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BRISTOL COMMUNITY COLLEGE

All future students are encouraged to visit Bristol Community College.

Bristol Community College
777 Elsbree Street
Fall River, MA 02720
Toll-free (MA/RI only) 800.462.0035
BCC main number 508.678.2811

Contact the Office of Admissions

To take a campus tour or attend an information session, contact Admissions or call 508.678.2811, ext. 2947, or visit us at BristolCC.edu/admissions

Campus tours

Visit BCC to learn more about us. We offer scheduled campus tours and Information Sessions throughout the year in Fall River, Attleboro, New Bedford, and Taunton. Check out our state-of-the-art classrooms, visit our computer labs, and see for yourself how you can connect. Come learn about the opportunities we can offer you. Campus tours provide a thorough guided tour of our classrooms and facilities as well as an opportunity to learn more about the admissions process.

Bring your questions and see how one of our many degrees and certificate programs can launch you to that great future you dream about. To take a campus tour or attend an information session, contact Admissions or call 508.678.2811, ext. 2947.

Web site

Visit Bristol Community College at BristolCC.edu.

Office of Disability Services

If you need accommodations to access college events, please contact Sue.Boissoneault@bristolcc.edu BCC Office of Disability Services at 508.678.2811, ext. 2955. Room B104.

If you need an ASL interpreter, CART or ALD, please contact Julie.Jodoin@bristolcc.edu at ext. 2568 or VP 508.689.7616.

Produced by Bristol Community College Office of College Communications.

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This catalog is produced by the Office of College Communications at Bristol Community College and is current as of the print date around June 2013. The Catalog is also found online. Course changes, updates, and availability can be found on the course search on the College's website at BristolCC.edu.

Policy changes

All regulations, fees, and information in this document are subject to change at the discretion of the Massachusetts Board of Higher Education and Bristol Community College.

This catalog for our dynamically-evolving college is subject to significant changes throughout its lifespan. Policy and curriculum under review may be revised during its lifespan. Please consult the College's web page or professional staff for the most up-to-date information and any corrections that may result from publication errors.

Equal Opportunity

Bristol Community College does not discriminate on the basis of race, sex, color, national origin, sexual orientation, religion, age or disability in admission, access or treatment of its programs and activities. Applicants for admission and employment, students, employees, and referrals of applicants for admission, and employment with questions or complaints about compliance with Title VI of Civil Rights Act of 1964, Title IX of the Department of Education Amendments of 1972, and Age Discrimination Act of 1975, should contact the Vice President of Human Resources and Affirmative Action, Tafa Awolaju, Hudnall Administration Building, D208c at 508 678-2811, ext. 2194. Or, contact the Assistant Secretary of the Office Civil Rights, U.S. Department of Education, Washington, DC 20202, or the Regional Director for the Office of Civil rights, Region One, Boston, MA 02109. Those with questions or complaints regarding the Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 should contact the Director of Counseling, Michael Bensink, Commonwealth College Center, G213, at (508) 678-2811, ext. 2379. TDD:677-1203.

How can you connect?

Connect to a great future in our dramatically changing world.

Weather the uncertainty with a great investment in yourself.

As you think about your future, consider what a college education can do. You can gain the tools you need to withstand an uncertain economy and chart a bright, successful road ahead.

Yes, college can be expensive. It costs money and time and energy.

Is it worth it?

Absolutely. Statistically, those with a two-year degree earn an average of \$400,000* (*U.S. Census Data) more in a

lifetime than those with only a high school diploma. And the jobs of the future -- the ones we don't know about yet -- require some post-secondary education.

Get more marketable, more employable, more flexible, and more able to weather economic cycles. An education can do all that.

A good college education makes you think and challenge the status quo.

With a good college education, you can change the world.

How's that for return on investment?

It's your education. Make it yours. And at Bristol Community College, we can help you do it.

You want the education but you don't want to be saddled with student loans. No problem.

That's where Bristol Community College comes in. At Bristol Community College, you can earn an education that gets you started on that bright future -- but without mortgaging your future to get it.

Take time to consider why so many students just like you come to Bristol Community College. That place nearby, the community college people talk about, the place to be -- let us help connect you to your future.

What can you find at Bristol Community College?

Opportunity

Find the tools you need to make a great future. Compare our resources, our faculty, and our services to those of other colleges -- there's no better choice for getting started and getting ahead. Students of all abilities can find their way at BCC. In Fall 2012, 9,022 students enrolled here.

Affordable costs

We've all heard the stories on the news about the high cost of education. Well, not at Bristol Community College! This year, a full-time (30 credits) course load at BCC costs about \$5,200 -- the same as last year! Compare that to other public or private colleges. You'd save a lot of money by spending your first two years of a four-year degree at BCC. Major magazines, including *U.S. News and World Report* and *Fortune*, say that community colleges are the best way to get the most for your college tuition.

The path to transfer

Earn the first two years of a four-year degree at Bristol Community College, and you are likely to find yourself actively recruited by great colleges and universities. Students who earned an associate degree at Bristol have transferred to Brown University, Northeastern University, University of Massachusetts, Bridgewater State University, Bryant University, Wellesley College, Roger Williams

University, Boston University, New York University, Providence College, and many others. Many colleges offer special scholarships and financial aid for community college graduates.

How can you connect? At Bristol Community College

More and more high-achieving students find Bristol Community College a great choice. For these competitive students we have an active Commonwealth Honors Program, where students build one-on-one mentoring relationships with faculty, and the Presidential Scholars program that helps connect transfer students to selective colleges.

If you have dreamed about college but think it can't be done, take a look at BCC. It will be hard work -- possibly the greatest challenge you've ever faced.

Our students demonstrate that it's all worthwhile.

Facilities for Learning

BCC offers students access to some of the most modern equipment and resources available.

The Fall River Campus includes these nine buildings:

The Margaret L. Jackson Arts Center

With the professionally-equipped, 700-seat theater, complete with dressing rooms, a scene shop, and costume and makeup rooms, the Jackson Arts Center also features art studios, a graphic design computer lab, and exhibit space. The Grimshaw-Gudewicz Art Gallery is also located here, offering public art exhibits of many types. In the College's television studio and post-production facility, students in the College's Communication program use the professional three-camera studio, digital portable cameras, and digital editing workstations. The facility is also headquarters for Greater Fall River Community Media, where the community can learn production and even host their own show! The service is free and open to you. BCC Radio is also based here, with a public access radio station for hosting your own radio show. Free wireless Internet is available.

The Commonwealth College Center

The Lash Enrollment Center is located here, housing Admissions, Advisement, Counseling, Financial Aid, Health Services, Placement Testing, Registration, Records, and Student Accounts. Student offices, the BCC Bookstore, Fitness Center, Student Engagement office, cafeteria and lounge are also here. Free wireless access is also available.

The Siegel Health Technologies Building

Health Sciences programs are based here, with the BCC Child Care Center, Nursing lab, Dental Hygiene clinic, and College snack bar.

The Robert F. Stoico/FIRSTFED Business Technologies Building

Free wireless access is here for your use. Find a 60-station open computer lab for student use and a computer help desk for any computer-related problem. Six networked computer labs for business, office administration, and computer information systems, including a full multimedia learning lab, are available. You can pick up your accessBCC card in the Community Computing Lab.

The Eileen T. Farley Learning Resources Center

The Eileen T. Farley Learning Resources Center houses the Fall River Campus Library, the Lash Center for Teaching and Learning, Information Technology Services, eLearning and the Center for Instruction Technology Expertise. The Rodgers Cyber Café is a warm, comfortable lounge with free wireless access and refreshments available for purchase.

The Engineering Building

Access computer integrated manufacturing, soil, hydraulics, and pneumatics labs, computer-aided design (CAD) stations, and a robotics lab are all based here. Academic support programs in the Center for Developmental Education are also located here, including the Tutoring and Academic Support Center (TASC) and Office of Disability Services (ODS), and the Writing Center.

The Hudnall Administration Building

Administrative offices, including the BCC Foundation and Campus Security, are found here.

The Science Building

Physics, chemistry, and biology labs, the Koppelman Greenhouse, the planetarium, and aquaculture lab are available to students here.

The Mathematics and Science Building

This building houses dedicated science labs, a real coral reef aquarium, a multidisciplinary computer lab, environmental technology learning center, community services, and an interactive lecture hall.

Satellites

Evening classes are held in centers at The Friedman Middle School in Taunton and Greater New Bedford Regional Vocational Technical High School.

BCC at Attleboro

This Center offers day, evening and weekend classes in a bright, new state-of-the-art facility. Located near downtown Attleboro in the Attleboro Corporate Center off Main and Forest Streets, the newly renovated site is handicap accessible, with ample and convenient parking space. All classrooms are SMART classrooms, with biology, chemistry, and a health lab. The site includes a Learning Resources Center with computers and Internet access, an auditorium, cafeteria, bookstore, and conference room. The Center also includes faculty offices and a combined tutoring center and writing center. Students receive full academic support services, including academic, career, and personal counseling with small classes and personal attention. Check the listing of Programs of Study for those offered in their entirety at the Attleboro Center.

The New Bedford Campus

This full-service campus offers day, evening, and weekend classes; student support services; and an array of service to focus on college readiness and workforce training. The New Bedford Campus is also home to eHealth Careers, a flexible healthcare education option, which combines face-to-face learning in the classroom with online learning, designed to prepare students for entry into the growing healthcare field.

Located in downtown New Bedford and convenient to public transportation and public parking, the Campus includes classrooms and learning resources at 188 Union Street and 800 Purchase Street. In addition to technology-enhanced classrooms, the Campus has multidisciplinary computer labs, four science labs, a Library Learning Commons, and an Academic Support Center. Students have access to free tutoring, academic, career and transfer advisement; personal counseling, health services and disability services.

The Faculty

Fellow learners committed to teaching

Learning is at the heart of all we do. That love of learning is led by a faculty with advanced degrees and professional experience that translate into real-life preparation for your future. And while their credentials alone make them impressive, it is their commitment to teaching and to the community college student that really sets them apart.

BCC faculty includes published playwrights, business consultants, working artists, active healthcare providers, and many others – professionals who are admired for their expertise. They teach at Bristol Community College because they want to share with you all that they have learned to prepare you for a satisfying future.

Keeping pace with technology

The College's high-tech labs and courses stay up-to-date with the rapidly changing environment. Ample on-campus computer facilities, updated science labs, wireless access, SMART classrooms, and the latest in teaching technology are just some ways that BCC helps you to take maximum advantage of technology's power. Technology also enables you to take courses from wherever you are. We have eLearning courses where you can learn via the Web and experience individualized, student-centered instruction. See eLearning elsewhere in this catalog.

BCC Libraries

BCC Libraries

Comprehensive library services are offered at three locations including Fall River, New Bedford, and Attleboro. Located in the center of the Fall River Campus, the Farley Learning Resources Center houses the library on the first floor and is the central repository of the College's print and media collections. The New Bedford Campus Library Learning Commons is located in Room 168, and the Attleboro Center Library is located in Room 107. BCC Libraries provide access to an extensive collection of print and electronic resources which can be accessed from the Library home page, and materials can be delivered to the library most convenient to you. Professional librarians work closely with the faculty to provide information literacy education, as well as comprehensive reference and resource assistance as you work on your scholarship.

Resources

- The Fall River Library has more than 60,000 print titles and more than 400 journals and newspapers. Resources from the Fall River Library are sent as needed to the Attleboro and New Bedford Campuses via campus mail.
- Patrons can access more than 22,000 electronic books and more than 15,000 videotapes, CDs, and DVDs.
- Extensive collections of print and electronic reference resources are available at all three campus libraries.
- More than three million titles are available through the SAILS online library network and can be requested from all three BCC Libraries.
- Seventy five online databases cover a wide range of disciplines.
- The College Archive houses works by faculty and staff, College publications, and the Lizzie Borden Collection.
- Public workstations and wireless Internet access are available at the three library locations.
- Media equipment including voice recorders, laptops, graphic calculators, and headphones are available for student use.

- The Fall River Library houses the Rodgers Cyber Café which provides refreshments and lounge space for studying, relaxing, or meeting with work groups.

Services

- All three BCC Libraries offer individual assistance with research and academic assignments from professional librarians.
- Services and course reserves are available at all three campus libraries.
- Information Literacy Instruction sessions are available on request and are often part of the curriculum for individual courses.
- Reference services are available by phone, chat, and email.
- Inter-library loan services provide students and faculty access to resources from other state and national libraries.
- Databases and ebooks can be accessed remotely for those with BCC Libraries cards.

The Tutoring and Academic Support Center

Support when you need it

The Tutoring and Academic Support Center (TASC) provides tutoring for almost every College course as well as skill-development in general study skills in Fall River, New Bedford, and Attleboro. Academic computing labs can be found for business, sciences, technology, graphic design, health sciences, and other disciplines and give students access to the technology they need to master their material. Technology stays up-to-date, and generous lab hours offer students ample access. Every student receives a free email address for personal and academic use.

Learning made real

Classroom learning infuses practical experience to prepare you for your next step after BCC. Programs incorporate real-time learning experiences, whether you're working with a local business to develop a website, preparing a marketing proposal, practicing clinical skills, or whatever you can imagine. In most programs you can take advantage of internships, field placements, and optional Cooperative Education positions where you earn wages and credit toward your degree and experience toward your résumé. The College's Service-Learning program also gives you opportunity to earn class credit for meaningful community experiences that help you and others.

After BCC

As much as you'll enjoy your time with us, we know you're preparing to move on. From the moment you step in

any learning space, we'll work with you to plan your next step. With a broad range of student services in financial aid, academic advisement, career planning, transfer counseling, and job placement, we can help you plan your career at BCC to best support your goals—or to help you figure out what those goals should be.

Get connected.

Still have questions or concerns?

Come talk to us.

See how BCC can connect you to your future.

PROGRAMS OF STUDY

Alphabetical by degree, certificate

Programs are offered in Fall River unless otherwise noted, as well as at sites indicated.

(A) - Also offered at Attleboro Center

(NB) - Also offered at New Bedford Campus

(eH) - Also offered in eHealth, New Bedford

* Note: Fifty percent or more of the courses in these programs can be completed online.

Art Transfer

ANIMATION AND MOTION GRAPHICS TRANSFER PROGRAM

Career Program

Degree offered

Associate in Arts in Art Transfer
(Animation and Motion Graphics Concentration)

Credits required 65

Dean

Joanne Preston

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design, ext. 2691

Program Goals Statement

In this program, students gain a foundation in design and drawing and develop skills in visual communication and interactive design with a focus on the creative process. In their second year, they choose electives to emphasize either an animation or motion graphics concentration.

Students create a portfolio of work showcasing their abilities with narrative in time-based media and either transfer to a four-year program in digital media or directly into careers supporting time-based design.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

Students develop their creative and technical potential while building a strong portfolio for use in transferring or towards the job market. Graphic design classes use industry-standard software and hardware in a dedicated design computer lab.

Additional Information Sequencing

Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

Students can transfer to four-year B.F.A. programs in animation, new media, interactive design, motion graphics, broadcast design, or electronic imaging. The program is also designed for immediate entry into the job market if desired. If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Oral Communication

DEGREE REQUIREMENTS

General Courses

ART 106	Survey of Art History II: Modern Art	3
ART 205	Topics in Contemporary Art	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

See General Education Competency Courses (p. 253) for course listings

Scientific Reasoning and Discovery Elective - Lab	4
Quan/Sym Reasoning Elective	3

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3

Studio Foundation - Choose one of the following

ART 122	Two-Dimensional Design II	3
ART 132	Three-Dimensional Design II	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 276	Multimedia Design	3
ART 280	Electronic Imaging	3
ART 281	Web Animation	3

Advanced Studio - Choose one of the following

ART 282	Character Animation	3
ART 285	Motion Graphics	3

Program Electives – Choose 3 from:

ART 211	Drawing III	3
ART 216	Introduction to Illustration	3
ART 282	Character Animation	3
ART 285	Motion Graphics	3
ART 292	Design Studio	3
CED 210	Cooperative Work Experience	3
COM 159	Video Field Production and Editing	3
MUS 117	Sound Design for Multimedia	3

Or
an ART course approved by the
program coordinator

With your program advisor, choose electives based on your choice of concentration and your goals.

Recommended Course Sequence - Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 106	Survey of Art History II: Modern Art	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ART 112	Drawing II	3
ART 151	Digital Photography	1
ART 281	Web Animation	3
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature	3
ART 122	Two-Dimensional Design II	3
ART 132	Three-Dimensional Design II	3

Recommended Course Sequence - Summer

Consider taking Gen Ed or studio courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

ART 201	Careers in the Visual Arts	2
ART 205	Topics in Contemporary Art	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 276	Multimedia Design	3

Recommended Course Sequence - Spring Semester 4 - Choose two

ART 282	Character Animation	3
ART 285	Motion Graphics	3
	Lab Science Elective	4
	Mathematics Elective	3

FINE ARTS TRANSFER PROGRAM**Degree offered**

Associate in Arts in Art Transfer
(Art/Fine Arts Concentration)

Credits required 65**Dean**

Joanne Preston

Program contact

Erik Durant, Coordinator of and Assistant Professor in Art,
ext. 2893

Program Goals Statement

This program provides a strong foundation in art to prepare students for transfer into senior institutions and a career in the visual arts. Students work within a structured curriculum that emphasizes visual perception, technical skills, and an artistic philosophy geared toward individual success. Following a common one-year foundation program, students choose advanced courses to focus on their individual goals and build a strong portfolio.

Student Learning Outcomes

See Learning Outcomes (p. 236)

- The Art program has approximately 180 students and 20 dedicated faculty of working artists and designers. The program offers a strong individual support system for students.
- Some studio art courses are offered only one semester per year. It is recommended that students take developmental courses, science, and math in the summer.

Additional Information

Sequencing Complete all Studio Foundation program courses before taking any Advanced Studio courses.

Scheduling restrictions

Take ART 101 (p. 263) in the fall semester of your first year, as well as ART 201 (p. 265) and ART 211 (p. 265) in the fall semester of your last year.

After BCC

- Graduates transfer to four-year institutions and major in subjects such as painting, sculpture, printmaking, art history, art education, and other related fields.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Multicultural Perspective, Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
ART 205	Topics in Contemporary Art	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Choose one of the following

PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

See General Education Competency Courses, Scientific Reasoning and Discovery (p. 254) for course listing.

Scientific Reasoning and Discovery Elective - Lab	4
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Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 131	Three-Dimensional Design	3
ART 132	Three-Dimensional Design II	3
ART 151	Digital Photography	1

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3

In addition to ART 201 and ART 211, choose five advanced studio electives from the following

ART 216	Introduction to Illustration	3
ART 221	Painting I	3
ART 222	Painting II	3
ART 226	Printmaking: Relief	3
ART 227	Printmaking: Intaglio	3
ART 231	Sculpture	3
ART 251	Photography II: Digital	3
ART 256	Photography I	3
ART 260	Computer Graphics	3
CED 210	Cooperative Work Experience	3

Students may also choose advanced studio electives from the Graphic Design advanced program courses

Recommended Course Sequence – Fall Semester I

ART 101	Visual Art Colloquium	1
ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 131	Three-Dimensional Design	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence – Spring Semester 2

ART 106	Survey of Art History II: Modern Art	3
ART 112	Drawing II	3
ART 122	Two-Dimensional Design II	3
ART 132	Three-Dimensional Design II	3
ART 151	Digital Photography	1
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence – Fall Semester 3

ADV. ART ELECTIVE	3	
ADV. ART ELECTIVE	3	
ART 201	Careers in the Visual Arts	2
ART 205	Topics in Contemporary Art	3
ART 211	Drawing III	3
	And	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence – Spring Semester 4

ADV. ART ELECTIVE	3	
ADV. ART ELECTIVE	3	
ADV. ART ELECTIVE	3	
Lab Science Elective	4	
	And	
PHILOSOPHY ELECTIVE	3	
	Or	
SOCIOLOGY ELECTIVE	3	

GRAPHIC DESIGN TRANSFER PROGRAM

Degree offered

Associate in Arts in Art Transfer
(Graphic Design Concentration)

Credits required 65

Dean

Joanne Preston

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design, ext. 2691

Program Goals Statement

This program provides a strong foundation in drawing and design, preparing students for transfer into a senior institution and a career in graphic design, Web and multimedia design, advertising design, and electronic imaging. Students utilize traditional media and computer graphics within a structured curriculum. Studio courses emphasize visual perception, creative thinking, aesthetics, technical skills, and exploration of the design process, and applications to professional practice.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused General Education Competencies

Ethical Dimensions, Historical Awareness, Multicultural Perspective, Oral Communication

Program Information

Students develop their creative and technical potential while building a strong portfolio for use in transferring or towards the job market. Graphic design classes use industry-standard software and hardware in a dedicated design computer lab.

Additional information

Sequencing: Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

- Recent graduates have transferred to Rhode Island School of Design, Massachusetts College of Art and Design, Minneapolis College of Art and Design, UMass Dartmouth, and others. Graduates transfer to four-year BFA programs in graphic design, digital media, Web design, media arts, animation and illustration, as well as art education.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

See General Education Competency Courses (p. 253) for course listings

Scientific Reasoning and Discovery Elective - Lab	4
Quan/Sym Reasoning Elective	3

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 131	Three-Dimensional Design	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3
ART 251	Photography II: Digital	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 266	Typography Design	3
ART 267	Publication Design	3
ART 280	Electronic Imaging	3

Choose one elective from

ART 271	Web Design I	3
ART 292	Design Studio	3
CED 210	Cooperative Work Experience	3
	Or	
	an ART course approved by the program coordinator	

Recommended Course Sequence – Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence – Spring Semester 2

ART 106	Survey of Art History II: Modern Art	3
ART 112	Drawing II	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence – SUMMER

Consider taking Gen Ed or studio courses to reduce semester load.

Recommended Course Sequence – Fall Semester 3

ART 131	Three-Dimensional Design	3
ART 201	Careers in the Visual Arts	2
ART 211	Drawing III	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
	Mathematics Elective	3

Recommended Course Sequence – Spring Semester 4

ART 251	Photography II: Digital	3
ART 262	Graphic Design II	3
ART 267	Publication Design	3
	Lab Science Elective	4

WEB DESIGN AND MEDIA ARTS CAREER PROGRAM**Degree offered**

Associate in Arts in Art Transfer
(Web Design & Media Arts Concentration)

Credits required 65**Dean**

Joanne Preston

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design, ext. 2691

Program Goals Statement

This program provides students with the necessary foundation to enter the job market for careers in Web design, Web animation, multimedia design, and media arts, or to transfer to a four-year BFA program in these fields. Course work emphasizes the creative process. Students develop a professional-level graphic design portfolio showcasing their visual communication skills as well as their grasp of industry-standard design technology.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

- Students develop their creative and technical potential while building a strong portfolio for use in transferring or towards the job market.
- Graphic design classes use industry-standard software and hardware in a dedicated design computer lab.

Additional information

Sequencing: Students should plan to complete all Studio Foundation program courses before taking any Advanced Studio courses.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Historical Awareness, Multicultural Perspective, Oral Communication

DEGREE REQUIREMENTS**General Courses**

ART 106	Survey of Art History II: Modern Art	3
ART 205	Topics in Contemporary Art	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

See General Education Competency Courses (p. 253) for course listings

	Scientific Reasoning and Discovery Elective - Lab	4
	Quan/Sym Reasoning Elective	3

Studio Foundation

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 260	Computer Graphics	3
ART 271	Web Design I	3
ART 280	Electronic Imaging	3

Advanced Studio

ART 201	Careers in the Visual Arts	2
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 272	Web Design II	3
ART 273	Advanced Web Design Studio	3

Program Electives - Choose three electives based on your choice of concentration and your goals

ART 251	Photography II: Digital	3
ART 276	Multimedia Design	3
ART 281	Web Animation	3
ART 282	Character Animation	3
ART 285	Motion Graphics	3
ART 292	Design Studio	3
CED 210	Cooperative Work Experience	3

or an ART course approved by the program coordinator

Recommended Course Sequence - Fall Semester 1

ART 101	Visual Art Colloquium	1
ART 111	Drawing I	3
ART 121	Two-Dimensional Design	3
ART 260	Computer Graphics	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ART 106	Survey of Art History II: Modern Art	3
ART 122	Two-Dimensional Design II	3
ART 151	Digital Photography	1
ART 271	Web Design I	3
ART 280	Electronic Imaging	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - SUMMER

Consider taking Gen Ed or studio courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

	Program Elective	3
ART 201	Careers in the Visual Arts	2
ART 205	Topics in Contemporary Art	3
ART 261	Graphic Design I	3
ART 266	Typography Design	3
ART 272	Web Design II	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
	Program Elective	3
ART 273	Advanced Web Design Studio	3
	Lab Science Elective	4
	Mathematics Elective	3

Business Administration Career**ACCOUNTING CAREER PROGRAM****Degree offered**

Associate in Science in Business Administration
(Accounting Concentration)

Credits required 64-66**Dean**

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of
Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program provides training in the various organizational functions, critical thinking, problem-solving, and communication skills

students need to compete in today's global business environment. In this option, students can focus on accounting and qualify for entry-level accounting positions. All the Business programs share common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 236).

After BCC

Graduates seek employment as junior staff accountants, bookkeepers, loan service representatives, tax preparation assistants, credit and collection associates, and junior financial analysts. The program is designed for students who plan to enter the workforce immediately after graduation.

Program Information

The faculty have years of practical experience that makes your education relevant to the workplace.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS**General Courses**

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

	Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3

MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

ACC 114: (requirement can be satisfied by completing ACC 150)1 credit

Concentration Courses

ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
ACC 255	Federal Taxation I	3

Choose three courses from the list below for a total of 9 credits

ACC 150	Small Business Financial Software	3
ACC 253	Cost Accounting	3
ACC 256	Federal Taxation II	3
ACC 257	Managerial Accounting	3
ACC 258	Auditing	3
ACC 259	Analysis of Financial Statements	3
	ELECTIVE	3

ELECTIVE: (Choose from ACC, BNK, BUS, CED, MAN, MAR, RES, or RMN)

Program Electives – choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 155	Business Ethics	3
BUS 253	Corporation Finance	3
BUS 260	International Business	3
MAN 152	Purchasing	3
MAN 251	Human Resources Management	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 102	Principles of Accounting II	4
ECN 111	Principles of Economics-Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Fall Semester 3

	Accounting Elective	3
ACC 114	Introduction to QuickBooks Pro	1
ACC 201	Intermediate Accounting I	3

ACC 255	Federal Taxation I	3
CIS 111	Introduction to Business Information Systems	3
	Science Elective	3-4

Recommended Course Sequence - Spring Semester 4

	Accounting Elective	3
	Business Elective	3
	Program Elective	3
ACC 202	Intermediate Accounting II	3
BUS 251	Business Law	3
RMN 118	Workshop in Team Development and Managerial Communications	1

CASINO OPERATIONS AND GAMING SERVICES CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Casino Operations and Gaming Services Concentration)

Credits required 63/66

Dean

William Berardi

Program contact

John Caressimo, Professor, ext. 2111

Program Goals Statement

The Casino Operations and Gaming Services degree is designed for students interested in casino operations as a career path. In addition to acquiring basic skills in casino management, students explore social problems caused by gambling and the issues with loss control.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The program prepares students to seek employment in United States casino operations. All courses are taught by experienced tourism or casino industry professionals.

After BCC

This program prepares students to seek entry-level positions in a broad range of tourism and hospitality positions.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CED 210	Cooperative Work Experience	3
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CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Elective - Science	3-4
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Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
COM 241	Public Relations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Concentration Courses

BUS 123	Meeting, Planning, and Convention Sales and Service	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
BUS 126	Hotel and Motel Management and Operations	3
BUS 140	Introduction to Casino Operations	3
BUS 141	Casino Loss Prevention	3
BUS 142	Gaming and Social Policy	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Program Electives Choose six to eight credits from the following

	ACC-MAN-or MAR Elective	3-4
BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 143	Accounting for Casino Operations	1
BUS 144	Marketing for Casino Operations	1
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
EGR 133	Computer Configuration and Repair	4
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 140	Introduction to Casino Operations	3
BUS 141	Casino Loss Prevention	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

BUS 123	Meeting, Planning, and Convention Sales and Service	3
BUS 141	Casino Loss Prevention	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 3

BUS 126	Hotel and Motel Management and Operations	3
CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics-Macro Program Electives	3-4
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Students to choose any combination of program electives in semesters 3 and 4 that add up to a total of 6 to 8 credits.

Recommended Course Sequence - Spring Semester 4

BUS 124	Sales and Customer Service for Tourism and Hospitality	3
BUS 142	Gaming and Social Policy	3
COM 241	Public Relations	3
	Science Elective	3-4
	Program Electives	3-4

Students to choose any combination of program electives in semesters 3 and 4 that add up to a total of 6 to 8 credits.

ENTREPRENEURSHIP CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Entrepreneurship Concentration)

Credits required 65/66

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The program focuses on developing skills in finance, human resource management, management principles, marketing, purchasing, and sales needed for establishing and operating a new business.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

BCC is the home of the Academic Center for Entrepreneurship. It works to assist people starting a business as well as to encourage local high school and middle school students to consider entrepreneurship.

After BCC

Students are ready to open their own businesses and other enterprises. Some senior institutions offer four-year degrees in Entrepreneurship.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

RMN 118	Workshop in Team Development and Managerial Communications	1
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Concentration Courses

ACC 114	Introduction to QuickBooks Pro	1
BUS 114	Small Business Planning	1
BUS 253	Corporation Finance	3
MAN 152	Purchasing	3
MAN 154	Small Business Management	3
MAN 251	Human Resources Management	3
MAN 290	Managing an Enterprise	3
MAR 114	Sales Principles	3
MAR 255	Advertising Principles	3

Program Electives – Choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAR 253	Sales Management	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 2

ACC 114	Introduction to QuickBooks Pro	1
BUS 253	Corporation Finance	3
CIS 111	Introduction to Business Information Systems	3
ENG 102	Composition II: Writing about Literature	3
MAN 251	Human Resources Management	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

BUS 114	Small Business Planning	1
BUS 251	Business Law	3
ECN 111	Principles of Economics-Macro	3
HST 112	The West and the World II	3
MAN 154	Small Business Management	3
MAR 114	Sales Principles	3

Recommended Course Sequence - Spring Semester 4

Program Elective	3	
Science Elective	3-4	
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3
RMN 118	Workshop in Team Development and Managerial Communications	1

FINANCIAL SERVICES – BANKING CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Financial Services Banking)

Credits required 64/65

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program emphasizes various organizational functions, critical thinking, problem-solving, and communication skills that students need to compete in today's global business environment. This concentration assists students to prepare for a career in Banking. All business programs share many common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

The faculty have years of practical experience that makes your education relevant to the workplace.

Recommendations

Students should take any required developmental courses in their first semester.

After BCC

Graduates work as tellers, loan service representatives, and customer service representatives.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ECN 251	Money and Banking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

BNK 101	Principles of Banking	3
BNK 112	Real Estate Lending	3
BNK 114	Introduction to Commercial Banking	3
BUS 112	Personal Financial Planning	3
BUS 253	Corporation Finance	3

Program Electives Choose one of the following

ACC 150	Small Business Financial Software	3
ACC 259	Analysis of Financial Statements	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 260	International Business	3
MTH 119	Fundamental Statistics	3
MAN 290	Managing an Enterprise	3
MAR 253	Sales Management	3
Or		
CED 210	Cooperative Work Experience	3

Program Electives – Choose one of the following

CIS 111	Introduction to Business Information Systems	3
BUS 155	Business Ethics	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3

HST 112	The West and the World II	3
MAN 101	Principles of Management	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Spring Semester 2

	Program Elective	3
ACC 102	Principles of Accounting II	4
ECN 111	Principles of Economics-Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

BNK 101	Principles of Banking	3
BUS 251	Business Law	3
ECN 251	Money and Banking	3
	Science Elective	3-4
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Business-related Elective	3
BNK 112	Real Estate Lending	3
BNK 114	Introduction to Commercial Banking	3
BUS 112	Personal Financial Planning	3
BUS 253	Corporation Finance	3

FINANCIAL SERVICES - FINANCIAL MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Financial Services Financial Management)

Credits required 64/65

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program emphasizes various organizational functions, critical thinking, problem-solving, and communication skills that students need to compete in today's global business environment. This concentration assists students to prepare for a career in Financial Management. All business programs share many common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

The faculty have years of practical experience that makes your education relevant to the workplace.

