediate Routing (CIT267) or CCNA certification, equivalent experience, or permission of the department chair. 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. D Naroly/Papaco
Class meets 06/02/14-08/21/14

CIT-299C Computer Internship 3 credits
This course enhances the academic experience for students. All internships take place at pre-approved sites. The course allows students enrolled in computer technology courses to apply what they have learned in the real world. Internship site students must attend a weekly on-campus seminar. Students must comply with the Internship requirements, as stated in the "Internship Handbook", before registering for the course. In all cases, students will need permission of the department chairperson to register for this course.

A1HBHYB Days and times to be arranged TBA
TBA
Web component required

CIT-299N Networking Internship 3 credits
This course provides students with hands-on experience in networking. The course is divided into three sections, one that teaches the concepts for building and maintaining a networking career, another introduces guest lecturers from industry and finally either an internship, job shadowing, or team walk through approach to learning. This course provides a solid foundation to understanding the types of jobs available to students with network administration skills, what it is like to work in the networking field, and students will acquire a perspective of employer’s expectations. Students will become more successful with the interview process since they will have had real world experience and/or understanding of what will be expected of them when they begin working as a network technician. Prerequisite: Permission of department chairperson.

A1HBLEC Days and times to be arranged TBA
TBA
Web component required

CIT-502 IT Career Exploration 1 credit
This is a workshop class designed to provide students with the tools to evaluate their own career development and to explore strategies for securing employment in the Information Technology job market. During the semester, students will engage in activities and assignments designed to assess and to evaluate their values, skills, and interests as they relate to the world of work. Students will utilize online resources to explore individual careers, research employers and to navigate the local job market in the IT industry. This class is open to anyone with an interest in guided career exploration and a desire to be employed within the field of Information Technology.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

BRIDGE SESSION

CIT-110 Applications/Concepts 3 credits
This survey course covers the use and application of modern computer systems. This course includes detailed coverage of fundamental computer concepts, terminology, applications, and theory. Students will get extensive ‘hands-on’ personal computer experience and gain a good working knowledge of MS WINDOWS and MS OFFICE. Upon completion of this course, students will have a grasp of important computer concepts and terminology, an understanding of INTERNET use and applications, a high degree of competence with personal computer hardware and software, as well as an understanding of the effects of Information Technology on the individual, organizations, and society. All Learner Outcomes and Competencies in this course are based on accepted, published ICT Industry Standards. Students with prior learning experience may test out of this course by contacting pla@bhcc.mass.edu. Prerequisite: Reading Skills II (RDG095) or Academic Reading III (ESL098) or exemption from reading requirement by placement test into an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

BE1 LEC M, W 5:00 p.m.-7:45 p.m.
D121A
TBA
BE2 LEC T, TH 5:00 p.m.-7:45 p.m.
D121A
TBA
**CIT-182** PC Hardware & Software 3 credits
This course provides an excellent, interactive exposure to personal computers, computer 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 techniques. They will also be able to connect computers to the Internet, share resources in 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 various hardware and software components and discover best practices in maintenance and safety. Topics covered include: laptops and portable devices, wireless connectivity, security, safety and environmental issues. Stand alone virtual 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.

**BD1 LEC** M,W 1:00 p.m.-2:15 p.m.  D101  P.Kazanian

**SESSION II**

**CIT-110** Applications/Concepts 3 credits
This survey course covers the use and application of modern computer systems. This course includes detailed examples of fundamental computer concepts, terminology, applications, and theory. Students will get extensive ‘hands-on’ personal computer experience and gain a good working knowledge of MS WINDOWS and MS OFFICE. Upon completion of this course, students will have a grasp of important computer concepts and terminology, an understanding of INTERNET use and applications, a high degree of competence with personal computer hardware and software, as well as an understanding of the effects of information technology on the individual, organizations, and society. All Learner Outcomes and Competencies in this course are based on accepted, published ICT Industry Standards. Students with prior learning experience may test out of this course by contacting plab@bhcc.mass.edu.

Prerequisite: Reading (ESL098) or Academic Reading III (ESL098) or exemption from reading requirement by placement testing or enrollment in an integrated course. For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**B1 LEC** M,W 11:30 a.m.-1:30 p.m.  D119  TBA

**B2 LEC** M,W 3:30 p.m.-5:30 p.m.  D119  TBA

**CIT-167** Routers and Routing 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 (RAN). The goal is to develop an understanding 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 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 and applications. The course then explains 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. IPv6 addressing concepts are also discussed. During the course, you will learn how to use Cisco Router and Security Device Manager (SDM) to secure a router and implement IP addressing services. Finally, students learn how to detect, troubleshoot and correct common Enterprise network implementation issues. The labs and Packet Tracer activities used in this course are designed to help you develop an understanding of how to configure routing operations while reinforcing the concepts learned in each chapter. Prerequisite: Switching Basics & IP Routing (CIT262). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**J1HB HYB** TH 3:50 p.m.-8:20 p.m.  D103  TBA
Web component required

**COURSE DESCRIPTIONS & Section Listings**

**CMIT-274** WAN Technologies 3 credits
The primary focus of this course is on accessing wide area networks (WAN). The goal is to develop an understanding 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 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 and applications. The course then explains 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. IPv6 addressing concepts are also discussed. During the course, you will learn how to use Cisco Router and Security Device Manager (SDM) to secure a router and implement IP addressing services. Finally, students learn how to detect, troubleshoot and correct common Enterprise network implementation issues. The labs and Packet Tracer activities used in this course are designed to help you develop an understanding of how to configure routing operations while reinforcing the concepts learned in each chapter. Prerequisite: Switching Basics & IP Routing (CIT262). For additional information and/or a course syllabus contact CITDepartment@bhcc.mass.edu.

**J1HB HYB** TH 3:50 p.m.-8:20 p.m.  D103  TBA
Web component required

**CRIM (AL) JUSTICE**

**CRJ-101** Introduction to Criminal Justice 3 credits
A survey of the history, development and the role of American Criminal Justice System are presented. Included are the organization and jurisdictions of the various agencies, a review of the court process, professional orientation, and the current trends in the criminal justice system. The course will offer students the ability to understand the role of the law enforcement and behavior, and develop a professional moral code of conduct. The course fulfills the Learning Community Seminar requirement for students in AS Criminal Justice. Prerequisites: Writing Skills II (ENG099), Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

**WB WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**WB1 WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**CRJ-102** Delinquency, Adjudication and Correction 3 credits
This course examines the causative factors in the development of youthful offenders, the criminal and civil laws and procedures used in juvenile court, and the history of the development of the juvenile courts and juvenile justice. The course presents an overview of the institutional response to the problems of juvenile delinquency, along with status offenders, gender specific offenders, special needs offenders and a focus on dependent/neglected and abused children. It emphasizes the police, court, correctional, and child protective agencies that process young offenders. Prerequisites: Writing Skills II (ENG099), Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

**WB WEB** For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**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 (ENG099), Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

**A1 LEC** T,TH 9:00 a.m.-12:35 p.m.  B108  TBA
COURSE DESCRIPTIONS & Section Listings

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

CRJ-107 Intro to Corrections 3 credits This survey course covers the correctional process from arrest to probation or parole. The course provides students with an understanding of corrections as an essential component in the criminal justice system and gives an overview to current correctional concepts and various correctional institutions. Prerequisites: Writing Skills II (ENG095), Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

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

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

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. Investigation and research techniques and issues will be introduced. Students must bi-weekly with their advisors to prepare papers and work on related projects. Students are responsible for following all guidelines in the BHCC Internship Handbook. Prerequisite: Permission of the instructor.

A1 LEC T/TH 1:00 p.m.-4:35 p.m. B126 TBA

CRJ-210 Management in 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: A grade of C or better in College Writing I (ENG111), Introduction to Criminal Justice (CRJ101), Criminal Law (CRJ103), Criminal Investigation I (CRJ208) or instructor approval.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

CRJ-212 Community Corrections 3 credits This survey course covers current developments, trends, and role of the community-based correction program in the American criminal justice system. The course includes therapeutic, support, and supervision programs. It examines pretrial release, detention, and community services, as well as innovative programs. Students must make site visits. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

CRJ-215 Terrorism 3 credits This course explores terrorism from both a philosophical and historic perspective. It covers right and left wing organizations, international and domestic groups as well as the ways terrorism relates to the business community. Prerequisites: Writing Skills II (ENG095) or placement and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

CRJ-216 Street Drugs and Pharmaceuticals 3 credits This survey course covers the manner in which the criminal justice system deals with drug use and abuse in our society. Topics include the psychosocial aspects of drugs, the pharmacology of drugs, street names, cost, and current rehabilitation practices. The course analyzes prevention programs in light of what works and what doesn’t as well as the cost of drugs to society. Prerequisites: Introduction to Criminal Justice (CRJ101) and Criminal Law (CRJ103) or instructor approval.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

CRJ-117 Street Law 3 credits This is an introductory course in American law. The course will examine the origins of the American Legal System through an analysis of its function, sources and its varied aspects. This course introduces students to the foundational 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 the latest instructional technology including e-portfolios, case studies, simulated legal exercises, small group exercises and analytical thought problems to develop higher level thinking skills that prepare students with an understanding of corrections as an essential component in the criminal justice system and gives an overview to current correctional concepts and various correctional institutions. Prerequisites: Writing Skills II (ENG095), Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

CRJ-101 Intro to Corrections 3 credits This survey course covers the correctional process from arrest to probation or parole. The course provides students with an understanding of corrections as an essential component in the criminal justice system and gives an overview to current correctional concepts and various correctional institutions. Prerequisites: Writing Skills II (ENG095), Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

B1 LEC T/TH 1:00 p.m.-4:35 p.m. B128 TBA

CRJ-117 Street Law 3 credits This is an introductory course in American law. The course will examine the origins of the American Legal System through an analysis of its function, sources and its varied aspects. This course introduces students to the foundational 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 the latest instructional technology including e-portfolios, case studies, simulated legal exercises, small group exercises and analytical thought problems to develop higher level thinking skills that prepare students for other course work in criminal justice, law, sociology, and history and government.

A1 LEC T/TH 1:00 p.m.-4:35 p.m. B109 TBA

SESSION II

CRJ-107 Intro to Corrections 3 credits This survey course covers the correctional process from arrest to probation or parole. The course provides students with an understanding of corrections as an essential component in the criminal justice system and gives an overview to current correctional concepts and various correctional institutions. Prerequisites: Writing Skills II (ENG095), Academic Reading III (ESL098) or Reading Skills II (RDG095), or placement.

B1 LEC T/TH 1:00 p.m.-4:35 p.m. B128 TBA

CRJ-117 Street Law 3 credits This is an introductory course in American law. The course will examine the origins of the American Legal System through an analysis of its function, sources and its varied aspects. This course introduces students to the foundational 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 the latest instructional technology including e-portfolios, case studies, simulated legal exercises, small group exercises and analytical thought problems to develop higher level thinking skills that prepare students for other course work in criminal justice, law, sociology, and history and government.

A1 LEC T/TH 9:00 a.m.-12:35 p.m. B221 TBA

EARLY CHILDHOOD EDUCATION

SESSION I

ECE-103 Child Growth and 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.

C1 LEC M, T 6:00 p.m.-9:35 p.m. B114 TBA

LC GSS 1 hour per credit attendance is required per week Contact CSDL upon registration H165 J Lambert Class meets 06/02/14-08/14/14

ECE-104 Curriculum in Early Childhood Education 3 credits This course covers 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) or equivalent course and Curriculum in Early Childhood Education (ECE102) or Child Growth/Development (ECE103) and Introduction to Early Childhood Education (ECE101) or equivalent.

A1 LEC M, T 8:30 a.m.-12:35 p.m. B114 TBA

ECE-107 Literacy Development and Learning for Children 3 credits This course is a study of concept development and learning in early childhood education programs with emphasis on curriculum development in the area of literacy development for young children. Prerequisites: Child Growth/Development (ECE103) or (its equivalent) and Curriculum in Early Childhood Education (ECE104) or Child Growth/Development (ECE103) and Introduction to Early Childhood Education (ECE101) or equivalent.

C1 LEC THR 6:00 p.m.-9:35 p.m. B114 TBA

SESSION II

ECE-101 Guidance/Discipline 3 credits This course covers the study of effective communication in group 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).

J1 LEC M, T 6:00 p.m.-9:35 p.m. B114 TBA

ECE-103 Child Growth and 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.

C1 LEC W 6:00 p.m.-9:35 p.m. B114 TBA

ECE-112 Families/Community in Early Childhood Education 3 credits This course is the study of the relationship of parents and communities to early childhood programs. The course emphasizes parent needs for early care and education, parenting skills and need for communication with parents, challenges of dealing with diverse populations and multiple family structures using an anti-bias approach which respects diversity and encourages collaborative efforts in caring for children. Prerequisites: Child Growth/Development (ECE103) plus three (3) ECE or EDU courses.