Recommendations

Students should take any required developmental courses in their first semester. Next, they should take ACC 101 (p. 262), BUS 111 (p. 274), and ENG 101 (p. 316) to position themselves for proper course sequence in following semesters. BUS 253 should be taken in spring, second year.

After BCC

- Graduates work as mutual fund customer service representatives and broker assistants, loan service representatives, insurance representatives, credit and collection associates, and junior financial analysts.
- The career program is designed for students who plan to enter the workforce immediately after graduation.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS**General Courses**

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Electives Courses

	Scientific Reasoning and Discovery Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3

MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

ACC 255	Federal Taxation I	3
ACC 256	Federal Taxation II	3
ACC 259	Analysis of Financial Statements	3
BUS 112	Personal Financial Planning	3
BUS 253	Corporation Finance	3

Program Electives – choose one of the following

ACC 150	Small Business Financial Software	3
BNK 101	Principles of Banking	3
BNK 114	Introduction to Commercial Banking	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 260	International Business	3
MAN 290	Managing an Enterprise	3
MAR 114	Sales Principles	3
MAR 253	Sales Management	3
CED 210	Cooperative Work Experience	3
	Or	
ECN 251	Money and Banking	3

Program Electives - Choose one of the following

MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

	Program Elective	3
ACC 102	Principles of Accounting II	4
ECN 111	Principles of Economics-Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

ACC 255	Federal Taxation I	3
ACC 259	Analysis of Financial Statements	3
BUS 112	Personal Financial Planning	3
BUS 251	Business Law	3
CIS 111	Introduction to Business Information Systems	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
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ACC 256	Federal Taxation II	3
BUS 253	Corporation Finance	3
	Science Elective	3-4
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

FINANCIAL SERVICES - REAL ESTATE AND INSURANCE CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Financial Services Real Estate and Insurance)

Credits required 64/65**Dean**

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program emphasizes various organizational functions, critical thinking, problem-solving, and communication skills that students need to compete in today's global business environment. This concentration assists students to prepare for a career in Real Estate and Insurance. All business programs share many common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The faculty have years of practical experience that makes your education relevant in the workplace.

Recommendations

Students should take any required developmental courses in their first semester.

After BCC

- Graduates may work as mutual fund customer service representatives and broker assistants, loan service representatives, insurance representatives, credit and collection associates, and junior financial analysts.
- The career program is designed for students who expect to work in the profession immediately after graduation.
- BCC participates in the statewide Mass Transfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of

eligible Mass Transfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Science Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

BUS 171	Principles of Insurance I	3
BUS 172	Principles of Insurance II	3
BUS 175	Introduction to Real Estate	3
BUS 176	Real Estate Practice	3
MAR 114	Sales Principles	3
MAR 253	Sales Management	3

Program Electives – choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3

MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

Program Elective	3	
ACC 102	Principles of Accounting II	4
ECN 111	Principles of Economics-Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 3

BUS 171	Principles of Insurance I	3
CIS 111	Introduction to Business Information Systems	3
MAR 114	Sales Principles	3
BUS 175	Introduction to Real Estate	3
COM 101	Fundamentals of Public Speaking	3
Or		
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

BUS 172	Principles of Insurance II	3
BUS 176	Real Estate Practice	3
BUS 251	Business Law	3
Science Elective	3-4	
MAR 253	Sales Management	3

GENERAL MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (General Management Concentration)

Credits required 64/65

Dean

William Berardi

Program Contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

Students enrolled in the Business Administration career program receive training in various organizational

functions, critical thinking and problem-solving skills they need to compete in today's global business environment. All the Business programs share common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The faculty have years of practical experience in national and global business that makes your education relevant to the workplace. This concentration assists students to prepare for a variety of careers.

Recommendations

- Students should take BUS 111 (p. 274), ENG 101 (p. 316), RMN 118 (p. 358), and ACC 101 (p. 262) first to position themselves for the proper course sequence in their second year. Students should take any required developmental courses in their first semester, followed by BUS 111 (p. 274) and ENG 101 (p. 316).
- Choose electives to pursue specific interests, such as purchasing or human resources.

After BCC

- Graduates work as quality control specialists, shift supervisors, and assistant managers of retail stores.
- The career program is designed for students who expect to work in the profession immediately after graduation.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
PSY 101	General Psychology	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Science Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

BUS 113	Introduction to Business Functions and Practices	3
MAN 290	Managing an Enterprise	3

Program Electives

ELECTIVE	3
ELECTIVE	3
ELECTIVE	3

Choose from ACC, BNK, BUS, CED, MAN, MAR, RES, RMN

Choose one elective from the following

BUS 112	Personal Financial Planning	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
	And	
MAN 152	Purchasing	3
	Or	
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
CSS 101	College Success Seminar	1
BUS 111	Business and Financial Mathematics	3
BUS 113	Introduction to Business Functions and Practices	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 102	Principles of Accounting II	4
	Science Elective	3-4
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Fall Semester 3

Program Elective	3
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BUS 251	Business Law	3
CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics-Macro	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3
Recommended Course Sequence - Spring Semester 4		
	Program Elective	3
	Program Elective	3
	Program Elective	3
MAN 290	Managing an Enterprise	3
PSY 101	General Psychology	3

LEISURE SERVICES MANAGEMENT - GEOTOURISM DESTINATION MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Leisure Services Management - Geotourism Destination Management Concentration)

Credits required 63/64

Dean

William Berardi

Program contact

John Caressimo, Professor, ext. 2111

Program Goals Statement

The program provides skills needed for professional tourism planning that guides a community's growth and protects its resources. Students earn an associate degree from BCC and are eligible for a certificate from George Washington University. It focuses on development of sustainable tourism operations that honors a community's values and goals.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The Tourism Destination Management and Marketing Certificate program is delivered under a contract with George Washington University International Institute of Tourism Studies in Destination Management. All tourism courses are taught by practicing tourism professionals trained or endorsed by George Washington University.

Recommendations

A four-credit science course aids transfer.

After BCC

- The program is designed for tourism destination managers, marketers, developers, tour operators, business owners, planners, and others who want to accelerate their careers in tourism development.
- Graduates may work in local, regional, or national planning organizations.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Science Elective 3-4

See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
COM 241	Public Relations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1
BUS 130	Introduction to Geotourism	3
BUS 131	Principles of Community-based Tourism	3
BUS 132	Geotourism Management	3
BUS 133	Strategic Geotourism Marketing	3
BUS 134	Geotourism Assessment	3
BUS 135	Seminar in Geotourism	3
CED 210	Cooperative Work Experience	3

Program Electives – Choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3

BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

BUS 111	Business and Financial Mathematics	3
BUS 130	Introduction to Geotourism	3
BUS 131	Principles of Community-based Tourism	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
BUS 132	Geotourism Management	3
CIS 111	Introduction to Business Information Systems	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

BUS 133	Strategic Geotourism Marketing	3
BUS 134	Geotourism Assessment	3
ECN 111	Principles of Economics-Macro	3
HST 112	The West and the World II	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
BUS 135	Seminar in Geotourism	3
CED 210	Cooperative Work Experience	3
COM 241	Public Relations	3
	Science Elective	3-4
RMN 118	Workshop in Team Development and Managerial Communications	1

LEISURE SERVICES MANAGEMENT SPORT CAREER PROGRAM**Degree offered**

Associate in Science in Business Administration (Leisure Services Management - Sport Concentration)

Credits required 62-63**Dean**

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The program prepares students for entry-level positions in sport management. It offers students the opportunity to develop strong communication, organizational, and critical-thinking skills as well as practical preparation for entry into this growing career field.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

Students can prepare for positions in private club sport, amateur sport, or service agencies such as camps, YMCAs, Boys and Girls clubs, and other recreational organizations.

After BCC

Students can expect to be qualified for positions in the growing leisure services field.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS**General Courses**

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Science Elective	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
COM 241	Public Relations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Concentration Courses

CED 210	Cooperative Work Experience	3
LSM 101	Introduction to Sport Management	3
LSM 123	Sport as Popular Culture	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales	3
LSM 241	Legal and Ethical Aspects of Sport	3
LSM 243	Budgeting and Financing Sport	3

Program Electives – Choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
LSM 101	Introduction to Sport Management	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

CIS 111	Introduction to Business Information Systems	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
LSM 123	Sport as Popular Culture	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

CED 210	Cooperative Work Experience	3
ECN 111	Principles of Economics-Macro	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
COM 241	Public Relations	3
	Science Elective	3-4
LSM 241	Legal and Ethical Aspects of Sport	3
LSM 243	Budgeting and Financing Sport	3

**LEISURE SERVICES MANAGEMENT –
TOURISM CAREER PROGRAM (NB)****Degree offered**

Associate in Science in Business Administration (Leisure Services Management –Tourism Concentration)

Credits required 63/64**Dean**

William Berardi

Program contact

John Caressimo, Professor, ext. 2111

Program Goals Statement

- Tourism is one of the world's largest career fields.
- This program offers students the opportunity to develop strong communications, organizational, and critical-thinking skills as well as practical preparation for entry into this growing career field.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The tourism and hospitality concentration introduces students to the principles of travel, geography, and culture.

After BCC

This program prepares students for entry-level positions in a broad range of tourism and hospitality positions.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS**General Courses**

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Elective - Science 3-4

See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
COM 241	Public Relations	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

BUS 120	Group Tour Planning	3
BUS 121	Introduction to Travel, Tourism and Hospitality	3
BUS 122	Tour Destination Planning	3
BUS 123	Meeting, Planning, and Convention Sales and Service	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
BUS 126	Hotel and Motel Management and Operations	3
CED 210	Cooperative Work Experience	3

Program Electives – choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

BUS 111	Business and Financial Mathematics	3
BUS 120	Group Tour Planning	3
BUS 121	Introduction to Travel, Tourism and Hospitality	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

Recommended Course Sequence - Spring Semester 2

ACC 101	Principles of Accounting I	4
BUS 123	Meeting, Planning, and Convention Sales and Service	3
CIS 111	Introduction to Business Information Systems	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

RMN 118	Workshop in Team Development and Managerial Communications	1
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Recommended Course Sequence - Fall Semester 3

BUS 122	Tour Destination Planning	3
BUS 126	Hotel and Motel Management and Operations	3
ECN 111	Principles of Economics-Macro	3
HST 112	The West and the World II	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
CED 210	Cooperative Work Experience	3
COM 241	Public Relations	3
	Science Elective	3-4

MARKETING MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration
(Marketing Management Concentration)

Credits required 63/64

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of
Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program provides training in the various organizational functions, critical thinking, and problem-solving skills students need to compete in today's global business environment and to understand marketing. All the Business programs share common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The faculty have years of practical experience that makes your education relevant to the workplace. This concentration assists students to prepare for a career in marketing and sales.

After BCC

- Graduates work as marketing agents, customer service representatives, loan service representatives, sales associates, marketing assistants, and sales people.
- The program is designed for students who plan to enter the workforce immediately after graduation.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

CSS 101: (or completion of Division 3 Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Elective - Science	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Concentration Courses

MAR 114	Sales Principles	3
MAR 253	Sales Management	3
MAR 255	Advertising Principles	3

Choose one of the following

BUS 253	Corporation Finance	3
MAN 152	Purchasing	3

Choose two from the following

ELECTIVE	3
ELECTIVE	3

ACC, BNK, BUS, CED, MAN, MAR, RES, RMN

Program Electives – Choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
HST 112	The West and the World II	3
MAN 101	Principles of Management	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Recommended Course Sequence - Spring Semester 2

Program Elective	3	
ACC 102	Principles of Accounting II	4
ECN 111	Principles of Economics-Macro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 3

Program Elective	3	
CIS 111	Introduction to Business Information Systems	3
Science Elective	3-4	
MAR 114	Sales Principles	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Spring Semester 4

Program Elective	3	
BUS 251	Business Law	3
MAR 253	Sales Management	3
BUS 253	Corporation Finance	3
Or		
MAN 152	Purchasing	3

RETAIL MANAGEMENT CAREER PROGRAM

Degree offered

Associate in Science in Business Administration (Retail Management Concentration)

Credits required 64/65

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The Business Administration career program provides training in various organizational functions, critical thinking and the problem-solving skills students need to compete in today's global business environment. In this option, students can focus on retail management and prepare for entry-level retail management positions. All the Business programs share common courses, so students can switch easily between concentrations.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The faculty have years of practical experience in national and global business to make your education relevant to the workplace.

After BCC

- Graduates work as entry-level retail sales people and assistant managers at retail operations.
- The career program is designed for students who expect to work in the profession immediately after graduation.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

CIS 111	Introduction to Business Information Systems	3
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
PSY 101	General Psychology	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Elective - Science	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Core Courses

ACC 101	Principles of Accounting I	4
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BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Concentration Courses

MAR 255	Advertising Principles	3
RMN 111	Retail Management - Principles of Buying	3
RMN 112	Retail Management - Merchandising Strategies	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3
RMN 116	Retail and Fashion Merchandising Field Study	3
RMN 117	Fundamentals of On-Line Retailing	1
RMN 118	Workshop in Team Development and Managerial Communications	1

Program Electives – Choose one of the following

BUS 112	Personal Financial Planning	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 253	Corporation Finance	3
BUS 155	Business Ethics	3
BUS 260	International Business	3
MAN 251	Human Resources Management	3
MAN 152	Purchasing	3
MAN 290	Managing an Enterprise	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
BUS 111	Business and Financial Mathematics	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
RMN 111	Retail Management - Principles of Buying	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
MAR 101	Principles of Marketing	3
RMN 112	Retail Management - Merchandising Strategies	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3

RMN 117	Fundamentals of On-Line Retailing	1
Recommended Course Sequence - Fall Semester 3		
CIS 111	Introduction to Business Information Systems	3
ECN 111	Principles of Economics-Macro	3
MAR 255	Advertising Principles	3
RMN 116	Retail and Fashion Merchandising Field Study	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3
Recommended Course Sequence - Spring Semester 4		
	Program Elective	3
BUS 251	Business Law	3
	Science Elective	3-4
PSY 101	General Psychology	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3
RMN 118	Workshop in Team Development and Managerial Communications	1

Business Administration Transfer

BUSINESS ADMINISTRATION TRANSFER PROGRAM*

Degree offered

Associate in Arts in Business Administration Transfer

Credits required 65

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

Students in this program complete the first two years of a baccalaureate program with a solid background in accounting, management, and marketing. Graduates transfer to senior colleges and universities and can take advantage of articulation agreements negotiated with four-year colleges and universities.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The transfer program is designed for students who plan to transfer to a four-year institution to complete their baccalaureate program.

Recommendations

Take MTH 131 (p. 342), ENG 101 (p. 316), and ACC 101 (p. 262) first to position yourself for the next course sequences. Students should take any required developmental courses in their first semester, followed by MTH 131 (p. 342) and ENG 101 (p. 316) during the second semester.

After BCC

- Recent graduates have transferred to Bridgewater State College, Bryant University, Rhode Island College, Roger Williams University, Simmons College, Stonehill College, and the University of Massachusetts.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ECN 112	Principles of Economics-Micro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
MTH 131	Elements of College Mathematics	3
MTH 251	Fundamental Business Statistics	3
MTH 252	Statistics for Decision Making	3
PSY 101	General Psychology	3

CSS 101: (or completion of Division 3 First-Year Experience Summer or Intersession orientation or documented First-Year Experience or equivalent)

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Elective Courses

Lab Science Elective	4
Lab Science Elective	4

Choose courses from Transfer Electives Elective Recommendations

Program Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Program Electives

ELECTIVE		3
ELECTIVE		3
ELECTIVE		3

For Business electives, check transfer requirements and choose from BUS 251, BUS 253, BUS 155, CIS 111, CED, or up to 6 credits of any Humanities or Behavioral and Social Science elective from the list of Business Administration transfer electives.

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
CSS 101	College Success Seminar	1
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

ACC 102	Principles of Accounting II	4
ECN 112	Principles of Economics-Micro	3
ENG 102	Composition II: Writing about Literature	3
MAR 101	Principles of Marketing	3
PSY 101	General Psychology	3

Recommended Course Sequence - Fall Semester 3

	Lab Science Elective	4
	Program Elective	3
HST 111	The West and the World I	3
MTH 251	Fundamental Business Statistics	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Lab Science Elective	4
	Program Elective	3
	Program Elective	3
HST 112	The West and the World II	3
MTH 252	Statistics for Decision Making	3

Transfer Electives and Elective Recommendations

**GENERAL STUDIES,
MASSTRANSFER/BUSINESS
ADMINISTRATION TRANSFER ELECTIVES**

Choose electives from this list.

DEGREE REQUIREMENTS**Behavioral and Social Science Electives**

ANT 101	Social and Cultural Anthropology	3
All ECN (p. 309)		
All GVT (p. 322)		
All PSY (p. 354)		
All SOC (p. 360)		
All SSC (p. 363)		

Humanities Electives

DST 110	Deaf Culture	3
All ART (p. 263)		
All ASL (p. 269): except ASL 181		
All COM (p. 293) (Speech)		
All CVC (p. 301)		
ENG 217 (p. 316): or above		
All FRN (p. 321)		
All HST (p. 327)		
All HUM (p. 331)		
All MUS (p. 343)		
All PHL (p. 351)		
All POR (p. 353)		
All SPA (p. 361)		
All THE (p. 363)		

Science Electives

AST 111	Introduction to Astronomy: The Solar System	4
AST 112	Introduction to Astronomy: Stars, Galaxies, and the Universe	4
GLG 101	Introduction to Physical Geology	4

All BIO (p. 271)

All CHM (p. 278) except CHM 090

All PHY (p. 351)

All SCI (p. 358) except 130, 131

EGR 141			ESL 124	Advanced English Written Expression	3
EGR 172			ESL 125	Advanced English Conversation	3
			HLT 115	Personal and Community Health	3
			HLT 251	Community Health Problems	3
			SER 101	Introduction to Social Welfare	3
			MAN 101	Principles of Management	3
			MAR 101	Principles of Marketing	3
			MAR 255	Advertising Principles	3
			All ASL (p. 269)		
			All COM (p. 293)		
			All CVC (p. 301)		
			All DAN (p. 301)		
			All FRN (p. 321)		
			All MTH (p. 340): must be above 151 (except MTH 011, 021, 031, MTH 111)		
			All POR (p. 353)		
			All SPA (p. 361)		
			Students may also choose from other categories of electives.		
			LIBERAL ARTS AND SCIENCES/TRANSFER ELECTIVES		
			Choose electives from this list.		
			DEGREE REQUIREMENTS		
			Behavioral and Social Science Electives		
			ANT 101	Social and Cultural Anthropology	3
			All ECN (p. 309)		
			All GVT (p. 322)		
			All PSY (p. 354)		
			All SOC (p. 360)		
			All SSC (p. 363)		
			Humanities Electives		
			DST 110	Deaf Culture	3
			All ART (p. 263)		
			All COM (p. 293) (Speech)		
			ENG 217 (p. 316): or above		
			All HST (p. 327)		
			All HUM (p. 331)		
			All MUS (p. 343)		
			All PHL (p. 351)		
General Electives					
ACC 101	Principles of Accounting I	4			
ACC 102	Principles of Accounting II	4			
ANT 101	Social and Cultural Anthropology	3			
BUS 155	Business Ethics	3			
BUS 251	Business Law	3			
BUS 253	Corporation Finance	3			
CAD 101	Computer Aided Drafting	3			
CAD 172	Computer Aided Mechanical Design	3			
CSS 103	Career Exploration and Development Seminar	1			
CED 210	Cooperative Work Experience	3			
CED 220	Cooperative Work Experience II	3			
CRJ 101	Introduction to Criminal Justice	3			
CRJ 113	Criminal Law	3			
CRJ 218	Law Enforcement Management and Planning	3			
CRJ 219	Police and Community Relations	3			
CRJ 221	Juvenile Offenders	3			
CRJ 251	Criminology	3			
CRJ 258	Criminal Procedure	3			
CIS 110	Basic Computing Skills	3			
CIS 111	Introduction to Business Information Systems	3			
CIS 113	Hospitality Management Information Systems	3			
CIS 120	Programming: Logic, Design and Implementation	3			
CIS 122	Internet Developer	3			
CIS 154	Introduction to Programming (COBOL)	3			
CIS 155	Introduction to C++ Programming	3			
CIS 254	Advanced COBOL	3			
CIS 255	C++ Object Oriented Programming	3			
DST 110	Deaf Culture	3			
EGR 103	Computer Skills for Engineers and Technicians	3			
EGR 133	Computer Configuration and Repair	4			
EGR 141	Introduction to Environment	3			
EGR 172	Material Science	4			
ENG 214	Critical Writing and Academic Research	3			
ENG 215	Technical Writing	3			
ESL 122	Advanced English Grammar Review	3			
ESL 123	Advanced English Vocabulary and Reading Skills	3			

All THE (p. 363)

Foreign language: at the 251-252 level

Science Electives

AST 111	Introduction to Astronomy: The Solar System	4
AST 112	Introduction to Astronomy: Stars, Galaxies, and the Universe	4
GLG 101	Introduction to Physical Geology	4

All BIO (p. 271)

All CHM (p. 278): except CHM 090

All PHY (p. 351)

All SCI (p. 358): except 116, 130, 131, 132

EGR 141

EGR 172

General Electives

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ANT 101	Social and Cultural Anthropology	3
BUS 155	Business Ethics	3
BUS 251	Business Law	3
BUS 253	Corporation Finance	3
CAD 101	Computer Aided Drafting	3
CAD 172	Computer Aided Mechanical Design	3
CSS 103	Career Exploration and Development Seminar	1
CED 210	Cooperative Work Experience	3
CED 220	Cooperative Work Experience II	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 218	Law Enforcement Management and Planning	3
CRJ 219	Police and Community Relations	3
CRJ 221	Juvenile Offenders	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 254	Advanced COBOL	3
CIS 255	C++ Object Oriented Programming	3
DST 110	Deaf Culture	3
EGR 103	Computer Skills for Engineers and Technicians	3

EGR 141	Introduction to Environment	3
ENG 214	Critical Writing and Academic Research	3
ENG 215	Technical Writing	3
ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3
ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3
HLT 115	Personal and Community Health	3
HLT 251	Community Health Problems	3
SER 101	Introduction to Social Welfare	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
MAR 255	Advertising Principles	3

All ASL (p. 269): except ASL 181

All COM (p. 293)

All DAN (p. 301)

All FRN (p. 321): beyond option requirement

All MTH (p. 340): (except MTH 011, MTH 021, MTH 031, MTH 111)

All POR (p. 353): beyond option requirement

All SPA (p. 361): beyond option requirement

Students may also choose from other categories of electives.

Foreign Language Proficiency Electives

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
CVC 101	Elementary Cape Verdean Creole I	3
CVC 102	Elementary Cape Verdean II	3
CVC 201	Intermediate Cape Verdean Creole I	3
CVC 202	Intermediate Cape Verdean Creole (continued)	3
FRN 101	Elementary French I	3
FRN 102	Elementary French II	3
FRN 201	Intermediate French I	3
FRN 202	Intermediate French (continued)	3
POR 101	Elementary Portuguese I	3
POR 102	Elementary Portuguese II	3
POR 201	Intermediate Portuguese I	3
POR 202	Intermediate Portuguese II	3
SPA 101	Elementary Spanish I	3

SPA 102	Elementary Spanish II	3
SPA 201	Intermediate Spanish I	3
SPA 202	Intermediate Spanish II	3

(for Humanities and Professional Options)

ELECTIVE RECOMMENDATIONS CIS

To meet the General Education competency electives, consider:

Applies to the following degree program:

Business Information System

Computer Networking

Computer Programming

Computer Security

Multimedia and Internet

Webmaster

Plan A

HST 114 (p. 327) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions. HST 111 (p. 327) or HST 112 (p. 327) or ART 105 (p. 264) or ART 106 (p. 264) or SOC 101 (p. 360) or SOC 112 or SOC 252 (p. 360) will meet Social Phenomenon and Global Awareness.

Plan B

HST 111 (p. 327) or HST 112 (p. 327) will meet Historical Awareness and Global Awareness. SOC 256 (p. 361) will meet Social Phenomenon, Multicultural Perspective, and Ethical Dimensions.

Applies to the following degree program:

Computer Information Systems

Plan A

HST 114 (p. 327) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions. HST 111 (p. 327) or HST 112 (p. 327) or ART 105 (p. 264) or ART 106 (p. 264) or SOC 101 (p. 360) or SOC 112 or SOC 252 (p. 360) will meet Social Phenomenon and Global Awareness.

Plan B

HST 111 (p. 327) or HST 112 (p. 327) will meet Historical Awareness and Global Awareness. SOC 256 (p. 361), HUM 252 or HUM 254 (p. 332) will meet Multicultural Perspective and Ethical Dimensions.

Applies to the following degree program:

Computer Forensics

HST 114 (p. 327) will meet Historical Awareness, Multicultural Perspective, and Ethical Dimensions.

Clinical Laboratory Science

CLINICAL LABORATORY PROGRAM

Degree offered

Associate in Science in Clinical Laboratory Science

Credits required 70

Dean

Patricia Dent

Program contact

Debra St. George, Department Chair and Associate Professor of Clinical Laboratory Science, ext. 2148

Program Goal Statement

Students completing the Clinical Laboratory Science program curriculum are prepared to work in a modern clinical laboratory performing a wide range of laboratory procedures used in the detection, diagnosis, and treatment of disease and health maintenance. They develop academic and technical competence in the major areas of clinical laboratory practice—hematology, clinical chemistry, medical microbiology, and immunohematology.

Student Learning Outcomes

See Learning Outcomes (p. 247).

Application review begins February 1.

Program Information

- Students develop academic knowledge, clinical skills, and professional behavior through classroom, lab, and clinical experiences.
- Most Clinical Laboratory Science courses (MED) are offered during the day.
- Phlebotomy is a required component of the Clinical Laboratory Science program.
- Once enrolled in the Clinical Laboratory Science program, students are required to complete all courses in the required sequence of instruction in order to integrate theoretical and clinical education.
- Students may substitute BIO 233 (p. 273) and BIO 234 (p. 273) for BIO 154 (p. 272).
- The pass rate for graduates taking the Medical Laboratory Technician exam offered by American Society for Clinical Pathology-Board of Certification was 100% for the Class of 2011 and the Class of 2012.

Program Accreditation

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600

North River Road, Suite 720, Rosemont, IL 60018.
Telephone 773-714-8800.

Graduates are eligible to take the national certification examination offered by the American Society of Clinical Pathology Board of Certification (ASCP-BOC).

Prior To Admission

To be most successful, applicants must have completed math through high school algebra II, and high school level biology, and chemistry. (These courses may be taken at BCC before admission to the program.) Technological literacy is also important.

Students are advised to complete two to four of the general education courses, such as ENG 101 (p. 316), ENG 102 (p. 316), History awareness elective, PSY 101 (p. 354), MTH 119 (p. 341), and Humanities elective prior to program admission.

Infused General Education Competencies

Ethical Dimensions, First-Year Experience, Multicultural Perspective, Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

BIO 154	Human Physiology	4
BIO 239	Elements of Microbiology	4
CHM 115	Health Science Chemistry I	4
CHM 116	Health Science Chemistry II	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3
PSY 101	General Psychology	3

Elective Courses

See General Education Competency Courses (p. 253) for course listings

Historic Awareness Elective	3
Humanities Elective	3

Program Courses

MED 101	Introduction to Clinical Laboratory Science	3
MED 102	Urinalysis	3
MED 200	Hematology	5
MED 205	Immunology - Serology	4
MED 206	Medical Microbiology I	6
MED 215	Immunohematology	5
MED 216	Medical Microbiology II	4
MED 217	Clinical Biochemistry	6

Course Sequence - Fall Semester 1

BIO 154	Human Physiology	4
CHM 115	Health Science Chemistry I	4
	Historic Awareness Elective	3
ENG 101	Composition I: College Writing	3

MED 101	Introduction to Clinical Laboratory Science	3
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MTH 119	Fundamental Statistics	3
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Course Sequence - Spring Semester 2

BIO 239	Elements of Microbiology	4
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CHM 116	Health Science Chemistry II	4
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	Humanities Elective	3
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ENG 102	Composition II: Writing about Literature	3
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MED 102	Urinalysis	3
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PSY 101	General Psychology	3
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Course Sequence - Fall Semester 3

MED 200	Hematology	5
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MED 205	Immunology - Serology	4
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MED 206	Medical Microbiology I	6
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Course Sequence - Spring Semester 4

MED 215	Immunohematology	5
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MED 216	Medical Microbiology II	4
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MED 217	Clinical Biochemistry	6
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Special Requirements of the Program

Admission Requirements

The Clinical Laboratory Science program is a competitive program with selective admission requirements. A limited number of students are admitted. Meeting minimal requirements does not guarantee admission. Successful candidates have excelled in high school and/or college science and math courses.

Students applying to the program with a high school diploma must demonstrate a minimum grade point average of 2.5. Prerequisite courses include high school or college Algebra II, chemistry, and biology with laboratory component, with a minimum grade of "C."

Students applying to the program with a G.E.D. must demonstrate an overall score of 2500, with a minimum score of 500 in math and a minimum score of 500 in science. G.E.D. students must take the required prerequisite courses prior to being considered for admission to the program.

It is strongly recommended that students complete the science courses required for admission and program degree completion within 10 years of application to the program.

Requirements Upon Admission

Accepted applicants must have a *physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre results* (blood test to prove immune status). A TB test is required each year. Students must carry personal health insurance, professional liability insurance, and have current CPR certification (by the American Heart Association, Basic Life Support for healthcare providers or Red Cross

CPR/AED for Professional Rescuers and Health Care Providers).

Upon admission to the CLS Program, all students must undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and a drug screen performed by a facility under contract with Bristol Community College. A positive CORI, SORI and/or drug screen may prevent students from working in contracted health facilities, which will prevent students from completing the program objectives. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

Additional Costs

Students accepted into the program are responsible for associated costs such as uniforms, books, name tags, safety supplies, transportation to and from clinical assignments, drug screen and certification exam application fees.

Grade Requirements

A minimum of "C" is required for BIO 154, BIO 239, CHM 115, CHM 116, and MTH 119 to provide the necessary foundation for MED courses. Students must pass all components of the MED courses (lecture and laboratory on campus and clinical practicum at the affiliate agency) with a minimum grade of "C." Students who do not achieve the minimum grade of "C" in the on campus lecture and laboratory components will not be allowed to progress to the clinical practicum.

Students who fail to attain a grade of "C" in each of the MED course components (lecture and laboratory on campus and clinical practicum at the affiliate agency) will receive a course grade no higher than a "D."

A student who fails to attain a minimum grade of "C" in the clinical practicum will receive a course grade no higher than a "D."

A student who receives an unsatisfactory clinical grade due to negligent or unsafe practice will receive a final course grade of "F".

Failure to achieve the required grade in MED courses may result in dismissal from the program.

Students are eligible to reapply to the program one time only through the Admissions Office.

Clinical Affiliations

Placement in a clinical practicum is a full-time commitment and students should limit outside work obligations.

Transportation to clinical practicum sites is the responsibility of the students. Students should be prepared to travel an hour or more from campus. The availability of clinical practicums depends on the area healthcare providers' ability to accept students.

In some cases, practicums may be completed beyond the semester schedule. All related practicums must be completed within six months of completing the lecture/laboratory component of MED course. Students who exceed this time limit must demonstrate that they have maintained competency prior to placement.

Essential Functions

The Clinical Laboratory Science program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional Clinical Laboratory Technician.

In order to meet the course requirements, students must possess the following basic abilities:

- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.
- Physical ability, sufficient mobility, and motor coordination to safely collect and process patient specimens and perform laboratory testing procedures using a microscope, computer and various types of diagnostic instruments.
- Visual acuity sufficient to read and interpret test procedures, physician orders and test results, monitor instrument function, focus a microscope and differentiate colors.
- Hearing ability sufficient to respond to messages and requests from instructors, patients, physicians, and staff and to respond to equipment signals.
- Communication skills sufficient to allow for communication with instructors, staff, patients and physicians.
- Emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians; respect patient confidentiality; use reasonable judgment; and accept responsibility for their actions.

After BCC

- Many clinical laboratory technicians work in hospital laboratories; however, career opportunities are available in physician's offices, HMOs, biotechnology, veterinary clinics and reference, industrial,

environmental, and military laboratories. The CLS degree provides a foundation that allows graduates to pursue medical education, sales, and computer careers. Many graduates pursue advanced degrees in Medical Laboratory Science and other medical fields.

- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer.
- For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at Bristolcc.edu/transfer.

Communication

COMMUNICATION TRANSFER PROGRAM

Degree offered

Associate in Arts in Communication

Credits required 62-63

Dean

Joanne Preston

Program contact

Joyce Fernandes, Coordinator and Professor of Communication, ext. 3054

Program Goals Statement

Students explore the fundamentals of human communication in theory and practice, analyze the historic and contemporary role of mass media and emerging new media in an increasingly diverse society, develop communication skills, and prepare to transfer to a four-year college or university communication program.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

Program Information

Based on advising and assessment of individual needs and direction, students may select a cluster of communication-related courses and gain practical experience through field-based learning in an area related to mass communication, organizational communication, or public communication.

After BCC

Qualified Communication students transfer to four-year schools and may choose from among a variety of careers to pursue that are related to the communication field. BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses – Choose one Behavioral/Social Science from the following in addition to the Free Elective

ANT 101	Social and Cultural Anthropology	3
ECN 111	Principles of Economics-Macro	3
ECN 112	Principles of Economics-Micro	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	Urban Government and Politics	3
HST 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SOC 256	Race Relations	3
SOC 258	Topics in Sociology	3
	ELECTIVE Free	3-4

Must take one free elective

Choose 4 courses from Transfer Electives and Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 28) for course listings

Behavioral/Social Science Elective	3
Behavioral/Social Science Elective	3
Lab Science Elective	4
Lab Science Elective	4

Program Courses

COM 106	Introduction to Communication and College Success	3
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COM 111	Mass Communication	3
COM 112	News Writing and Reporting	3
COM 241	Public Relations	3

COM 106: Take first, before other COM courses

Program Electives – Choose one from the following

COM 157	Television Production	3
COM 159	Video Field Production and Editing	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CIS 122	Internet Developer	3

Program Electives - Choose 3, according to transfer requirement or career goal, from among

COM 102	Advanced Public Speaking	3
COM 113	Interpersonal Speech	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
COM 120	Argumentation and Debate	3
COM 157	Television Production	3
COM 159	Video Field Production and Editing	3
COM 160	Intercultural Communication	3
COM 241	Public Relations	3
ART 240	Introduction to Visual Communication	3
ECN 111	Principles of Economics-Macro	3
ECN 112	Principles of Economics-Micro	3
ENG 230	Film	3
THE 121	Voice Production	3
	And	
CED 210	Cooperative Work Experience	3
	Or	
COM 251	Field Experience	3
	And	
MAR 101	Principles of Marketing	3
	Or	
MAR 255	Advertising Principles	3

COM 260 is an optional program elective

Recommended Course Sequence - Fall Semester 1

	Behavioral/Social Science Elective	3
COM 106	Introduction to Communication and College Success	3
ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Spring Semester 2

	Lab Science Elective	4
COM 101	Fundamentals of Public Speaking	3
COM 111	Mass Communication	3

ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Lab Science Elective	4
	Program Elective	3
COM 112	News Writing and Reporting	3
COM 241	Public Relations	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Communications Elective	3
	Free Elective	3
	Program Elective	3
	Program Elective	3
	Program Elective	3

Complementary Healthcare

COMPLEMENTARY HEALTHCARE PROGRAM*

Degree offered

Associate in Science in Complementary Healthcare

Credits required 63

Dean

Patricia Dent

Program contact

Sharon Tilton, Department Chair and Associate Professor of Complementary Healthcare and Therapeutic Massage, ext. 2262

This program is offered exclusively at the New Bedford Campus.

Program Goal Statement

Students who successfully complete the Therapeutic Massage Certificate or Licensed Massage Therapist are eligible to apply to the Complementary Healthcare degree program, which advances skills in assessment, technique, and holistic theory.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

- BIO 115 is the requirement for Complementary Healthcare.
- Students who elect to take BIO 233 must also complete BIO 234.

- If students choose to take both BIO 233 and BIO 234, they will meet and exceed the BIO 115 requirement.

Additional Costs

Students are responsible for the cost of uniforms, professional liability insurance, certain standardized achievement test registrations, and the National Certification Examination of Therapeutic Massage and Bodywork.

Students must carry health insurance throughout their enrollment in the program.

After BCC

Graduates work in hospitals, nursing homes, chiropractic offices, physician's offices, health spas, cruise ships, rehabilitation programs, fitness centers, and private offices.

Infused General Education Competencies

Ethical Dimensions, First-Year Experience, Oral Communication, Technical Literacy

eHealthCareer Option

The eHealthCareers option in Therapeutic Massage is a flexible, innovative program that prepares students to pursue a career as a licensed Massage Therapist. The hybrid model allows students to complete some of the content online.

The program has an onsite student massage clinic, visit (<http://therapeutic-massageclinic.com>)

DEGREE REQUIREMENTS

General Courses

BIO 115	Survey of Human Anatomy and Physiology	4
BIO 117	Physiology of Wellness	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

See General Education Competency Courses (p. 253) for course listings.

Humanities Elective	3
Multicultural Perspective Elective	3

Program Courses

CIT 121	Information Technology Fluency I	3
HCI 237	Human Disease Processes and Procedures	3
HLT 101	Medical Language Module I	1
HLT 131	Muscle Structure and Function	3

MAT 110	Introduction to Massage Therapy	2
MAT 111	Therapeutic Massage I	5
MAT 112	Musculoskeletal Anatomy for the Massage Therapist	3
MAT 120	Therapeutic Massage II	4
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Procedures	3
MAT 233	Eastern Bodywork	3
MAT 244	Therapeutic Massage III	3
MAT 246	Special Topics in Therapeutic Massage	3

Recommended Course Sequence - Fall Semester 1

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAT 110	Introduction to Massage Therapy	2
MAT 111	Therapeutic Massage I	5
MAT 112	Musculoskeletal Anatomy for the Massage Therapist	3

Recommended Course Sequence - Spring Semester 2

HCI 237	Human Disease Processes and Procedures	3
MAT 120	Therapeutic Massage II	4
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Procedures	3

Recommended Course Sequence - Fall Semester 3

CIT 121	Information Technology Fluency I	3
ENG 102	Composition II: Writing about Literature	3
HLT 101	Medical Language Module I	1
HLT 131	Muscle Structure and Function	3
HST 111	The West and the World I	3
MAT 233	Eastern Bodywork	3

Recommended Course Sequence - Spring Semester 4

BIO 117	Physiology of Wellness	3
MAT 244	Therapeutic Massage III	3
MAT 246	Special Topics in Therapeutic Massage	3
MTH 119	Fundamental Statistics	3
Or		
MTH 125	Modern College Mathematics	3

Special Requirements for the Program - Admission Requirements

Applicants must have a high school diploma or G.E.D. certificate. They must also have completed high school biology or chemistry and Algebra I or higher level math with a minimum grade of "C." Recommended deadline for filing is February 1 for all fall admissions.

It is strongly recommended that students complete the science courses required for admission and program degree completion within 10 years of application to the program.

Requirements Upon Admission

Accepted applicants must have a *physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre results (blood test to prove immune status)*. A TB test is required each year. Health insurance is required. Additional laboratory tests, including drug screening, are required by clinical agencies.

Students must have current CPR Certification by either the American Heart Association (Basic Life Support for Healthcare Providers) or American Red Cross (CPR/AED for Professional Rescuers and Healthcare Providers).

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

Additional Costs

Students are responsible for the costs of lab coats, uniforms, professional liability insurance, standardized testing, name tag, lab supplies, national certification exam, and transportation to clinical placement sites. Students should be prepared to travel up to one hour from campus to clinical assignments. Students are also required to attend a variety of community activities.

Grade Requirements

Students must receive a minimum grade of "C-" in all required courses. Failure to earn a "C-" or better in a clinical course will result in dismissal from the program. Clinical practicum hours must be completed within 18 months of the academic coursework.

Essential Functions

Students need to possess certain cognitive, physical, and physiological abilities in order to successfully complete the requirements of the program and ultimately practice in the profession. Please discuss particulars with the program director.

Computer Information Systems

BUSINESS INFORMATION SYSTEMS CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems
(Business Information Systems Concentration)

Credits required 60/66

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

- Students will be prepared to work in the Information Technology field in a wide variety of support roles.
- Students develop basic skills in a wide range of areas including application development and use, web development, databases, operating systems and analysis and design. This broad range of topics prepares them for jobs in small business and for support careers.

Student Learning Outcomes

See Learning Outcomes (p. 236).

After BCC

Recent graduates are in high demand and have moved into various types of employment, including positions such as help desk technician, office specialist, computer sales, or consultant. Some have started their own businesses. Frequently, they serve as the computer person in a small company.

Infused General Education Competencies

Technical Literacy, First Year Experience

Program Information

- Students who elect to take EGR 133 in combination with CIS 121 and CIS 160 are prepared to take the A+ Certification examination, the recognized industry standard for computer service technicians.
- The optional Cooperative Education program places students in computer-related positions, where they can earn course credit, wages, and experience.
- Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

See Transfer Electives & Elective Recommendations (p. 28), specifically the CIS plans.

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

ACC 101	Principles of Accounting I	4
ACC 150	Small Business Financial Software	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

History choice impacts other competencies. See Transfer Electives and Elective Recommendations for CIS (p. 30)plans.

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	3-4
Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations for CIS (p. 30)plans.

Program Courses

CIS 112	Advanced Business Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIS 160	The Microcomputer Environment	3
CIS 270	Systems Analysis and Design Seminar	3
CIT 102	Security Awareness	1
CIT 131	Business Creativity	3

Take CIS 111 if skills are needed prior to CIS 112.

Choose one of the following

ACC-MAN-or MAR Elective	3-4
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CED 210	Cooperative Work Experience	3
EGR 133	Computer Configuration and Repair	4
	CIS/CIT Elective	3

Choose a CIS/CIT elective from the following

CIS 111	Introduction to Business Information Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 148	Programming in C#	3
CIS 161	Database Design	3
CIS 162	Applications for Web Development	3
CIS 150	Oracle and SQL	3
CIT 136	Web Development for Mobile Devices	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	3
CIT 164	Open Source Operating System	3

Choose one of the following

CIS 105	Hardware Fundamentals	1
EGR 133	Computer Configuration and Repair	4

Choose one of the following

CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	3

Choose one of the following

CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 156	Visual Basic	3
CIS 162	Applications for Web Development	3
CIT 136	Web Development for Mobile Devices	3

Recommended Course Sequence - Fall Semester 1

CIS 112	Advanced Business Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
ENG 101	Composition I: College Writing	3
	History Elective	3
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3
	Or	
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIT 102	Security Awareness	1
CIT 131	Business Creativity	3
ENG 102	Composition II: Writing about Literature	3
ACC 101	Principles of Accounting I	4
	Or	
ACC 150	Small Business Financial Software	3

Recommended Course Sequence - Fall Semester 3

BUS 115	Fundamentals of an Enterprise	1
	CIS/CIT Elective	3-4
CIS 160	The Microcomputer Environment	3
	Science Elective	3-4
CIS 150	Oracle and SQL	3
	Or	
CIS 152	Database Programming and Management with Access	3
	Or	
CIS 159	MySQL and PHP	3
COM 118	Communication Skills	3
	Or	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Global Awareness Elective	0-3
	Social Phenomenon Elective	3
CIS 270	Systems Analysis and Design Seminar	3
	Business Elective	3
	Or	
	CIS/CIT Elective	3-4
	Or	
CED 210	Cooperative Work Experience	3
CIS 105	Hardware Fundamentals	1
	Or	
EGR 133	Computer Configuration and Repair	4
CIS 162	Applications for Web Development	3
	Or	
CIS 156	Visual Basic	3
	Or	
CIS 132	Introduction to UNIX/Linux and Shell Programming	3

COMPUTER FORENSICS CAREER PROGRAM**Degree offered**

Associate in Science in Computer Information Systems
(Computer Forensics)

Credits required 62/63

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level computer forensics technician positions in the private commercial sector and in the criminal justice system. They will know the law regarding the digital investigative process and will be able to conduct analysis of computer and/or network equipment and related data files.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

- Students gain technical skills to find evidence and the knowledge of the legal issues related to these skills for this rapidly growing field.
- Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

See Transfer Electives & Elective Recommendations (p. 28) specifically for CIS plans

After BCC

- Students in the program are prepared to work in law enforcement agencies, the private commercial sector, and law firms as computer forensics technicians.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy, First Year Experience

DEGREE REQUIREMENTS**General Courses**

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 118	Communication Skills	3
COM 114	Professional Speaking	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3

HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

History choice impacts other competencies. See Transfer Electives and Elective Recommendations (p. 30) for CIS plans.

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

Multicultural Perspective Elective	0-3
Science Elective	3-4

Choose courses from Transfer Electives and Transfer Recommendations (p. 30) for CIS plans.

Program Courses

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 134	Networking Technologies	4
CIT 150	Network Security	3
CIT 155	Introduction of Computer Forensics	3
CIT 255	Advanced Computer Forensics	4
CIT 256	File System Forensic Analysis	3
CIT 275	Computer Forensics Seminar	4
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 256	Criminal Investigation	3
CRJ 258	Criminal Procedure	3

Recommended Course Sequence - Fall Semester 1

Mathematics Elective	3	
CIS 121	Operating Systems	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 134	Networking Technologies	4
CIT 155	Introduction of Computer Forensics	3
CRJ 256	Criminal Investigation	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Fall Semester 3

History Elective	3	
CIT 150	Network Security	3

CIT 255	Advanced Computer Forensics	4
CRJ 258	Criminal Procedure	3
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Spring Semester 4

BUS 115	Fundamentals of an Enterprise	1
CIT 256	File System Forensic Analysis	3
CIT 275	Computer Forensics Seminar	4
	Science Elective	3-4
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3
	Or	
COM 118	Communication Skills	3

COMPUTER NETWORKING CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems (Computer Networking Concentration)

Credits required 62/63

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level computer network technician positions in the IT field. They will know how to install, configure, secure, troubleshoot and administer network systems comprised of users, shared resources, and network elements in local and Internet-based environments.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

- Program prepares students for industry certifications and develops the high proficiency skills needed to plan, implement and troubleshoot networking environments.
- Students may be required to obtain and use specific hardware, operating systems, or applications.
- Note: Adding the security certificate will increase skills in preparation for the security issues in today's world.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 28), specifically the CIS plans.

After BCC

- Recent graduates hold positions as a network and telecommunications architecture manager, associate systems engineer, network administrator, help desk technician, support services representative, computer systems engineer, senior information technologist, technical director and consultant.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy, First Year Experience

DEGREE REQUIREMENTS**General Courses**

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 131	Elements of College Mathematics	3

Choose one of the following Communication Electives

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following History Electives

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

General Education Electives

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	3-4
Social Phenomenon Elective	3

Choose electives from Transfer Electives and Elective Recommendations

Program Courses

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 133	UNIX/Linux System Administration I	3
CIS 134	Networking Technologies	4
CIS 231	Windows Server Administration II	3

CIS 232	Unix/Linux System Administration II	3
CIS 233	Routing and Router Configuration	3
CIS 271	Network Installation and Configuration Seminar	4
CIT 150	Network Security	3
EGR 133	Computer Configuration and Repair	4

Recommended Course Sequence - Fall Semester 1

CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
ENG 101	Composition I: College Writing	3
MTH 131	Elements of College Mathematics	3
	History Elective	3

Recommended Course Sequence - Spring Semester 2

CIS 106	Operating System Scripting	1
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Fall Semester 3

BUS 115	Fundamentals of an Enterprise	1
CIS 133	UNIX/Linux System Administration I	3
CIT 150	Network Security	3
CIS 231	Windows Server Administration II	3
EGR 133	Computer Configuration and Repair	4
	Science Elective	3-4

Recommended Course Sequence - Spring Semester 4

CIS 232	Unix/Linux System Administration II	3
CIS 233	Routing and Router Configuration	3
CIS 271	Network Installation and Configuration Seminar	4
	Communications Elective	3
	General Education Elective	3

COMPUTER PROGRAMMING CAREER PROGRAM**Degree offered**

Associate in Science in Computer Information Systems (Computer Programming Concentration)

Credits required 60/69

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level programming positions in business and industry by knowing and being able to demonstrate the skills to analyze problems and develop computerized solutions using multiple programming languages.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

Students have access to outstanding state-of-the-art technology and learn from faculty in touch with the needs of industry, both locally and nationally. Courses are constantly evolving to reflect current trends.

This concentration can be taken online.

Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 28) specifically the CIS plans

After BCC

Recent graduates have successfully started their own businesses or gone to work as programmers, programmer analysts, systems administrators, systems analysts, software developers, technicians, and consultants.

If you plan to transfer to a four-year institution, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

Infused Competencies

Technical Literacy

First Year Experience

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

ACC 101	Principles of Accounting I	4
ACC 150	Small Business Financial Software	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

HST 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

MTH 131	Elements of College Mathematics	3
MTH 171	Precalculus - Functions	3

Elective Courses

ELECTIVE		3-4
Ethical Dimensions Elective		0-3
Global Awareness Elective		0-3
Multicultural Perspective Elective		0-3
Science Elective		3-4
Social Phenomenon Elective		3

Choose courses from Transfer Electives and Elective Recommendations

First elective: Choose 3-4 credits from ACC, MAN, MAR, or a CIS/CIT elective

Program Courses

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 150	Oracle and SQL	3
CIS 272	Program Development Seminar	3
CIT 102	Security Awareness	1

Choose two of the following

CIS 154	Introduction to Programming (COBOL)	3
CIS 250	Interactive Websites	3
CIS 159	MySQL and PHP	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 157	Object-Oriented JAVA Programming I	4

Choose two of the following

CIS 254	Advanced COBOL	3
CIS 256	Advanced Visual Basic	3
CIS 258	Advanced Interactive Programming	3
CIS 255	C++ Object Oriented Programming	3
CIS 257	Object-Oriented JAVA Programming II	4

Program Electives - Choose one of the following

CIS 112	Advanced Business Information Systems	3
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CIS 122	Internet Developer	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 148	Programming in C#	3
CIS 152	Database Programming and Management with Access	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 159	MySQL and PHP	3
CIS 160	The Microcomputer Environment	3
CIS 161	Database Design	3
CIS 166	Oracle with Forms and Reports	3
CIS 182	Advanced Topics in CIS	3
CIS 250	Interactive Websites	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 257	Object-Oriented JAVA Programming II	4
CIS 258	Advanced Interactive Programming	3
CIT 136	Web Development for Mobile Devices	3
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3

Choose one elective from the following

CIS 122	Internet Developer	3
CIS 148	Programming in C#	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 159	MySQL and PHP	3
CIS 250	Interactive Websites	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 258	Advanced Interactive Programming	3
CIT 136	Web Development for Mobile Devices	3
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3

In fulfilling the two semesters of two languages, students can only take one of the following sequences: CIS 155/CIS 255, CIS 157/CIS 257 and students may not receive programming credit for CIS 155 and CIT 143 or for CIS 255 and CIT 242.

Recommended Course Sequence - Fall Semester 1

	AMC/HST Elective	3
CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
ENG 101	Composition I: College Writing	3
MTH 171	Precalculus - Functions	3
	Or	
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

BUS 115	Fundamentals of an Enterprise Science Elective	1 3-4
ENG 102	Composition II: Writing about Literature	3
	And choose two of the following	
CIS 154	Introduction to Programming (COBOL)	3
	Or	
CIS 250	Interactive Websites	3
	Or	
CIS 156	Visual Basic	3
	Or	
CIS 155	Introduction to C++ Programming	3
	Or	
CIS 157	Object-Oriented JAVA Programming I	4
	Or	
CIS 159	MySQL and PHP	3
COM 118	Communication Skills	3
	Or	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Fall Semester 3

CIS 150	Oracle and SQL	3
CIT 102	Security Awareness	1
	Global Awareness Elective	0-3
	Social Phenomenon Elective	3
ACC 101	Principles of Accounting I	4
	Or	
ACC 150	Small Business Financial Software	3
	And choose two of the following	
CIS 254	Advanced COBOL	3
	Or	
CIS 255	C++ Object Oriented Programming	3
	Or	
CIS 256	Advanced Visual Basic	3
	Or	
CIS 257	Object-Oriented JAVA Programming II	4
	Or	

CIS 258	Advanced Interactive Programming	3
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Recommended Course Sequence - Spring Semester 4

	CIS/CIT Elective	3-4
	CIS/CIT Elective	3
	ELECTIVE	3
CIS 272	Program Development Seminar	3

Students may not take CIS 157 for credit, and may not get credit for both CIT 143 and CIS 155 or for both CIT 242 and CIS 255 or for both CIS 250 and CIS 159

COMPUTER SECURITY CAREER PROGRAM**Degree offered**

Associate in Science in Computer Information Systems
(Security Concentration)

Credits required 62/63

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for critical roles in developing solutions to security problems which are a continually changing and evolving issue for businesses. Students will master theoretical concepts of information security and the methodologies to apply learning to practical problem-solving and prevention.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

After BCC

- This program prepares students for high-demand roles to protect critical functions in all types of enterprises.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy, First Year Experience

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 28) specifically the CIS plans

DEGREE REQUIREMENTS**General Courses**

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 131	Elements of College Mathematics	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	3-4
Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations

Program Courses

CIS 105	Hardware Fundamentals	1
CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
CIS 231	Windows Server Administration II	3
CIT 150	Network Security	3
CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
CIT 252	Information Security and Disaster Recovery	3
CIT 274	Security Seminar	4

Recommended Course Sequence - Fall Semester 1

CIS 105	Hardware Fundamentals	1
CIS 121	Operating Systems	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3

CIS 131	Windows Server Administration I	3
CIT 150	Network Security	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 3

CIS 231	Windows Server Administration II	3
CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 4

BUS 115	Fundamentals of an Enterprise	1
CIT 252	Information Security and Disaster Recovery	3
CIT 274	Security Seminar	4
	Global Awareness Elective	0-3
	Science Elective	3-4
	Social Phenomenon Elective	3
COM 118	Communication Skills	3
	Or	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

GAME DEVELOPMENT - GAME CREATION CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems
(Game Development - Game Creation Concentration)

Credits required 63/64

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

The program prepares students for entry into the video game industry. It offers those who want to combine a love of games, fun, and competition with the development of serious computer skills and prepare for a rapidly expanding career field. In the last two semesters of the program, coursework mimics industry development as students work in teams to propose and develop a game for distribution. This program is for the students interested in the overall creation and packaging of games.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Students have access to a broad range of technology, including a dedicated multimedia lab.
- Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

See Transfer Electives and Elective Recommendations, specifically the CIS plans.

After BCC

BCC has established partnerships with several computer game developers. Students have been given the opportunity to do internships and paid work.

Infused Competencies

Technical Literacy, First Year Experience

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MTH 141	Technical Mathematics I	4

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

Multicultural Perspective Elective	0-3
Science Elective	3-4

Choose course from Transfer Electives and Elective Recommendations

Core Courses

CIS 120	Programming: Logic, Design and Implementation	3
CIT 140	Electronic Game Development I	3

CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 143	Programming for Game Developers I	3
CIT 247	Pre-Production Game Development	3
CIT 276	Game Production	4
Concentration Courses		
CIT 240	Modding I	3
CIT 241	Electronic Game Development II	3
CIT 243	Game and Sound Protection	3
CIT 245	Game Design on Paper	3
CIT 246	Modding II	3
CIT 262	Advanced Game Analysis	3
Recommended Course Sequence - Fall Semester 1		
CIS 120	Programming: Logic, Design and Implementation	3
CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
ENG 101	Composition I: College Writing	3
Recommended Course Sequence - Spring Semester 2		
BUS 115	Fundamentals of an Enterprise	1
CIT 143	Programming for Game Developers I	3
CIT 240	Modding I	3
CIT 241	Electronic Game Development II	3
ENG 102	Composition II: Writing about Literature	3
MTH 141	Technical Mathematics I	4
Recommended Course Sequence - Fall Semester 3		
CIT 245	Game Design on Paper	3
CIT 246	Modding II	3
CIT 247	Pre-Production Game Development	3
COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
Recommended Course Sequence - Spring Semester 4		
	AMC/HST Elective	3
CIT 243	Game and Sound Protection	3
CIT 262	Advanced Game Analysis	3
CIT 276	Game Production	4
	Science Elective	3-4

GAME DEVELOPMENT - GAME PROGRAMMING CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems
(Game Development - Game Programming Concentration)

Credits required 63/65

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

The video gaming industry is the fastest-growing segment of the entertainment business.

This program develops a strong programming background for entry-level positions to bring games action to the screen. In the last two semesters of the program, coursework mimics industry development as students work in teams to propose and develop a game for distribution.

Student Learning Outcomes

See Learning Outcomes (p. 236)

After BCC

The nearby Boston area offers access to a thriving computer game industry. The College has close relationships with a number of these firms. Students are encouraged to build on the programming skills developed in this program to enhance their knowledge and marketability.

Program Information

- Students have access to a broad range of technology, including a dedicated multimedia lab. Classes are offered days, evenings, and weekends.
- Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

See Transfer Electives and Elective Recommendations, specifically the CIS plans.

Infused Competencies

Technical Literacy, First Year Experience

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level positions in a variety of professional settings that require an understanding of multimedia and internet technologies. They will develop the knowledge and skills necessary for the creative development and maintenance of websites, basic databases and computer programs, as well as emerging technologies.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

The optional Cooperative Education program places students in computer-related positions, where they can earn course credit, wages, and experience.

Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 28), specifically the CIS plans.

After BCC

The growth of the Internet and the demand for people who can effectively use multimedia applications make the skills developed in this program highly marketable.

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Technical Literacy, First Year Experience

DEGREE REQUIREMENTS

General Studies

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3
Choose one of the following		
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

MAN 154	Small Business Management	3
MAR 255	Advertising Principles	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Scientific Reasoning and Discovery Elective	3-4
Social Phenomenon Elective	3

Choose courses from Transfer Electives and Elective Recommendations (p. 30)

Core Courses

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3
CIS 162	Applications for Web Development	3
CIT 131	Business Creativity	3
CIT 231	Introduction to Multimedia Development	3
CIT 270	Seminar in Desktop Publishing, Imaging and Multimedia Design	3

Choose five of the following Core Program Course Electives

ART 260	Computer Graphics	3
ART 271	Web Design I	3
BUS 152	Honors E-Commerce	3
CED 210	Cooperative Work Experience	3
CIS 128	Introduction to Digital Audio Recording	3
CIS 159	MySQL and PHP	3
CIT 132	Desktop Publishing	3
CIT 133	Electronic Publishing	3
CIT 134	Social Media and the Web	3
CIT 136	Web Development for Mobile Devices	3
COM 159	Video Field Production and Editing	3
MAN 154	Small Business Management	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

CIS 120	Programming: Logic, Design and Implementation	3
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CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
ENG 101	Composition I: College Writing	3
	Core Programming Course	3
	Elective	

Recommended Course Sequence - Spring Semester 2

BUS 115	Fundamentals of an Enterprise	1
CIS 105	Hardware Fundamentals	1
CIS 162	Applications for Web Development	3
ENG 102	Composition II: Writing about Literature	3
	Core Programming Course	3
	Elective	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3
	Or	
MTH 131	Elements of College Mathematics	3
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3
	Or	
COM 118	Communication Skills	3

Recommended Course Sequence - Fall Semester 3

CIT 231	Introduction to Multimedia Development	3
ENG 215	Technical Writing	3
	Core Programming Course	3
	Elective	
	Core Programming Course	3
	Elective	
MAN 154	Small Business Management	3
	Or	
MAR 255	Advertising Principles	3

Recommended Course Sequence - Spring Semester 4

CIT 270	Seminar in Desktop Publishing, Imaging and Multimedia Design	3
	Core Programming Course	3
	Elective	
	Scientific Reasoning and Discovery Elective	3-4
	History Elective	3
	General Education Elective	3

WEBMASTER CAREER PROGRAM

Degree offered

Associate in Science in Computer Information Systems (Webmaster Concentration)

Credits required 61/62

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students will be prepared for entry-level positions in Web development. They will develop the knowledge and skills in creative development, programming, database, and Web site technology to design, develop, implement and maintain a professional Web site.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

Students work in a client/server environment to develop on-line, interactive, database driven sites using a variety of tools. Many courses are also offered on-line.

Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 28) specifically the CIS plans

After BCC

Most companies and organizations are looking to the Web to market their products, serve their clientele, and meet their competition. The demand for people capable of handling the Web needs of companies is rapidly expanding.

Infused Competencies

Technical Literacy, First Year Experience

DEGREE REQUIREMENTS

General Courses

BUS 115	Fundamentals of an Enterprise	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MAR 255	Advertising Principles	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Century Social History- 1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3

History choice impacts other competencies.

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3
COM 118	Communication Skills	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 131	Elements of College Mathematics	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	3-4
Social Phenomenon Elective	3

Program Courses

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 150	Oracle and SQL	3
CIS 159	MySQL and PHP	3
CIS 162	Applications for Web Development	3
CIS 250	Interactive Websites	3
CIS 258	Advanced Interactive Programming	3
CIS 273	Internet Seminar	3
CIT 102	Security Awareness	1
CIT 106	Macromedia Flash	1

Program Electives - Choose one of the following

CIS 128	Introduction to Digital Audio Recording	3
CIS 182	Advanced Topics in CIS	3
CIS 234	Internet Server Administration	3
CIS 245	eXtensible Markup Language (XML)	3
CIT 235	Advanced FlashMX	3

CIT 136	Web Development for Mobile Devices	3
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Recommended Course Sequence - Fall Semester 1

CIS 105	Hardware Fundamentals	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3
ENG 101	Composition I: College Writing History Elective	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics Or	3
MTH 131	Elements of College Mathematics	3

Recommended Course Sequence - Spring Semester 2

CIS 121	Operating Systems	3
CIS 159	MySQL and PHP	3
CIS 162	Applications for Web Development	3
CIT 106	Macromedia Flash	1
ENG 102	Composition II: Writing about Literature	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 3

BUS 115	Fundamentals of an Enterprise	1
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 150	Oracle and SQL	3
CIS 250	Interactive Websites Science Elective	3-4
COM 118	Communication Skills Or	3
COM 101	Fundamentals of Public Speaking Or	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

	Program Elective	3
CIS 258	Advanced Interactive Programming	3
CIS 273	Internet Seminar	3
CIT 102	Security Awareness Global Awareness Elective	1-0-3
	Social Phenomenon Elective	3

Computer Information Systems Transfer**COMPUTER SCIENCE TRANSFER PROGRAM****Degree offered**

Associate in Science in Computer Information Systems
Transfer (Computer Science Transfer Concentration)

Credits required 73

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of
Computer Information Systems, ext. 2403

Program Goals Statement

The Computer Science Transfer option prepares students to finish their education in Computer Science at a four-year institution. The CIS faculty worked closely with the Computer Science faculty at the University of Massachusetts Dartmouth, and the resulting program provides a seamless transition to Computer Science at UMass Dartmouth. The program also parallels the computer science offerings at other local colleges and universities.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

- The first two years of a degree in Computer Science can be done within this option at BCC.
- Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Recommendations

Students should talk with the Transfer office for information about colleges.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 28), specifically the CIS plans.