C1 LEC W 6:00 p.m.-9:35 p.m. B114 TBA

ECE-112 Families/Community in Early Childhood Education 3 credits This course is the study of the relationship of parents and communities to early childhood programs. The course emphasizes parent needs for early care and education, parenting skills and need for communication with parents, challenges of dealing with diverse populations and multiple family structures using an anti-bias approach which respects diversity and encourages collaborative efforts in caring for children. Prerequisites: Child Growth/Development (ECE103) plus three (3) ECE or EDU courses.

C1 LEC W 6:00 p.m.-9:35 p.m. B114 TBA
ECONOMICS

SESSION I

ECO-201 Macroeconomics 3 credits
This course covers an introduction to the American economy. Topics include: scarcity, opportunity cost and the production possibility curve, unemployment, inflation, GDP and related aggregates, economic growth, classical Keynesian models of income and employment determination, government policies for full employment and price stability, and money and the banking system. The course meets General Education “World View” Requirement Area 3.

A1 LEC M, W 9:00 a.m. - 12:35 p.m. B134 TBA
C1 LEC M, W 3:30 p.m. - 5:05 p.m. B134 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

ECO-202 Microeconomics 3 credits
This course covers an introduction to the market system. It covers basic demand and supply analysis, theory of consumer choice, demand and supply elasticity, long run and short run cost curves, and price and output determination under different market structures, such as perfect competition, monopoly and monopolistic competition. The course applies microeconomic principles for analyzing government regulations. The course meets General Education “World View” Requirement Area 3. Prerequisites: Foundations of Algebra (MAT097) and Reading Skills II (RDG095) or placement.

C1 LEC T, TH 7:00 p.m. - 9:35 p.m. B223 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

SESSION II

ECO-202 Microeconomics 3 credits
This course covers an introduction to the market system. It covers basic demand and supply analysis, theory of consumer choice, demand and supply elasticity, long run and short run cost curves, and price and output determination under different market structures, such as perfect competition, monopoly and monopolistic competition. The course applies microeconomic principles for analyzing government regulations. The course meets General Education “World View” Requirement Area 3. Prerequisites: Foundations of Algebra (MAT097) and Reading Skills II (RDG095) or placement.

B1 LEC T, TH 9:00 a.m. - 12:35 p.m. D212 TBA
J1 LEC M, W 5:30 p.m. - 9:05 p.m. D211 TBA

EMERGENCY MEDICAL TECHNICIAN (EMT)

BRIDGE SESSION

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 curriculum, as adopted by the Commonwealth of Massachusetts, and is a prerequisite for taking the state EMT Exam. Students are responsible for taking the certification examination for EMT. Additional expenses may include supplies, equipment, and/or uniforms.

F5HB HYB M, W 6:00 p.m. - 10:00 p.m. B08 Doyle Web component required
Class meets at the Chelsea Campus
F6HB HYB T, TH 6:00 p.m. - 10:00 p.m. B08 Weinstein/Friday Web component required
Class meets at the Chelsea Campus

ENERGY & SUSTAINABILITY MANAGEMENT

ESM-299 Energy and Sustainability Internship 3 credits
This course provides relevant field and/or research experience integrating theory and practice while providing opportunities to develop skills, explore career options, and network with professionals and employers in the clean energy and sustainability management fields. Prerequisites: Enrollment in the Energy and Sustainability Management Program, have completed a minimum of 10 credits in ESM courses with a B average or higher, or approval of ESM program directors. Students who do not meet attendance standards for the ESM program may not be eligible to participate in the internship.

A1 LEC Dec and times to be arranged TBA Reichert

ENGLISH

SESSION I

ENG-090 Writing Skills I 3 credits
The first part of a two-semester basic writing sequence, this course develops writing skills needed to begin work in the College Writing program. The course places primary emphasis on the development of good sentence writing skills through frequent practice. Such practice may take the form of writing journal paragraphs, and short essays. Faculty provide attention to difficulties with grammar, punctuation, and spelling primarily on an individual basis. The course does not satisfy any part of the College Writing requirement for graduation. Placement is determined by assessment testing or faculty referral. Upon completion of Writing Skills I (ENG090) with a grade of C or better, students enroll in Writing Skills II (ENG095).

LC GSS 1 hour per credit attendance is required per week Contact CSDL upon registration. H165 CSDL Staff Class meets 06/02/14-08/14/14

ENG-095 Writing Skills II 3 credits
This course develops language skills needed to communicate effectively in college study, in the professions, and in the business world. The course includes sentence formation, applied grammar, spelling, mechanics, and paragraph development. Note: Students must pass the Basic Writing Competency Exam in order to receive a passing grade for this course. The course does not satisfy the college writing requirement for graduation. Prerequisite: Grade of C or better in Writing Skills I (ENG090) or placement.

A1 LEC M, W 9:00 a.m. - 12:35 p.m. B215 J Irwin
A2 LEC M, W 9:00 a.m. - 12:35 p.m. B131 B Morrison
A3 LEC T, TH 9:00 a.m. - 12:35 p.m. B125 B Morrison
A4 LEC T, TH 3:30 a.m. - 12:05 p.m. B104 J Stark

ENG-112 College Writing II 3 credits
This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education “College Writing” Requirement Area 1. Prerequisite: Grade of C or better in College Writing I (ENG111).

A1 LEC T, TH 8:00 a.m. - 11:35 a.m. B109 D216 R Tyler
A2 LEC M, W 9:00 a.m. - 12:35 p.m. B133 A Buckley
A3 LEC T, TH 9:00 a.m. - 12:35 p.m. B215 A Churchill
A4 LEC M, W 8:00 a.m. - 12:35 p.m. B108 N Loessli
A5 LEC M, W 9:00 a.m. - 12:35 p.m. B135B G Yin
C1 LEC T, TH 6:00 p.m. - 9:35 p.m. B214 Tafawa
D1 LEC T, TH 8:30 a.m. - 12:05 p.m. B204 T Olivieri Class meets at the Chelsea Campus
F1 LEC M, W 6:00 p.m. - 9:35 p.m. B203 V Tafawa
F2 LEC M, W 12:00 p.m. - 3:35 p.m. B135B A Pacheco
F3 LEC M, W 8:00 a.m. - 12:35 p.m. B104 Tafawa
F4 LEC M, W 1:00 p.m. - 4:35 p.m. B104 Tafawa
F5 LEC M, W 12:00 p.m. - 3:35 p.m. B222 T Schaefer
G1 LEC T, TH 9:00 a.m. - 12:35 p.m. B133 A Buckley
G2 LEC M, W 9:00 a.m. - 12:35 p.m. B135B G Yin
G3 LEC T, TH 6:00 p.m. - 9:35 p.m. B214 Tafawa
G4 LEC M, W 9:00 a.m. - 12:35 p.m. B135B G Yin
G5 LEC M, W 6:00 p.m. - 9:35 p.m. B203 V Tafawa
G6 LEC T, TH 8:30 a.m. - 12:05 p.m. B204 T Olivieri Class meets at the Chelsea Campus
F1 LEC M, W 6:00 p.m. - 9:35 p.m. B203 V Tafawa
F2 LEC M, W 12:00 p.m. - 3:35 p.m. B135B A Pacheco
F3 LEC M, W 8:00 a.m. - 12:35 p.m. B104 Tafawa
F4 LEC M, W 1:00 p.m. - 4:35 p.m. B104 Tafawa
F5 LEC M, W 12:00 p.m. - 3:35 p.m. B222 T Schaefer
G1 LEC T, TH 9:00 a.m. - 12:35 p.m. B133 A Buckley
G2 LEC M, W 9:00 a.m. - 12:35 p.m. B135B G Yin
G3 LEC T, TH 6:00 p.m. - 9:35 p.m. B214 Tafawa
G4 LEC M, W 9:00 a.m. - 12:35 p.m. B135B G Yin
G5 LEC M, W 6:00 p.m. - 9:35 p.m. B203 V Tafawa
G6 LEC T, TH 8:30 a.m. - 12:05 p.m. B204 T Olivieri Class meets at the Chelsea Campus

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. K Finnigan Class meets 06/02/14-08/21/14
WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. J Cox Class meets 06/02/14-08/21/14
WB2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. N Namkivi Class meets 06/02/14-08/21/14

**ENG-171 Oral Communication** 3 credits
This course emphasizes presentation of individual talks and participation in class discussions.
A1 LEC M,W 12:00 p.m.-3:35 p.m. B110 F Limoncello
C1 LEC M,W 6:00 p.m.-9:35 p.m. B133 F Brown

**ENG-230 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).
C1 LEC M,W 6:00 p.m.-9:35 p.m. B129A G Duehr
WB WEB For username and password, go to w w w.bhcc.mass.edu/mycourseaccess

**ENG-111 College Writing I** 3 credits
This course emphasizes writing as a process, from planning and drafting through revising and editing. Using personal experience, readings, and other sources, students write unified, coherent, well-developed essays and practice paraphrasing, summarizing, and using sources responsibly. Prerequisite: Placement is based on general English.
B1 LEC M,W 9:00 a.m.-12:35 p.m. B215 L Suffit
B1 T, TH 9:00 a.m.-12:35 p.m. B126 S Demarest
B3 LEC M,W 9:00 a.m.-12:35 p.m. H120 E Blake
Class meets at the new H building
J1 LEC M,W 6:00 p.m.-9:35 p.m. B219A T Unczurka
J2 LEC M,W 6:00 p.m.-9:35 p.m. B127 G Teichman
J3 T, TH 6:00 p.m.-9:35 p.m. B123 H Nasralla
J4 LEC T, TH 6:00 p.m.-9:35 p.m. H147 C Daniel
Class meets at the new H building

**ENG-112 College Writing II** 3 credits
This course focuses on the research paper, the longer essay, argumentation, critical writing, and reading. The course meets General Education “College Writing” Requirement Area 1. Prerequisite: Grade of C or better in College Writing II (ENG111), and Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement.
B1 LEC M,W 8:00 a.m.-11:35 a.m. B219A J Ohren
B2 T, TH 9:00 a.m.-12:35 p.m. B109 J Ohren
B3 T, TH 9:00 a.m.-12:35 p.m. B125 L Nunmal
B4 M,W 6:00 p.m.-9:35 p.m. B215 V Bissou
J1 LEC M,W 6:00 p.m.-9:35 p.m. B113 R Bonds
J2 T, TH 6:00 p.m.-9:35 p.m. B133 R Green
J3 T, TH 6:00 p.m.-9:35 p.m. B108 J Stasiak

**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. Courses are offered in a 9-week format. Classes begin June 9, 2014, and will end August 7, 2014.

**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 (BLI001).
L5 LEC T, TH 6:00 p.m.-8:30 p.m. B112 TBA

**BLL-002 Basic Conversation** $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 grammatical structures. This course should be taken with Basic Speak/Listen (BLI001).
L5 LEC M,W 6:00 p.m.-8:30 p.m. B224 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 grammatical structures.
K5 LEC T, TH 9:00 a.m.-11:30 a.m. B224 TBA
K6 LEC M,W 11:45 a.m.-2:15 p.m. B125 TBA
L5 LEC M,W 6:00 p.m.-8:30 p.m. B223 TBA

**BBL-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 grammatical structures. The emphasis is on general English.
K5 LEC M,W 9:00 a.m.-11:30 a.m. B125 TBA
K6 LEC M,W 2:30 p.m.-5:00 p.m. B125 TBA
L5 LEC T, TH 6:00 p.m.-8:30 p.m. B132 TBA

**BBL-005 Speak/Listen II** $229
Students will learn to speak about formal and informal topics such as work, home, school and places around town such as clinics, supermarkets and the library. They will learn to listen to and understand beginning to high beginning listening materials and answer comprehension questions in sentences and short writings. Students will learn grammar structures. The emphasis is on general English.
K5 LEC M,W 9:00 a.m.-11:30 a.m. E451 TBA
K6 LEC T, TH 9:00 a.m.-11:30 a.m. H152 TBA
Class meets at the new H building
K7 LEC T, TH 11:45 a.m.-2:15 p.m. B129B TBA
L5 LEC M,W 6:00 p.m.-8:30 p.m. E451 TBA
L6 LEC T, TH 6:00 p.m.-8:30 p.m. H152 TBA
Class meets at the new H building

**BBL-006 Read/Write II** $229
Students will learn to read and understand high beginning reading materials and answer comprehension questions. They will learn to write sentences, paragraphs, and short compositions about everyday English, workplace English, and academic English. Students will learn grammar structures. The emphasis is on general English.
K5 LEC M,W 9:00 a.m.-11:30 a.m. E451 TBA
K6 LEC T, TH 9:00 a.m.-11:30 a.m. H152 TBA
Class meets at the new H building
K7 LEC T, TH 11:45 a.m.-2:15 p.m. B129B TBA
L5 LEC M,W 6:00 p.m.-8:30 p.m. E451 TBA
L6 LEC T, TH 6:00 p.m.-8:30 p.m. H152 TBA
Class meets at the new H building

**BBL-010 Speak/Listen III** $229
Students will practice speaking about familiar and unfamiliar topics in different situations such as employment and education. They will practice public speaking. Students will learn to listen to and understand higher beginning to low intermediate 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.
ENGLISH AS A SECOND LANGUAGE/ACADEMIC

ACADEMIC ESL SESSION

ESL-099 Academic Writing III 3 credits
This advanced course focuses on the academic writing skills necessary to succeed in college content courses. Students 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 experience, 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 ESL089 or placement.
A1 LEC T,TH 9:00 a.m.-12:35 p.m. G139 TBA Class meets 06/02/14-07/14/14
Students need faculty recommendation and an interview at the Assessment Center B118 to register.