After BCC

- Recent graduates have transferred to Bridgewater State College, Rhode Island College, Roger Williams University, Bryant University, University of Massachusetts Amherst and University of Massachusetts Dartmouth.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused Competencies

Oral Communication, Technical Literacy, First Year Experience

DEGREE REQUIREMENTS

Choose one of the following

BIO 121	Fundamentals of Biological Science I	4
CHM 113	Fundamentals of Chemistry I	4
PHY 211	General Physics I	4

General Courses

ECN 112	Principles of Economics-Micro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4
MTH 243	Discrete Structures I	3
MTH 244	Discrete Structures II	3

Choose one of the following

BIO 122	Fundamentals of Biological Science II	4
CHM 114	Fundamentals of Chemistry II	4
PHY 212	General Physics II	4

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Humanities Elective	3
Multicultural Perspective Elective	0-3

Choose courses from Transfer Electives and Elective Recommendations

Program Courses

CIS 123	Object-Oriented Concepts	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 158	Introduction to Procedural Programming	4
CIS 257	Object-Oriented JAVA Programming II	4
CIS 260	Software Specification and Design	4
CIS 261	Introduction to Computer Systems	4
CIS 262	Computer Organization and Design	4

Recommended Course Sequence - Fall Semester 1

CIS 123	Object-Oriented Concepts	3
CIS 157	Object-Oriented JAVA Programming I	4

ENG 101	Composition I: College Writing	3
MTH 214	Calculus I	4
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3
Recommended Course Sequence - Spring Semester 2		
CIS 257	Object-Oriented JAVA Programming II	4
ECN 112	Principles of Economics-Micro	3
ENG 102	Composition II: Writing about Literature	3
MTH 215	Calculus II	4
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3
Recommended Course Sequence - Fall Semester 3		
CIS 158	Introduction to Procedural Programming	4
CIS 261	Introduction to Computer Systems	4
ENG 215	Technical Writing	3
MTH 243	Discrete Structures I	3
BIO 121	Fundamentals of Biological Science I Or	4
CHM 113	Fundamentals of Chemistry I Or	4
PHY 211	General Physics I	4
Recommended Course Sequence - Spring Semester 4		
CIS 260	Software Specification and Design	4
CIS 262	Computer Organization and Design Humanities Elective	3
MTH 244	Discrete Structures II	3
BIO 122	Fundamentals of Biological Science II Or	4
CHM 114	Fundamentals of Chemistry II Or	4
PHY 212	General Physics II	4

INFORMATION SYSTEMS TRANSFER PROGRAM

Degree offered

Associate in Science in Computer Information Systems Transfer (Information Systems Transfer Concentration)

Credits required 63-72

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students have the flexibility to individualize this transfer program to meet the requirements of many four-year colleges and universities.

Student Learning Outcomes

See Learning Outcomes (p. 236).

After BCC

- Recent graduates have transferred to Bridgewater State College, Rhode Island College, Roger Williams University, Bryant University, and University of Massachusetts Dartmouth.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Program Information

- BCC offers many technical courses frequently not available at four-year institutions.
- Note: Students may be required to obtain and use specific hardware, operating systems, or applications.

Recommendations

Students should consider CIS 111 (p. 280) as their first course unless they have previous computer experience or took computer courses in high school. CIS 111 (p. 280) may be a good transfer course.

Elective Recommendations

See Transfer Electives and Elective Recommendations (p. 28) specifically the CIS plans

Infused Competencies

Technical Literacy, First Year Experience if the student elects to take CIS 120

DEGREE REQUIREMENTS

General Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ECN 112	Principles of Economics-Micro	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

COM 118	Communication Skills	3
Choose two of the following		
HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Elective Courses

Ethical Dimensions Elective	0-3
Global Awareness Elective	0-3
Multicultural Perspective Elective	0-3
Science Elective	3-4
Science Elective	3-4

Choose courses from Transfer Electives and Elective Recommendations

Choose two Quantitative/Symbolic Reasoning courses from

MTH 131	Elements of College Mathematics	3
MTH 132	Calculus with Applications Or	3
MTH 251	Fundamental Business Statistics	3
MTH 252	Statistics for Decision Making Or	3
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4

MTH 251 can be substituted for MTH 132.

Take courses that transfer to the college of your choice or which develop technical skills

ELECTIVE Free	3-4
ELECTIVE Free	3-4
ELECTIVE Free	3-4

Program Courses

CIS 263	Information Systems Seminar	1
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Choose one of the following

CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3

Program Electives - choose one of the following

CIS 154	Introduction to Programming (COBOL)	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 157	Object-Oriented JAVA Programming I	4

Program Electives - choose one of the following

CIS 254	Advanced COBOL	3
CIS 255	C++ Object Oriented Programming	3

CIS 256	Advanced Visual Basic	3
CIS 257	Object-Oriented JAVA Programming II	4

Program Electives

CIS/CIT Elective	3-4
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Choose one of the following

CIS 120	Programming: Logic, Design and Implementation	3
ELECTIVE		3

Note: CIS 120 covers the first year experience - if you do not elect to take CIS 120, you will need to take another course to fulfill the first year experience criteria.

Or one of the following

CIS 154	Introduction to Programming (COBOL)	3
CIS 254	Advanced COBOL	3
CIS 156	Visual Basic	3
CIS 155	Introduction to C++ Programming	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 257	Object-Oriented JAVA Programming II	4

Recommended Course Sequence - Fall Semester 1

Quantitative and Symbolic Reasoning Elective	3-4	
ACC 101	Principles of Accounting I	4
ENG 101	Composition I: College Writing	3
CIS 120	Programming: Logic, Design and Implementation Or	3
CIS/CIT Elective	3-4	
History Elective	3	

Recommended Course Sequence - Spring Semester 2

Quantitative and Symbolic Reasoning Elective	3-4	
ACC 102	Principles of Accounting II	4
ENG 102	Composition II: Writing about Literature	3
CIS 154	Introduction to Programming (COBOL) Or	3
CIS 156	Visual Basic Or	3
CIS 155	Introduction to C++ Programming Or	3
CIS 157	Object-Oriented JAVA Programming I History Elective	4 3

Recommended Course Sequence - Fall Semester 3

	Free Elective	3
	Science Elective	3-4
CIS 150	Oracle and SQL	3
	Or	
CIS 152	Database Programming and Management with Access	3
CIS 254	Advanced COBOL	3
	Or	
CIS 255	C++ Object Oriented Programming	3
	Or	
CIS 256	Advanced Visual Basic	3
	Or	
CIS 257	Object-Oriented JAVA Programming II	4
COM 118	Communication Skills	3
	Or	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 4

CIS 263	Information Systems Seminar	1
	CIS/CIT Elective	3-4
	Free Elective	3
	Free Elective	3
ECN 112	Principles of Economics-Micro	3
	Science Elective	3-4

Criminal Justice Career**CRIMINAL JUSTICE CAREER PROGRAM*****Degree offered**

Associate in Science in Criminal Justice

Credits required 61/63

Dean

Calvin McFadden

Program contact

Dana Mayhew, Coordinator and Associate Professor of Criminal Justice, ext. 3127

Program Goals Statement

- The Criminal Justice Career Program prepares students for careers in policing, corrections, sheriff's departments, court systems, and federal law enforcement. It prepares current criminal justice practitioners for career advancement.

- All students receive the necessary academic foundation for transfer into an institution that grants a baccalaureate degree in criminal justice.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- The faculty represent all of the major fields of the criminal justice system, and students benefit from their years of formal study and professional experience.
- Our graduates are actively recruited by criminal justice and private security agencies as well as by four-year institutions.
- The Criminal Justice program is accredited by the State and Board of Higher Education for the PCIPP (Police Career Incentive Pay Program). (Quinn Bill approved.)

Recommendations

Students are encouraged to join the Criminal Justice Society, a student-run social and service organization, and to get involved with the community and actively participate in community service projects to better understand and appreciate the world they have chosen to serve.

After BCC

- Graduates work as state and local police officers and detectives, correctional officers, special agents with the United States Customs Service and Federal Marshal Service, college instructors, grant coordinators for the National Institute of Justice, lawyers, probation officers, and officers and managers in private security agencies. Others are social workers and drug rehabilitation counselors. Several local chiefs are BCC grads.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Technical Literacy

DEGREE REQUIREMENTS**General Courses**

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 251	Urban Government and Politics	3

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3
Choose one two-course History sequence		
HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

ELECTIVE Free	3-4
Scientific Reasoning and Discovery Elective	3-4

See General Education Competency Courses for Scientific Reasoning and Discovery (p. 254) course listings

Program Courses

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 115	Report Writing and Information Systems	3
CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 256	Criminal Investigation	3
CRJ 258	Criminal Procedure	3
CRJ 259	Introduction to Criminalistics	3

Choose one of the following

CRJ 221	Juvenile Offenders	3
CRJ 218	Law Enforcement Management and Planning	3

Recommended Course Sequence - Fall Semester 1

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
SOC 101	Principles of Sociology	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

CRJ 115	Report Writing and Information Systems	3
ENG 102	Composition II: Writing about Literature	3
CRJ 218	Law Enforcement Management and Planning Or	3
CRJ 221	Juvenile Offenders	3
HST 112	The West and the World II	3

	Or	
HST 114	United States History from 1877	3
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Fall Semester 3

CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
	Science Elective	3-4
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 4

COM 101	Fundamentals of Public Speaking	3
CRJ 256	Criminal Investigation	3
CRJ 259	Introduction to Criminalistics	3
CRJ 258	Criminal Procedure	3
	Free Elective	3
GVT 251	Urban Government and Politics	3

Program Requirement

Students earning a final course grade of D+ or lower in any Criminal Justice course will be withdrawn from the Criminal Justice Program. Any student withdrawn from a Criminal Justice course by an instructor for any reason, and has a grade of D+ or lower at the time of the withdrawal will be removed from the Criminal Justice Program. Any student withdrawn from the Criminal Justice Program may apply for readmission to the Program through enrollment services after retaking and earning a grade of C- or better in the course(s) which the unsatisfactory grade was earned.

Criminal Justice Transfer**CRIMINAL JUSTICE TRANSFER PROGRAM****Degree offered**

Associate in Science in Criminal Justice Transfer

Credits required 62/63

Dean

Calvin McFadden

Program contact

Dana Mayhew, Coordinator and Associate Professor of Criminal Justice, ext. 3127

Program Goals Statement

This program provides students with a strong foundation in the operation of our Criminal Justice System. Students will receive a diverse interdisciplinary education that will allow them to pursue a baccalaureate degree in Criminal Justice.

Articulation agreements ensure transfer to many four-year colleges and universities. Graduates may also qualify for tuition assistance at Massachusetts public colleges and universities under the MassTransfer program.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

All courses in the Criminal Justice program may be completed at the Fall River, New Bedford, or Attleboro campuses.

Academic and transfer advisors assist students in selecting courses to fulfill both program and general education requirements to ensure a smooth transfer to four-year colleges and universities.

The faculty represent all of the major fields of the Criminal Justice System, and students benefit from their years of formal study and professional experience.

Our graduates are actively recruited by Criminal Justice and private security agencies as well as by four-year institutions.

The Criminal Justice program is accredited by the State and Board of Higher Education for the PCIPP (Police Career Incentive Pay Program) (Quinn Bill approved.)

Recommendations

Students are encouraged to join the Criminal Justice Society, a student-run social and service organization, and to get involved with the community and actively participate in community service projects to better understand and appreciate the world they have chosen to serve.

After BCC

- Students often continue their education and complete a baccalaureate program in Criminal Justice.
- Graduates have successfully transferred to Bridgewater State College, the University of Massachusetts Dartmouth, the University of Massachusetts Lowell, Northeastern University, Johnson and Wales University, Roger Williams University, and Salve Regina University.
- Alumni are employed as state and local police officers, corrections officers, attorneys, probation officers, college instructors, managers in private security agencies, social workers, and drug rehabilitation counselors.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of

eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Technical Literacy

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 251	Urban Government and Politics	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose one two-course History sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

Scientific Reasoning and Discovery Elective - Lab	4
Scientific Reasoning and Discovery Elective	3-4

See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Program Courses

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 115	Report Writing and Information Systems	3
CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 256	Criminal Investigation	3
CRJ 258	Criminal Procedure	3
CRJ 259	Introduction to Criminalistics	3

Choose one of the following

CRJ 218	Law Enforcement Management and Planning	3
CRJ 221	Juvenile Offenders	3

Recommended Course Sequence - Fall Semester 1

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CSS 101	College Success Seminar	1

ENG 101	Composition I: College Writing	3
SOC 101	Principles of Sociology	3
HST 111	The West and the World I Or	3
HST 113	United States History to 1877	3
Recommended Course Sequence - Spring Semester 2		
CRJ 115	Report Writing and Information Systems	3
ENG 102	Composition II: Writing about Literature	3
CRJ 218	Law Enforcement Management and Planning Or	3
CRJ 221	Juvenile Offenders	3
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3
MTH 119	Fundamental Statistics Or	3
MTH 125	Modern College Mathematics	3
Recommended Course Sequence - Fall Semester 3		
CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure Lab Science Elective	3 4
PSY 101	General Psychology	3
Recommended Course Sequence - Spring Semester 4		
COM 101	Fundamentals of Public Speaking	3
CRJ 256	Criminal Investigation	3
CRJ 259	Introduction to Criminalistics Science Elective	3 3-4
GVT 251	Urban Government and Politics	3

Program Requirement

Students earning a final course grade of D+ or lower in any Criminal Justice course will be withdrawn from the Criminal Justice Program. Any student withdrawn from a Criminal Justice course by an instructor for any reason, and has a grade of D+ or lower at the time of the withdrawal will be removed from the Criminal Justice Program. Any student withdrawn from the Criminal Justice Program may apply for readmission to the Program through enrollment services after retaking and earning a grade of C- or better in the course(s) which the unsatisfactory grade was earned.

Culinary Arts

BAKING AND PASTRY CAREER PROGRAM

Degree offered

Associate in Applied Science in Culinary Arts (Baking and Pastry)

Credits required 61

Dean

William Berardi

Program contact

John Caressimo, Coordinator and Professor of Culinary Arts, ext. 2111

Program Goals Statement

The Baking and Pastry Arts option in the Culinary Arts program provides the student with the opportunity to develop practical skills and theoretical knowledge to work in the foodservice/hospitality fields as pastry and bakery personnel in a variety of entry level and advanced positions.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Prior to being admitted, applicants must attend an Applicant Orientation Session.
- Students requiring developmental courses in math, reading, or English must complete those courses prior to enrolling in any culinary lab courses.
- Culinary Arts programs are exempt from meeting General Education Competencies due to the requirements of the Associate in Applied Science degree.

Additional Costs

Students are responsible for the costs of their uniforms, kitchen and bakeshop tools, and texts.

Essential Functions

- Working in a kitchen environment where the temperature can exceed ambient temperature.
- Lifting and moving heavy weight (such as wait-trays, small equipment, and institutional size supplies - 25-50 lbs.)
- Sufficient communication skills to allow for successful interaction between the students and the public.
- Sufficient mobility and motor coordination to complete assigned tasks in the kitchen and dining room in a safe, efficient manner according to acceptable industry standards.
- Ability to learn and apply the body of knowledge necessary to meet the program curriculum and successfully enter the foodservice profession.

Special Requirements

To successfully complete the program, students should have their own transportation and should limit outside

work commitments. Students must be available to work at required Culinary Arts functions.

After BCC

- Graduates can work in the bakeshops of a wide variety of establishments from small local restaurants to large international organizations and can also transfer for further study to four-year colleges including Johnson and Wales University, Paul Smith's College and Newbury College.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 140	Nutrition for Culinarians	3
CIS 113	Hospitality Management Information Systems	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 226	Food in History	3
SOC 252	The Sociology of Human Relations	3

Choose one of the following

BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Program Courses

CUL 100	Introduction to the College/Culinary Experience	0-3
CUL 101	Art Skills for the Culinarian	3
CUL 140	Sanitation for Culinarians	2
CUL 151	Essentials of Baking I	2
CUL 152	Essentials of Baking II	4
CUL 153	Baking Technologies	3
CUL 154	Introduction to Showpieces and Displays	3
CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2
CUL 251	Advanced Pastry Arts I	4
CUL 252	Advanced Pastry Arts II	6
CUL 253	The Art of the Cake	3
CUL 256	The Capstone Experience for the Baker	3

Recommended Course Sequence - Fall Semester 1

CIS 113	Hospitality Management Information Systems	3
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CSS 101	College Success Seminar	1
CUL 106	Art Skills for the Baker	3
CUL 140	Sanitation for Culinarians	2
CUL 151	Essentials of Baking I	2
CUL 153	Baking Technologies	3

Recommended Course Sequence - Spring Semester 2

CUL 152	Essentials of Baking II	4
CUL 154	Introduction to Showpieces and Displays	3
ENG 101	Composition I: College Writing	3
BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

BIO 140	Nutrition for Culinarians	3
CUL 251	Advanced Pastry Arts I	4
CUL 253	The Art of the Cake	3
HST 226	Food in History	3
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Spring Semester 4

CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2
CUL 252	Advanced Pastry Arts II	6
CUL 256	The Capstone Experience for the Baker	3
ENG 102	Composition II: Writing about Literature	3

CULINARY ARTS CAREER PROGRAM

Degree offered

Associate in Applied Science in Culinary Arts

Credits required 67

Dean

William Berardi

Program contact

John Caressimo, Coordinator and Professor of Culinary Arts, ext. 2111

Program Goals Statement

The Culinary option in the Culinary Arts program provides students with the opportunity to develop the practical skills and the theoretical knowledge to work in the

foodservice/hospitality fields in a variety of entry level and advanced positions in food preparation or the front of the house.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

- Prior to being admitted, applicants must attend an Applicant Orientation Session.
- Students requiring developmental courses in math, reading, or English must complete those courses prior to enrolling in any culinary lab courses.
- Culinary Arts programs are exempt from meeting General Education Competencies due to the requirements of the Associate in Applied Science degree.

High School Articulation Credit

Students graduating from area high schools and vocational/technical centers who participate in the College Tech-Prep program and maintain a grade of “B” or better and have the recommendation of their Culinary Arts instructor can obtain credit for certain introductory level culinary courses depending upon the articulation agreements between their school and Bristol Community College.

Additional Costs

Students are responsible for the costs of their uniforms, kitchen and bakeshop tools, and texts.

Essential Functions

- Standing for long periods of time (4 to 10 hours) during a normally protracted class and work day.
- Working in a kitchen environment where the temperature can exceed ambient temperature.
- Lifting and moving heavy weight (such as wait-trays, small equipment, and institutional size supplies - 25-50 lbs.)
- Sufficient communication skills to allow for successful interaction between the students and the public.
- Sufficient mobility and motor coordination to complete assigned tasks in the kitchen and dining room in a safe, efficient manner according to acceptable industry standards.
- Ability to learn and apply the body of knowledge necessary to meet the program curriculum and successfully enter the foodservice profession.

Special Requirements

To successfully complete the program, students should have their own transportation and should limit outside

work commitments. Students must be available to work at required Culinary Arts functions.

After BCC

- Graduates can work in the kitchens, dining rooms, or bakeshops of a wide variety of establishments from small local restaurants to large international organizations and can also transfer for further study to four-year colleges including Johnson and Wales University.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 140	Nutrition for Culinarians	3
CIS 113	Hospitality Management Information Systems	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 226	Food in History	3
SOC 252	The Sociology of Human Relations	3

Choose one of the following

BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Program Courses

CUL 101	Art Skills for the Culinarian	3
CUL 111	Essentials of Culinary Arts I	4
CUL 112	Essentials of Culinary Arts II	4
CUL 113	Baking Skills for Cooks	2
CUL 121	Dining Room Functions I	2
CUL 122	Dining Room Functions II	2
CUL 123	Mixology and Bar Management	2
CUL 140	Sanitation for Culinarians	2
CUL 211	Advanced Culinary Techniques I	6
CUL 212	Advanced Culinary Techniques II	6
CUL 216	The Capstone Experience for Culinarians	3
CUL 221	Advanced Table Service	3
CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2

Recommended Course Sequence - Fall Semester 1

CIS 113	Hospitality Management Information Systems	3
CSS 101	College Success Seminar	1

CUL 101	Art Skills for the Culinarian	3
CUL 111	Essentials of Culinary Arts I	4
CUL 121	Dining Room Functions I	2
CUL 140	Sanitation for Culinarians	2

Recommended Course Sequence - Spring Semester 2

CUL 112	Essentials of Culinary Arts II	4
CUL 113	Baking Skills for Cooks	2
CUL 122	Dining Room Functions II	2
CUL 123	Mixology and Bar Management	2
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

BIO 140	Nutrition for Culinarians	3
CUL 211	Advanced Culinary Techniques I	6
CUL 221	Advanced Table Service	3
ENG 102	Composition II: Writing about Literature	3
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Spring Semester 4

CUL 212	Advanced Culinary Techniques II	6
CUL 216	The Capstone Experience for Culinarians	3
CUL 240	Purchasing for Culinarians	2
CUL 241	Foodservice Operations and Career Development	2
HST 226	Food in History	3
BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Deaf Studies**DEAF STUDIES CAREER*****Degree offered**

Associate in Arts in Deaf Studies

Deaf Studies Career

Credits required 65/66

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a foundation in Deaf Studies as well as specialized workforce skills. C-Print™ is a computerized notetaking system invented at the National Technical Institute for the Deaf. Students in this option are preparing themselves to primarily work with Deaf/HH persons in educational settings. Students in this option are prepared to work upon graduation as an entry-level freelance C-Print™ captionists or to transfer to the BA/BS program of their choice.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused General Education Competencies

First-Year Experience, Oral Communication

Program Information

- BCC offers several Deaf Studies options to meet your career and academic goals.
- This is not real time captioning (CART) as seen on TV.
- Students can choose to take additional courses in Office Administration and earn their Foundations of C-Print or C-Print Captioning certificate.
- In classroom settings, captionists may serve with other “auxiliary aides” such as interpreters. Understanding the role of interpreters, including their professional code of conduct, will be a benefit. As such, students may choose to take DST 121 Introduction to the ASL/English Interpreting Profession as an extra elective.

Special Requirements

- Students need to demonstrate keyboarding speed of 40 wpm in a three minute timing before starting C-Print courses.
- Students must possess an aptitude for phonetics and keyboarding.
- Students should be familiar with word processing and how to use a lap top.

After BCC

- Students can work as entry level captionists, or captionist/aides in a K-12 Deaf ed setting, or can transfer to the BA/BS program of their choice.
- Students who plan to transfer into interpreter training on a part-time basis may find it quite beneficial to work as captionists utilizing and maintaining their signing ability and Deaf cultural norms

DEGREE REQUIREMENTS**General Courses**

COM 113	Interpersonal Speech	3
ENG 101	Composition I: College Writing	3

ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Choose one of the following

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose from MassTransfer electives, unless otherwise specified

Behavioral/Social Science Elective	3
Historic Awareness Elective	3

Behavioral/Social Science elective: (PSY 101 or SOC 101)

Elective Courses

Scientific Reasoning and Discovery Elective - Lab	4
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See General Education Competency Courses (p. 253) for course listings

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DSC 221	Introduction to Speech to Text Support Services in the Deaf Community	3
DSC 235	Speech to Text for the Deaf Community	3
DSC 236	Speech to Text for the Deaf Community Pre-Practicum	1
DSC 281	Speech to Text for the Deaf Community Practicum	1
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
COM 113	Interpersonal Speech	3
DSC 221	Introduction to Speech to Text Support Services in the Deaf Community	3
DST 151	Deaf History	3
HST 111	The West and the World I PSY/SOC Elective	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semester 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DSC 235	Speech to Text for the Deaf Community	3
DSC 236	Speech to Text for the Deaf Community Pre-Practicum	1
DST 210	The Deaf Community in Society	3
ENG 102	Composition II: Writing about Literature Mathematics Elective	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DSC 281	Speech to Text for the Deaf Community Practicum	1
DST 251	Deaf Literature and ASL Folklore History Elective Lab Science Elective	3 3 4

EDUCATION CAREER PROGRAM**Degree offered**

Associate in Arts in Deaf Studies (Education Concentration)

Credits required 62-65

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a Deaf Studies and liberal arts foundation that includes specialized courses needed for transfer into a BS/BA program in the educational area of choice. Students in this option are seeking a future working with deaf or hard-of-hearing children in early intervention or an educational setting.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused General Education Competencies

First-Year Experience, Oral Communication

Program Information

- BCC offers several Deaf Studies programs to meet your career and academic goals.
- Students may opt to take more ECE courses while at Bristol.
- Students seeking certification from the Massachusetts Department of Early Education and Care should also complete an ECE certificate, or, see www.mass.gov for Level I certification Infant-Toddler or Pre-School Teacher requirements.
- Students are advised that they need to pass the Communication and Literacy Skills Test (CLST) of the Massachusetts Teacher Education Licensure (MTEL) conducted by the Dept of Education prior to acceptance into most teacher education licensure programs.
- EDU 220 (p. 309) requires a CORI (Criminal Offender Record Information), 27 completed credits and an overall GPA of 2.5 or better.
- Students wishing to complete their ASL 285 (p. 270) Community Based Learning in Deaf Studies experience in a program for the Deaf or early intervention setting will have to complete a C.O.R.I. (Criminal Offender Record Information) and S.O.R.I (Sexual Offender Registry Information) at their chosen site prior to being placed. Individual settings may have additional requirements related to vaccinations, minimum GPA and/or ASL fluency.

After BCC

- Students in this option have successfully transferred to Bridgewater State University, Northeastern University and Rhode Island College to degree programs in education.
- Students seeking licensure as a teacher deaf/hard-of-hearing can seek a BS program in Deaf Education out

of state or seek any education degree and attend grad school at Boston University to achieve an EdM in Deaf education. Deaf Studies supports and prepares students for the Bi-lingual/Bi-cultural philosophy.

DEGREE REQUIREMENTS**General Courses**

BIO 111	General Biology I	4
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3

Concentration Courses - Early Childhood Education

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
	ELECTIVE	3

Elective: choose from ECE 113 [to meet DEEC requirements, students should take ECE 113 and ECE 222, and ECE 234, and ECE 251 in the ECE certificate program], ECE 222, ECE 223, ECE 260 [ECE 260 is best choice for transferring]

Concentration Courses - Education

EDU 220	Foundations of Education with Teaching Pre-Practicum	3
	ELECTIVE	3
PSY 252	Child Development	3

Electives: choose two from GVT 111, MTH 128, SCI 113, or SSC 101

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 151	Deaf History	3
ENG 102	Composition II: Writing about Literature	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
BIO 111	General Biology I	4
DST 210	The Deaf Community in Society	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
EDU 220	Foundations of Education with Teaching Pre-Practicum	3
PSY 252	Child Development	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3
HST 113	United States History to 1877	3

HUMAN SERVICES CAREER PROGRAM

Degree offered

Associate in Arts in Deaf Studies (Human Services Concentration)

Credits required 62/63

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This program provides a Deaf Studies and liberal arts foundation that includes specialized courses needed for transfer into a BS/BA program in the human services area of choice. Students in this option are seeking entry-level or assistant positions in Deaf human service settings or they plan to transfer and specialize in social work, vocational rehabilitation, counseling or other related fields.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused General Education Competencies

First-Year Experience, Oral Communication

Program Information

- We offer several Deaf Studies options to meet your career or academic goals.
- Students who also wish to complete the MassTransfer block should take an additional 3-4 credit science elective.
- Adhere to semester sequencing to ensure completion of necessary pre-requisites.

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HCI 111	Introduction to Healthcare Information Management	3
SOC 101	Principles of Sociology	3

Elective Courses

Lab Science Elective	4
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Choose from MassTransfer electives, unless otherwise specified

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3

ASL 202	Intermediate American Sign Language II	3	ASL 285	Community-based Learning in Deaf Studies	1
ASL 284	ASL/Deaf Studies Capstone Seminar	1	DST 251	Deaf Literature and ASL Folklore	3
ASL 285	Community-based Learning in Deaf Studies	1		ELECTIVE	3
DST 101	Introduction to Deaf Studies	3		Lab Science Elective	4
DST 110	Deaf Culture	3			
DST 151	Deaf History	3			
DST 210	The Deaf Community in Society	3			
DST 251	Deaf Literature and ASL Folklore	3			
PSY 101	General Psychology	3			
SER 101	Introduction to Social Welfare	3			

Program Electives - (Choose two)

COM 113	Interpersonal Speech	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
SER 251	Principles of Methods of Interviewing	3
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
SER 101	Introduction to Social Welfare	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 151	Deaf History	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semesters 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DST 210	The Deaf Community in Society	3
SOC 101	Principles of Sociology	3
	ELECTIVE	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1

Deaf Studies Transfer**DEAF STUDIES TRANSFER PROGRAM****Degree offered**

Associate in Arts in Deaf Studies Transfer

Credits required 62-63

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

Deaf Studies explores the language, culture, history and contemporary issues of Deaf people. Fundamental to our program are both competency in American Sign Language and a desire to work with the Deaf community as allies (or members) and not on their behalf. This program prepares students, both Deaf and hearing, who are interested in a professional career working with Deaf, hard-of-hearing or late-deafened persons to transfer to a four-year college or university in the field of their choice.

Program Information

- Deaf Studies provides a foundation for interpreters, but, is not an interpreter training program (ITP). Students wanting to become professional interpreters will transfer on to an ITP and must pass a theoretical and practical assessment to become "qualified interpreters".
- Students who have taken non-credit "sign language classes" in the past, or, are heritage signers (Deaf/signing family) should meet with the program director to discuss Prior Experiential Learning (PEL) opportunities.
- Although individual courses may be offered on different campuses in both day/evening, program courses are primarily offered on the Fall River campus as day enrollments. Some Deaf Studies courses may be offered completely on-line
- Standards & Expectations
- Students not earning a C or better in any ASL class, or DST 110 Deaf Culture will not be able to complete the

program and should speak to the program director about options.

- Students spend an additional hour per week engaged in language lab activities with every ASL class taken. Students are expected to attend various Deaf events and get involved with their program throughout their studies to apply their language skills and develop them further in real world, practical situations.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused Competencies

First-Year Experience

Recommendations

- Students requiring developmental coursework should complete this in their first semester.
- Students should take ASL 101 (p. 269) and DST 101 (p. 304) in their first fall.
- Students who did not follow, or were not offered, a college prep track in high school, may find a part time credit load is one way to adjust to the rigors of this program of study.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Elective Courses

Behavioral/Social Science Elective	3
Communications Elective	3
Lab Science Elective	4
Elective - Science	3-4

Choose from MassTransfer list, unless otherwise specified

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 151	Deaf History	3
	Communications Elective	3
PSY 101	General Psychology	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semesters 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
DST 210	The Deaf Community in Society	3
	Science Elective	3-4
	B/SS Elective	3
ENG 102	Composition II: Writing about Literature	3

Recommended Course Sequence - Spring Semester 4

ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DST 251	Deaf Literature and ASL Folklore	3

Lab Science Elective

4

INTERPRETER TRANSFER PROGRAM

Degree offered

Associate in Arts in Deaf Studies Transfer (Interpreter Transfer Concentration)

Credits required 68

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This transfer program provides a foundation in Deaf studies as well as specialized course work to prepare for future interpreter studies. Students in this option aspire to become professional American Sign Language/English Interpreters and thus, plan to transfer to a four-year institution that offers interpreter training.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused Competencies

First-Year Experience

Program Information

- This is not an interpreter training program. This program prepares students to transfer as juniors into a baccalaureate Interpreter Training/Preparation program. Strong American Sign Language skills (with earned grades B- or better) required for successful transfer.
- Students wanting to become professional interpreters must transfer on, graduate, and pass a practical and theoretical national examination to become certified “qualified interpreters.”

After BCC

- Past graduates have transferred to Northeastern University and University of Southern Maine for Interpreter Training. Most interpreter programs require relocating.
- If you plan to transfer to a four-year degree program in interpreting, go to discoverinterpreting.com

DEGREE REQUIREMENTS

General Courses

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Elective Courses

Lab Science Elective	4
Mathematics Elective	3

Choose from MassTransfer electives, unless otherwise specified

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
COM 113	Interpersonal Speech	3
COM 160	Intercultural Communication	3
DSC 225	Introduction to ASL/English Interpreting	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
DST 151	Deaf History	3
DST 210	The Deaf Community in Society	3
DST 251	Deaf Literature and ASL Folklore	3
DST 221	Introduction to the ASL/English Interpreting Profession	3
	ELECTIVE (select with the assistance of an advisor)	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3

ENG 101	Composition I: College Writing	3
SOC 101	Principles of Sociology	3
	Or	
PSY 101	General Psychology	3
Recommended Course Sequence - Spring Semester 2		
ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
COM 113	Interpersonal Speech	3
DST 151	Deaf History	3
ENG 102	Composition II: Writing about Literature	3
	ELECTIVE	3

Recommended Course Sequence - Summer

Students may opt to take General Education courses during the summer between semesters 2 and 3 to lighten course load.

Recommended Course Sequence - Fall Semester 3

ASL 201	Intermediate American Sign Language I	3
COM 160	Intercultural Communication	3
DST 210	The Deaf Community in Society	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
	Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

ASL 201	Intermediate American Sign Language I	3
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 285	Community-based Learning in Deaf Studies	1
DSC 225	Introduction to ASL/English Interpreting	3
DST 251	Deaf Literature and ASL Folklore	3
	ELECTIVE	3
	Mathematics Elective	3

Dental Hygiene**DENTAL HYGIENE PROGRAM****Degree offered**

Associate in Science in Dental Hygiene

Credits required 77

Dean

Patricia Dent

Program contact

Kristine Bishop Chapman, Department Chair and Associate Professor of Dental Hygiene, ext. 2143

Program Goal Statement

The Dental Hygiene program prepares graduates to competently begin professional dental hygiene practice. Upon graduation, practice settings include private dental offices, school and public health departments, and research facilities. Students receive a thorough foundation in general sciences and in dental hygiene science. Students have the opportunity to develop the necessary knowledge, clinical skills, and judgment in the on-campus dental hygiene clinic.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Applicants with completed applications meeting minimum criteria submitted by February 1 will be given priority consideration for admission.
- Some courses in this program are only offered during the day. Students planning to transfer into this program should seek advice from the program director on which courses to take.
- Once enrolled in the Dental Hygiene program, students are required to complete all courses in the four semesters of instruction in required sequence and without interruption in order to integrate theoretical and clinical education.

Program Accreditation

The program in Dental Hygiene is accredited by the Commission on Dental Accreditation of the American Dental Association, which is a specialized accrediting body recognized by the Council on Post Secondary Accreditation and by the U.S. Department of Education. Graduates take the National Board Dental Hygiene Examination and the ADEX/North East Regional Board Examination.

After BCC

Graduates have worked as registered dental hygienists in general and specialty facilities and as dental hygiene educators, consultants, dental sales representatives, and public and community health coordinators.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy

DEGREE REQUIREMENTS**General Courses**

BIO 220	Introduction to Nutrition	3
BIO 233	Human Anatomy and Physiology I	4

BIO 234	Human Anatomy and Physiology II	4	DHG 113	Orientation to Clinical Dental Hygiene	3
BIO 239	Elements of Microbiology	4	DHG 115	Medical-Dental Emergencies	1
CHM 116	Health Science Chemistry II	4	DHG 119	Head and Neck Anatomy	2
COM 101	Fundamentals of Public Speaking	3	PSY 101	General Psychology	3
CSS 101	College Success Seminar	1	Recommended Course Sequence - Spring Semester 2		
ENG 101	Composition I: College Writing	3	CHM 116	Health Science Chemistry II	4
ENG 102	Composition II: Writing about Literature	3	DHG 120	Dental Hygiene Theory II	2
MTH 119	Fundamental Statistics	3	DHG 122	Clinical Dental Hygiene II	2
PSY 101	General Psychology	3	DHG 124	Oral Radiography	2
Elective Courses – Choose one Global Awareness course			DHG 126	Periodontology	3
SOC 101	Principles of Sociology	3	DHG 128	Pharmacology for Dental Hygienists	1
SOC 212	The Sociology of Social Problems	3	ENG 102	Composition II: Writing about Literature	3
SOC 252	The Sociology of Human Relations	3	Recommended Course Sequence - Fall Semester 3		
Elective Courses			BIO 239	Elements of Microbiology	4
	Historic Awareness Elective	3	DHG 230	Pain Management in Dental Hygiene	1
See General Education Competency/Historic Awareness (p. 255) for course listings					
Program Courses					
DHG 111	Dental Anatomy and Oral Histology	3	DHG 231	Dental Hygiene Theory III	1
DHG 113	Orientation to Clinical Dental Hygiene	3	DHG 233	Clinical Dental Hygiene III	4
DHG 115	Medical-Dental Emergencies	1	DHG 235	General and Oral Pathology	2
DHG 119	Head and Neck Anatomy	2	DHG 237	Dental Materials	2
DHG 120	Dental Hygiene Theory II	2	MTH 119	Fundamental Statistics	3
DHG 122	Clinical Dental Hygiene II	2	Recommended Course Sequence - Spring Semester 4		
DHG 124	Oral Radiography	2	BIO 220	Introduction to Nutrition	3
DHG 126	Periodontology	3	COM 101	Fundamentals of Public Speaking	3
DHG 128	Pharmacology for Dental Hygienists	1	DHG 240	Dental Hygiene Theory IV	1
DHG 230	Pain Management in Dental Hygiene	1	DHG 242	Clinical Dental Hygiene IV	4
DHG 231	Dental Hygiene Theory III	1	DHG 244	Oral Health in the Community	2
DHG 233	Clinical Dental Hygiene III	4		Global Awareness Elective	3
DHG 235	General and Oral Pathology	2		Historic Awareness Elective	3
DHG 237	Dental Materials	2	Special Requirements for the Program		
DHG 240	Dental Hygiene Theory IV	1	<i>Admission to the Dental Hygiene Program</i>		
DHG 242	Clinical Dental Hygiene IV	4	The Dental Hygiene program is a competitive program with selective admission requirements. A limited number of students are admitted to the Dental Hygiene Program.		
DHG 244	Oral Health in the Community	2	Students applying to BCC with a G.E.D. rather than with a high school diploma will need to take the required courses at BCC before being considered for admission to the program.		
Recommended Course Sequence - PreAdmission					
BIO 233	Human Anatomy and Physiology I	4	Meeting these minimum criteria places the applicant in the selection pool but does not guarantee admission to the Dental Hygiene program. Final selection will be based on the applicant pool and space available. Many students find that taking general and elective courses before entering the program allows for full focus on the challenging Dental Hygiene curriculum.		
ENG 101	Composition I: College Writing	3	Minimum Requirements for Admission to the Program are as Follows		
	College Chemistry with Lab				
	High School Algebra 1				
Recommended Course Sequence - Fall Semester 1					
BIO 234	Human Anatomy and Physiology II	4			
CSS 101	College Success Seminar	1			
DHG 111	Dental Anatomy and Oral Histology	3			

- High school Algebra I (or a higher level mathematics in high school or college) with a grade of B- or greater
- BIO 233 (equivalent to college Anatomy and Physiology I) with a grade of B- or greater
- General college chemistry with a laboratory component (or a higher level college chemistry) with a grade of B- or greater
- ENG 101 (equivalent to English Composition I or a higher level college English) with a grade of B- or greater
- Earn a composite score of 60 or greater on the TEAS Exam Version IV or a composite score of 50 or greater on TEAS Exam Version V.
- Overall GPA must be 3.0+ to be considered for admission to Dental Hygiene
- Attend one mandatory health science admissions information session (seating is limited.)
- It is strongly recommended that students complete the science courses required for admission and program degree completion within 10 years of application.

Additional Requirements

Accepted applicants must have a *physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre results (blood test to prove immune status)*. A TB test is required each year. Health insurance is required. Additional laboratory tests, including drug screening, are required by clinical agencies.

Upon admission to the Dental Hygiene program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A positive CORI/SORI check may prevent students from working in contracted health facilities and onsite dental hygiene clinic, which will prevent students from completing the program objectives.

All students must be CPR certified by the American Heart Association (Basic Life Support for Health Care Providers)

or American Red Cross (CPR/AED for Professional Rescuers and Healthcare Providers). Students must present evidence of certification before beginning DHG 122 and must maintain certification until the completion of DHG 242.

Additional Costs

Students must carry professional liability insurance and provide their own transportation to off-campus clinical assignments. They are responsible for purchasing instruments and uniforms, and paying CPR and Board application fees.

Grade Requirements

A grade of "C" or better must be attained in each clinical course, and a "C-" or better in all other DHG courses.

Essential Functions

- Communicate clearly and effectively in English through speech and writing with patients, faculty, staff and peers.
- Physical ability, sufficient mobility and motor coordination to safely provide patient care and to meet the needs of various patient populations.
- Cognitive ability to learn and apply skills necessary to meet curriculum (including clinical) requirements to attain entry-level status into the profession.
- Sufficient visual acuity, with or without correction, to safely provide patient care.
- Emotional stability sufficient to interact professionally with patients, faculty, staff, and peers; respect patient confidentiality; use reasonable judgment; accept responsibility for their actions.

Early Childhood Education

EARLY CHILDHOOD EDUCATION CAREER PROGRAM

Degree offered

Associate in Science in Early Childhood Education

Credits required 64

Dean

Joanne Preston

Program contact

Melissa Cardelli, Program Coordinator, Assistant Professor of Early Childhood Education, ext. 2410

Program Goals Statement

Early Childhood Education Career program prepares students to become eligible for Massachusetts Department

of Early Education and Childcare lead teacher certification. Students select one of three concentration areas that include Infant-Toddler, Preschool, or School Age Child Care.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

Program Information

Students intending to enroll in a teaching practicum and seminar must meet with the Department Chair the semester before enrollment to ensure that the students meet all prerequisites and requirements.

Special Requirements for the Program

Health Requirements

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood to prove immunity). TB test required each year. Health Insurance is required.
- Criminal Record Check
- Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

Academic Expectations

All Early Childhood students must achieve grades of “C-” or better in all subject courses with an ECE designation.

After BCC

Students would qualify for director certification in Early Childhood Education from Massachusetts Department of Early Education and Childcare with 18 months of added experience.

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Choose one of the following

SOC 101	Principles of Sociology	3
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SOC 212	The Sociology of Social Problems	3
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Elective Courses

See General Education Competency Courses (p. 253) for course listings

Humanities Elective	3
Scientific Reasoning and Discovery Elective - Lab	4
Quan/Sym Reasoning Elective	3

(Choose a course that meets the Humanities competency)

Core Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 221	Guiding Young Children	3
ECE 222	Special Needs in Early Childhood	3
ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4

Concentration Options - Infant-Toddler Track

ECE 223	Infant-Toddler Development	3
ECE 236	Infant-Toddler Curriculum Planning	3
ECE 253	Teaching Practicum II and Seminar II-Infant-Toddler Setting	4

Choose one track

Concentration Options – Preschool Track

ECE 232	Language Arts Across Preschool	3
ECE 252	Teaching Practicum II and Seminar II-Preschool Setting	4
ELECTIVE		3

Elective: Choose 3 credits from ECE 244, ECE 291, or ECE 292

Choose one track

Concentration Options – School-Age Child Track

ECE 125	Social Emotional Development of School-Age Child	3
ECE 238	School Age Child Care Curriculum Planning	3
ECE 255	Teaching Practicum II and Seminar II: School-Age Child Care Setting	4

Choose one track

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ECE 111	Introduction to Early Childhood Education	3

ECE 113	Safe and Healthy Early Childhood Learning Environments	3
	Lab Science Elective	4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
Recommended Course Sequence - Spring Semester 2		
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 222	Special Needs in Early Childhood	3
	Humanities Elective	3
ENG 102	Composition II: Writing about Literature	3
PSY 252	Child Development	3
Recommended Course Sequence - Fall Semester 3		
ECE 221	Guiding Young Children	3
ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4
	Mathematics Elective	3
HST 113	United States History to 1877	3
Recommended Course Sequence - Spring Semester 4		
ECE 125	Social Emotional Development of School-Age Child	3
ECE 223	Infant-Toddler Development	3
ECE 236	Infant-Toddler Curriculum Planning	3
ECE 253	Teaching Practicum II and Seminar II-Infant-Toddler Setting	4
ECE 232	Language Arts Across Preschool	3
ECE 252	Teaching Practicum II and Seminar II-Preschool Setting	4
	ECE Elective	3
ECE 238	School Age Child Care Curriculum Planning	3
ECE 255	Teaching Practicum II and Seminar II: School-Age Child Care Setting	4
SOC 101	Principles of Sociology	3
HST 114	United States History from 1877	3

Fieldwork

During the Teaching Practicum experience and other field based experiences, Early Childhood students should be aware that meeting young children's safety, social, emotional and educational needs come first. Students must be able to competently carry out tasks and responsibilities as developmentally appropriate and accurately monitor children in their charge.

Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

EARLY CHILDHOOD LICENSURE

Degree offered

Associate in Science in Early Childhood Education

Credits required 60-61

Dean

Joanne Preston

Program contact

Melissa Cardelli, Program Coordinator, Assistant Professor of Early Childhood Education, ext. 2410

Program Goals Statement

The Early Childhood Education Transfer program enrolls individuals aspiring to become educators of preschool, kindergarten, grade 1 and grade 2 children. Successful candidates transfer as juniors into Massachusetts Educator Licensure program at a 4-year state or private institution with which the College has an articulation agreement.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused General Education Competencies

Ethical Dimensions, Oral Communication, Technical Literacy

Program Information

- Students intending to enroll in ECE 261 (p. 308) must meet with the Program Chair the semester before enrollment to ensure that the student meets all prerequisites and requirements.
- Students taking ECE 260 (p. 308) must have 26 general education credits with an overall GPA of 2.75 or better and a grade of "C" or better in ECE 111 (p. 305) and ECE 112 (p. 306). All Early Childhood students must achieve grades of "C" or better in all subject courses with a ECE designation.

Special Requirements for the Program

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood tests to prove immunity). TB test required each year. Health insurance is required.

Criminal Record Check

Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
MTH 128	Mathematics for Elementary School Teachers II	3
PSY 101	General Psychology	3
PSY 252	Child Development	3
SCI 113	Physical Science	4
SSC 101	Introduction to Geography	3

Elective Courses

Biology Elective	3-4
ELECTIVE	3
ELECTIVE	3
Humanities Elective	3

Biology Elective; (choose a 3- or 4-credit biology course)

Choose electives with a faculty advisor to prepare to enter an academic major at the selected transfer institution

Humanities Elective; (Recommend ART; MUS; ENG 251-256; PHL 101, PHL 152; COM 101)

Program Courses

ECE 111	Introduction to Early Childhood Education	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 222	Special Needs in Early Childhood	3
ECE 260	Play and Early Childhood Curriculum Planning	3
ECE 261	Early Childhood Licensure Teaching Practicum	5

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3

HST 111	The West and the World I	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 102	Composition II: Writing about Literature	3
MTH 128	Mathematics for Elementary School Teachers II	3
PSY 252	Child Development	3
SCI 113	Physical Science	4

Recommended Course Sequence - Fall Semester 3

Biology Elective	3-4	
ECE 222	Special Needs in Early Childhood	3
ECE 260	Play and Early Childhood Curriculum Planning	3
Humanities Elective	3	

Recommended Course Sequence - Spring Semester 4

ELECTIVE	3	
ELECTIVE	3	
ECE 261	Early Childhood Licensure Teaching Practicum	5
HST 113	United States History to 1877	3
SSC 101	Introduction to Geography	3

The Early Childhood Education Transfer program enrolls individuals aspiring to become educators of preschool, kindergarten, grade 1 and grade 2 children. Successful candidates transfer as juniors into Massachusetts Educator Licensure program at a 4-year state or private institution with which the College has an articulation agreement.

See Learning Outcomes

Ethical Dimensions, Oral Communication, Technical Literacy

Students intending to enroll in ECE 261 must meet with the Program Chair the semester before enrollment to ensure that the student meets all prerequisites and requirements.

Students taking ECE 260 must have 26 general education credits with an overall GPA of 2.75 or better and a grade of "C" or better in ECE 111 and ECE 112. All Early Childhood students must achieve grades of "C" or better in all subject courses with a ECE designation.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, and hepatitis B immunizations or titres (blood tests to prove immunity). TB test required each year. Health insurance is required.

Students are required to submit to a C.O.R.I (Criminal Offender Record Investigation) check to identify any criminal offense history. A positive C.O.R.I check may prevent student assignment to a fieldwork agency that requires such a check. CORI checks are required prior to enrollment in practicum.

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge.

Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

Students who opt for this track need to pass the Communications and Literacy Skills Test (CLST) of the Massachusetts Teacher Education Licensure (MTEL) conducted by the Department of Education prior to acceptance into a teacher education licensure program. In addition, state colleges may set other requirements such as minimum acceptable grade(s) and/or courses accepted for transfer. It is the student's responsibility to identify these requirements.

Elementary Education

ELEMENTARY EDUCATION TRANSFER PROGRAM*

Degree offered

Associate in Arts in Elementary Education

Credits required 63

Dean

Joanne Preston

Program contact

Catherine Adamowicz, Coordinator of Elementary Education and Professor of English, ext. 2124

Program Goals Statement

This program helps students develop specific skill sets, readying them for the state Communication and Literacy Skills Test (CLST) required for transfer to an education program at a four-year institution, leading to teacher certification for grades 1-6. The Teaching Pre-Practicum

course gives students relevant theoretical background and practical observation.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- EDU 220 (p. 309) requires 27 credits on the transcript and an overall GPA of 2.5 or better.
- Pre-practicum placements for EDU 220 (p. 309) require CORI (Criminal Offender Record Information) checks by all school systems.

Foreign Language

Successful completion of a foreign language at the 02 level at BCC or three years of foreign language at the high school level with a "C" average or better required. Students who have satisfied the language requirement in high school must complete six credits of free electives in addition to the electives listed. Discuss foreign language requirements for transfer with program director.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
EDU 220	Foundations of Education with Teaching Pre-Practicum	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 111	The West and the World I	3
HST 113	United States History to 1877	3
MTH 127	Mathematics for Elementary School Teachers I	3
MTH 128	Mathematics for Elementary School Teachers II	3
MUS 116	Music for the Child	3
PSY 101	General Psychology	3
PSY 252	Child Development	3
SCI 113	Physical Science	4
SSC 101	Introduction to Geography	3

Elective Courses

Multicultural Perspective Elective	3
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Technical Literacy Elective 3

Multicultural Perspective: choose from ENG 217, ENG 257, ENG 259, HST 252, HST 259

Technical Literacy: choose from ART 260, CIS 110, CIS 111, CIT 110, or EGR 103

Program Electives

Foreign Language Elective 6 credits
ELECTIVE 3

Completion of a foreign language at the 02 level at BCC or 3 years of foreign language at the high school level w/ a "C" average or better. Students who have satisfied the language requirement in high school must complete an additional 3 credits of program electives.

Choose electives with faculty advisor to tailor your program for transfer

Recommended Course Sequence - Fall Semester 1

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
	Foreign Language Elective	3
ENG 101	Composition I: College Writing	3
MTH 127	Mathematics for Elementary School Teachers I	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

EDU 220	Foundations of Education with Teaching Pre-Practicum	3
ENG 102	Composition II: Writing about Literature	3
MTH 128	Mathematics for Elementary School Teachers II	3
PSY 252	Child Development	3
	Foreign Language Elective	3
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Fall Semester 3

	ELECTIVE	3
	Multicultural Perspective Elective	3
GVT 111	U.S. Government	3
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3
BIO 111	General Biology I	4
	Or	
SCI 113	Physical Science	4

Recommended Course Sequence - Spring Semester 4

	ELECTIVE	3
	ELECTIVE	3
SSC 101	Introduction to Geography	3
BIO 111	General Biology I	4
	Or	

SCI 113 Physical Science 4

Engineering Technology

ARCHITECTURAL AND STRUCTURAL TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Architectural and Structural Technology)

Credits required 66/70

Dean

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, ext. 2746

Program Goals Statement

This option prepares students to work as technicians for engineering consulting firms, structural engineers, architects, bridge inspectors, contractors and structural manufacturing companies.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Program Information

- Students learn in modern laboratories on the latest computers and software and are taught by faculty with many years of professional experience. Students receive many hours of hands-on experience as well as exposure to background theory.
- Students who haven't taken basic math courses in high school may complete math prerequisites at BCC.

After BCC

- Graduates work as home building contractors, design construction technicians, structural computer-aided designers, and industrial and commercial building fabricators.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

ARC 201	Introduction to American Architecture	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3

ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Electives Courses – Choose one Global Awareness elective

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 122	Architectural Drawing	3
EGR 124	Soils and Foundations	3
EGR 125	Construction Estimating	3
EGR 221	Surveying I	4
EGR 222	Surveying II	4
EGR 251	Statics	3
EGR 254	Mechanics of Materials and Structures	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Core Electives

Technical Elective	3-4
Technical Elective	3-4

First Technical elective: (Choose from EGR only)

Second elective: (Choose from CAD, CED, EGR, CHM 113, GIS, and MTH 214)

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematic preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

Computer-Aided Design

CAD 125	3D Architecture, Building, and Landscape Design	3
Or		
CAD 128	Civil Drafting and Design	3

Suggested Technical Electives

Cooperative Education

CED 210	Cooperative Work Experience	3
CED 220	Cooperative Work Experience II	3

Suggested Technical Electives

Green Building

EGR 123	Green Building Practices with	4
EGR 102	Introduction to Sustainable and Green Energy Technologies	3

Suggested Technical Electives

Transfer

CHM 113	Fundamentals of Chemistry I	4
Or		
MTH 214	Calculus I	4
with		
MTH 171	Precalculus - Functions	3
And		
MTH 173	Trigonometry	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
MTH 141	Technical Mathematics I	4
Or		
MTH 173	Trigonometry	3

Recommended Course Sequence - Spring Semester 2

EGR 124	Soils and Foundations	3
ENG 102	Composition II: Writing about Literature	3
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3
	Global Awareness Elective	3
Or		
	Technical Elective	3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

CAD 101	Computer Aided Drafting	3
EGR 221	Surveying I	4
EGR 251	Statics	3
HST 114	United States History from 1877	3
	Global Awareness Elective	3
Or		
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

ARC 201	Introduction to American Architecture	3
CAD 122	Architectural Drawing	3
EGR 222	Surveying II	4

EGR 224	Elements of Structural Design	3
	Global Awareness Elective	3
	Or	
	Technical Elective	3

AUTOMATION TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology
(Automation Technology Concentration)

Credits required 65/70

Dean

Sarmad Saman

Program contact

Mary Cass, Coordinator and Associate Professor of
Automation Technology

Program Goals Statement

This option prepares students to enter highly-automated manufacturing industries as automation specialists and manufacturing technicians. Students learn to solve complex manufacturing problems using computer-aided design, evaluation and simulation techniques, and engineering principles. The curriculum covers such aspects of manufacturing engineering as materials processing (traditional and CNC), industrial automation, material science, hydraulics, computer-aided design and manufacturing (CAD/CAM), and computer-integrated manufacturing (CIM).

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

This program is especially valuable to the person who wants technical diversity. Summer courses will reduce fall and spring semester course loads.

Suggested Technical Electives

Transfer EGR 137 (p. 311), EGR 251 (p. 313), CHM 113 (p. 279) or MTH 214 (p. 342) (with MTH 171 (p. 342) and MTH 173 (p. 342))

CAD/CAM EGR 113 (p. 310), CAD 172 (p. 278), CAD 211 (p. 278)

Cooperative Education CED 210 (p. 278), CED 220 (p. 278)

Sustainability/Green Energy EGR 183 (p. 312), EGR 282 (p. 315), EGR 284 (p. 315) (w/EGR 102 (p. 309))

After BCC

- Graduates work as automation specialists, manufacturing technicians, design technicians, CAD designers, engineering aides, field service technicians, technical representatives, and maintenance technicians. It will open employment doors to many jobs that require multidisciplinary competencies.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Elective Courses

	Humanities Elective	3
	Social Phenomenon Elective	3

Humanities Elective: Choose from ARC 201, ART 105, ART 106, COM 160, ENG 217, ENG 251, ENG 252, ENG 257, ENG 259, ENG 261, ENG 264, HST 226, HST 252, HST 257, HST 259, HST 261, HST 265, HUM 160, HUM 254, PHL 101, or PHL 152

Social Phenomenon Elective: See General Education Competency Courses for Social Phenomenon course listings (ECN 111, ECN 112, PHL 152, PSY 271, or SOC 101 recommended)

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 111	Advanced Computer Aided Design	3
EGR 111	Fundamentals of Manual Machining	3
EGR 112	Automated Machining	3
EGR 151	Electrical Machinery	3
EGR 171	Fluid Systems	4
EGR 172	Material Science	4
EGR 211	Programmable Control Systems	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Program Electives

	Technical Elective	3-4
	Technical Elective	3-4

Technical Elective 3-4

First Elective: Choose from EGR only

Second and third electives: Choose two from EGR, CAD, GIS, CED, CHM 113, MTH 214 or PHY

Math and Science Courses

PHY 101 Technical Physics I 4

Choose one sequence

MTH 141 Technical Mathematics I 4
And

MTH 142 Technical Mathematics II 4
Or

MTH 171 Precalculus - Functions 3
And

MTH 173 Trigonometry 3

For students with adequate mathematics preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Recommended Course Sequence - Fall Semester 1

CAD 101 Computer Aided Drafting 3

CSS 101 College Success Seminar 1

EGR 111 Fundamentals of Manual Machining 3

ENG 101 Composition I: College Writing 3

PHY 101 Technical Physics I 4

MTH 141 Technical Mathematics I 4
Or

MTH 173 Trigonometry 3

Recommended Course Sequence - Spring Semester 2

ENG 102 Composition II: Writing about Literature 3

CAD 111 Advanced Computer Aided Design 3

EGR 112 Automated Machining 3

MTH 142 Technical Mathematics II 4
Or

MTH 171 Precalculus - Functions 3

EGR 102 Introduction to Sustainable and Green Energy Technologies 3
Or

EGR 103 Computer Skills for Engineers and Technicians 3

EGR 171 Fluid Systems 4
Or

Technical Elective 3

Recommended Course Sequence - Fall Semester 3

EGR 151 Electrical Machinery 3

EGR 172 Material Science 4

ENG 102 Composition II: Writing about Literature 3

Social Phenomenon Elective 3

Social Phenomenon Elective 3

Or

Humanities Elective 3

Or

Technical Elective 3

Recommended Course Sequence - Spring Semester 4

EGR 211 Programmable Control Systems 4

HST 113 United States History to 1877 3

Or

HST 114 United States History from 1877 3

Social Phenomenon Elective 3

And

Social Phenomenon Elective 3

And

Social Phenomenon Elective 3

Or

Humanities Elective 3

Or

Technical Elective 3

Or

EGR 171 Fluid Systems 4

BIOMANUFACTURING TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Biomanufacturing Technology)

Credits required 70

Dean

Sarmad Saman

Program contact

Mary Cass, Coordinator and Associate Professor of Automation Technology, ext. 2248

Program Goals Statement

This option prepares students for technical positions in biotechnology and pharmaceutical manufacturing industries. Students learn to use manufacturing equipment and to understand biological and chemical processes in a hands-on, practical environment.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- The program focuses on developing an understanding of engineering principles applied to solving technical problems.
- Students develop expertise in computers, automated equipment, and working in a laboratory environment.
- This program is challenging. Limit outside responsibilities (e.g., work).

After BCC

Graduates can enter the workforce as biomanufacturing, bioprocess or pharmaceutical manufacturing technicians.

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Elective Courses

	Humanities Elective	3
	Social Phenomenon Elective	3

Humanities Elective: Choose from ARC 201, ART 105, ART 106, COM 160, ENG 217, ENG 251, ENG 252, ENG 257, ENG 259, ENG 261, ENG 264, HST 226, HST 252, HST 257, HST 259, HST 261, HST 265, HUM 160, HUM 254, PHL 101, or PHL 152

Social Phenomenon Elective: See General Education Competency Courses (p. 256) for Social Phenomenon course listings (ECN 111, ECN 112, PHL 152, PSY 271 or SOC 101 recommended)

Core Courses

CED 210	Cooperative Work Experience	3
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 131	Introduction to Electrical Circuits	4
EGR 132	Electrical Circuits	4
EGR 171	Fluid Systems	4
EGR 172	Material Science	4
EGR 211	Programmable Control Systems	4
EGR 255	Thermodynamics	3

Math and Science Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
BIO 239	Elements of Microbiology	4
CHM 113	Fundamentals of Chemistry I	4
MTH 119	Fundamental Statistics	3
MTH 141	Technical Mathematics I	4
PHY 101	Technical Physics I	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
CSS 101	College Success Seminar	1

EGR 103	Computer Skills for Engineers and Technicians	3
ENG 101	Composition I: College Writing	3
MTH 141	Technical Mathematics I	4
PHY 101	Technical Physics I	4

Recommended Course Sequence - Spring Semester 2

BIO 239	Elements of Microbiology	4
EGR 172	Material Science	4
ENG 102	Composition II: Writing about Literature	3
MTH 119	Fundamental Statistics	3
	Humanities Elective	3

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

BIO 126	Introduction to Biotechnology	3
CHM 113	Fundamentals of Chemistry I	4
EGR 131	Introduction to Electrical Circuits	4
EGR 171	Fluid Systems	4
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 4

CED 210	Cooperative Work Experience	3
EGR 132	Electrical Circuits	4
EGR 211	Programmable Control Systems	4
EGR 255	Thermodynamics	3
	Social Phenomenon Elective	3

CIVIL TECHNOLOGY CAREER PROGRAM**Degree offered**

Associate in Science in Engineering Technology (Civil Concentration)

Credits required 62/67**Dean**

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, ext. 2746

Program Goals Statement

This option prepares students to work as technicians in the private and public sector for civil engineering consulting firms, construction companies, land developers, public works agencies, highway departments, and surveyors.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Students receive many hours of hands-on experience as well as exposure to background theory in modern laboratories and computer labs taught by faculty with many years of professional experience.
- Students may complete math prerequisites at BCC.

After BCC

- Alumni work for land development companies, surveyors, and city, town, and state governments.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Choose one Humanities elective

Humanities Elective	3
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Humanities elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 115, or foreign language recommended)

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 128	Civil Drafting and Design	3
EGR 124	Soils and Foundations	3
EGR 125	Construction Estimating	3
EGR 221	Surveying I	4
EGR 222	Surveying II	4
EGR 251	Statics	3
EGR 254	Mechanics of Materials and Structures	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3
Technical Elective		3-4

Technical elective: Choose EGR only

Core Electives – Choose two Technical electives from

MTH 214	Calculus I	4
CHM 113	Fundamentals of Chemistry I	4
ELECTIVE		3-4

CAD, CED, CHM 113, EGR, GIS, , PHY

Math and Science Electives

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer, MTH 171

and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

CHM 113	Fundamentals of Chemistry I	4
CAD 125	3D Architecture, Building, and Landscape Design	3
CAD 122	Architectural Drawing	3
CED 210	Cooperative Work Experience	3
CED 220	Cooperative Work Experience II	3
MTH 214	Calculus I	4
PHY 102	Technical Physics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
EGR 172	Material Science	4
EGR 123	Green Building Practices	4

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
EGR 125	Construction Estimating	3
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
MTH 141	Technical Mathematics I	4
MTH 173	Trigonometry	3
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Recommended Course Sequence - Spring Semester 2

EGR 124	Soils and Foundations	3
CAD 101	Computer Aided Drafting	3
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3

Global Awareness Elective	3
Or	
Humanities Elective	3
Or	
Technical Elective	3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

EGR 221	Surveying I	4
EGR 251	Statics	3
HST 114	United States History from 1877	3
CAD 128	Civil Drafting and Design	3
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

Recommended Course Sequence - Spring Semester 4

EGR 222	Surveying II	4
EGR 224	Elements of Structural Design	3
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

ELECTRICAL TECHNOLOGY WITH SOLAR ENERGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology
(Electrical Technology with Solar Energy Concentration)

Credits required 65/70**Dean**

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of
Engineering and Technology, ext. 2746

Program Goals Statement

This program prepares students to work as technicians in many positions for which training in electricity and electronics technology are required. Some of the most common areas with job opportunities are solar energy, industrial manufacturing, research and development laboratory, field service, technical writer, and technical sales.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- All technical courses use computer applications, and laboratories are equipped with modern test equipment.
- Every technical course has a related laboratory, which provides hands-on experience.
- Students should be in a Math course every semester until they have completed their sequence.
- Summer courses will reduce fall and spring semester course loads.
- Not all courses are offered every year. Read course descriptions to plan course schedule.