The following English as a Second Language academic courses are offered in a 9-week format. Classes begin June 2, 2014 and will end August 1, 2014.

ESL-074 Listening Comprehension and Discussions 3 credits
In this intermediate course students develop academic listening skills and participate in small group and whole class discussions based on articles, lectures, and multi-media sources. Students will learn grammar and vocabulary 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.
L5 LEC M, W 6:00 p.m.-8:15 p.m. B129B TBA

ESL-075 Grammar Structures and Editing 3 credits
This low-intermediate course focuses on improving grammar and editing skills through weekly 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 into ESL Level I.
K5 LEC M, W 9:00 a.m.-11:30 a.m. H155 TBA Class meets at the new H building
K6 LEC T,TH 2:30 p.m.-5:00 p.m. B104 TBA
L5 LEC M, W 6:00 p.m.-8:30 p.m. H148 TBA Class meets at the new H building
L6 LEC T,TH 6:00 p.m.-8:30 p.m. H149 TBA Class meets at the new H building

Before ESL students can enter academic ESL courses, they must take a placement test in the Assessment Center, Room B118.

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.
K5 LEC T,TH 9:00 a.m.-11:15 a.m. B129B TBA
L5 LEC T,TH 6:00 p.m.-8:15 p.m. B135B TBA

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 reading 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 ESL079 Writing Competency Exam and earn a C or better in order to pass the course. Prerequisite: Placement into ESL Level I.
K5 LEC M, W 9:00 a.m.-11:15 a.m. B129B TBA

ESL-080 Intermediate Grammar and 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: a grade of C or better in ESL075 or placement.
L5 LEC T,TH 6:00 p.m.-8:15 p.m. B129B TBA

ESL-086 Academic Listening and Note-Taking 3 credits
This high-intermediate course focuses on listening comprehension 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 complete writing assignments. All class 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 C or better in order to pass the course. Prerequisites: Grade of C or better in ESL074, ESL075, ESL078, ESL079, or placement.
K5 LEC M, W 9:00 a.m.-11:15 a.m. B106 TBA
K6 LEC T,TH 9:00 a.m.-11:15 a.m. E419 TBA
L5 LEC M, W 6:00 p.m.-8:15 p.m. B108 TBA

ESL-087 Contemporary Issues and Conversations 3 credits
In this high-intermediate course, students practice and demonstrate effective speaking skills in small-group and whole-class discussions of academic reading materials. 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 speaking, in the context of the reading materials, and in the context of student generated writing. Students must earn a C or better in order to pass the course. Prerequisites: Grade of C or better in ESL074, ESL075, ESL078, and ESL079, or placement.
K5 LEC T,TH 9:00 a.m.-11:15 a.m. B135B TBA
K6 LEC M, W 9:00 a.m.-11:15 a.m. B113 TBA

ESL-088 Academic Reading II 3 credits
In this high-intermediate course, students increase their level-appropriate vocabulary and develop their reading strategies as 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 ESL074, ESL075, ESL078, and ESL079, or placement.
K5 LEC M, W 9:00 a.m.-11:15 a.m. B126 TBA
K6 LEC M, W 12:30 p.m.-2:45 p.m. B126 TBA
L5 LEC M, W 6:00 p.m.-8:15 p.m. B135B TBA

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 through an oral presentation and essays from their personal experience and from readings of moderate complexity. Students practice correct grammar and mechanics in the context of the readings and their own writing. Students must pass the ESL089 Writing Competency Exam and earn a grade of C or better in order to pass the course. Students must earn a C or better in order to pass the course. Prerequisites: Grade of C or better in ESL074, ESL075, ESL078, and ESL079, or placement.
K5 LEC T,TH 9:00 a.m.-11:15 a.m. B133 TBA
K6 LEC T,TH 12:30 p.m.-2:45 p.m. B133 TBA
L5 LEC T,TH 6:00 p.m.-8:15 p.m. B129A TBA

ESL-095 Advanced Grammar and Editing 3 credits
This course is for advanced ESL students and focuses on improving and refining grammar and editing skills. Students review points covered in lower-level grammar courses and further develop their ability to compose grammatically correct and comprehensible sentences, paragraphs, and essays. Topics include various clause types, conditionals, indirect speech, passive voice, and perfect modals. 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 ESL085 or placement.
L6 LEC T,TH 6:00 p.m.-8:15 p.m. B126 TBA

ESL-096 Lecture Comprehension and Academic Vocabulary 3 credits
In this advanced course, students develop an advanced note-taking system as they listen to lectures and authentic sources. Students practice using their notes to answer comprehension questions, write summaries of sources, and compose responses to critical thinking questions. Students learn advanced academic vocabulary and grammar in the context of advanced level readings, websites, and lectures. 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.
K5 LEC M, W 9:00 a.m.-11:15 a.m. E419 TBA
L5 LEC M, W 6:00 p.m.-8:15 p.m. D209 TBA

ESL-097 Academic Discussions and Presentations 3 credits
This advanced course focuses on the communication skills necessary in an academic setting. Students develop and improve a method for delivering an oral presentation 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
SESSION I

FPL-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.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
K Finnegan
Class meets 06/02/14-08/21/14

FPL-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.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/21/14

FPL-133 Fire Protection Systems 3 credits
This course provides information relating to the features of design and operation of fire alarm systems, water-suppression systems, fire protection systems, water supply for fire protection and portable fire extinguishers. Prerequisites: A grade of C or better in Writing Skills II (ENG095) and Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption by placement testing.

ALEC M,W 2:00 p.m.-5:35 p.m. B128 TBA

FPL-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 life 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).

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/21/14

SESSION II

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; culture and history of emergency services; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics; fire safety measures. 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.

B1 LEC T,TH 2:00 p.m.-5:35 p.m. B224 TBA

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.

J1 LEC M,W 5:00 p.m.-8:35 p.m. B128 TBA

FOREIGN LANGUAGES

SESSION I

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 and is offered for students with little or no previous knowledge of French. The course is not intended for native speakers or for students who have studied this language within the last three years.

A1 LEC M,W 8:30 a.m.-12:05 p.m. B132 TBA

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/21/14

SESSION II

FRE-102 Elementary French II 3 credits
This course covers a continuation of Elementary French I (FRE101) and places emphasis on speaking and reading skills. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Elementary French I (FRE101) or one year of high school French.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/21/14

JPN-101 Elementary Japanese 3 credits
This course is an introduction to the sounds and structures of the Japanese language with emphasis on the acquisition of a limited but useful vocabulary. The course is designed for students who want to learn essential Japanese as quickly and as effectively as possible. Students read and write with Hiragana and look into the world of Kanji. This course is not intended for native speakers or students who have studied this language within the last three years.

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/21/14

JPN-102 Elementary Japanese II 3 credits
This course covers a continuation of the study of basic structures of the Japanese language. The course stresses additional useful vocabulary through reading, writing, and conversation. The course covers material that allows students to learn essential Japanese as quickly and effectively as possible. The course emphasizes encouraging and helping students obtain the ability to use the Japanese language in practical situations. It emphasizes student ease in interacting and communicating in an uncomplicated but adult language. Students read Kana and some basic Kanji. The course
GOVERNMENT

SESSION I

GOV-101 Government/Politics in the US 3 credits
The course explores some questions and theories that interest political scientists and historians, and methods they use to explain governmental operations. Insight into the nature of political ideals, as embodied in the Constitution, is developed. Topics include federalism, organization and functions of the three branches of the national government, civil liberties and civil rights, public opinion and voting behavior, the media, bureaucracies, and public policy. This course meets General Education “Individual and Society” Requirement Area 2. 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. 
A1 LEC T,TH 9:00 a.m.-12:35 p.m. 
D211 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

SPN-102 Elementary Spanish II 3 credits
This continuation course of Elementary Spanish I (SPN101) emphasizes conversational skills and simple readings. The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Elementary Spanish I (SPN101) or one year of high school Spanish.
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

SESSION II

SPN-101 Elementary Spanish I 3 credits
This course, for students with little or no previous knowledge of Spanish, covers an introduction to the sounds and structures of Spanish and the development of basic skills needed for understanding and speaking Spanish. The course is not intended for native speakers or for students who have studied this language within the last three years.
BE1 LEC M,W 6:00 p.m.-8:45 p.m.
B132 TBA

GOVERNMENT

GOV-101 Government/Politics in the US 3 credits
The course explores some questions and theories that interest political scientists and historians, and methods they use to explain governmental operations. Insight into the nature of political ideals, as embodied in the Constitution, is developed. Topics include federalism, organization and functions of the three branches of the national government, civil liberties and civil rights, public opinion and voting behavior, the media, bureaucracies, and public policy. This course meets General Education “Individual and Society” Requirement Area 2. 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. 
A1 LEC T,TH 9:00 a.m.-12:35 p.m. 
D211 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

SESSION I

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) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing. 
LC GSS 1 hour per credit attendance is required per week
Contact CSOL upon registration.
H165 J Lambert 
Class meets 06/02/14-08/14/14
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

SPN-101 Elementary Spanish I 3 credits
This course, for students with little or no previous knowledge of Spanish, covers an introduction to the sounds and structures of Spanish and the development of basic skills needed for understanding and speaking Spanish. The course is not intended for native speakers or for students who have studied this language within the last three years.
A1 LEC T,TH 9:00 a.m.-12:05 p.m.
B132 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

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) or Reading Skills II (RDG095)and Writing Skills II (ENG095), or exemption by placement testing. 
C1 LEC T,TH 6:00 p.m.-9:35 p.m. 
D212 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

HIS-112 World Civilization from 1500 3 credits
This course examines similarities and differences among the major world civilizations in the modern era. Topics include traditions of governance, art, religion and philosophy, technology, family structure, and everyday life. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095), or exemption by placement testing. 
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

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 determined the course of events that shaped our civilization. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095); or exemption by placement testing. 
A1 LEC M,W 9:00 a.m.-12:35 p.m. 
G140 TBA
C1 LEC M,W 6:00 p.m.-9:35 p.m. 
D211 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

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 by placement testing. 
A1 LEC T,TH 9:00 a.m.-12:35 p.m. 
D218 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

HIS-101 World Regional Geography 3 credits
This course examines the geographical context of major social, cultural, and political issues in selected regions of the world and develops a mastery of maps and other graphic aids as means of learning and communication. Major regional emphases vary from semester to semester among areas of Eastern Europe, the former USSR, the Middle East, the Orient, Latin America, and Africa. The course meets “World View” General Education Requirement Area 3. 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. 
A1 LEC T,TH 9:00 a.m.-12:35 p.m. 
G227 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

GEOGRAPHY

SESSION I

GEO-101 World Regional Geography 3 credits
This course examines the geographical context of major social, cultural, and political issues in selected regions of the world and develops a mastery of maps and other graphic aids as means of learning and communication. Major regional emphases vary from semester to semester among areas of Eastern Europe, the former USSR, the Middle East, the Orient, Latin America, and Africa. The course meets “World View” General Education Requirement Area 3. 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. 
A1 LEC T,TH 9:00 a.m.-12:35 p.m. 
G227 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14

SESSION II

GEO-101 World Regional Geography 3 credits
This course examines the geographical context of major social, cultural, and political issues in selected regions of the world and develops a mastery of maps and other graphic aids as means of learning and communication. Major regional emphases vary from semester to semester among areas of Eastern Europe, the former USSR, the Middle East, the Orient, Latin America, and Africa. The course meets “World View” General Education Requirement Area 3. 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. 
A1 LEC T,TH 9:00 a.m.-12:35 p.m. 
G227 TBA
WB WEB For username and password, go to
www.bhcc.mass.edu/mycourseaccess. 
Class meets 06/02/14-08/21/14
SESSION II

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 (ESL098) and Academic Writing (ESL099) or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

B1 LEC T TH 9:00 a.m.-12:35 p.m. B134 TBA

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 determined the course of events that shaped our civilization. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095), and Writing Skills II (ENG095) or exemption by placement testing.

B1 LEC T TH 8:30 a.m.-12:05 p.m. B104 TBA
J1 LEC T TH 6:00 p.m.-9:35 p.m. D212 TBA

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 by placement testing.

B1 LEC M W 9:00 a.m.-12:35 p.m. D211 TBA

HOSPITALITY

SESSION I

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 an in-depth knowledge of the operation and facilities 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. Topics covered will include: preparing for a career in the food service field, resume preparation, career options and specific skills necessary to create a successful career, and discovering the best use of resources available to students at BHCC. Prerequisites: Writing Skills II (ENG095), Fundamentals of Math (MAT093), and Reading Skills II (RDG095). For Culinary Arts students only.

A1 LEC M W 3:55 p.m.-7:30 p.m. E450 K Spicer

CUL-111 Food Service Sanitation/Skills 3 credits
Food Service Sanitation is an introduction to food production practices governed by federal and state regulations. Topics to be covered include prevention of food-borne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storage, and reheating. Students will also take the National Restaurant Association ServSafe examination. A1HBBHYB TH 3:55 p.m.-7:30 p.m. E450 G Kelley Web component required

CUL-119 Introduction to 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. The course is for Culinary Arts students only or by permission of the department chairperson.

A1 LEC M TH 8:00 a.m.-11:15 a.m. E423 M Barton Class meets 06/02/14-06/18/14

CUL-217 Classical and 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 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. Additional expenses may include supplies, equipment, and/or uniforms. Prerequisite: Advanced Desserts and Pastries (CUL145).

A1 LEC M TH 11:15 a.m.-4:00 p.m. E423 M Barton Class meets 06/02/14-06/18/14

CUL-299 Culinary Arts Internship 3 credits
The internship allows students the opportunity to gain practical experience in the field of culinary arts. The internship begins after completion of the first academic year and consists of 300 hours of work experience in an approved foodservice facility.

A1 LEC Days and times to be arranged G Kelley

CUL-299P Pastry Arts Internship 3 credits
The internship allows students the opportunity to gain practical experience in the field of baking and pastry arts. The internship begins after completion of the first academic year and consists of 150 hours of work experience in a bakery or pastry shop approved by your instructor. Prerequisite: Chair Approval.

A1 LEC Days and times to be arranged M Barton

HRT-133 Culinary Theory in Hospitality 3 credits
Students gain knowledge in the use of tools and equipment while learning basic procedures related to preparation and cooking. Students learn basic menu construction and presentation used in the development of full menus utilized in a quantity food production facility. The course emphasizes cooking techniques, terminology, equipment use, and commercial kitchen operation, as well as proficiencies in knife skills and uses of various culinary tools. Additional expenses may include supplies, equipment, and/or uniforms.

J1 LEC M W 5:00 p.m.-8:35 p.m. E421 TBA

HUMAN SERVICES

SESSION I

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).

A1 LEC M W TH 8:30 a.m.-12:05 p.m. B114 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 will be explored and examined in-depth. Prerequisite: Counseling (PSY215).

A1 LEC M W TH 1:00 p.m.-4:35 p.m. B114 TBA

INTERDISCIPLINARY STUDIES

SESSION I

INT-110 American Culture 3 credits
This interdisciplinary course focuses on the historical evolution of American beliefs and values and is designed for students from other cultures. Students study the way these values have shaped U.S. contemporary institutions such as education, business, the government, and the family. The course examines extensive cross-cultural comparisons with the students' native cultures. Materials include film, music, and short works of literature.

The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. D Deeb Class meets 06/02/14-08/21/14

SESSION II

INT-110 American Culture 3 credits
This interdisciplinary course focuses on the historical evolution of American beliefs and values and is designed for students from other cultures. Students study the way these values have shaped U.S. contemporary institutions such as education, business, the government, and the family. The course examines extensive cross-cultural comparisons with the students' native cultures. Materials include film, music, and short works of literature.

The course meets General Education “Humanities” Requirement Area 6. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or exemption from reading requirement by placement testing.

J1 LEC M W 6:00 p.m.-9:35 p.m. H120 F Morris Class meets at the new H building
LITERATURE

SESSION I

LIT-201 Intro to Literature 3 credits
This course develops students’ ability to interpret, analyze, evaluate, and respond to ideas about literature. Students explore the nature, structure, and form of poetry, short story, and drama. The course meets General Education Humanities Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
A1 LEC T,TH 9:00 a.m.-12:35 p.m. B113 J Rogash
C1 LEC T,TH 4:00 p.m.-6:35 p.m. B109 M Dubson
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. P Cololla Class meets 06/02/14-08/21/14

LIT-203 Literature in America I 3 credits
This course traces the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of sin, guilt, justice, and equality in the historical movement of the nation from colonial settlement to westward expansion. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education “Humanities” Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
A1 LEC M,W:1:00 p.m.-4:35 p.m. B106 C Mason
LC GSS 1 hour per credit attendance is required per week
Contact CSLD upon registration: H165 CSLD Staff
Class meets 06/02/14-08/14/14
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. N Oliveira Class meets 06/02/14-08/21/14

LIT-204 Lit in America II 3 credits
This course analyzes the crises of the nation from the Civil War through the twentieth century, as shown through its literature. The course examines the themes of progress, materialism, alienation, and corruption against the yardstick of opportunity, heroism, and individualism, which represent the traditional American dream. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education “Humanities” Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
A1 LEC M,W:9:00 a.m.-12:35 p.m. D217 TBA
C1 LEC T,TH 6:00 p.m.-9:35 p.m. B127 L Benson
LC GSS 1 hour per credit attendance is required per week
Contact CSLD upon registration: H165 CSLD Staff
Class meets 06/02/14-08/14/14
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. N Oliveira Class meets 06/02/14-08/21/14

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/corequisite: College Writing I (ENG111).
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. P Cololla Class meets 06/02/14-08/21/14

LIT-211 Master World Literature I 3 credits
This course considers the landmarks of literature, from ancient times to the eighteenth century, which have shaped, reflected or criticized Western thought. The faculty select readings from Homer, Greek Drama, the Bible, Dante, Medieval Romance, and Shakespeare. Faculty may couple these readings with their contemporary versions or transformations by such twentieth century writers as Sartre, O’Neill, MacLeish, Stoppard, and Joyce. The list may vary. The course meets General Education “Humanities” Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
C1 LEC M,W:6:00 p.m.-9:35 p.m. B221 R Pennel
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Lee Class meets 06/02/14-08/21/14

LIT-212 Master 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, Turgeniev, Zola, Kafka, Singer, Bellow, Mishima, Orwell, and Eliot. The list may vary. The course also includes an international studies module of the contemporary literature of Africa, Asia, and Latin America. The course meets General Education “Humanities” Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. M Lee Class meets 06/02/14-08/21/14

LIT-217 Children’s Literature I 3 credits
This course introduces students to children’s literature in all its forms, from fables to fairy tales, from realistic fiction to fantasy, from nonsense to narrative poetry. The course covers works both classic and contemporary. The course meets General Education “Humanities” Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
A1 LEC T,TH 9:00 a.m.-12:35 p.m. D217 Karla Odenwald
C1 LEC T,TH 6:00 p.m.-9:35 p.m. D217 E Costello

LIT-219 African Literature 3 credits
This survey course of contemporary African literature exposes students to the diversity of the themes, styles and modes of expression peculiar to the enormous continent of Africa. Students study the oral tradition as it is reflected in folktales, stories, and poems. In addition to reading essays and articles about social and historical conditions that affect the literature of the continent, students read numerous short stories and at least three novels, each reflecting the culture of a different region of the continent. The course meets General Education “Humanities” Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. L Silva Class meets 06/02/14-08/21/14

SESSION II

LIT-201 Intro to Literature 3 credits
This course develops students’ ability to interpret, analyze, evaluate, and respond to ideas about literature. Students explore the nature, structure, and form of poetry, short story, and drama. The course meets General Education Humanities Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
J1 LEC M,W:6:00 p.m.-9:35 p.m. B222 H Zachini
J2 LEC T,TH 6:00 p.m.-9:35 p.m. B222 J Story

LIT-203 Lit in America I 3 credits
This course traces the physical, moral, and psychological development of an emerging nation through its literature. The course examines themes of sin, guilt, justice, and equality in the historical movement of the nation from colonial settlement to westward expansion. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education “Humanities” Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
B1 LEC M,W:9:00 a.m.-12:35 p.m. B104 C Kelley
J1 LEC M,W:6:00 p.m.-9:35 p.m. G140 TBA
J2 LEC T,TH 6:00 p.m.-9:35 p.m. D215 TBA

LIT-204 Lit in America II 3 credits
This course analyzes the crises of the nation from the Civil War through the twentieth century, as shown through its literature. The course examines the themes of progress, materialism, alienation, and corruption against the yardstick of opportunity, heroism, and individualism, which represent the traditional American dream. The course includes works representative of the ethnic and racial diversity of American culture. The course meets General Education “Humanities” Requirement Area 6. Pre/corequisite: College Writing I (ENG111).
B1 LEC M,W:9:00 a.m.-12:35 p.m. B224 C Mason
B2 LEC T,TH 9:00 a.m.-12:35 p.m. B108 C Kelley

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

ACADEMIC ESL SESSION

K1-K6..............................................Charlestown Day
L1-L6..............................................Charlestown Evening

SESSION II

B1-B8..............................................Charlestown Day
E1-E3..............................................Charlestown Day
G1-G3..............................................Charlestown Evening
J1-J6..............................................Charlestown Evening

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

TEACHING METHODS:
CLIN ............................................Clinical
HYB .............................................Hybrid
LAB .............................................Lab Practicum
LEC .............................................Lecture
L/L .............................................Lec Practicum and Lecture
SLF .............................................Students determine their own schedule
WEB ............................................Web Based

... Sustainability within Curriculum
**COURSE DESCRIPTIONS & Section Listings**

**MANAGEMENT**

**SESSION I**

**MAN-105 Principles of Marketing** 3 credits

This course is a study of the basic principles of marketing and the application of these principles in today's changing competitive environment. The focus of this course is on the behavior of the consumer market and the product, pricing, promotion and distribution decisions made to create consumer satisfaction. Prerequisites: Academic Reading III (ESL098) or Reading Skills II (RDG095) or placement and Writing Skills I (ENG090) or placement.

A1 LEC  T,TH 9:00 a.m.-12:35 p.m.  B128 TBA
C1 LEC  T,TH 5:30 p.m.-9:05 p.m.  D215 TBA
LC GSS  1 hour per credit attendance is required per week. Contact CSDL upon registration. H165  CSDL Staff

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/14

**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, demographics, economics and social changes create business opportunities. Students will evaluate the feasibility of business ideas based on strengths, weaknesses, financial requirements, and competitive threats. Students will also identify desirable characteristics of leading entrepreneurs to identify skills and behaviors which lead to success. Prerequisites: Writing Skills II (ENG095), Academic Reading III (ESL098) or Reading Skills II (RDG095) or placements.

C1 LEC  M,W 6:00 p.m.-9:35 p.m.  B113 TBA

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/21/14

**MAN-111 Principles of Management** 3 credits

The skills and functions, theories and principles of management are studied in respect to the socio-cultural environment within which a firm operates. An emphasis on decision-making, organizational strategy, planning and system design provides a framework for examining the application of management concepts in the modern business world and the evaluation of organization problems and issues. Prerequisites: Introduction to Business (BUS101) for Business Concentration, Management and Finance options only. A grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading or writing requirements by placement testing.

A1 LEC  T,TH 9:00 a.m.-12:35 p.m.  B134 TBA

LC GSS  1 hour per credit attendance is required per week. Contact CSDL upon registration. H165  CSDL Staff

Class meets 06/02/14-08/14/14

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/21/14

WB1 WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/21/14

**MAN-112 Organizational Behavior/Design** 3 credits

Organizational behavior and design, social systems, and contemporary management issues are explored, experienced with an emphasis on an interrelationship of culture, organizational structure and policies upon individual, group and organizational performance. Topic coverage includes: leadership styles; learning; motivation; group structure; decision-making; group dynamics and problem solving. Concepts and issues of power, conflict, change and organizational processes that impact interpersonal or social settings, group interaction and the interface environment are examined. This course meets General Education “Individual/Society” Requirement Area 2 for A.A. and A.S. Business Administration students except for the A.S. International Business option. A.S. Business Administration students except for the A.S. International Business option. A grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading or writing requirements by placement testing.