After BCC

- Graduates can work as an equipment installation technician, central office technician, computer technician, engineering assistant, manufacturing lab technician, solar technician, field service and installation technician, or customer support specialist.
- If you plan to transfer to a four-year institution, speak with your advisor and visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses - Choose one Humanities elective

Humanities Elective 3

Humanities elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 115, or foreign language recommended)

Core Courses

EGR 131	Introduction to Electrical Circuits	4
EGR 132	Electrical Circuits	4

EGR 133	Computer Configuration and Repair	4
EGR 137	Digital Electronics	4
EGR 211	Programmable Control Systems	4
EGR 284	Solar Power	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Core Electives

Technical Elective	3-4
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Technical elective: Choose from EGR only

Core Electives – Choose two from

CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3
CHM 113	Fundamentals of Chemistry I	4
MTH 214	Calculus I	4
	Technical Elective	3-4
	Technical Elective	3-4

Technical elective: Choose any CAD, CED, EGR, or GIS course

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

Suggested Technical Electives

CHM 113	Fundamentals of Chemistry I	4
CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3
CED 210	Cooperative Work Experience	3
CED 220	Cooperative Work Experience II	3
EGR 171	Fluid Systems	4
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 282	Wind Power	4
EGR 251	Statics	3
	And	
MTH 214	Calculus I	4
	with	
MTH 171	Precalculus - Functions	3
	And	

MTH 173	Trigonometry	3
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Transfer CHM 113, EGR 251, MTH 214 (with MTH 171 and 173)

A+ Certification CIS 121, CIS 160

Cooperative Education CED 210, CED 220

Sustainability/Green Energy EGR 171, EGR 183, EGR 282

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
EGR 131	Introduction to Electrical Circuits	4
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
EGR 102	Introduction to Sustainable and Green Energy Technologies	3

Or

EGR 103	Computer Skills for Engineers and Technicians	3
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Or

MTH 141	Technical Mathematics I	4
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Or

MTH 173	Trigonometry	3
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Recommended Course Sequence - Spring Semester 2

EGR 132	Electrical Circuits	4
EGR 137	Digital Electronics	4
PHY 102	Technical Physics II	4
MTH 142	Technical Mathematics II	4

Or

MTH 171	Precalculus - Functions	3
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Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
	Global Awareness Elective	3

Or

	Humanities Elective	3
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Or

	Technical Elective	3
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	Technical Elective	3
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	Technical Elective	3
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Recommended Course Sequence - Spring Semester 4

EGR 133	Computer Configuration and Repair	4
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EGR 211	Programmable Control Systems	4
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EGR 284	Solar Power	4
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	Global Awareness Elective	3
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Or

	Humanities Elective	3
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Or

	Technical Elective	3
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Technical Elective

3

ELECTRO-MECHANICAL WITH GREEN ENERGY TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Electro-Mechanical with Green Energy Concentration)

Credits required 62/69

Dean

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, ext. 2746

Program Goals Statement

This program prepares students to work in high-tech industries as technical employees who can work on equipment that uses both electrical and mechanical engineering principles. Students, by selecting the recommended electives, can prepare themselves for employment in the expanding Green Technology industries of Solar Energy and Wind Power. Graduates, by selecting the recommended electives, may prepare themselves for transfer to a Bachelor of Science in Engineering Technology program.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- This program is especially valuable to the person who wants technical diversity.
- It can open employment doors to many jobs that require multidisciplinary competencies.
- Students should be in a Math course every semester until they have completed their sequence.
- Summer courses will reduce fall and spring semester course loads.

After BCC

- Graduates work as engineering aides, field service technicians, technical representatives, maintenance technicians and automation technicians.
- If you plan to transfer to a four-year institution, speak with your advisor and visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses - Choose one Humanities elective

Humanities Elective 3

Humanities elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 115, or foreign language recommended)

Core Courses

CAD 101	Computer Aided Drafting	3
EGR 137	Digital Electronics	4
EGR 211	Programmable Control Systems	4
EGR 251	Statics	3

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Choose one of the following

EGR 131	Introduction to Electrical Circuits	4
EGR 151	Electrical Machinery	3

Core Elective - choose four from the following

Technical Elective	3-4
Technical Elective	3-4
Technical Elective	3-4
Technical Elective 3-4 credits	3-4

Technical elective: choose from EGR, CAD, CED 210, CED 220, GIS, or MTH 214

Choose one Lab Science elective

CHM 111	General College Chemistry I	4
CHM 113	Fundamentals of Chemistry I	4
EGR 141	Introduction to Environment	3
PHY 102	Technical Physics II	4

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4

MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer,

MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives

Transfer EGR 132, EGR 172, EGR 254, MTH 214 (with CHM 113, MTH 171 & 173)

Cooperative Education CED 210, CED 220

Solar Energy EGR 132, EGR 255, EGR 183, EGR 284 (w/ EGR102, EGR131 & PHY102)

Wind Power CAD172, EGR124, EGR183, EGR282 (w/ EGR102, EGR151 & PHY102)

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4
MTH 141	Technical Mathematics I	4
	Or	
MTH 173	Trigonometry	3
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 131	Introduction to Electrical Circuits	4
	Or	
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Spring Semester 2

CAD 101	Computer Aided Drafting	3
EGR 137	Digital Electronics	4
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Lab Science Elective	4
	Or	
	Technical Elective	3

Recommended Course Sequence - Summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

ENG 102	Composition II: Writing about Literature	3
EGR 211	Programmable Control Systems	4
EGR 251	Statics	3
	Global Awareness Elective	3

Or		
Humanities Elective		3
Or		
Lab Science Elective		4
Or		
Technical Elective		3
Technical Elective		3

Recommended Course Sequence - Spring Semester 4

HST 114	United States History from 1877	3
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Lab Science Elective	4
	Or	
	Technical Elective	3
	Technical Elective	3
	Technical Elective	3
	Technical Elective	3

ENVIRONMENTAL TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Environmental Concentration)

Credits required 66/71

Dean

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program provides student with a broad understanding of the environment and current environmental issues. Students utilize their knowledge of water resources, environmental regulations, sampling techniques, and hazardous materials to prepare for state licensure examinations and entry-level environmental technician positions.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- The Environmental Technology concentration is an interdisciplinary program which allows students to utilize their knowledge in science, mathematics, engineering and written and oral communication.
- Laboratories provide students with hands on training on skills and instrumentation utilized on the job.

- Field trips offer students the opportunity to see various facilities and meet with personnel currently working various environmental technology positions.
- Internships provide students with the opportunity to explore careers in their chosen areas and network with area professionals.

After BCC

- Graduates work as Water Treatment Plant Operators or Wastewater Treatment Plant Operators working for municipalities or private contract operations companies
- Graduates work for private Environmental Consulting Firms and as Environmental Technicians in various industrial areas.

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Elective Courses – choose one Global Awareness course

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses - Choose one Humanities course

Humanities Elective	3
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Humanities elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 115, or foreign language recommended)

Core Courses

CAD 101	Computer Aided Drafting	3
CED 101	Work-Based Experience	1
EGR 141	Introduction to Environment	3
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 244	Water Supply and Hydrology	4
EGR 245	Hazardous Waste/Waste Management	4
GIS 101	Introduction to Geographic Information Systems	3
GIS 102	Applications of Geographic Information Systems	3

CED 101: Student may choose CED 210 (p. 278) as Technical elective

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Core Electives – Choose three of the following

CED 210	Cooperative Work Experience	3
CED 220	Cooperative Work Experience II	3
MTH 214	Calculus I	4
	Technical Elective	3-4
	Technical Elective	3-4
	Technical Elective	3-4

Technical Elective: any CAD, EGR, GLG or SCI

Math and Science Electives - Choose three

CHM 120	Environmental Chemistry	4
MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Choose one of the following

CHM 111	General College Chemistry I	4
CHM 113	Fundamentals of Chemistry I	4
CHM 115	Health Science Chemistry I	4

Suggested Technical Electives - Water Treatment

GLG 101	Introduction to Physical Geology	4
EGR 140	OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER)	3
EGR 151	Electrical Machinery	3

Suggested Technical Electives - Wastewater Treatment

GLG 101	Introduction to Physical Geology	4
SCI 112	Principles of Ecology	4
GLG 101	Introduction to Physical Geology	4
EGR 151	Electrical Machinery	3
EGR 140	OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER)	3
EGR 241	Wastewater Technology I	3
EGR 242	Wastewater Technology II	4

Environmental Tech (General): EGR 140 (p. 311), GLG 101 (p. 322), SCI 112 (p. 358)

Hazardous Waste: EGR 140 (p. 311), GLG 101 (p. 322), EGR 241 (p. 313)

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
CHM 111	General College Chemistry I	4
	Or	
CHM 113	Fundamentals of Chemistry I	4
	Or	
CHM 115	Health Science Chemistry I	4
MTH 141	Technical Mathematics I	4
	Or	
MTH 173	Trigonometry	3
EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
	Or	
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Spring Semester 2

CAD 101	Computer Aided Drafting	3
CHM 120	Environmental Chemistry	4
ENG 102	Composition II: Writing about Literature	3
	Technical Elective	3
MTH 142	Technical Mathematics II	4
	Or	
MTH 171	Precalculus - Functions	3

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

EGR 183	Energy Efficiency and Conservation Measures	3
EGR 245	Hazardous Waste/Waste Management	4
GIS 101	Introduction to Geographic Information Systems	3
HST 114	United States History from 1877	3
	Humanities Elective	3
	Or	
	Global Awareness Elective	3

Recommended Course Sequence - Spring Semester 4

CED 101	Work-Based Experience	1
CED 210	Cooperative Work Experience	3
EGR 244	Water Supply and Hydrology	4
GIS 102	Applications of Geographic Information Systems	3
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

Technical Elective

3

MARINE SCIENCE AND TECHNOLOGY CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Marine Technology)

Credits required 65-71**Dean**

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program is designed to prepare students as technicians working in various areas of the marine industry. Participants gain an understanding of mechanical and environmental marine systems and have the opportunity to select specialized courses in the areas of the marine trades, fisheries technology, and remotely operated vehicle (ROV) technology.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Choose electives to specialize if desired.
- Some courses in this program are only available in the evening and/or at satellite locations.
- EGR 162 (p. 311) and many marine industry careers require good physical health and the ability to swim. Students with issues in this area should discuss them with the program director before enrollment.

After BCC

- Graduates work as technicians in a variety of marine trades professions, such as fisheries observers, oceanography and hydrographic survey technicians, or remotely operated vehicle (ROV) technicians.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one

HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Elective Courses

Humanities Elective	3
Social Phenomenon Elective	3

Humanities: See General Education Competency Courses (ARC 201, COM 101, COM 114, COM 118 PHL 152, or foreign language recommended)

Social Phenomenon: choose from BIO 116, ECN 111, ECN 112, HON 295, or PHL 152 (recommended)

Core Courses

EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
EGR 264	Oceanographic Technology	3
GIS 101	Introduction to Geographic Information Systems	3

Core Electives – choose four from BIO 121, BIO 122, CED, CHM 114, EGR, GIS, MTH 214, or PHY 102

Technical Elective	3-4
Technical Elective	3-4
Technical Elective	3-4
Technical Elective 3-4 credits	3-4

Science Courses

BIO 232	Marine Biology	4
CHM 113	Fundamentals of Chemistry I	4
PHY 101	Technical Physics I	4
SCI 119	Coastal Science	4
SCI 240	Introduction to Oceanography	4

Math Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate Mathematics preparedness and interested in Transfer, MTH 171 and MTH 173 can be substituted for MTH 141 and MTH 142

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
EGR 161	Introduction to the Marine Industry	3
ENG 101	Composition I: College Writing	3
MTH 141	Technical Mathematics I	4

Recommended Course Sequence - Spring Semester 2

COM 101	Fundamentals of Public Speaking	3
EGR 244	Water Supply and Hydrology	4
ENG 102	Composition II: Writing about Literature	3

MTH 119	Fundamental Statistics	3
SCI 119	Coastal Science	4

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

	Core Elective	3
EGR 151	Electrical Machinery	3
EGR 261	Marine Systems	4
GIS 101	Introduction to Geographic Information Systems	3
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 4

	Core Elective	3
BIO 232	Marine Biology	4
ECN 112	Principles of Economics-Micro	3
SOC 101	Principles of Sociology	3
EGR 162	Marine Safety	1
EGR 263	Marine Communication-Navigation Systems	4

MECHANICAL TECHNOLOGY WITH WIND POWER CAREER PROGRAM

Degree offered

Associate in Science in Engineering Technology (Mechanical Technology with Wind Power)

Credits required 67/71**Dean**

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, ext. 2746

Program Goals Statement

This option prepares students as technicians and mechanical designers. Students learn aspects of mechanical engineering such as strength of materials, materials science, fluid systems, computer-aided design and wind power technology.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Students gain hands-on experience with mechanical systems (hydraulics, pneumatics, mechanisms and wind power), materials, and computer-aided design.
- Students should be in a Math course every semester until they have completed their sequence

- Take ENG 101 (p. 316), EGR 172 (p. 312), MTH, and PHY 101 (p. 351) first.
- Summer courses will reduce fall and spring semester course loads.

After BCC

- Graduates work as mechanical/CAD designers, and wind power, manufacturing, industrial and design technicians.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3

Choose one Global Awareness course

ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Humanities course

Humanities Elective	3
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Humanities elective: See General Education Competency Courses for Humanities course listings (ARC 201, COM 101, COM 114, COM 118, PHL 115, or foreign language recommende)

Core Courses

CAD 101	Computer Aided Drafting	3
CAD 172	Computer Aided Mechanical Design	3
EGR 151	Electrical Machinery	3
EGR 171	Fluid Systems	4
EGR 172	Material Science	4
EGR 251	Statics	3
EGR 254	Mechanics of Materials and Structures	4
EGR 282	Wind Power	4

Choose one of the following

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 103	Computer Skills for Engineers and Technicians	3

Core Electives - choose one technical elective from the following

CHM 113	Fundamentals of Chemistry I	4
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MTH 214	Calculus I	4
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Courses including CAD, CED, EGR, and GIS may also be selected

Core Electives – choose one technical elective from the following

Technical Elective	3-4
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Choose from EGR only

Math and Science Courses

MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3

For students with adequate mathematics preparedness and interested in transfer, MTH 171 and MTH 173 may be substituted for MTH 141 and MTH 142

Suggested Technical Electives - Transfer

EGR 211	Programmable Control Systems	4
And		
CHM 113	Fundamentals of Chemistry I	4
Or		
MTH 214	Calculus I with	4
MTH 171	Precalculus - Functions	3
And		
MTH 173	Trigonometry	3

Suggested Technical Electives - Automation

EGR 111	Fundamentals of Manual Machining	3
And		
EGR 112	Automated Machining	3
Or		
EGR 211	Programmable Control Systems	4

Suggested Technical Electives - Cooperative Education

CED 210	Cooperative Work Experience	3
Or		
CED 220	Cooperative Work Experience II	3

Suggested Technical Electives - Sustainability/Green Energy

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 284	Solar Power	4

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
EGR 172	Material Science	4
ENG 101	Composition I: College Writing	3
PHY 101	Technical Physics I	4

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
	Or	
EGR 103	Computer Skills for Engineers and Technicians	3
MTH 141	Technical Mathematics I	4
	Or	
MTH 173	Trigonometry	3
Recommended Course Sequence - Spring Semester 2		
ENG 102	Composition II: Writing about Literature	3
PHY 102	Technical Physics II	4
	Global Awareness Elective	3
	Humanities Elective	3
	Technical Elective	3
EGR 171	Fluid Systems	4
	Or	
	Technical Elective	3
MTH 142	Technical Mathematics II	4
	Or	
MTH 171	Precalculus - Functions	3
Recommended Course Sequence - summer		
Summer courses will reduce fall and spring semester course loads.		
Recommended Course Sequence - Fall Semester 3		
CAD 101	Computer Aided Drafting	3
EGR 151	Electrical Machinery	3
EGR 251	Statics	3
HST 114	United States History from 1877	3
	Global Awareness Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3
Recommended Course Sequence - Spring Semester 4		
	Global Awareness Elective	3
EGR 254	Mechanics of Materials and Structures	4
EGR 282	Wind Power	4
CAD 172	Computer Aided Mechanical Design	3
EGR 171	Fluid Systems	4
	Or	
	Technical Elective	3
	Or	
	Humanities Elective	3
	Or	
	Technical Elective	3

Engineering Transfer

ENGINEERING TRANSFER PROGRAM

Degree offered

Associate in Science in Engineering Transfer (Engineering Transfer Concentration)

Credits required 65/71

Dean

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, ext. 2746

Program Goals Statement

This option prepares students to transfer to engineering programs at four-year colleges and universities. Students choose core electives from an approved list based on an engineering discipline of their choice. Students who are not prepared for calculus can take the prerequisite math courses at BCC.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

Students may also elect to be in the UMass Dartmouth/BCC Cooperative Education program.

After BCC

- Graduates of this program have successfully transferred to many four-year institutions, including Brown University, Northeastern University, University of Massachusetts, University of Rhode Island, and Worcester Polytechnic Institute.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3

Choose one of the following

HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Elective Courses

Humanities Elective	3
Social Phenomenon Elective	3

Humanities Elective: Choose from ARC 201, ART 105, ART 106, COM 160, ENG 217, ENG 251, ENG 252, ENG 257, ENG 259, ENG 261, ENG 264, HST 226, HST 252, HST 257, HST 259, HST 261, HST 265, HUM 160, HUM 254, PHL 101, or PHL 152

See General Education Competency Courses - Social Phenomenon (p. 256) for course listings: ECN 111, ECN 112, PHL 152, PSY 271 or SOC 101 recommended

Core Courses

EGR 204	Engineering Applications of MATLAB	1
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Core Electives – Choose six of the following

BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
BIO 126	Introduction to Biotechnology	3
CAD 101	Computer Aided Drafting	3
CAD 111	Advanced Computer Aided Design	3
CAD 128	Civil Drafting and Design	3
CHM 114	Fundamentals of Chemistry II	4
CIS 158	Introduction to Procedural Programming	4
CIS 260	Software Specification and Design	4
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 111	Fundamentals of Manual Machining	3
EGR 131	Introduction to Electrical Circuits	4
EGR 137	Digital Electronics	4
EGR 141	Introduction to Environment	3
EGR 151	Electrical Machinery	3
EGR 171	Fluid Systems	4
EGR 172	Material Science	4
EGR 211	Programmable Control Systems	4
EGR 221	Surveying I	4
EGR 222	Surveying II	4
EGR 231	Electrical Engineering I	3
	And	
EGR 233	Electrical Engineering I Laboratory	1
EGR 232	Electrical Engineering II	3
	And	
EGR 234	Electrical Engineering II Laboratory	1
EGR 251	Statics	3
	And	

EGR 253	Advanced Statics	1
EGR 254	Mechanics of Materials and Structures	4
EGR 255	Thermodynamics	3
EGR 272	Strength of Materials	4

EGR 231/EGR 233, EGR 232/EGR 234, EGR 251/EGR 253: Each pair (lecture/lab) counts as one course towards Core Electives requirement.

Math and Science Courses

CHM 113	Fundamentals of Chemistry I	4
MTH 214	Calculus I	4
MTH 215	Calculus II	4
MTH 253	Calculus III	4
MTH 254	Ordinary Differential Equations	3
PHY 211	General Physics I	4
PHY 212	General Physics II	4

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
CHM 113	Fundamentals of Chemistry I	4
ENG 101	Composition I: College Writing	3
	Engineering Elective	3
MTH 214	Calculus I	4
	Social Phenomenon Elective	3

Recommended Course Sequence - Spring Semester 2

	Engineering Elective	3
ENG 102	Composition II: Writing about Literature	3
	Humanities Elective	3
MTH 215	Calculus II	4
PHY 211	General Physics I	4

Recommended Course Sequence - summer

Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

	Engineering Elective	3
	Engineering Elective	3
MTH 253	Calculus III	4
PHY 212	General Physics II	4
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Recommended Course Sequence - Spring Semester 4

	Engineering Elective	3
	Engineering Elective	3
EGR 204	Engineering Applications of MATLAB	1
ENG 215	Technical Writing	3
MTH 254	Ordinary Differential Equations	3

BIO-ENGINEERING ELECTIVES

A rigorous, multi-disciplinary field that integrates engineering sciences, life sciences, bioresearch, and material design to prepare students for employment in the bioengineering, biomanufacturing, health care, public health and many other industries or to go on to medical or other graduate schools.

DEGREE REQUIREMENTS

Recommended electives for UMD

BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
BIO 126	Introduction to Biotechnology	3
CHM 114	Fundamentals of Chemistry II	4
EGR 251	Statics And	3
EGR 253	Advanced Statics	1
EGR 255	Thermodynamics	3

CIVIL AND ENVIRONMENTAL ENGINEERING ELECTIVES

Plan, design, build, inspect and maintain a wide variety of facilities including bridges, roads and highways, industrial manufacturing, sanitation, water and wastewater treatment facilities. Civil engineers plan construction costs and materials, prepare drawings, and survey land.

Environmental engineers are involved with recycling and the prevention, control, or correction of pollution and other environmental hazards.

DEGREE REQUIREMENTS

Recommended electives for UMD

CAD 128	Civil Drafting and Design	3
CHM 114	Fundamentals of Chemistry II	4
EGR 221	Surveying I	4
EGR 222	Surveying II	4
EGR 231	Electrical Engineering I And	3
EGR 233	Electrical Engineering I Laboratory	1
EGR 251	Statics And	3
EGR 253	Advanced Statics	1

ELECTRICAL AND COMPUTER ENGINEERING ELECTIVES

Design, develop, test, manufacture, and operate electrical and electronic equipment such as communication equipment, radar, industrial and medical measuring or process control devices, navigational equipment, computers, and computer networks. Computer engineers

work on both computer hardware and software (programming) problems.

DEGREE REQUIREMENTS

Recommended electives for UMD

CIS 158	Introduction to Procedural Programming	4
CIS 260	Software Specification and Design	4
EGR 131	Introduction to Electrical Circuits	4
EGR 137	Digital Electronics	4
EGR 231	Electrical Engineering I And	3
EGR 233	Electrical Engineering I Laboratory	1
EGR 232	Electrical Engineering II And	3
EGR 234	Electrical Engineering II Laboratory	1

ENERGY SYSTEMS & FACILITIES ENGINEERING ELECTIVES

These programs prepare graduates for careers in the energy industry undertaking engineering planning, design, and installation of various equipment and systems required for the generation, management and distribution of electrical power and in facilities engineering, management, and operations in positions providing for the safe, economical, and sustainable operation manufacturing plants, office buildings, hospitals, and power plants.

DEGREE REQUIREMENTS

Recommended electives for Mass. Maritime

CHM 114	Fundamentals of Chemistry II	4
EGR 111	Fundamentals of Manual Machining	3
EGR 151	Electrical Machinery	3
EGR 251	Statics And	3
EGR 253	Advanced Statics	1
EGR 255	Thermodynamics	3

MECHANICAL ENGINEERING ELECTIVES

Perhaps the broadest of all engineering disciplines, mechanical engineering is generally combined into three areas: energy, structures and motion in mechanical systems, and manufacturing used in combination to design, develop, test, and manufacture industrial machinery, consumer products, and other equipment.

DEGREE REQUIREMENTS

Recommended electives for UMD

CAD 111	Advanced Computer Aided Design	3
CHM 114	Fundamentals of Chemistry II	4

EGR 172	Material Science	4
EGR 231	Electrical Engineering I And	3
EGR 233	Electrical Engineering I Laboratory	1
EGR 232	Electrical Engineering II And	3
EGR 234	Electrical Engineering II Laboratory	1
EGR 251	Statics And	3
EGR 253	Advanced Statics	1

OTHER ENGINEERING DISCIPLINES

Students in this program can prepare themselves to continue their degree at a variety of transfer institutions in the engineering discipline of their choice including:

Aerospace Automotive
Biomedical Biotechnology
Chemical and Petroleum
Industrial Facilities
Materials Biomaterials

To ensure transferability, consult with your advisor, applicable transfer agreements, and/or transfer institutions before selecting electives.

DEGREE REQUIREMENTS

Fire Science Technology

FIRE SCIENCE TECHNOLOGY CAREER PROGRAM*

Degree offered

Associate in Science in Fire Science Technology

Credits required 62/65

Dean

Sarmad Saman

Program contact

Stephen Rivard, Coordinator of Fire Science Technology, ext. 3789

Program Goals Statement

This program will prepare a new student for a career in the public fire service or private Fire Science field such as the insurance industry and enhance career advancements of current firefighters. Degree gives a solid background in the Fire Science core curriculum and general education.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Courses are offered both days and evenings.
- Courses delivered via traditional classroom or online.

Recommended Electives

CRJ 101 (p. 295) Introduction to Criminal Justice; CRJ 221 (p. 296) Juvenile Offenders; CRJ 256 (p. 296) Criminal Investigation; FIR 158 (p. 320) Plans Review; FIR 170 (p. 320) Emergency Care I; FIR 171 (p. 320) Emergency Care II; FIR 254 (p. 320) Report Writing; FIR 255 (p. 320) Related Fire Codes and Ordinances; FIR 260 Juvenile Fire Awareness.

After BCC

- Graduates are serving as local fire chiefs, captains, lieutenants, firefighters, fire inspectors, fire investigators, and insurance inspectors.
- Recent graduates have transferred to baccalaureate programs in Fire Science at Salem State College, Anna Maria College, and Providence College.
- If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one 6-credit sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 111	Technical Mathematics for Fire Science	3
MTH 141	Technical Mathematics I	4

MTH 141: recommended for transfer purposes

Choose one of the following

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Elective Courses

SCI 116	The Chemistry of Fire Behavior and Combustion	4
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Elective Courses – Choose one of the following technical literacy electives

CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CIS 113	Hospitality Management Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
CIS 122	Internet Developer	3

Program Courses

FIR 111	Introduction to Fire Protection	3
FIR 113	Fundamentals of Fire Prevention	3
FIR 150	Fire Investigation	3
FIR 157	Leadership and Command	3
FIR 159	Building Construction for Fire Prevention	3
FIR 253	Firefighting Tactics and Strategy	3
FIR 261	Fire Hydraulics	3
FIR 262	Fire and Emergency Services Safety and Survival	3
FIR 263	Fire Protection Systems	3

Program Electives

	ELECTIVE	3
	ELECTIVE	3
FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4

FIR 170 and FIR 171: taken in sequence, or six credits of program electives from CRJ 101, CRJ 221, CRJ 256, FIR 158, FIR 254, FIR 255.

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
FIR 111	Introduction to Fire Protection	3
FIR 113	Fundamentals of Fire Prevention	3
HST 111	The West and the World I	3
	Or	
HST 113	United States History to 1877	3
MTH 111	Technical Mathematics for Fire Science	3
	Or	
MTH 141	Technical Mathematics I	4

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
FIR 150	Fire Investigation	3
SCI 116	The Chemistry of Fire Behavior and Combustion	4
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3
PHY 101	Technical Physics I	4

	Or	
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Fall Semester 3

COM 101	Fundamentals of Public Speaking	3
FIR 159	Building Construction for Fire Prevention	3
FIR 261	Fire Hydraulics	3
FIR 262	Fire and Emergency Services Safety and Survival	3
FIR 263	Fire Protection Systems	3

Recommended Course Sequence - Spring Semester 4

	Technical Literacy Elective	3
FIR 157	Leadership and Command	3
FIR 253	Firefighting Tactics and Strategy	3
FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4
	Or	
	Program Elective	3
	Program Elective	3

General Studies Transfer or Career**GENERAL STUDIES CAREER OR TRANSFER PROGRAM****Degree offered**

Associate in Arts or Associate in Science in General Studies

Credits required 60

Dean

William Berardi

Program contact

Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The General Studies program is ideal for students who want to explore various fields of study and/or career options or have goals that cannot be met in any other program of the College.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

Students interested in Health Sciences should choose the General Studies / Health Sciences option.

After BCC

General Studies graduates have entered a broad range of careers including medical records supervisor, executive

secretary, cook, police officer, corrections officer, program coordinator, secretary, and receptionist.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses

Science Elective	3-4
Multicultural Perspective Elective	3
Quantitative and Symbolic Reasoning Elective	3-4
Technical Literacy Elective	0-3

- Science elective: Choose from transfer electives and elective recommendations (p. 28).
- Technical Literacy: Waived for students who have successfully completed two (2) online courses. See General Education Competency courses - Technical Literacy (p. 259) for course listings.
- Multicultural Perspective: See General Education Competency courses - Multicultural Perspective (p. 256) for course listings.
- Quantitative/Symbolic Reasoning: See General Education Competency courses - Quantitative/Symbolic Reasoning (p. 255) for course listings.

Program Electives

Consult with your advisor to select college-level courses to achieve a total of at least 60 credits.

Ordinarily, students should complete the required 24 credits as early as possible.

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
	ELECTIVE	3
	Quan/Sym Reasoning Elective	3
ENG 101	Composition I: College Writing	3
	History Elective	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
	Free Elective	3
	Science Elective	3-4
	Multicultural Perspective Elective	3
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Recommended Course Sequence - Fall Semester 3

	Electives	
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 4

	Electives	
	Technical Literacy Elective	3

HEALTH SCIENCES CAREER PROGRAM

Degree offered

Associate in Science in General Studies (Health Sciences Option)

Credits required 60

Dean

William Berardi

Program contact

Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

- This program is designed to help prepare students for application to the College's Health Sciences programs.
- It does not guarantee admission to any program but does guide students in choosing courses that provide sound preparation for admission to those programs.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Students may select any course for which prerequisites are met.
- Students interested in transferring to a four-year college or university should consider the MassTransfer program.
- Students planning to major in Medical Transcription or Medical Administrative Assistant should take MAA 101 (p. 334).

- For programs in which HCI 106 (p. 322), HLT 101 (p. 324), or HLT 102 (p. 324) are required, MAA 101 (p. 334) does not substitute for them.

After BCC

Many successful Health Science graduates began their college careers in the General Studies or Liberal Arts programs. Admission to Health Sciences is competitive, but this program provides students a structured way to complete the necessary courses to make themselves more competitive candidates. Refer to the program description elsewhere in the catalog for Admissions standards for the program of interest.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3

Medical Language - Choose one

HLT 101	Medical Language Module I	1
	Or	
HLT 102	Medical Language Module II	1
	Or	
HLT 106	Medical Language	3
	Or	
MAA 101	Medical Terminology	3

For programs in which HLT 101, HLT 102, or HLT 106 are required, MAA 101 does not substitute for them.

Choose one of the following

HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	Or	
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses

Biology Elective	8-19
Behavioral/Social Science Elective	3
Chemistry Elective	0-8
Multicultural Perspective Elective	3

Technical Literacy Elective 0-3

- Students must choose the appropriate biology/chemistry course based on the Recommended Course sequences.
- Biology: See Transfer Electives and Elective Recommendations (p. 28) for course listings.
- Chemistry: See Transfer Electives and Elective Recommendations (p. 28) for course listings.
- Behavioral/Social Science: See Transfer Electives and Elective Recommendations (p. 28) for course listings.
- Multicultural Perspective: See General Education Competency Courses (p. 256) for course listings.
- Technical Literacy: See General Education Competency Courses (p. 259) for course listings.

Program Elective Courses

- Choose electives as needed from any of the lists of approved courses in the Transfer Electives and Elective Recommendations (p. 28).
- Choose electives as needed to achieve a total of 60 credits.
- In addition to the elective courses, students may also choose from the following: FIR 170, FIR 171.