E1 LEC  T,TH 9:00 a.m.-12:35 p.m.  204 TBA

Class meets at the Chelsea Campus

**MAN-207 Small Business Management** 3 credits

Starting and managing a small business requires strong leadership capabilities and unique business and management skills. The purpose of this course is to introduce students to the issues small business owners must understand to become a successful start-up or to manage an existing business successfully. This practitioner oriented course focuses on helping students understand their leadership capabilities and to compare their capabilities with the necessary requirement. Students will prepare a business plan to help understand the importance of effective planning and conduct a field study that involves surveying successful small business owners to understand how these owners successfully manage their businesses will also be requirements of the course. Prerequisite: Principles of Accounting II (ACC102) or Accounting Information Systems (ACC105); Principles of Management (MAN111); Principles of Marketing (MAN105) or permission of instructor.

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**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 servicing, serving systems and technology. Prerequisites: Principles of Accounting II (ACC102) and Investments (ACC111).

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**MAN-217 E-Commerce Marketing** 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 development 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).

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**MAN-111 Principles of Management** 3 credits

The skills and functions, theories and principles of management are studied in respect to the socio-cultural environment within which a firm operates. An emphasis on decision-making, organizational strategy, planning and system design provides a framework for examining the application of management concepts in the modern business world and the evaluation of organization problems and issues. Prerequisites: Introduction to Business (BUS101) for Business Concentration, Management and Finance options only. A grade of C or better in Academic Reading III (ESL098) and Academic Writing III (ESL099) or Reading Skills II (RDG095) and Writing Skills I (ENG090) or exemption from reading or writing requirements by placement testing.

A1 LEC  T,TH 9:00 a.m.-12:35 p.m.  B134 TBA

LC GSS  1 hour per credit attendance is required per week. Contact CSDL upon registration. H165  CSDL Staff

Class meets 06/02/14-08/14/14

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/14

WB1 WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**MATHEMATICS**

**MAT-093 Foundations of Mathematics** 3 credits

Topics include solving applied problems with whole numbers, decimals and fractions; ratios and proportions; rates; percentages and applications in sales tax, interest, commissions, and discounts; determining numerical averages and medians; 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.

LC GSS  1 hour per credit attendance is required per week. Contact CSDL upon registration H165  V Sager

Class meets 06/02/14-08/14/14

**MAT-097 Foundations of Algebra** 3 credits

This course is a continuation of Foundations of Math (MAT093). Topics include algebraic expressions, solving and graphing linear equations and inequalities, exponents and scientific notation, introduction to polynomials, and systems of linear equations and their graphs. Technology is incorporated to facilitate problem solving. This course does not satisfy degree requirements. Prerequisite: Grade of C or better in Foundations of Mathematics (MAT093) or placement. Course may require an additional lab hour.

LC GSS  1 hour per credit attendance is required per week. Contact CSDL upon registration H165  CSDL Staff

Class meets 06/02/14-08/14/14

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/14

WB1 WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**MAT-099 Intermediate Algebra** 3 credits

This course is a continuation of Foundations of Algebra (MAT097). Topics in this course include polynomial arithmetic, introduction to 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 Foundations of Algebra (MAT097) or placement. Course may require an additional lab hour.

LC GSS  1 hour per credit attendance is required per week. Contact CSDL upon registration H165  V Sager

Class meets 06/02/14-08/14/14

WB WEB  For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

**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, coding out, and the metric system. Prerequisite: Grade of C or better in Foundations of Algebra (MAT097) or placement.

LC GSS  1 hour per credit attendance is required per week. Contact CSDL upon registration H165  V Sager

Class meets 06/02/14-08/14/14
MAT-133 Introduction to Metric System 1 credit
This course enables students to recognize and use metric terms, roughly measure using body parts, and use estimation system.

LC GSS 1 hour per credit attendance is required per week
Contact CSDL upon registration H165 V Sagar
Class meets 06/02/14-08/14/14

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.

LC GSS 1 hour per credit attendance is required per week
Contact CSDL upon registration H165 V Sagar
Class meets 06/02/14-08/14/14

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/14/14

MAT-231 Calculus for Management Science 4 credits
This one-semester course covers topics designed for students in business, economics, and the social sciences. Topics include limits, differentiation and integration of algebraic, exponential and logarithmic functions, optimization, and other applications.

Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra for STEM (MAT194) or placement.

LC GSS 1 hour per credit attendance is required per week
Contact CSDL upon registration H165 V Sagar
Class meets 06/02/14-08/14/14

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/21/14

MAT-281 Calculus I 4 credits
This course reviews concepts of functions, graphs and trigonometry to support the exploration of limits, derivatives, and basic integration. Topics will include limits, continuity, algebraic and trigonometric differentiation, applications of the derivative, the definite and indefinite integral, methods of integration, application of integration to determination of area, the Fundamental Theorem of Calculus and integration by substitution. Graphing calculator required. Prerequisite: Placement or grade of C or better in Trigonometry (MAT196) or Precalculus (MAT197).

LC GSS 1 hour per credit attendance is required per week
Contact CSDL upon registration H165 V Sagar
Class meets 06/02/14-08/14/14

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/21/14

MAT-282 Calculus II 4 credits
This course is a continuation of Calculus I (MAT281) and begins with a study of numerical integration. Techniques of integration are applied to the following topics: transcendental functions (including their derivatives), area of region between two curves, volume, integration by parts, trigonometric substitution, partial fractions, and improper integrals. Sequences and series are examined with an emphasis on determining convergence or divergence. Taylor and Maclaurin series will also be studied. Graphing Calculator is required. Prerequisite: Grade of C or better in Calculus I (MAT281) or placement.

LC GSS 1 hour per credit attendance is required per week
Contact CSDL upon registration H165 V Sagar
Class meets 06/02/14-08/14/14

WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.
Class meets 06/02/14-08/21/14

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

MAT-097 Foundations of Mathematics 3 credits
This course is a continuation of Foundations of Math (MAT093). Topics include algebraic expressions, solving and graphing linear equations and inequalities, functions, and scientific notation; introduction to polynomials, and systems of linear equations and their graphs. Technology is incorporated to facilitate problem solving. This course does not satisfy degree requirements. Prerequisite: Grade of C or better in Foundations of Mathematics (MAT093) or placement.
Course may require an additional lab hour.

BD1 LEC M/W 9:00 a.m.-11:45 a.m. D210 TBA
BD2 LEC T/H 9:00 a.m.-11:45 a.m. D215 TBA
BD3 LEC M/W 12:00 p.m.-2:45 p.m. D208 TBA
BD4 LEC T/H 12:00 p.m.-2:45 p.m. B112 TBA
BD5 LEC M/W 1:00 p.m.-3:45 p.m. D209 TBA
BD6 LEC M/W 3:00 p.m.-5:45 p.m. D210 TBA
BD7 LEC T/H 3:00 p.m.-5:45 p.m. D214 TBA
BD8 LEC 5:900 a.m.-12:25 p.m. B105 TBA
BE1 LEC M/W 6:00 p.m.-8:45 p.m. D214 TBA
BE2 LEC M/W 6:00 p.m.-8:45 p.m. B135A TBA
BE3 LEC T/H 6:00 p.m.-8:45 p.m. D210 TBA
FS LEC M/W 6:00 p.m.-8:45 p.m. 204 TBA
Class meets at the Chelsea Campus

MAT-099 Intermediate Algebra 3 credits
This course is a continuation of Foundations of Algebra (MAT097). Topics 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 Foundations of Algebra (MAT097) or placement. Course may require an additional lab hour.

BD1 LEC M/W 9:00 a.m.-11:45 a.m. D216 TBA
BD2 LEC T/H 9:00 a.m.-11:45 a.m. B106 TBA
BD3 LEC M/W 12:00 p.m.-2:45 p.m. D216 TBA
BD4 LEC T/H 1:00 p.m.-3:45 p.m. H120 TBA
BD5 LEC 5:900 a.m.-12:25 p.m. B106 TBA
Class meets 06/07/14-08/23/14
BE1 LEC M/W 6:00 p.m.-8:45 p.m. D210 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 systems, modular arithmetic, groups, rings, fields), logic (simple and compound statements, conditional, symbolic logic, truth tables), and patterns and symmetries (Fibonacci sequence, Golden Ratio, natural and artistic illustrations, fractals). The course encourages students to interpret, analyze, and evaluate from a mathematical perspective. The course meets General Education “Quantitative Thought” Requirement Area 4. Prerequisite: Grade of C or better in Foundations of Algebra (MAT097) or placement.

BE1 LEC T/H 6:00 p.m.-8:45 p.m. D210 TBA

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.

BD1 LEC M/W 9:00 a.m.-11:45 a.m. B128 TBA
BD2 LEC M/W 9:00 a.m.-11:45 a.m. D209 TBA
BD3 LEC T/H 9:00 a.m.-11:45 a.m. H148 TBA
BD4 LEC T/H 12:00 p.m.-2:45 p.m. D208 TBA
BD5 LEC M/W 1:00 p.m.-3:45 p.m. B109 TBA
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, complex numbers, exponential and logarithmic functions, maximum and minimum problems, symmetry, lines, conic sections, graphs of relations and functions, and applications. A graphing calculator is required for this course. This course meets General Education “Quantitative Thought” Requirement Area 4. Prerequisite: Grade C or better in Intermediate Algebra (MAT099) or a grade of B or better is recommended or placement.

MAT-197 Precalculus 4 credits
This course covers the following topics: functions and their graphs, polynomial functions, rational and radical functions, exponential and logarithmic functions, elements of trigonometry and trigonometric functions, analytic geometry, and sequence and series notation. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra-STEM (MAT194) or placement.

MAT-231 Calculus for Management Science 4 credits
This one-semester course covers topics designed for students in business, economics, and the social sciences. Topics include limits, differentiation and integration of algebraic and trigonometric functions, optimization, and other applications. Graphing calculator is required. Prerequisite: Grade of C or better in College Algebra for STEM (MAT194) or placement.

MAT-281 Calculus I 4 credits
This course reviews concepts of functions, graphs and trigonometry to support the exploration of limits, derivatives, and basic integration. Topics will include limits, continuity, algebraic and trigonometric differentiation, applications of the derivative, the definite and indefinite integral, methods of integration, application of integration to determination of area, the Fundamental Theorem of Calculus and integration by substitution. Graphing calculator required. Prerequisite: Placement or grade of C or better in Precalculus (MAT197).

MAT-282 Calculus II 4 credits
This course is a continuation of Calculus I (MAT281) and begins with a study of numerical integration. Techniques of integration are applied to the following topics: transcendental functions (including their derivatives), area of region between two curves, volume, integration by parts, trigonometric substitution, partial fractions, and improper integrals. Sequences and series are examined with an emphasis on determining convergence or divergence. Taylor and Maclaurin series will also be explored. Graphing calculator is required. Prerequisite: Grade of C or better in Calculus I (MAT281) 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).

MEDICAL IMAGING

SESSION I

MIG-111 Imaging Technology I 3 credits
This course covers topics in physics of special significance in radiography. Specific areas include Newton's Laws, and the concepts of mass, force, energy, work, and power. It includes heat and its production and transfer. It emphasizes the physics of wave motion. The course covers some general concepts of modern physics including Einstein's energy equation, the Heisenberg Principle, and quantum concepts. A computer component introduces students to the principles and background of computers. Prerequisite: Fundamentals of Algebra (MAT194) or placement.

WB WEB For username and password, go to www.bhcc.mass.edu/mycoursesaccess.
Class meets 06/02/14-08/21/14

MIG-119 Echo I 3 credits
This course is a continuation of the material presented in Echo I deals specifically with left ventricular function, cardiology, CAD, color Doppler, and imaging technique used to aid in the demonstration of these diseased states. This course also includes the technique of transesophageal, stress, and contrast echo techniques. Prerequisite: Echo I (MIG112).

MIG-126 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 (MIG128F) or Part Time Medical Radiography Clinical II (MIG128P).

MIG-205 Vascular Ultrasound 3 credits
This course covers an introduction to the fundamentals of vascular ultrasound. It includes hemodynamic, Doppler spectral analysis, and duplex visualization of the cerebrovascular system. It also covers carotid, venous, and transcranial Doppler techniques. Prerequisite: Echo II (MIG119) for Cardiac Sonography Option. Co-requisite: General Sonography Clinical II (SON123) for General Sonography Option.

MIG-224 Radiologic Technology II 3 credits
Using lecture and lab sessions, this course presents the x-ray circuit in form and function. Topics include, but are not limited to, characteristics of x-rays, wave-particle dualism, atomic number, and interactions with matter, digital and conventional fluoroscopy, and electronic imaging units. Prerequisite: Imaging Technology I (MIG111).

MIG-227 Pharmacology of Radiology 1 credit
This course is designed to provide basic concepts of pharmacology to the medical radiography student. Content includes general chemical, generic and trade names for select drugs; pharmacokinetic and pharmacodynamic principles of select drugs; classification of drugs; action, effects, uses and side effects of select drugs on imaging procedures; categories of contrast agents; pharmacology of barium and iodine compounds; dose calculations for adult and pediatric patients; legal and ethical status of the radiographer’s role in drug administration; and the radiographer’s role in drug allergy protocol. This course has a web-based component. Prerequisites: Patient Care for Medical Imaging (MIG109) and Anatomy and Physiology II/Lab (BIO204).

MIG-236P Part-Time Medical Radiography Clinical IV 5 credits
This final part of medical radiography instruction allows students an opportunity to review and assess clinical skills acquired during their training. At the end of this rotation students are clinically proficient in general radiography. Additional expenses may include supplies, equipment, and/or uniforms. Course meets five (5) days/week with 40 clinical hours of practice weekly. Prerequisite: Part-Time Medical Radiography Clinical IV (MIG228P).

MIG-217 Cardiac Sonography Clinical III 4 credits
This course covers a continuation of clinical practical experience in echocardiography. Under supervision of the clinical instructor, the BHC clinical coordinator, students enhance their skills in performing echocardiograms. Faculty evaluate students' performances through clinical competencies in each area. Students gain competency in the performance of echocardiograms. Students also obtain related experience in examinations such as stress echo and transesophageal. Additional expenses may include supplies, equipment, and/or uniforms. Course meets five (5) days/week. Prerequisite: Cardiac Sonography Clinical II (MIG213).

MIG-222F Full-Time Medical Radiography Clinical III 3 credits
This course allows students to expand upon skills acquired during the earlier clinical exp. Students assume more direct responsibility for specific radiographic examination. Additional expenses may include supplies, equipment, and/or uniforms. Course meets four (4) days/week with 32 clinical hours of practice weekly. Prerequisite: Full Time Medical Radiography Clinical II (MIG128F).

SON-123 General Sonography Clinical II 3 credits
This hybrid course is a combination of classroom teaching and an online learning experience. This course continues with the presentation and physics of ultrasound. Special attention is given to the Doppler effect and its relevance in the field of general sonography. Sonographic artifacts, harmonics, contrast
agents, bioeffects and safety are covered as well. Review from Ultrasonic Instrumentation I is covered in the form of online weekly registry review tests. Prerequisite: Ultrasonic Instrumentation (MIG105). Co-requireite: General Sonography III (SON223).

SON-227 General Sonography Clinical V 3 credits
This course is the hands on application of ultrasonic in the hospital setting. Scanning skills are developed during this clinical. Students will be performing supervised ultrasonics and present daily cases to sonographers and or physicians. Students will become acquainted with the responsibilities needed to work in the ultrasound setting. Clinical will take place 3 days a week. Prerequisite: General Sonography Clinical IV (SON225).

BD1 CLIN M, W, F 8:00 a.m.-4:00 p.m. TBA TBA

SESSION I

MIG-121 Related Procedures in Pharmacology 2 credits
This course provides students with knowledge of diagnostic cardiac procedures, emphasizing indications, utility, and limitation of these procedures. The course also provides students with a basic knowledge and understanding of clinical pharmacology as it relates to cardiovascular disease and echocardiography. Prerequisite: Interpretation I (MIG115).

B1 LEC TH 8:30 a.m.-12:30 p.m. G218 TBA

MIG-203 Interpretation II 3 credits
This continuation course of Interpretation I covers an integrated approach to the echocardiography technique. Students review the Mayo Clinic tapes and discuss the development of skills necessary to exercise independent judgment and discretion in the performance of echocardiographic examinations. Students review and critique weekly case studies. The class uses group demonstrations to highlight the patient/sonographer/physician interactions. Students learn pathologic processes in order to build on their knowledge base in the interpretation of normal and abnormal echo features. Prerequisite: Interpretation I (MIG115).

B1 LEC M 2:00 p.m.-3:30 p.m. G218 TBA

MUSIC

SESSION I

MUS-118 Music Appreciation I 3 credits
An introduction to the history and development of music, this course covers basic questions dealing with the roles of the 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.

C1 LEC T, TH 6:00 p.m.-9:35 p.m. B124 K Bigelow
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. R Lehmann Class meets 06/14/2014-08/21/2014

MUS-119 Music Apprec 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.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. R Lehmann Class meets 06/14/2014-08/21/2014

MUS-122 Foundations of Music 3 credits
This course covers the full spectrum of rhythm, intervals, scales, key signatures, chords, triads and sevenths, and cadences for beginning students. The course fosters ear training, note reading, some keyboard application, and much creative activity.

A1 LEC T, TH 9:00 a.m.-12:35 p.m. B124 K Bigelow

MUS-129 Rock & Roll History 3 credits
Beginning with the roots of rock in the rockabilly and blues traditions, continuing through the classical rock of the 50’s and 60’s, this course covers all styles of rock, current and past. The course covers listening to and identifying specific idiosyncrasies of various performers that are central to the study. This course meets General Education “Humanities” Requirement Area 6.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. R Lehmann Class meets 06/14/2014-08/21/2014

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.

A1 LEC M, W 1:00 p.m.-4:35 p.m. A300 E Musically

NURSING

SESSION I

NUR-100 Drug Calculation 1 credit
This course covers the apothecary, metric, and household systems of weights and measures and is designed for students admitted to the Nursing Program. The course focuses on the calculation 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.

A1 LEC T 1:00 p.m.-4:00 p.m. G227 TBA
C1 LEC T 5:00 p.m.-8:00 p.m. B108 TBA
C2 LEC W 5:00 p.m.-8:00 p.m. G227 TBA

LC GSS 1 hour per credit attendance is required per week
Contact CSDL upon registration H165 J Silva Class meets 06/02/14-08/14/14

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/14

WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/14

WB2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/14/14

SESSION II

NUR-100 Drug Calculation 1 credit
This course covers the apothecary, metric, and household systems of weights and measures and is designed for students admitted to the Nursing Program. The course focuses on the calculation 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.

B1 LEC T 8:00 a.m.-11:00 a.m. G227 TBA
J1 LEC W 6:00 p.m.-9:00 p.m. G227 TBA
J2 LEC T 6:00 p.m.-9:00 p.m. G227 TBA

PRACTICAL NURSING

PNP-113 Practical Nursing III 10 credits
This course builds upon the concepts introduced in Practical Nursing II (PNP112). Students use critical thinking skills in the application of the nursing process. Students provide nursing care to the geriatric patient,
PARALEGAL

SESSION I

PLG-299 Paralegal Internship 3 credits
An intern in Paralegal Studies is a hands-on learning experience that familiarizes students with law firms, public agency, 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. Prerequisites: Completion of all PLG required courses. Pre/co-requisite: a cumulative grade point average of at least 3.0 in the program and approval of the paralegal faculty internship coordinator. 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.

A1 LEC TH 2:00 p.m.-3:15 p.m. B109 TBA
Class meets 06/02/14-08/21/14

PHARMACY TECHNOLOGY

PMT-299 Pharmacy Practicum/ Seminar 3 credits
This course combines group discussion in a seminar setting, with an internship program based in a live pharmacy setting. The practicum and seminar are designed to give the student practical experience in the basic roles the technician fulfills in the pharmacy and to complete their preparation for transition to the workplace. The experience component encompasses the steps from customer service to prescription processing and prescription production. The shared learning experience in the weekly seminar will be used as a problem solving group discussion and to prepare the student to apply and compete for work. Prerequisites: Writing Skills II (ENG095) or placement.

D1 LEC W 8:30 a.m.-9:30 a.m. B07 TBA
Class meets at the Chelsea Campus

PHILOSOPHY

SESSION I

PHL-101 Intro 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.

C1 LEC M W 6:00 p.m.-9:35 p.m. D212 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Ryan III Class meets 06/02/14-08/21/14

PHL-103 Ethics 3 credits
This course covers the major philosophic issues in normative ethics and moral philosophy. It covers discussions regarding philosophical views about what is morally right or wrong and the applications to the individual and society. This course emphasizes contemporary problems, issues, and value conflicts. Grade of C or better in Academic Reading III (ESL098) or Academic Writing III (ESL099) or Reading Skills I (RDG090) and Writing Skills I (ENG090), or exemption by placement testing.

PHL-111 World Religions 3 credits
This course analyzes the beliefs and practices of major world religions, including Hinduism, Buddhism, Judaism, Christianity, and Islam. Through study of these religions, students compare the beliefs of various traditions and understand their values in an historical context. The course meets General Education “World View” Requirement Area 3. Prerequisites: Grade of C or better in Academic Reading III (ESL098) or Reading Skills II (RDG095) and Writing Skills II (ENG095); or exemption by placement testing.

A1 LEC M W 9:00 a.m.-12:35 p.m. D214 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

PSYCHOLOGY

SESSION I

PSY-101 Principles of Psychology 3 credits
This introductory psychology course covers a survey of information and theory. Topics include the brain and behavior, research methods, learning, consciousness, motivation, emotion, human growth and development, personality, abnormal behavior, and psychotherapy, social cognition and understanding. The course meets General Education “Individual and Society” Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses, or exemption by placement testing.

A1 LEC M W 9:00 a.m.-12:35 p.m. B109 C Bortman
A2 LEC M W 9:00 a.m.-12:35 p.m. B221 C Trevillion
A3 LEC T TH 9:00 a.m.-12:35 p.m. H147 T Matubbar
Class meets at the new H building

C1 LEC M W 5:30 p.m.-9:05 p.m. D218 N Britton
C2 LEC T TH 6:00 p.m.-9:35 p.m. B133 J Kilpatrick
C3 LEC T TH 9:00 a.m.-12:35 p.m. C221 D Berg
C4 LEC T TH 9:00 a.m.-12:35 p.m. C220 P Heil
C5 LEC T TH 9:00 a.m.-12:35 p.m. M210 T Goodwin
Class meets at the new H building

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14
WB1 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. G Mullin Class meets 06/02/14-08/21/14
WB2 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. G Mullin Class meets 06/02/14-08/21/14
WB3 WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. E Salwinski Class meets 06/02/14-08/21/14

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) or permission of instructor.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. S Casara Class meets 06/02/14-08/21/14

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 to be 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 ECEDev, EDEU, or HSV programs. Students may not receive credit for both PSY209 and ECE103 to meet requirements for degrees or certificates for college graduation.

WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. C Ryan III Class meets 06/02/14-08/21/14
SESSION I

<table>
<thead>
<tr>
<th>Code</th>
<th>Instructor</th>
<th>Location</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>A1</td>
<td>LEC</td>
<td>Charlestown Day</td>
<td>06/02/14-08/21/14</td>
<td>T, TH 9:00 a.m.-12:35 p.m.</td>
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<tr>
<td>D1</td>
<td>WEB</td>
<td>Chelsea Day</td>
<td>06/02/14-08/21/14</td>
<td>M, W 9:00 a.m.-12:35 p.m.</td>
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<td>C1</td>
<td>WEB</td>
<td>Chelsea Evening</td>
<td>06/02/14-08/21/14</td>
<td>T, TH 9:00 a.m.-12:35 p.m.</td>
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ACADEMIC ESL SESSION

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<th>Code</th>
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<td>K1</td>
<td>Charlestown Day</td>
<td>06/02/14-08/21/14</td>
<td>T, TH 9:00 a.m.-12:35 p.m.</td>
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BRIDGE SESSION

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<th>Code</th>
<th>Location</th>
<th>Dates</th>
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<tr>
<td>BD1</td>
<td>Charlestown Day</td>
<td>06/02/14-08/21/14</td>
<td>T, TH 9:00 a.m.-12:35 p.m.</td>
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<td>DS1</td>
<td>Chelsea</td>
<td>06/02/14-08/21/14</td>
<td>T, TH 9:00 a.m.-12:35 p.m.</td>
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<tr>
<td>BE1</td>
<td>Charlestown Evening</td>
<td>06/02/14-08/21/14</td>
<td>T, TH 9:00 a.m.-12:35 p.m.</td>
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<td>FS1</td>
<td>Chelsea</td>
<td>06/02/14-08/21/14</td>
<td>T, TH 9:00 a.m.-12:35 p.m.</td>
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DAYS OF THE WEEK:

- M = Monday
- T = Tuesday
- W = Wednesday
- TH = Thursday
- F = Friday
- S = Saturday

TH: Sustainability within Curriculum
This course develops advanced reading skills necessary for success with college level material. The course will focus on achieving college level comprehension skills and vocabulary. In particular, students will recognize and articulate main ideas, supporting details, and patterns of organization. Students will develop critical reading and thinking skills and improve vocabulary. In addition, students will improve note-taking and test-taking skills. Noting: 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 (RDG090) or placement by examination.

**SESSION I**

**BI0-111 Food/Nutrition** 3 credits
This course covers a study of plant and animal sources of human food, their nutritional values, and the way they are utilized by the body in health and disease. Topics include the selection of an adequate diet, evaluation of nutrition status, nutrition in pregnancy and lactation, nutrition in infancy and in aging, weight control, alternate food patterns, ethnic foods, and nutrition-related health problems. The course is offered in the Center for Self-Directed Learning only.