Fall Semester 1 - Clinical Lab Science

BIO 154	Human Physiology	4
ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Program Elective	3
SOC 101	Principles of Sociology	3
	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

Spring Semester 2 - Clinical Lab Science

BIO 239	Elements of Microbiology	4
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
	Humanities Elective	3
	Program Elective	3

Fall Semester 3 - Clinical Lab Science

COM 101	Fundamentals of Public Speaking	3
CHM 115	Health Science Chemistry I	4
	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3
	Or	

HST 114	United States History from 1877	3		Program Elective	3
Spring Semester 4 - Clinical Lab Science			Spring Semester 2 - Nursing		
CHM 116	Health Science Chemistry II	4	BIO 233	Human Anatomy and Physiology I	4
MTH 119	Fundamental Statistics	3	ENG 102	Composition II: Writing about Literature	3
	Medical Language Elective	3	PSY 101	General Psychology	3
	Technical Literacy Elective	3		Multicultural Perspective Elective	3
	Program Elective	3		Program Elective	3
Fall Semester 1 - Dental Hygiene			Fall Semester 3 - Nursing		
BIO 111	General Biology I	4	BIO 234	Human Anatomy and Physiology II	4
	Or		COM 101	Fundamentals of Public Speaking	3
BIO 121	Fundamentals of Biological Science I	4	HST 111	The West and the World I	3
ENG 101	Composition I: College Writing	3		Or	
CSS 101	College Success Seminar	1	HST 112	The West and the World II	3
SOC 101	Principles of Sociology	3	PSY 252	Child Development	3
	Or			Program Elective	3
SOC 212	The Sociology of Social Problems	3	Spring Semester 4 - Nursing		
	Or		BIO 239	Elements of Microbiology	4
SOC 252	The Sociology of Human Relations	3	MTH 119	Fundamental Statistics	3
	Multicultural Perspective Elective	3		Or	
Spring Semester 2 - Dental Hygiene			MTH 125	Modern College Mathematics	3
BIO 233	Human Anatomy and Physiology I	4	SOC 101	Principles of Sociology	3
ENG 102	Composition II: Writing about Literature	3		Or	
PSY 101	General Psychology	3	SOC 212	The Sociology of Social Problems	3
MTH 119	Fundamental Statistics	3		Or	
HST 111	The West and the World I	3	SOC 252	The Sociology of Human Relations	3
	Or			Medical Language Elective	3
HST 112	The West and the World II	3		Technical Literacy Elective	3
	Or		Fall Semester 1 - Occupational Therapy		
HST 113	United States History to 1877	3	BIO 111	General Biology I	4
	Or			Or	
HST 114	United States History from 1877	3	BIO 121	Fundamentals of Biological Science I	4
Fall Semester 3 - Dental Hygiene			CSS 101	College Success Seminar	1
BIO 234	Human Anatomy and Physiology II	4	ENG 101	Composition I: College Writing	3
COM 101	Fundamentals of Public Speaking	3	HLT 101	Medical Language Module I	1
CHM 115	Health Science Chemistry I	4		Or	
	Behavioral/Social Science Elective	3	HLT 102	Medical Language Module II	1
Spring Semester 4 - Dental Hygiene			PSY 101	General Psychology	3
BIO 239	Elements of Microbiology	4		Program Elective	3
BIO 220	Introduction to Nutrition	3	Recommended electives for students interested in OTA: PSY 252, PSY 255, HCI 122, SOC 256, HLT 124, ASL 101, DST 101.		
CHM 116	Health Science Chemistry II	4	Spring Semester 2 - Occupational Therapy		
	Medical Language Elective	3	BIO 233	Human Anatomy and Physiology I	4
	Technical Literacy Elective	3	ENG 102	Composition II: Writing about Literature	3
Fall Semester 1 - Nursing			HST 111	The West and the World I	3
BIO 111	General Biology I	4		Or	
	Or		HST 112	The West and the World II	3
BIO 121	Fundamentals of Biological Science I	4		Program Elective	3
ENG 101	Composition I: College Writing	3	SOC 101	Principles of Sociology	3
CSS 101	College Success Seminar	1			
	Humanities Elective	3			

Fall Semester 3 - Occupational Therapy

BIO 234	Human Anatomy and Physiology II	4
COM 101	Fundamentals of Public Speaking	3
	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
	Program Elective	3

Spring Semester 4 - Occupational Therapy

MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3
	Program Elective	3
	Program Elective	3
	Technical Literacy Elective	3

Students who intend to transfer to another college or university should select the General Studies (MassTransfer) program.

Completion of this program option does not imply or guarantee acceptance into any of Bristol Community College's health career programs.

MASSTRANSFER TRANSFER PROGRAM**Degree offered**

Associate in Arts in General Studies (MassTransfer Option)

Credits required 60/61

Dean

William Berardi

Program contact

Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

This program is designed to meet the requirements of MassTransfer.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

See Transfer Electives and Elective Recommendations (p. 28)

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

DEGREE REQUIREMENTS**General Courses**

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3

Elective Courses – Choose one Global Awareness elective from

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Mathematics elective

Mathematics Elective	3
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All Math (except MTH 011, MTH 021, MTH 031, MTH 111, and MTH 151)

Choose one Multicultural Perspective elective from

ENG 217	Writings from the Margins of Contemporary American Literature	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HUM 254	Civil Rights and Women's Rights Movements: Made in Massachusetts	3

Elective Courses

Behavioral Social/Science Elective	3
Behavioral/Social Science Elective	3
Lab Science Elective	4
Elective - Science	3-4

Choose from Transfer Electives and Elective Recommendations (p. 28)

Choose one of the following - Technical Literacy Elective

CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

Technical Literacy Elective: waived for students who have successfully completed at least two online courses.

Program Electives

All electives, as required, should be chosen from the approved list of electives in Transfer Electives and Elective Recommendations (p. 28)

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
CSS 101	College Success Seminar	1
	Global Awareness Elective	3
	Mathematics Elective	3
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3
	Or	
HST 113	United States History to 1877	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
	Multicultural Perspective Elective	3
COM 101	Fundamentals of Public Speaking	3
	Behavioral/Social Science Elective	3
	Science Elective	3-4

Recommended Course Sequence - Fall Semester 3

	Lab Science Elective	4
	Electives	

Recommended Course Sequence - Spring Semester 4

	Electives	
	Technical Literacy Elective	0-3

SUSTAINABLE AGRICULTURE*

Degree offered

Associate in Science in General Studies (Sustainable Agriculture)

Credits required 61

Dean

Sarmad Saman

Program contact

James Corven, Professor of Biology, ext. 3047

Program Goals Statement

The Sustainable Agriculture program is designed to address the issues of a safe, reliable food supply and the environmental relationships of agriculture with resource use, energy consumption and climate change. The goal of this program is to provide the practical training and experience for sustainable farming and gardening and is directed towards new farmers, gardeners, landscapers, nursery producers, and farm managers. Graduates will be prepared to enter farming, gardening, community

organizations, agricultural businesses, or to continue their education in sustainable food production and agricultural professions.

Student Learning Outcomes

See Learning Outcomes (p. 248)

Program Information

- Graduates are prepared with the scientific basis and technical skills necessary to pursue a career as a sustainable agriculture professional.
- Hands-on experience in laboratories and field experiences allows students to put into practice knowledge gained in the classroom.
- Graduates of this program are not only prepared to work as sustainable agricultural professionals, advisors, and managers; they also are prepared with the fundamentals for pursuing further study in the field of agriculture and related natural sciences.

Recommended Electives

In addition to the transfer electives and elective recommendations (p. 28), students may choose from the following list of recommended electives: OFP 120 or 122 or 123 - Program Electives, EGR 141, SCI 132, SOC 101, and SOC 226.

After BCC

- Continue education at a 4-year program such as University of Massachusetts/Amherst Sustainable Food and Farming Program or University of Rhode Island (URI) Sustainable Agriculture Program.
- Pursue a career as a professional organic landscape or garden consultant.
- Pursue a career as an organic producer.
- Employment on one of over 170 S.E. Massachusetts or Rhode Island organic farms.
- Employment at a nursery, landscaper, or garden center business.
- Employment with a community development organization or school gardens program.
- Students with a 2 year Associate Degree are eligible to serve as an agricultural volunteer in the U.S. Peace Corps.

DEGREE REQUIREMENTS

General Courses

BIO 111	General Biology I	4
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3

ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
MTH 119	Fundamental Statistics	3
SCI 115	Science and Care of Plants	4
SOC 216	Food, Famine, and Farming in the Global Village	3

Elective Courses

Behavioral/Social Science Elective	3
Humanities Elective	3-4
Technical Literacy Elective	0-3

Behaviorial Social/Science elective: choose from SOC 101, SOC 226 or transfer electives and elective recommendations (p. 28)

Technical Literacy: Waived for students who have successfully completed two (2) online courses. See General Education Competency courses -Technical Literacy for course listings.

Program Courses

OFP 114	Organic Farming Practices I	4
OFP 115	Organic Farming Practices II	4
OFP 116	Water Acquisition and Conservation	2

Choose at least one of the following

OFP 120	Solar Greenhouse Production	1
OFP 122	Natural Beekeeping Practices	1
OFP 123	Pest and Disease Control	1
SCI 132	Aquaculture: Introduction to Principles and Practices	4

Additional courses will count towards electives in the program

Electives

Electives as needed to complete at least 61 credits

Choose electives from the approved list of transfer electives and elective recommendations (p. 28).

Recommended Course Sequence - Fall Semester 1

BIO 111	General Biology I	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
OFP 114	Organic Farming Practices I	4
	Program Elective	0-3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
OFP 115	Organic Farming Practices II	4
SCI 115	Science and Care of Plants	4
	Behavioral/Social Science Elective	3
	Program Elective	0-3

Recommended Course Sequence - Fall Semester 3

COM 101	Fundamentals of Public Speaking	3
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MTH 119	Fundamental Statistics	3
OFP 116	Water Acquisition and Conservation	2
SOC 216	Food, Famine, and Farming in the Global Village	3
	Humanities Elective	3-4
	Program Elective	0-3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Electives	
HST 114	United States History from 1877	3
	Program Elective	3
	Technical Literacy Elective	0-3

TECHNICAL STUDIES TRANSFER PROGRAM**Degree offered**

Associate in Arts or Associate in Science in General Studies (Technical Studies)

Credits required 60

Dean

William Berardi

Program contact

Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The Technical Studies program provides students with the skills and workplace requirements of a broad selection of technical areas and facilitates internal transfer to a BCC technical program. The program provides a broad technology-based degree for students who wish to diversify their technical background.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

All electives should be approved by the student's advisor. Students may choose Cooperative Education (CED) as an elective.

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS**General Courses**

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3

ENG 102 Composition II: Writing about Literature 3

Choose one of the following

HST 111 The West and the World I 3
 HST 112 The West and the World II 3
 HST 113 United States History to 1877 3
 HST 114 United States History from 1877 3

Choose one of the following

SOC 101 Principles of Sociology 3
 SOC 212 The Sociology of Social Problems 3
 SOC 252 The Sociology of Human Relations 3

Elective Courses

Multicultural Perspective Elective 3
 Quantitative and Symbolic Reasoning Elective 3-4
 Elective - Science 3-4
 Technical Literacy Elective 3

Multicultural Perspective Elective: See General Education Competency Courses - Multicultural Perspective (p. 256) Elective for course listings

Quantitative/Symbolic Reasoning Elective: See General Education Competency Courses - Quantitative/Symbolic Reasoning (p. 255) Elective for course listings

Technical Literacy: See General Education Competency Courses - Technical Literacy (p. 259) Elective for course listings. Waived for students who have successfully completed two (2) online courses

Program Electives

Electives as needed to complete 60 credits

Choose from any of the following courses, provided the prerequisite has been met ACC, BIO, BUS, CAD, CIS, CIT, CED, CUL, ECN, EGR, HLT, MAN, MAR, MTH, MTK, OFC, OFF, PHY, RES, RMN, SCI, COM 102, ENG 215, GLG 101, CHM 111 or higher, SSC 101, and SSC 217

Consult with your advisor to select college-level courses to achieve a total of 60 credits

Recommended Course Sequence - Fall Semester 1

CSS 101 College Success Seminar 1
 ENG 101 Composition I: College Writing 3
 Program Elective 3
 Program Elective 3
 HST 111 The West and the World I 3
 Or
 HST 112 The West and the World II 3
 Or
 HST 113 United States History to 1877 3
 Or
 HST 114 United States History from 1877 3

Recommended Course Sequence - Spring Semester 2

ENG 102 Composition II: Writing about Literature 3
 Multicultural Perspective Elective 3
 Program Elective 3
 Program Elective 3
 SOC 101 Principles of Sociology 3
 Or
 SOC 212 The Sociology of Social Problems 3
 Or
 SOC 252 The Sociology of Human Relations 3

Recommended Course Sequence - Fall Semester 3

COM 101 Fundamentals of Public Speaking 3
 Program Electives 3-4
 Quantitative and Symbolic Reasoning Elective 3-4

Recommended Course Sequence - Spring Semester 4

Program Electives 3-4
 Science Elective 3-4
 Technical Literacy Elective 3

**VOCATIONAL TECHNICAL EDUCATION
 TRANSFER PROGRAM**

Degree offered

Associate in Arts in General Studies (Vocational Technical Education)

Credits required 60

Dean

William Berardi

Program contact

Carol Martin, Coordinator of General Studies and Professor of Office Administration, ext. 2408

Program Goals Statement

The Vocational Technical Education option provides students with a combination of academic, vocational technical teaching, and elective courses. The program also offers the combination of academic and vocational courses to move from preliminary vocational technical teacher licensure to Professional status. It is offered in cooperation with the Center for Occupation Education at the University of Massachusetts-Boston. Students seeking Massachusetts Department of Education approval as a vocational instructor complete a 39-credit sequence of courses. Bristol Community College will accept the 21-credit sequence of undergraduate competency-based courses as transfer credits towards this degree option.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- Electives should be chosen to meet the 18 credits of academic studies as required by the Massachusetts Department of Education for Vocational Instructor Licensure.
- Six (6) college degree credits in higher level college mathematics and/or higher level science such as Algebra II, Biology II, Calculus. Higher level mathematics and science courses that are based on the MA Mathematics Curriculum Framework and the MA Science & Technology/Engineering Curriculum Framework may be counted. Computer Science courses may be counted toward three of the six college degree credits in science and/or mathematics when a direct correlation exists between the course and the area of vocational licensure, and this correlation is clearly evident through the course description.

After BCC

- Under current Massachusetts Department of Education regulations, people who complete this program and meet other state requirements are eligible to teach in vocational and comprehensive Massachusetts high schools.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Elective Courses

Behavioral/Social Science Elective	3
Behavioral/Social Science Elective	3
Behavioral Social/Science Elective	3
Global Awareness Elective	3
Higher-Level Science Elective	3-4
History Elective	3
Lab Science Elective	4
Multicultural Perspective Elective	3
Quantitative and Symbolic Reasoning Elective	3-4
Technical Literacy Elective	0-3

Behavioral/Social Science Electives: See Transfer Electives and Elective Recommendations (p. 28)

Global Awareness Elective: See General Education Competency Courses - Global Awareness (p. 255)for course listings

History Elective: Choose from HST 111, HST 112, HST 113

Multicultural Perspective Elective: See General Education Competency Courses - Multicultural Perspective (p. 256)for course listings

Quantitative/Symbolic Reasoning Elective: See General Education Competency Courses -Quantitative/Symbolic Reasoning (p. 255) for course listings (except MTH 011, MTH 021, MTH 031, MTH 151)

Technical Literacy Elective: See General Education Competency Courses - Technical Literacy (p. 259) for course listings. Waived for students who have successfully completed two (2) online courses

Program Electives

Of the 21 credits of electives, 18 credits should be chosen to include as required academic studies as required by the Massachusetts Department of Education for Vocational Instructor Licensure.

Recommended Course Sequence - Fall Semester 1

	Behavioral/Social Science Elective	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
	Program Electives	3-4

Recommended Course Sequence - Spring Semester 2

COM 101	Fundamentals of Public Speaking	3
ENG 102	Composition II: Writing about Literature	3
	History Elective	3
	Quantitative and Symbolic Reasoning Elective	3-4
	Program Electives	3-4

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Global Awareness Elective	3
	Lab Science Elective	4
	Program Electives	3-4

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Higher-Level Science Elective	3-4
	Multicultural Perspective Elective	3
	Program Electives	3-4
	Technical Literacy Elective	3

General Studies Prep - Career Preparatory Program

GENERAL STUDIES PREP - CAREER PREPARATORY PROGRAM

Certificate Program

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Sarah Morrell, Dean of Developmental Education

Program Goals Statement

The General Studies Prep program offers pre-career preparation options to help students build a solid foundation to prepare to enter selected career programs. The course recommendations help students build academic skills and develop career competencies. Students may choose such career options as art /Web design, business management, criminal justice, engineering and health sciences. General Studies Prep Pre Career students get a head start by taking career courses early in their academic programs.

Recommended Course Sequence

Contact your program director, Sarah Morrell, or your advisor for course sequencing recommendations.

Program Information

Students in the Career-Prep programs should take their required developmental courses in the first semester and take career courses as indicated. Students must complete 6 - 8 credits of career electives in the Career-Prep option selected.

Options

- Each option lists recommended courses for that particular career track. Choose courses in the desired track as electives. Choose courses with the help of your advisor.
- Completion of the Career-Prep option does not guarantee admission to selective programs such as Nursing Career. Students must apply for internal transfer to these programs and meet entrance requirements for admission.

DEGREE REQUIREMENTS

Pre-Business

BUS 111	Business and Financial Mathematics	3
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Choose one of the following

BUS 113	Introduction to Business Functions and Practices	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Pre-Art/Web Design

ART 111	Drawing I	3
ART 260	Computer Graphics	3

Pre-Computer Information Systems

CIS 111	Introduction to Business Information Systems	3
CIS 105	Hardware Fundamentals	1

Choose one of the following

CIS 121	Operating Systems	3
CIS 154	Introduction to Programming (COBOL)	3
CIT 131	Business Creativity	3

Pre-Criminal Justice

CRJ 101	Introduction to Criminal Justice	3
CRJ 115	Report Writing and Information Systems	3

Pre-Engineering

CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

Pre-Health Sciences – Choose one of the following

BIO 115	Survey of Human Anatomy and Physiology	4
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4

Pre-Health Sciences

HLT 101	Medical Language Module I	1
	Or	
HLT 106	Medical Language And	3
	Or	
HLT 102	Medical Language Module II	1
	Or	
MAA 101	Medical Terminology	3

ENGLISH AS A SECOND LANGUAGE PREPARATORY PROGRAM

Certificate Program

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Livia Neubert and Diane Manson, Coordinator of ESL and ESL Skills Specialist

Program Goals Statement

Students who need intensive instruction in English as a Second Language (ESL) are admitted to the General Studies Prep program's ESL concentration. Reading, writing, grammar, and conversation are offered at the intermediate and advanced levels. The ESL skills specialist determines placement based on placement test results.

Program Information

- ESL courses prepare students to do college work in English. They are open only to students whose first language is not English. Students registered in ESL courses must have the written approval of the Dean for developmental education or their designee before registering in other BCC courses. Students are placed into the intermediate or advanced level after placement testing. The ESL skills specialist determines placement based on placement test scores.
- Students who meet eligibility requirements receive priority acceptance into the QUEST for Success support program.
- Bristol Community College welcomes international students each semester. Students who have completed their secondary school education may attend Bristol Community College on an F-1 student visa. International students may be admitted to General Studies Prep-ESL or the program of their choice if they have demonstrated English proficiency. All BCC students are tested by the College's director of testing and may be referred to the ESL program coordinator for additional testing.
- Students attending BCC on an F-1 student visa must be enrolled in a degree program as a full-time student (12 credits or more per semester).

After the Program

- Students who complete this program have a solid foundation in the academic uses of the English language. After successful completion of ESL program courses and proficiency tests, students may transfer to a degree or certificate program and may take any required developmental courses and/or general education courses needed.
- Students who have completed required ESL courses have entered nearly every degree or certificate program at BCC, and transferred to UMass Dartmouth and other four-year institutions.

DEGREE REQUIREMENTS

Program Courses

CSS 101	College Success Seminar	1
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ESL Courses

ESL 012	Intermediate English Grammar	3
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ESL 013	Intermediate English Vocabulary and Reading Skills	3
ESL 014	Intermediate English Writing Skills	3
ESL 015	Intermediate English Conversation Skills	3
ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3
ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3

Recommended Course Sequence - Fall Semester 1

ESL 012	Intermediate English Grammar	3
ESL 013	Intermediate English Vocabulary and Reading Skills	3
ESL 014	Intermediate English Writing Skills	3
ESL 015	Intermediate English Conversation Skills	3

Recommended Course Sequence - Spring Semester 2

CSS 101	College Success Seminar	1
ESL 122	Advanced English Grammar Review	3
ESL 123	Advanced English Vocabulary and Reading Skills	3
ESL 124	Advanced English Written Expression	3
ESL 125	Advanced English Conversation	3

GENERAL STUDIES PREP CERTIFICATE PROGRAM

Degree offered

Non-degree in General Studies Prep

Credits required n/a

Program contact

Sarah Morrell, Dean of Developmental Education

Program Goals Statement

This program provides students the opportunity to develop college-level skills in math, reading, and writing. Students whose native language is not English should choose the English as a Second Language concentration.

After the Program

- After successful completion of the program, including developmental courses, students transfer to a degree or certificate program. In some cases this may be as easy as completing a change of program form; in other cases, students must complete an internal transfer

application. See individual degree programs or your advisor for details on how to apply.

- Students who have successfully completed this program have been accepted into nearly every BCC degree or certificate program and transferred to UMass Dartmouth and other four-year institutions.

Recommended Course Sequence

Contact your program director or your advisor for course sequencing recommendations.

Program Information

- General Studies Prep students receive individualized interpretation of their placement test score and academic advisement at the time of testing. This program helps students build a solid foundation for success at BCC.
- Students interested in pre-career options should refer to the description (p. 100).
- Students in this program receive priority acceptance into the QUEST for Success program.

Entering the Program

Students may apply directly to this program or may be admitted to this program following a review of their educational background. Some students in this program have been out of school for several years; some did not complete high school; others did not take college preparatory courses in high school.

DEGREE REQUIREMENTS

Program Courses

CSS 101	College Success Seminar	1
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Developmental Courses

ENG 090	Basic Writing Skills	3
MTH 011	Foundations of Mathematics	3
MTH 021	Foundations of Algebra I	3
MTH 031	Foundations of Intermediate Algebra	3
MTH 151	College Algebra	3
RDG 080	Fundamental of Reading Development	3
RDG 090	College Reading and Learning Strategies	3

General Education and Career Elective Courses

	Behavioral/Social Science Elective	3
ENG 101	Composition I: College Writing	3

Some of these degree credit courses have prerequisites. Ask an advisor for recommendations based on BCC degree program desired. Pre-career option students need 6-8 career credits. Choose required MTH course in desired program.

Career Prep Option Elective or Introductory Course for Desired Program

Elective(s)	3-4
Elective(s)	3-4

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 113	Interpersonal Speech	3

Academic Support Courses

CSS 103	Career Exploration and Development Seminar	1
CSS 105	Technology Tools for College Success	3
RDG 070	Study Skills: Learning How to Learn	1

Health Information Management Career Program

HEALTH INFORMATION MANAGEMENT PROGRAM*

Degree offered

Associate in Science in Health Information Management

Credits required 71

Dean

Patricia Dent

Program contact

Ann-Marie Barone, Assistant Professor and Department Chair, ext. 2369

Program Goal Statement

The goal of the Health Information Management program is to prepare competent entry-level Health Information Technicians eligible to take the national certification exam to become credentialed as Registered Health Information Technicians (RHIT). Graduates are prepared for employment in a variety of healthcare facilities such as physician offices, hospitals, long term care or rehabilitation facilities, clinics and vendors.

After BCC

Graduates have worked in such positions as health information department supervisor, medical coding specialist, health information technician, medical record coordinator, and medical coder.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- The Health Information Management program prepares students to become registered health information

technicians. Employment prospects for graduates are excellent. The Bristol Community College program is accredited by the Commission on Accreditation Health Information and Information Management.

- Once accepted into the Health Information Management Career Program students must complete the courses in the required sequence. It is strongly recommended that students complete the science courses required for admission and program degree completion within 10 years of application to the program.
- Some courses in this program are only offered during the day.
- During the second year of the program students are assigned to Professional Practices Experiences (PPEs) at healthcare provider organizations throughout southeastern Massachusetts and Rhode Island. Students are responsible for providing their own transportation.
- Medical Coding students should take HCI 237 (p. 323) and BIO 115 (p. 271) as a co-requisite or prerequisite to HCI 239 (p. 323) and HCI 242 (p. 324). Health Information Management students should take HCI 237 (p. 323) and BIO 234 (p. 273) as a prerequisite to HCI 239 (p. 324) and HCI 242 (p. 324).

Program Accreditation

The Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. Program graduates are eligible to apply to sit for the National Qualifying Examination for Certification as a Registered Health Information Technician.

Infused General Education Competencies

Multicultural Perspective

DEGREE REQUIREMENTS

General Courses

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
CIT 121	Information Technology Fluency I	3
CIT 122	Information Technology Fluency II	3
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
MAN 101	Principles of Management	3
MTH 119	Fundamental Statistics	3
PSY 101	General Psychology	3

Elective Courses

	Historic Awareness Elective	3
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See General Education Competency Courses (p. 253) for course listings

Program Courses

HCI 111	Introduction to Healthcare Information Management	3
HCI 122	Medical Ethics and Jurisprudence	3
HCI 233	Retrieving and Reporting Medical Data	3
HCI 235	Professional Practice Experience I	4
HCI 237	Human Disease Processes and Procedures	3
HCI 239	International Classification of Disease Coding	3
HCI 242	Coding of Procedures and Healthcare Reimbursement	3
HCI 244	Information Systems Regulation and Management	3
HCI 246	Professional Practice Experience II	4
HLT 106	Medical Language	3
HLT 124	Basic Pharmacology for Health Sciences	3

Recommended Course Sequence - Fall Semester 1

BIO 233	Human Anatomy and Physiology I	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
HCI 111	Introduction to Healthcare Information Management	3
	Historic Awareness Elective	3
HLT 106	Medical Language	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
CIT 121	Information Technology Fluency I	3
ENG 102	Composition II: Writing about Literature	3
HCI 122	Medical Ethics and Jurisprudence	3
COM 101	Fundamentals of Public Speaking	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Fall Semester 3

CIT 122	Information Technology Fluency II	3
HCI 233	Retrieving and Reporting Medical Data	3
HCI 235	Professional Practice Experience I	4
HCI 237	Human Disease Processes and Procedures	3
HCI 239	International Classification of Disease Coding	3

Recommended Course Sequence - Spring Semester 4

HCI 242	Coding of Procedures and Healthcare Reimbursement	3
HCI 244	Information Systems Regulation and Management	3

HCI 246	Professional Practice Experience II	4
	Historic Awareness Elective	3
HLT 124	Basic Pharmacology for Health Sciences	3
MAN 101	Principles of Management	3

SPECIAL REQUIREMENTS FOR THE PROGRAM

Special Admission Requirements

Accepted applicants must have a high school diploma or G.E.D. certificate, demonstrate successful completion of either chemistry or biology with laboratory component with a minimum grade of "C-," and high school Algebra I or higher with a minimum grade of "C-". Meeting minimal requirements does not guarantee admission.

Please be aware that the prerequisite for BIO 233 in first semester is BIO 111 or BIO 121.

It is strongly recommended that students complete the science courses required for admission and program degree completion within 10 years of application to the program.

Additional Requirements and Costs

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre results (blood test to prove immune status). A TB test is required each year. Health Insurance is required. Students are responsible for associated costs such as textbooks, lab supplies, professional liability insurance, and must carry personal health insurance throughout enrollment in the program. Students must provide their own transportation to clinical assignments.

Transportation to Professional Practice Experience (PPE) sites is the student's responsibility. Students should be prepared to travel an hour or more from campus. Students are advised to decrease outside work obligations during PPE placement. The availability of PPE sites depends on the ability to get healthcare providers to accept students. Contracted healthcare sites may have additional requirements.

Criminal Offender Record Information and Sex Offender Registry Information Checks

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A CORI will be required for each PPE site in addition to the CORI upon admission. A positive CORI/SORI check may prevent individuals from working in contracted health facilities, which could prevent students from completing the program objectives.

Essential Functions in the Health Information Management Program

Graduates from the Health Information Management program are required to possess the following abilities:

- Visual acuity sufficient to read and analyze materials contained in medical records in paper and computer-generated formats.
- Manual dexterity sufficient to access and work with records stored in filing and computer systems.
- Emotional stability sufficient to maintain record completion and HIPPA standards of the profession to demonstrate good judgment and effective conflict resolutions, as well as to demonstrate ethical behavior and assume responsibility for themselves and their actions.
- Mobility sufficient to allow access to areas within the healthcare facility in which healthcare information is generated, stored, and analyzed.
- Communication skills sufficient to allow for communication with fellow healthcare information staff and professionals, healthcare facility staff and providers, clients of the facility and their families, and individuals from outside of the facility who seek information regarding clients.
- Sufficient hearing skills to successfully interact with all team members.

Grade Requirements

Students must receive a minimum grade of "C" in all required Health Information Management courses (HCI), HLT 106 (p. 325), BIO 111 (p. 271) or BIO 121 (p. 272), BIO 233 (p. 273), and BIO 234 (p. 273). Failure to earn a "C" or better in required courses will result in program dismissal. Application for readmission (allowed once only) is dependent upon available space. Students must successfully complete all required coursework, program objectives, Professional Practice Experiences (PPEs), and competencies to graduate.

Human Services

HUMAN SERVICES CAREER PROGRAM

Degree offered

Associate in Science in Human Services

Credits required 64/65

Dean

Calvin McFadden

Program contact

Kevin J. Garganta, Coordinator and Professor of Human Services, ext. 2001

Program Goals Statement

The Human Services program prepares students for entry-level positions in social services by combining academics with a practical, 300-hour internship. Developing and practicing using helping relationships are emphasized. The curriculum also prepares students to transfer to four-year degree programs in social work, psychology, counseling, human services, or other related majors.

Student Learning Outcome

See Learning Outcomes (p. 236)

After BCC

- The most popular transfer choices include Bachelor of Social Work programs at Bridgewater State College or Rhode Island College, and sociology or psychology at UMass Dartmouth. Work with the program director early to select courses to maximize transfer possibilities.
- BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

Infused General Education Competencies

Oral Communication, Technical Literacy

Program Information

- The Human Services program is fully available at the Fall River, Attleboro, and New Bedford campuses. Many courses are also available at other BCC locations.
- SER 291 (p. 331)/SER 292 (p. 331) includes an agency internship that places special time demands on students and is ideally taken in the last year of study.
- Students who wish to complete their degree within a two-year period should begin the SER 101 (p. 330)/SER 251 (p. 331)/SER 290 (p. 331)/SER 291 (p. 331)/SER 292 (p. 331) sequence of courses in their first fall semester.

Related Programs

A certificate in Thanatology and/or Deaf Studies will enrich career preparation. Students should consult with the program director to select appropriate electives.