**BI0-115 Nutrition Science/Lab** 4 credits
This course covers a study of plant and animal sources of human food, their nutritional values, and the way they are utilized by the body in health and disease. Topics include chemistry and biology of food, personal nutrition evaluation, nutrition-related health problems, and global food and nutrition issues. Laboratory exercises introduce students to the diagnostic procedures used by nutritionists and to reinforce learning of nutritional theory. A background in biology or chemistry is not required. The course meets General Education “Science and Technology” Requirement Area 5. Course meets: 3 hrs. lecture; 1.5 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.

**ENV-106 Environmental Science II/Lab** 4 credits
This course is an introduction to fundamental concepts of sustainability and resource conservation as related to the human environment. Through lectures, laboratories, and dialogue, students develop literacy in sustainability topics found in local, regional and global spheres and study a collaborative approach to reducing ecological impact of individuals and organizations. The course provides an opportunity for in-depth exploration of three topics related to sustainability: energy and conservation, renewable energy sources and climate change. Assignments illustrate the impact of resource conservation on the environment. Laboratory work demonstrates concepts such as heat transfer principles and technologies such as solar, wind and fuel cells. Assignments support the College’s pursuit of climate neutrality. The course meets the General Education Requirement Area 5. Course meets: 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Foundations of Algebra (MAT097), Writing Skills II (ENG095), Reading Skills II (RDG095) or placement equivalency.

**BRIDGE SESSION**

**RDG-090 Reading Skills I** 3 credits
This course develops basic reading skills necessary for success with college level material. The course will focus on improving comprehension and vocabulary. In particular, students will improve ability to recognize and articulate main ideas, supporting details, and patterns of organization. Students will also improve vocabulary skills using context clues and the dictionary. Noting: Students must meet exit-level requirements or pass a departmental reading final in order to earn a passing grade of C in this course.

**ENV-105 Environmental Science I/Lab** 4 credits
This course covers an introduction to the physical and biological structure of the natural environment within a global perspective. The course emphasizes both a local and global perspective on the study of natural systems and the impacts of human society on these systems.

Topics include: ecosystem dynamics, international conservation biology, biodiversity, evolution and adaptation, population dynamics, 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. Noting: Students may be used to satisfy the science prerequisite for A.S. degree students as the General Education “Science and Technology” Requirement Area 5. Course meets 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Foundations of Mathematics (MAT093), and Reading Skills II (RDG095) or placement.

**SESSION II**

**RDG-095 Reading Skills II** 3 credits
This course develops advanced reading skills necessary for success with college level material. The course will...
BIO 108 Human Biology

This course is designed to introduce students to the structure and function of the human body. It is intended to help students with a limited scientific background grasp the fundamental concepts of biology as well as human anatomy and physiology. Pathophysiology, genetics, and relevant topics will include the molecular and hierarchical basis of life, population and human genetics. Experimental work will expose students to the scientific methods and practices in biology and medicine, including DNA manipulation and repair, genetics, and evolution. The course will also introduce students to the problem solving and analytical skills required in the biological sciences.

Course meets at the Chelsea Campus. 4 credits. Prerequisites: Writing Skills I (ENG095), Biology I (BIO101), or General Biology I/Lab (BIO101) or equivalent, and a grade of C or better in Foundations of Mathematics and/or Reading Skills I (RDG095), or placement in these courses. Open to all students and satisfies General Education Science and Technology Requirement Area (BIO101).

LEC/Wk/Lab 3:00 p.m.-6:00 p.m.; TuTh 9:00 a.m.-2:00 p.m. (D317) 3:00 p.m.-6:00 p.m.; TuTh 9:00 a.m.-2:00 p.m. (D310)

D317 D. Overbeck
D310 J. Jaffe

This course is a rigorous introductory course as part of a four-year preprofessional program leading to the Bachelor of Science degree in Nursing. Students are required to purchase a microcomputer approved by the department.

M, W 9:00 a.m.-10:00 a.m. (D310)

D310 J. Jaffe
lecture; 3 hours lab. Prerequisites: Grade of C or better in Precalculus (MAT197) or exemption by placement testing or better in College Writing I (ENG111). Note: This course is intended for students planning to major or transfer as science or engineering majors. Pre-allied health students or students requiring a one semester chemistry should enroll in Principles of Inorganic Chemistry & Lab (CHM120).

**BD1** LEC M 9:00 a.m.-2:00 p.m. B329 U Sharma
LEC W 9:00 a.m.-2:00 p.m. B216 U Sharma

**BD2** LEC M 9:00 a.m.-2:00 p.m. B329 U Sharma
LEC TH 9:00 a.m.-2:00 p.m. B216 U Sharma

**BE1** LEC/W LAB M 5:00 p.m.-10:00 p.m. B329 K Steiglitz

**CHM-202 General Chemistry II/Lab** 4 credits
This course is a continuation of General Chemistry I and Lab (CHM201). Topics include solids, solutions, kinetics, equilibrium, acid-base and solubility equilibrium, thermodynamics and electrochemistry. Students are required to purchase approved safety goggles. Course meets: 3 hours lecture; 3 hours lab. Prerequisite: Grade of C or better in General Chemistry II & Lab (CHM201).

**BE1** LEC/W LAB M, W 5:00 p.m.-10:00 p.m. B216 U Sharma
**BE2** LEC/W LAB T, TH 5:00 p.m.-10:00 p.m. B329 D Perito

**ENR-101 Introduction to Engineering/Lab** 4 credits
This course provides an overview of the engineering profession. Topics to be discussed include fields of study within engineering; the engineering profession, including the role of science and technology in business and society, 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 all students as the General Education “Science and Technology” Requirement Area 4. Course meets 3 hrs. lecture; 1.5 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.

**BD1** LEC/W LAB M 9:00 a.m.-2:00 p.m. B337 R Cabanas
LAB W 9:00 a.m.-2:00 p.m. B329 R Cabanas

**ENV-105 Environmental Science I/Lab** 4 credits
This course covers an introduction to the physical and biological structure of the natural environment within a global perspective. The course emphasizes both a local and global perspective on the study of natural systems and the impacts of human society on these systems. Topics include: ecosystem dynamics, international conservation biology, biodiversity, evolution and adaptation, population genetics, 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 all students as the General Education “Science and Technology” Requirement Area 5. Course meets 3 hrs. lecture; 1.5 hrs. lab. Prerequisites: Writing Skills II (ENG095), a grade of C or better in Foundations of Mathematics (MAT093); and Reading Skills II (RDG095) or placement.

**BD1** LEC/W LAB T 11:00 a.m.-5:10 p.m. D302 S Wachman
**BE1** LEC/W LAB T 6:00 p.m.-10:00 p.m. D302 S Wachman

**ENV-111 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 energy, wind power, hydropower, geothermal, fuel cells, biomass, ocean wave power, and alternative transportation options. Also addressed are conventional other energy sources including oil, gas, and nuclear energy. Consideration will be given to related issues such as costs, externalities, energy efficiencies, emissions and other environmental impacts, financing incentives, and the regulatory and market forces impacting the alternative energy industry. Students will learn how to assess the viability of incorporated renewable energy technologies, such as solar or wind power, for residential and commercial applications. Course meets 3 hours lecture; 1.5 hours lab. This course meets General Education “Science and Technology” Requirement Area 5. Prerequisites: Foundations of Mathematics (MAT093), Writing Skills II (ENG095), Reading Skills II (RDG095) or placement equivalency.

**BE1** LEC/W LAB T, TH 5:00 p.m.-9:00 p.m. B337 K Frashure

**PHY-201 General Physics I/Lab** 4 credits
This introductory 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 role of physics in biology. 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 Sciences Program. This course does not satisfy the physics requirement of the AA Chemical Sciences/Physics or the AS Engineering Program. Prerequisite: Grade of C or better in Precalculus (MAT197).

**BD1** LEC/W LAB T, TH 9:00 a.m.-2:00 p.m. B329 J Schlesinger
**BE1** HYB M 5:00 p.m.-9:00 p.m. B335 J Shohbazan

**PHY-202 General Physics II/Lab** 4 credits
This continuation course of General Physics I/Lab (PHY201) covers the following topics: waves and sound, elasticity, fluids, heat, electricity, magnetism, electromagnetic radiation, light and optics and modern physics. As in General Physics I this course will continue to relate principles of physics to living systems. 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 Sciences Program. This course does not satisfy the physics requirement of the AA Chemical Sciences/Physics or the AS Engineering Program. Prerequisite: Grade of C or better in General Physics I Lab (PHY201).

**BD1** LEC/W LAB W 9:00 a.m.-2:00 p.m. B335 E Ciccone
LAB F 9:00 a.m.-2:00 p.m. B329 E Ciccone
**BE1** HYB W 5:00 p.m.-9:00 p.m. B335 J Shohbazan

**PHY-251 College Physics I/Lab** 4 credits
This course is an introduction to some of the fundamental principles and concepts of physics, using a problem-solving approach. The topics considered include the basic equations of motion, Newton’s laws and their applications, work, energy, momentum, rotational kinematics and dynamics, conservation laws, laws of universal gravitation, and simple harmonic and oscillatory motion. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: Grade of C or better in Calculus I (MAT281).

**BD1** LEC T 9:00 a.m.-2:00 p.m. B333 E Saperstein
LAB F 9:00 a.m.-2:00 p.m. B335 E Saperstein
**BD2** LEC/W LAB T, TH 9:00 a.m.-2:00 p.m. B335 J Lavine
**BE1** LEC/W LAB T 5:00 p.m.-10:00 p.m. B335 J Zaks

**PHY-252 College Physics II/Lab** 4 credits
In the first half of the course, this continuation of College Physics I (PHY251) covers the following topics: basic topics in electricity and magnetism, electromagnetic radiation, the nature of light, and optics. In the second half, the course covers an introduction to some basic ideas in modern physics. It also covers these additional topics: atomic structure, quantization, and nuclear physics. Course meets: 3 hrs. lecture; 3 hrs. lab. Prerequisite: College Physics II (PHY252). Prerequisites or grade of C or better in Calculus II (MAT282).

**BD1** LEC/W LAB M, W 9:00 a.m.-2:00 p.m. B333 E Saperstein

**SOCIOLOGY**

**SESSION I**

**SOC-101 Principles of Sociology** 3 credits
This course covers an introduction to the concepts and theories of society and social institutions. The course meets General Education “Individual and Society” Requirement Area 2. Prerequisites: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

**LA** WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Abalta Class meets 06/02/14-08/21/14

**WB1** WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Abalta Class meets 06/02/14-08/21/14

**WB2** WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. L Sarpy Class meets 06/02/14-08/21/14

**WB3** WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Williams Class meets 06/02/14-08/21/14

**SOC-109 Cultural Anthropology** 3 credits
This course demonstrates the way that the basic concepts and techniques developed by cultural anthropologists help us understand various cultures and intercultural relations. Through ethnographic readings and discussions, we will learn about kinship, gender, ethnicity, religion, and social change in a variety of cultures. The course increases awareness of cultural dimensions of human experience and the diversity and flexibility of human cultures. The course meets General Education “Individual and Society” Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.

**WB** WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Abalta Class meets 06/02/14-08/21/14

**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; hominids; human evolution; the Australopithecines; evolution review; what was before man; evolution of behavior; where do we go from here? This course is offered through the Center for Self-Directed Learning only.

**LC** GSS 1 hour per credit attendance is required per week Contact CSDL upon registration H165 F Amini Class meets 06/02/14-08/14/14

**SOC-111 The Family** 3 credits
This course examines psychological and sociological factors related to the dynamics of family life. The course covers the process of the growth and adjustment of each family member as the family structure changes. Students discuss the historical, contemporary, and future family. Prerequisite: one introductory Behavioral Science course.

**WB** WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. L Savage Class meets 06/02/14-08/21/14

**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).

**WB** WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Y Vissing Class meets 06/02/14-08/21/14
**SOC-206 Juvenile Delinquency** 3 credits  
The course analyzes the nature and types of juvenile behavior that violate the law. Students study issues such as socialization, deviant roles, social processes, the special attributes of youth, and historical attitudes toward childhood and adolescence. Topics include family juvenile court, correctional institutions, causes of delinquency, the female delinquent, and prevention and treatment of delinquency.  
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.  
L Sarpy  
Class meets 06/02/14-08/21/14

**SOC-207 Criminology** 3 credits  
This course covers various aspects of crime from the perspective of the sociologist. The course emphasizes social structure/social process theories of social disorganization and crime causation. Other topics include the history of criminology, the nature and extent of crime, the measurement of crime, criminal typologies, public order crime, victims, and victimization.  
Prerequisite: Principles of Psychology (PSY101) or Principles of Sociology (SOC101).  
D1 LEC T, TH 9:00 a.m.-12:35 p.m.  
203 O Yeltsin  
Class meets at the Chelsea Campus  
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/02/14-08/21/14

**SOC-229 Sociology of Film** 3 credits  
This course deciphers the explicit and implicit message contained in films with the organization and structure of culture and society from the past to the present. The course covers the idea that, like all art forms, films are created in a social context and express a particular point of view through the characters, themes, motifs, and visual styles they embody.  
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.  
K Lancaster  
Class meets 06/02/14-08/21/14

**SESSION II**

**SOC-101 Principles of Sociology** 3 credits  
This course covers an introduction to the concepts and theories of society and social institutions. The course meets General Education “Individual and Society” Requirement Area 2. Prerequisite: Academic Reading III (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.  
B1 LEC M, W 9:00 a.m.-12:35 p.m.  
D218 L Scott  
B2 LEC T, TH 9:00 a.m.-12:35 p.m.  
D218 D Graves  
J1 LEC M, W 6:00 p.m.-9:35 p.m.  
D217 J Solomon  
J2 LEC T, TH 6:00 p.m.-9:35 p.m.  
D210 F Ercem  
Class meets at the new H building

**SOC-109 Cultural Anthropology** 3 credits  
This course demonstrates the way that the basic concepts and techniques developed by cultural anthropologists help us understand various cultures and intercultural relations. Through ethnographic readings and films, students learn about kinship, gender, ethnicity, religion, and social change in a variety of cultures. The course increases awareness of cultural dimensions of human experience and the diversity and flexibility of human cultures. The course meets General Education “Individual and Society” Requirement Area 2. Prerequisite: Academic Reading II (ESL098) or Reading Skills II (RDG095) or co-enrollment in integrated courses or exemption from reading requirement by placement testing.  
B1 LEC M, W 9:00 a.m.-12:35 p.m.  
H147 A Bautista  
Class meets at the new H building  
B2 LEC M, W 1:00 p.m.-4:35 p.m.  
H147 A Bautista  
Class meets at the new H building

**SOC-111 The Family** 3 credits  
This course examines psychological and sociological factors related to the dynamics of family life. The course covers the process of the growth and adjustment of each family member as the family structure changes.  
Students discuss the historical, contemporary, and future family. Prerequisite: one introductory Behavioral Science course.  
B1 LEC M, W 9:00 a.m.-12:35 p.m.  
B109 W dSmirid

**SURGICAL TECHNOLOGY**

**SESSION I**

**NHP-180 Medical Terminology** 3 credits  
This course provides instruction in the development of basic medical terminology. Competency in medical terminology promotes effective communication among members of the healthcare team.  
LCC GSS 1 hour per credit attendance is required per week  
Contact CSULD upon registration  
H165 E Lapo  
Class meets 06/02/14-08/14/14

**WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.**  
Class meets 06/02/14-08/21/14

**BRIDGE SESSION**

**NHP-180 Medical Terminology** 3 credits  
This course provides instruction in the development of basic medical terminology. Competency in medical terminology promotes effective communication among members of the healthcare team.  
LCC GSS 1 hour per credit attendance is required per week  
Contact CSULD upon registration  
H165 E Lapo  
Class meets 06/02/14-08/14/14

**WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.**  
Class meets 06/02/14-08/21/14

**VISUAL & MEDIA ARTS**

**SESSION I**

**VMA-104 Drawing I** 3 credits  
An introductory 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 objects drawn. While concentrating on the formal visual elements: line, shape, value, texture and (limited) color, students explore such concepts as: figure/ground, scale, space, 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).  
A1 LEC M, W 9:00 a.m.-12:35 p.m.  
D213 TBA  
A2 LEC T, TH 9:00 a.m.-12:35 p.m.  
D213 TBA  
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/02/14-08/21/14

**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 toolset through lecture presentations and lab exercises. An overview of the digital imaging workflow will be presented, with emphasis on image processing. Students must have basic computer literacy.  
Prerequisite: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).  
A1 LEC M, W 9:00 a.m.-12:35 p.m.  
E167 TBA

**SESSION II**

**VMA-104 Drawing I** 3 credits  
An introductory 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 objects drawn. While concentrating on the formal visual elements: line, shape, value, texture and (limited) color, students explore such concepts as: figure/ground, scale, space, 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).  
A1 LEC M, W 9:00 a.m.-12:35 p.m.  
D213 TBA  
A2 LEC T, TH 9:00 a.m.-12:35 p.m.  
D213 TBA  
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess.  
Class meets 06/02/14-08/21/14

**VMA-122 Painting I** 3 credits  
This course instructs students in the painting medium of acrylic and/or oil paint. The course places emphasis on drawing, composition, color, value, and paint quality. Students acquire basic skills in painting from observation. Course topics include one-on-one instruction and group critiques. The course meets General Education Humanities Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).  
A1 LEC T, TH 1:00 p.m.-4:35 p.m.  
D219 TBA

**VMA-123 Water Color I** 3 credits  
An introduction to the medium of watercolor paint, this course demonstrates and explores basic techniques such as wet-on-dry, wet-on-wet, and washes. Students draw from observation and learn to manipulate value,
Skills
Prerequisites:
Writing
Prerequisites: (ENG095) and Writing of Skills Foundations Area fulfills General Education Humanities Requirement
digital camera and basic computer literacy. This course photographic quality output. Students must have a
images for printing. Inkjet printers are used to create Adobe Photoshop is used to adjust and manipulate
from the photographic tradition will be examined. both shooting assignments and lab exercises. Examples
a formal exploration of seeing photographically, using issues of the digital photography workflow joined with
and process of evaluation and critique. This course meets General Education “Humanities” Requirement
and process of evaluation and critique. This course meets General Education Humanities Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).
A1 LEC M,W 10:00 a.m.-1:35 p.m. E160 TBA
A2 LEC M,W 2:00 p.m.-5:35 p.m. E160 TBA
A3 LEC T,TH 9:00 a.m.-12:35 p.m. E160 TBA
A4 LEC T,TH 2:30 p.m.-6:05 p.m. E160 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14
VMA-161 Intro Digital Photography 3 credits
Digital photography has made it technically possible to generate countless photographs at virtually no cost, yet the formal problems of picture-making remain. How is it possible to create photographs with power and significance? This course explores basic technical issues of the digital photography workflow joined with a formal exploration of seeing photographically, using both shooting assignments and lab exercises. Examples from the photographic tradition will be examined. Adobe Photoshop is used to adjust and manipulate images for printing. Inkjet printers are used to create photographic quality output. Students must have a digital camera and basic computer literacy. This course fulfills General Education Humanities Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).
A1 LEC M,W 10:00 a.m.-1:35 p.m. E160 TBA
A2 LEC M,W 2:00 p.m.-5:35 p.m. E160 TBA
A3 LEC T,TH 9:00 a.m.-12:35 p.m. E160 TBA
A4 LEC T,TH 2:30 p.m.-6:05 p.m. E160 TBA
WB WEB For username and password, go to www.bhcc.mass.edu/mycourseaccess. Class meets 06/02/14-08/21/14

VMA-231 Digital Illustration with Illustrator 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).
A1 LEC T,TH 9:00 a.m.-12:35 p.m. E167 TBA

SESSION II

VMA-104 Drawing I 3 credits
An introductory studio course designed to examine basic vocabulary and drawing skills and concepts. Using a wide range of drawing media, students work primarily from observation mastering the concepts of objective drawing. While concentrating on the formal visual elements: line, shape, value, texture and (limited) color, students explore such concepts as figure/ground, scale, positive and negative space, proportion, perspective, volume, light, compositional issues and pictorial unity. There is an emphasis on writing and communication skills for mastery of basic vocabulary, and process of evaluation and critique. This course meets General Education Humanities Requirement Area 6. Prerequisite: Writing Skills II (ENG095).
B1 LEC M,W 9:00 a.m.-12:35 p.m. D213 TBA
B2 LEC T,TH 9:00 a.m.-12:35 p.m. D213 TBA

VMA-161 Intro Digital Photography 3 credits
Digital photography has made it technically possible to generate countless photographs at virtually no cost, yet the formal problems of picture-making remain. How is it possible to create photographs with power and significance? This course explores basic technical issues of the digital photography workflow joined with a formal exploration of seeing photographically, using both shooting assignments and lab exercises. Examples from the photographic tradition will be examined. Adobe Photoshop is used to adjust and manipulate images for printing. Inkjet printers are used to create photographic quality output. Students must have a digital camera and basic computer literacy. This course fulfills General Education Humanities Requirement Area 6. Prerequisites: Writing Skills II (ENG095) and Foundations of Mathematics (MAT093).
B1 LEC M,W 9:00 a.m.-12:35 p.m. E160 TBA
B2 LEC T,TH 9:00 a.m.-12:35 p.m. E160 TBA

BHCC requires all students check their BHCC email for important campus-wide notifications and announcements, as well as BHCConline course-related information.
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 THE DOCUMENT LIST IN THE BOX ON THE OTHER SIDE OF THIS FORM

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 Admissions and Enrollment Services 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.
Student I.D. number: or Social Security number: (Mandatory for Financial Aid and Tax Reporting)

Date of Birth: / / 

Gender: Male Female

Student’s Last Name:

Student’s First Name: Middle Initial:

Mailing Address: Apt:

City: State: Zip Code:

Home Phone: Cell Phone:

Are you a U.S. Citizen? Yes No

Are you a Permanent Resident? Yes No

If not, please complete the following question.

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:

q I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

q 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.

q Valid Drivers License q Utility Bills *

q State/Federal Tax Returns * q Massachusetts High School Diploma †

q Record of parents’ residency for unemancipated person *

q Employment Pay Stub * q Signed Lease or Rent receipt *

q Valid Car Registration q Military Home of Record *

q Voter Registration * q Other

q I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

q 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: Applicant is under 18 Years Old Date:

FOR OFFICIAL USE ONLY - DO NOT WRITE IN THIS AREA

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:

q IS eligible for the in-state Tuition rate

q IS NOT eligible for the in-state tuition rate

q I am unable to make a determination at this time

Authorized College Personnel: Date:

The following additional information has been requested from the applicant:

11/01/13
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 (CPT®) or have completed an English or mathematics course at an accredited institution (if they are signing up for a course in these subjects);
- they fax a copy of their transcript from another institution if they are taking a course which requires a prerequisite;
- they are paying in full at the time of registration;
- they are providing or have provided a completed Application for Massachusetts In-State Tuition form and all supporting documentation to receive the in-state tuition rate;

Register by Fax:
Fax the form and related documents with your credit card information to: 617-228-3481

The deadline to register for Summer 2014: Session I, Bridge, ESL & Web courses by fax is May 29, 2014.

The deadline to register for Summer 2014: Session II courses is July 10, 2014.

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</td>
<td>111</td>
<td>M1</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.

**SOCIAL SECURITY NUMBER**

**DATE OF BIRTH**

**GENDER**

**STUDENT’S LAST NAME**

**STUDENT’S FIRST NAME**

**MAILING ADDRESS**

**CITY**

**STATE**

**ZIP**

**AREA CODE & HOME PHONE**

**AREA CODE & WORK PHONE**

**RESIDENCY**

**CITIZENSHIP**

**ETHNICITY** (CHOOSE ONE):  
- Hispanic/Latino  
- Non-Hispanic/Latino

**RACE** (PLEASE SELECT ONE OR MORE OF THE FOLLOWING):  
- AI - American Indian/Alaskan Native  
- AD - Black/African American  
- AS - Asian  
- AH - Native Hawaiian/Pacific Islander  
- WH - White  
- CV - Cape Verdean

**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.

- **Tuition & Fees**
- **x Credits**
- **= 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.

**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**

*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.

**SIGNATURE**

**DATE**
250 New Rutherford Avenue
Boston, MA 02129-2929
bhcc.mass.edu

CHARLESTOWN CAMPUS
250 New Rutherford Avenue
Boston, MA 02129
617-228-2000
TTY: 617-228-2051

CHELSEA CAMPUS
175 Hawthorne Street
Chelsea, MA 02150
617-228-2101
TTY: 617-228-3377

EAST BOSTON SATELLITE
East Boston Neighborhood
Health Center, Education and
Training Institute
250 Sumner Street
East Boston, MA 02128

MALDEN SATELLITE
Malden High School
77 Salem Street
Malden, MA 02148
617-228-2403
TTY: 617-228-2051

SOUTH END SATELLITE
I.B.A./Villa Victoria
405 Shawmut Avenue
Boston, MA 02118
617-927-1707
TTY: 617-228-2051

AFFIRMATIVE ACTION and EQUAL OPPORTUNITY POLICY
Bunker Hill Community College does not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, age, disability, genetic information, maternity leave or national origin in its educational programs and 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; Titles VI and VII, 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.