DEGREE REQUIREMENTS**General Courses**

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses - Choose electives with the program director or an academic advisor

Elective - Science	3-4
Humanities Elective	3
Lab Science Elective	4
Restricted Elective	3-4

Restricted elective: Choose one 3-credit course from PSY, SOC, SER, or DST 110

Program Courses

SER 101	Introduction to Social Welfare	3
SER 251	Principles of Methods of Interviewing	3
SER 290	Pre-Internship Planning Workshop	1
SER 291	Field Experience and Seminar I	5
SER 292	Field Experience and Seminar II	6

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
SER 101	Introduction to Social Welfare	3
SOC 101	Principles of Sociology	3
	History Elective	3

Recommended Course Sequence - Spring Semester 2

	Science Elective	3-4
ENG 102	Composition II: Writing about Literature	3
SER 251	Principles of Methods of Interviewing	3
SER 290	Pre-Internship Planning Workshop	1
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3
PSY 254	Psychology of Personality	3
	Or	
PSY 255	Abnormal Psychology	3
	Or	
PSY 258	Introduction to Behavior Modification	3

Recommended Course Sequence - summer

SOC 212	The Sociology of Social Problems	3
PSY 254	Psychology of Personality	3
	Or	
PSY 255	Abnormal Psychology	3
	Or	
PSY 258	Introduction to Behavior Modification	3

Recommended Course Sequence - Fall Semester 3

	Elective (PSY/SOC/SER/DST 110)	
SER 291	Field Experience and Seminar I	5
	Humanities Elective	3
	Or	
	Health Elective	3
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Recommended Course Sequence - Spring Semester 4

SER 292	Field Experience and Seminar II	6
	Humanities Elective	3
	Or	
	Health Elective	3
PSY 254	Psychology of Personality	3
	Or	
PSY 255	Abnormal Psychology	3
	Or	
PSY 258	Introduction to Behavior Modification	3

Liberal Arts and Sciences**BIOTECHNOLOGY/BIOMEDICAL TECHNOLOGY TRANSFER PROGRAM****Degree offered**

Associate in Arts in Liberal Arts & Sciences
(Biotechnology/Biomedical Technology)

Credits required 63/67**Dean**

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program is designed to provide the student with the biological and chemical background to seek employment as a lab technician in some biotechnology/biomedical sectors.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

Students needing additional courses to fill out a light schedule might want to consider the following courses that do not apply to the degree but will enhance their knowledge because of their relevancy to the Biomedical/Biotechnology field BIO 241 (p. 273), MED 205 (p. 339), MTH 251 (p. 343), or MTH 252 (p. 343)

After BCC

If you plan to transfer to a four-year institution, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS**Choose one of the following**

HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 215	Technical Writing	3
MTH 119	Fundamental Statistics	3

Choose one of the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3

Elective Courses – Choose one Multicultural Perspective elective

HST 114	United States History from 1877	3
HST 252	African-American History	3

HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
ENG 217	Writings from the Margins of Contemporary American Literature	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HUM 254	Civil Rights and Women's Rights Movements: Made in Massachusetts	3

Elective Courses – Choose one Technical elective
 Technical Elective 3-4 credits 3-4

See General Education Competency Courses - Technical Literacy (p. 259) for course listings

Program Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
BIO 239	Elements of Microbiology	4
BIO 240	Cell Biology	4
CED 210	Cooperative Work Experience	3
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4
CHM 116	Health Science Chemistry II	4
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
CHM 113	Fundamentals of Chemistry I	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Spring Semester 2

BIO 239	Elements of Microbiology	4
CHM 114	Fundamentals of Chemistry II	4
ENG 102	Composition II: Writing about Literature	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Fall Semester 3

	Multicultural Perspective Elective	3
BIO 240	Cell Biology	4
CHM 116	Health Science Chemistry II	4
ENG 215	Technical Writing	3

Recommended Course Sequence - Spring Semester 4

CED 210	Cooperative Work Experience	3
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4
	Technical Elective	3
SOC 101	Principles of Sociology	3

	Or	
SOC 212	The Sociology of Social Problems	3
	Or	
SOC 252	The Sociology of Human Relations	3

ENVIRONMENTAL SCIENCE TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences
 (Environmental Science Transfer Concentration)

Credits required 62/68

Dean

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This program meets the requirements of the MassTransfer policy. Community college students who graduate from the Environmental Science program receive the benefit of full transfer and applicability of credit, guaranteed admission, and a tuition discount at any Massachusetts state college or university. Each benefit is based on the student's final grade point average.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

Get started on math courses immediately, particularly if you need developmental work. Choose electives with the help of the program director.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

CSS 101	College Success Seminar	1
BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
SCI 112	Principles of Ecology	4
Choose one of the following		
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
Choose two of the following		
MTH 119	Fundamental Statistics	3
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4
Choose one of the following		
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
Elective Courses – Choose one Multicultural Perspective elective from the following		
HST 114	United States History from 1877	3
HST 252	African-American History	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
ENG 217	Writings from the Margins of Contemporary American Literature	3
ENG 257	Contemporary African-American Women's Writing	3
ENG 259	Native American Novels	3
HUM 254	Civil Rights and Women's Rights Movements: Made in Massachusetts	3
Choose one Technical Literacy elective from the following		
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
EGR 103	Computer Skills for Engineers and Technicians	3

-Waived for students who have successfully completed two (2) online courses

Choose two Behavioral/Social Science electives from the following

SSC 217	Technology and Society	3
SSC 101	Introduction to Geography	3
GVT 111	U.S. Government	3
ECN 111	Principles of Economics-Macro	3
ECN 112	Principles of Economics-Micro	3

Program Electives - Choose three of the following

BIO 129	Field Biology	4
BIO 130	The Biology and Behavior of Birds	4
BIO 232	Marine Biology	4
BIO 239	Elements of Microbiology	4
CHM 120	Environmental Chemistry	4
EGR 141	Introduction to Environment	3
EGR 245	Hazardous Waste/Waste Management	4
GLG 101	Introduction to Physical Geology	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
SCI 119	Coastal Science	4
SCI 132	Aquaculture: Introduction to Principles and Practices	4
SCI 240	Introduction to Oceanography	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
CHM 113	Fundamentals of Chemistry I	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
	History Elective	3

Recommended Course Sequence - Spring Semester 2

BIO 122	Fundamentals of Biological Science II	4
CHM 114	Fundamentals of Chemistry II	4
ENG 102	Composition II: Writing about Literature	3
	Technical Literacy Elective	3
	Math	3

Recommended Course Sequence - Fall Semester 3

	Behavioral/Social Science Elective	3
	Multicultural Perspective Elective	3
SCI 112	Principles of Ecology	4
	Program elective 1 or 2	3

Recommended Course Sequence - Spring Semester 4

	Behavioral/Social Science Elective	3
	Program elective 1 or 2	3
	Other Electives	3

HUMANITIES OPTION TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Humanities Option)

Credits required 61

Dean

Joanne Preston

Program contact

Deborah Lawton, Coordinator of Liberal Arts and Sciences and Professor of English, ext. 2508

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for transfer to a Bachelor of Arts or Science degree in the liberal arts disciplines or to professional studies in education, law or medicine. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

Academic and transfer advisors assist students in selecting courses to fulfill program requirements and general education requirements at senior institutions to ensure a smooth transfer. Select electives from Transfer Electives and Elective Recommendations (p. 28).

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Elective Courses – Choose one Global Awareness elective

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses - Choose one Multicultural Perspective elective

may be met by Behavioral/Social Science or Humanities elective

Elective Courses - Choose one Quantitative/Symbolic Reasoning Elective

Choose from MTH 119 or higher, excluding MTH 151

Elective Courses – Choose one Technical Literacy elective

ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

- waived for students who have successfully completed at least two (2) online courses

Elective Courses – Choose one ENG 250 level elective

Choose two Behavioral/Social Science, one Humanities, and two Lab Science electives

Behavioral/Social Science Elective	3
Behavioral/Social Science Elective	3
Humanities Elective	3
Lab Science Elective	4
Lab Science Elective	4

Select courses from Transfer Electives and Elective Recommendations

Program Electives – Choose electives as needed, including 0-12 credits of foreign language courses if needed

Select from Transfer Electives and Elective Recommendations

Requirement completion of a foreign language at the 12 level at BCC or 4 years of a foreign language at the high school level with a “B” average or better)

Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

Behavioral/Social Science Elective	3	
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
Foreign Language Elective	3	
History Elective	3	

Recommended Course Sequence - Spring Semester 2

Quan/Sym Reasoning Elective	3
Foreign Language Elective	3
Behavioral/Social Science Elective	3

ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3

Recommended Course Sequence - Summer

any liberal arts program course for which prerequisites have been met.

Recommended Course Sequence - Fall Semester 3

Global Awareness Elective	3
Technical Elective	3
Foreign Language Elective	3
Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

Foreign Language Elective	3
Humanities Elective	3
Lab Science Elective	4
ELECTIVE(S) as required	

MATH AND SCIENCE OPTION TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Math and Science Option)

Credits required 61

Dean

Joanne Preston

Program contact

Deborah Lawton, Coordinator of Liberal Arts and Sciences and Professor of English, ext. 2508

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for transfer to a Bachelor of Arts or Science degree in the liberal arts disciplines or to professional studies in education, law or medicine. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

Academic and transfer advisors assist students in selecting courses to fulfill program requirements and general education requirements at senior institutions to ensure a smooth transfer.

Recommendations

- Take RDG 080 (p. 357) or RDG 090 (p. 357) in the first semester if required and meet prerequisites for

English and math courses as soon as possible. See course descriptions for details.

- Lab science courses may also require a year of high school lab science or CHM 090 (p. 278) as a prerequisite.

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Choose two of the following

MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4

Elective Courses – Choose one Global Awareness elective

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses – Choose one Multicultural Perspective elective

Multicultural Perspective Elective	0-3
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See General Education Competency Courses - Multicultural Perspective (p. 256) for course listings

(May be met by Behavioral/Social Science - See Transfer Electives - Behavioral and Social Science (p. 28) for course listings)

Elective Courses – Choose one Technical Literacy elective

ART 251	Photography II: Digital	3
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ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

waived for students who have successfully completed at least two (2) online courses

Elective Courses – Choose two Behavioral/Social Science and two Lab Science electives

Behavioral/Social Science Elective	3
Behavioral/Social Science Elective	3
Lab Science Elective	4
Lab Science Elective	4

Choose courses from Transfer Electives and Elective Recommendations (p. 28)

Elective Courses – Choose two 4-credit math and science electives

Math and Science Elective	4
Math and Science Elective	4

credits

Work closely with an advisor to determine which courses are most useful to your career/transfer goals

Program Electives

ELECTIVE(S) as required

Choose electives as needed from any of the lists of approved courses in the Transfer Electives and Elective Recommendations. Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

	Behavioral/Social Science Elective	3
CSS 101	College Success Seminar	1
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
	History Elective	3
	Mathematics Elective	3

Recommended Course Sequence - Spring Semester 2

	Mathematics Elective	3
	Behavioral/Social Science Elective	3
	Lab Science Elective	4
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II	3
	Or	
HST 114	United States History from 1877	3

Recommended Course Sequence - summer

Any Liberal Arts program courses for which prerequisites have been met. Summer courses will reduce fall and spring semester course loads.

Recommended Course Sequence - Fall Semester 3

Global Awareness Elective	3
Technical Literacy Elective	3
Science Elective	3-4
Lab Science Elective	4
Multicultural Perspective Elective	3

Recommended Course Sequence - Spring Semester 4

Electives as needed to complete 60 credits	
Science Elective	3-4

PROFESSIONAL OPTION TRANSFER PROGRAM

Degree offered

Associate in Arts in Liberal Arts & Sciences (Professional Option)

Credits required 61

Dean

Joanne Preston

Program contact

Deborah Lawton, Coordinator of Liberal Arts and Sciences and Professor of English, ext. 2508

Program Goals Statement

The Liberal Arts and Sciences program provides a comprehensive and rigorous foundation for students who plan to transfer to complete a Bachelor of Arts or Science degree in the liberal arts disciplines or to pursue professional studies. The program values lifelong learning for success of the individual as well as the community.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Choosing Electives

Select electives from Transfer Electives and Elective Recommendations (p. 28)

After BCC

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs website at BristolCC.edu/transfer

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

Choose one two-course sequence

HST 111	The West and the World I And	3
HST 112	The West and the World II Or	3
HST 113	United States History to 1877 And	3
HST 114	United States History from 1877	3

Elective Courses – Global Awareness – Choose one from the following

SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SSC 217	Technology and Society	3

Elective Courses – Multicultural Perspective – Choose one

May also be met by Behavioral/Social Science or Humanities elective

Elective Courses - Quantitative/Symbolic Reasoning – Choose from the following

MTH 119 or higher, excluding MTH 151

Elective Courses -Technical Literacy – Choose from the following

ART 251	Photography II: Digital	3
ART 260	Computer Graphics	3
CIS 110	Basic Computing Skills	3
CIS 111	Introduction to Business Information Systems	3
CAD 101	Computer Aided Drafting	3
EGR 103	Computer Skills for Engineers and Technicians	3

- waived for students who have successfully completed at least two (2) online courses

Elective Courses - Choose two Behavioral/Social Science, one Humanities, and two Lab Science electives

Behavioral/Social Science Elective	3
Behavioral/Social Science Elective	3
Humanities Elective	3
Lab Science Elective	4
Lab Science Elective	4

Choose courses from Transfer Electives Elective Recommendations

Elective Courses - Choose 0-6 credits of foreign language courses if needed

Select courses from Transfer Electives and Elective Recommendations

Requirement completion of a foreign language at the 02 level at BCC or 3 years of a foreign language at the high school level with a “C” average or better)

Program Electives

Select courses from Transfer Electives and Elective Recommendations

Select electives to meet the general education and program guidelines of the desired transfer school(s)

Recommended Course Sequence - Fall Semester 1

Behavioral/Social Science Elective	3	
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
Foreign Language Elective	3	
History Elective	3	

Recommended Course Sequence - Spring Semester 2

Quan/Sym Reasoning Elective	3	
Foreign Language Elective	3	
Behavioral/Social Science Elective	3	
ENG 102	Composition II: Writing about Literature	3
HST 112	The West and the World II Or	3
HST 114	United States History from 1877	3

Recommended Course Sequence - SUMMER**Recommended Course Sequence - Fall Semester 3**

Global Awareness Elective	3
Multicultural Perspective Elective	3
Technical Literacy Elective	3
Humanities Elective	3
Lab Science Elective	4

Recommended Course Sequence - Spring Semester 4

Lab Science Elective	4
ELECTIVE(S) as required	

Electives as needed to complete 60 credits;

THEATRE TRANSFER PROGRAM**Degree offered**

Associate in Arts in Liberal Arts & Sciences (Theatre Concentration)

Credits required 62

Dean

Joanne Preston

Program contact

Rylan Brenner, Theatre Director and Professor of Theatre/English, ext. 2440

Program Goals Statement

The focus of this program is to teach theatre as a language. Students develop skills in many areas of theatre as a foundation for further study or work. This program is designed to provide fundamental hands-on training in a wide range of the areas of theatre so that each student can transfer to a four-year institution. Students have opportunities to experience all aspects of theatre from creation to performance. Many ways of creating theatre are taught so that our students can acquire experience in all phases of theatrical production.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused General Education Competencies

Multicultural Perspective, Oral Communication

Program Information

- Experience hands-on training in an intimate studio theatre and state of the art Mainstage theatre. Program has a strong national reputation which opens new opportunities for transfer to a four-year institution.
- BCC THEATRE REP, the college's resident acting company, offers ample opportunities for developing acting and stagecraft.
- Program director has been recognized nationally by NISOD, for excellence in teaching and by the Kennedy Center American College Theatre Festival for his directing.

Recommendations

Plan to give time to learn your craft. Developing theatre skills is demanding. You will be an active part of your education. Plan your studies to include extracurricular involvement in theatre work.

After BCC

- BCC participates in the statewide Mass Transfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer. For a complete listing of eligible Mass Transfer programs and current BCC articulation agreements, visit Transfer Affairs website at BristolCCedu/transfer
- Many students have continued studies in theatre at Tisch School of the Arts at New York University, Hofstra University, Marymount Manhattan College, Emerson College, Brown University, Rhode Island College, University of Rhode Island, Bridgewater State College, North Carolina School of Arts, and others.
- Alumni have worked in all aspects of theatre performance and administration locally and nationally.

DEGREE REQUIREMENTS

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

General Courses

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ENG 258	Shakespeare: His Plays	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
PSY 101	General Psychology	3

Elective Courses – Choose one Lab Science elective

Lab Science Elective	4
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See Transfer Electives and Recommendations - Science Electives (p. 28) for course listings and choose a four credit lab science

Program Courses

THE 101	Introduction to the Theatre	3
THE 112	Actor's Workshop	3
THE 113	Scene Study	3
THE 114	Playwriting	3
THE 115	Director's Workshop	3
THE 117	Theatre History - The Early Years	3
THE 118	Theatre History - The Modern Years	3
THE 122	Theatre Rehearsal and Performance (Fall)	4
THE 123	Theatre Rehearsal and Performance (Spring)	3
THE 135	Stagecraft (Fall)	2
THE 136	Stagecraft (Spring)	2

Choose one of the following

THE 121	Voice Production	3
THE 134	Puppet/Mask Workshop	3

Recommended Electives

Lab Science Elective	4
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Program Elective (Choose one)

THE 121	Voice Production	3
THE 134	Puppet/Mask Workshop	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
HST 111	The West and the World I	3
PSY 101	General Psychology	3
THE 101	Introduction to the Theatre	3
THE 112	Actor's Workshop	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
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HST 112	The West and the World II	3
THE 113	Scene Study	3
THE 114	Playwriting	3
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3
Recommended Course Sequence - Fall Semester 3		
THE 117	Theatre History - The Early Years	3
THE 122	Theatre Rehearsal and Performance (Fall)	4
THE 135	Stagecraft (Fall)	2
	Lab Science Elective	4
THE 121	Voice Production	3
	Or	
THE 134	Puppet/Mask Workshop	3
Recommended Course Sequence - Spring Semester 4		
ENG 258	Shakespeare: His Plays	3
THE 115	Director's Workshop	3
THE 118	Theatre History - The Modern Years	3
THE 123	Theatre Rehearsal and Performance (Spring)	3
THE 136	Stagecraft (Spring)	2

Nursing

NURSING PROGRAM

Degree offered

Associate in Science in Nursing

Credits required 70/71

Dean

Patricia Dent

Program contact

Donna Ayala, Department Chair for Nursing and Associate Professor, ext. 2535

Program Goal Statement

This program prepares students for practice as entry-level staff nurses in a variety of healthcare settings. Students learn to apply the nursing process to assist patients in maintaining or regaining homeostasis when threatened with common health problems. Graduates take the National Council Licensure Examination for licensing as a Registered Nurse.

Program Accreditation

Massachusetts Board of Registration in Nursing approved program.

The Nursing program is fully accredited by the Accreditation Commission for Education in Nursing, Inc.,

3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; 404-975-5000.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Applicants with completed applications meeting minimum criteria by February 1 will be given priority consideration for admission.

Program Information

- One program with 2 curriculum delivery options:
 - Day - the traditional experience with face to face classroom learning.
 - EHealth - a hybrid model with online classroom learning.
 - Both options include clinical assignments at a variety of healthcare settings in Southeastern Massachusetts and Rhode Island. Clinical hours may include day, evenings or weekends.
- Computer technology is integrated into Nursing courses. Computer access is required and available at both campuses.
- Students must achieve a minimum "C" (74) in all nursing courses in order to remain in the program and graduate. This is under review and subject to change.

After BCC

Graduates take the National Council Licensure Examination for Licensing as a Registered Nurse (NCLEX-RN).

Graduates have secured a variety of positions in healthcare settings.

BCC participates in the statewide MassTransfer program and has developed many program-to-program transfer articulation agreements which guarantee admission and credit transfer to the College. Many graduates transfer to complete the baccalaureate degree. Graduates have transferred to UMass Dartmouth, Fitchburg State, UMass Boston, Framingham State, and Laboure College.

For a complete listing of eligible MassTransfer programs and current BCC articulation agreements, visit the Transfer Affairs Web site at www.BristolCC.edu/transfer

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective

Oral Communication, Technical Literacy

DEGREE REQUIREMENTS

General Courses

BIO 233 Human Anatomy and Physiology I 4

BIO 234	Human Anatomy and Physiology II	4
BIO 239	Elements of Microbiology	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Choose one of the following

HST 111	The West and the World I	3
HST 112	The West and the World II	3

Elective Courses

Humanities Elective	3
Quantitative and Symbolic Reasoning Elective	3-4

Humanities: Select a course that meets the Humanities competency

See General Education Competency Courses (p. 253) for course listings

Program Courses

NUR 100	Introduction to Professional Nursing	1
NUR 101	Fundamentals of Nursing	8
NUR 102	Parent-Child Health Nursing	8
NUR 201	Nursing Care of the Adult I	9
NUR 202	Nursing Care of the Adult II	9
NUR 203	Trends in Nursing	1

Preadmission

BIO 233	Human Anatomy and Physiology I	4
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
	High School Chemistry, Algebra	

Recommended Course Sequence - Fall Semester 1

ENG 102	Composition II: Writing about Literature	3
NUR 100	Introduction to Professional Nursing	1
NUR 101	Fundamentals of Nursing	8
	Quan/Sym Reasoning Elective	3

Recommended Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
NUR 102	Parent-Child Health Nursing	8
PSY 252	Child Development	3

Recommended Course Sequence - Fall Semester 3

BIO 239	Elements of Microbiology	4
NUR 201	Nursing Care of the Adult I	9
HST 111	The West and the World I	3
	Or	
HST 112	The West and the World II	3

Recommended Course Sequence - Spring Semester 4

	Humanities Elective	3
NUR 202	Nursing Care of the Adult II	9
NUR 203	Trends in Nursing	1

Admission to the Nursing Program

The Nursing program is a competitive program with selective admission requirements. A limited number of students are admitted to the Nursing program. The college catalog describes the minimum requirements for admission to the program, as follows.

Applicants must have completed the following criteria (all coursework with a grade of B- or greater) to be considered for admission to the Nursing program:

- High school diploma or GED
- High school or college/university Algebra I, or Algebra II or Calculus or the equivalent or Accuplacer Elementary Algebra placement test score of 72 or greater
- High school or college/university chemistry or equivalent or Chemistry (AP [score of 3+] or college prep; with lab)
- College Anatomy & Physiology I (BIO 233 or the equivalent)
- College English Composition 1 (ENG 101 or the equivalent)
- College General Psychology (PSY 101 or the equivalent)
- CSS 101 College Success Seminar
- Earn a composite score of 60 or greater on the TEAS Exam Version IV or a composite score of 50 or greater on TEAS Exam Version V. [For more detailed TEAS information, please visit our web site at www.BristolCC.edu/Enrollment_Center/assessment/teas.cfm.]
- Overall Grade Point Average (GPA) of at least 3.0
- Priority will be given to applicants with a GPA of 3.50
- Attend one mandatory health science admissions information session (seating is limited.) Students applying to BCC with a General Education Development (GED) rather than with a high school diploma will need to take the required courses (listed above) at BCC.

Meeting these minimum criteria places the applicant in the selection pool but does not guarantee admission to the Nursing program. Qualified applicants are rank ordered based upon GPA and course grades.

Completed applications received by February 1 will be considered in the initial admissions review. Applications

received after this date will be considered if spaces have not been filled.

SPECIAL REQUIREMENTS FOR THE PROGRAM

Additional Experience Required

- All students must be Basic Life Support (BLS) certified by the American Heart Association (Basic Life Support for Health Care Providers). All students upon entry to the program must show evidence of CPR certification which is valid through the completion of the program.

Requirements Upon Admission

As a prerequisite for a clinical placement in the Nursing program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A ten-panel random drug screen is required upon entrance, yearly, and/or randomly. The fee is paid by the student.

Accepted applicants must comply with the BCC health services requirements. This includes a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titres results (blood test to prove immune status). A TB test and flu vaccine are required each year. Additional health requirements may be required by clinical agencies.

Additional Costs

Students are responsible for the cost of uniforms, professional liability insurance, standardized achievement testing, their graduate nursing pin, and the National Council Licensure Examination for Registered Nurses. Students must carry health insurance throughout their enrollment in the program.

Licensing Information

To be eligible for licensure in Massachusetts, graduates must complete all program requirements for graduation, present satisfactory evidence of "good moral character" as defined by the Board of Registration in Nursing, and pay the required licensure fees. Eligibility for licensure is decided by the Massachusetts Board of Registration in Nursing.

Functional Abilities Essential for Nursing Practice

Students enrolled in the nursing program should be prepared to meet the standards established by the following physical and mental criteria.

The Student Nurse Must

Have the ability to physically lift and pull in order to assist in moving or transferring a patient from one surface to another.

- Have the ability to physically provide patient care in a standing position approximately 90% of the time.
- Demonstrate sufficient physical agility and swiftness of movement to ensure patient safety.
- Have the physical ability to manipulate and lift equipment of various sizes and shapes.
- Have the physical ability to detect and differentiate odors.
- Possess sufficient visual acuity, with or without correction, to observe and assess a patient within a distance of 10 feet.
- Possess auditory acuity, with or without correction, sufficient to respond swiftly to a patient within a distance of 10 feet.
- Communicate effectively in English through speech and writing with faculty, patients, families and health care workers.
- Have the ability to collect data on patient's medical condition and integrate it in relation to current plan of care.
- Have the ability to deal effectively with patient in various psychosocial situations and/or conflict conditions.

Opportunities are available for those applicants with previous nursing credits who meet established criteria. Students are responsible for special testing fees and pre- and co-requisite courses.

Advanced Standing

LPN-to-RN Bridge Program

For Licensed Practical Nurses (LPNs)

Who have graduated **within 3 years** from one of the 5 LPN schools: Diman Regional, Bristol-Plymouth, Upper Cape Cod Regional, Southeastern Regional Practical Nursing Program, or Tri-County RVTHS.

Prospective students are eligible to apply after completing all criteria in Part I. Apply by April 1st.

Part I: Complete all pre-admission and pre and co-requisite courses to be eligible. See courses below.

Pre admission courses with a B- or better:

- High School or College Algebra I, or Algebra II or Calculus & High School or College Chemistry
- CSS 101 - College Success Seminar - 1 credit
- ENG 101 - Composition I: College Writing - 3 credits
- BIO 233 - Human Anatomy and Physiology I - 4 credits
- PSY 101 - General Psychology - 3 credits

Pre and Co-requisite Courses

- BIO 234 - Human Anatomy and Physiology II - 4 credits
- PSY 252 - Child Development - 3 credits

Or child development course from the LPN schools listed above

Part II:

If admitted and after successful completion of the LPN-to-RN Bridge Program (approximately 3 weeks), the applicant will be awarded **16 credits for NUR 101 and NUR 102** and is eligible for entrance into the third semester of the nursing program, and the nursing course: Nursing Care of the Adult I (NUR 201 (p. 344)) and NUR 100 (p. 344) on a space available basis.

For Nursing Transfer Credit send a syllabus and catalog for each course to be evaluated to the Nursing department.

LPN Challenge of Fundamentals of Nursing

For Licensed Practical Nurses (LPNs):

1. Who have graduated **more than 3 years ago** from one of the 5 LPN schools who have articulation agreements with the BCC nursing program: Diman Regional, Bristol-Plymouth, Upper Cape Cod Regional, Southeastern Regional Practical Nursing Program or Tri-County RVTHS
2. Who have not graduated from one of these 5 LPN schools or
3. Meet the LPN-to-RN Bridge Program requirements described above.

Prospective students are eligible to apply after completing all criteria in Part I and II. Apply by April 1st.

Part I: Complete all pre-admission and pre and co-requisite courses to be eligible. See courses below.

Pre admission courses with a B- or better:

- High School or College Algebra I or Algebra II or Calculus & High School or College Chemistry
- CSS 101 - College Success Seminar - 1 credit
- ENG 101 - Composition I: College Writing - 3 credits
- BIO 233 - Human Anatomy and Physiology I - 4 credits
- PSY 101 - General Psychology - 3 credits

Part II: The applicants under the LPN Challenge of Fundamentals of Nursing who meet #1 and #2 requirements must take the Excelsior “*Fundamentals of Nursing*” challenge exam and pass with a score of “C” or better. For more information: <http://www.excelsior.edu/ecapps/exams/examDetail.jsf>

Part III: Perform and pass a lab demonstration to determine skill competency (approximately 2 days). Once a passing score is attained (Part III), the applicant will be **awarded 8 credits for NUR 101** and is eligible for entrance into the second semester of the nursing program, and the nursing course: Parent and Child Health (NUR 102 (p. 344)) and NUR 100 (p. 344) on a space available basis.

Applicants who meet the LPN Bridge Program criteria may be considered for the LPN Challenge of Fundamentals program if there are no seats available in the Bridge Program. These students do not need to take the excelsior exam.

Applying for Readmission

Students who fail, withdraw or do not complete NUR 100, NUR 101, may reapply to the program through the general admission process (February 1) and are considered based upon nursing admission criteria.

Students who fail, withdraw or do not complete NUR 102, NUR 201, NUR 202, or NUR 203 may be readmitted to the Nursing program one time on a space available basis. Applicants seeking readmission should apply through the Admissions office by April 1 of the semester prior to desired admission.

Only one readmission is allowed to the Nursing program.

Occupational Therapy Assistant (NB only/eH)*

OCCUPATIONAL THERAPY ASSISTANT PROGRAM (NB ONLY/EH)*

Degree offered

Associate in Science in Occupational Therapy Assistant

Credits required 72

Dean

Patricia Dent

Program contact

Johanna Duponte, Department Chair and Professor of Occupational Therapy, ext. 2325

Program Goal Statement

The Occupational Therapy Assistant program prepares generalist, entry-level occupational therapy assistants to practice under the supervision of registered occupational therapists in a variety of health care and wellness settings. Occupational therapy helps people of all ages with physical, developmental, social, or emotional challenges regain, develop, or master everyday skills in order to live independent, productive, and satisfying lives.

Student Learning Outcomes

See Learning Outcomes (p. 236).

Applications with complete supporting documentation by February 1 receive priority consideration for fall admission. Applicants are advised to apply well in advance of the deadline.

Program Information

- One program with two curriculum delivery options: Traditional and eHealth (hybrid i.e. online classes, on-site labs and community fieldwork.) Both options are located in New Bedford.
- Traditional option courses are offered primarily during the day and one evening; eHealth program option is offered Thursday - Saturday and one evening. Both options include clinical fieldwork assignments which may include days, evenings and weekends. Many general education courses are available nights, weekends, online and at satellite campuses.
- Computer technology is integrated and computer access is required.
- Applicants to eHealth are advised to assess their ability to succeed in the online environment using the eLearning wiki ([dl:bristol.mass.edu/wiki/index.php/eLearning](http://dl.bristol.mass.edu/wiki/index.php/eLearning)) and to complete the eLearning sample course at Bristolcc.edu/Academics/eLearning/dl_eLearning_101.cfm.
- Students develop academic knowledge, clinical skills, and professional behavior through classroom, lab, and clinical experiences.

- Once enrolled in the Occupational Therapy Assistant Program students must complete all courses in the required sequence.
- Students are encouraged to take MTH 119 (p. 341) and HST 111 (p. 327) or HST 112 (p. 327) for transfer to a Master's program in OT.
- Developmental and abnormal psychology, foreign languages, including ASL and deaf studies, are beneficial to practice as an OTA.
- BCC graduates are recognized as well prepared entry-level practitioners by the clinical community and employers.

After BCC

- Graduates have taken positions as Certified Occupational Therapy Assistants in area schools, acute care, rehab and psychiatric hospitals, residential and day habilitation programs, sub-acute rehab, transitional care and outpatient settings.
- Graduates may transfer to Occupational Therapy programs at senior institutions. Specific prerequisite requirements and transfer credit are determined by the transfer institution.

Infused General Education Competencies

Ethical Dimensions, Multicultural Perspective, Technical Literacy, CSS 101 (College Success Seminar)

DEGREE REQUIREMENTS

General Courses

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Choose one of the following

HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1

Choose one of the following

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3

Elective Courses

	Historic Awareness Elective	3
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See General Education Competency Courses/Historic Awareness (p. 255) for course listings

(HST 111 or HST 112 recommended for transfer)

Program Courses

OTA 111	Introduction to Occupational Therapy	3
OTA 117	Psychosocial Performance	4
OTA 121	Cognitive and Sensorimotor Performance	4
OTA 125	Movement in Human Performance	3
OTA 127	Psychosocial Therapeutic Modalities	4
OTA 233	Common Conditions of Physical Dysfunction	4
OTA 235	Professional Practice Skills	4
OTA 237	Developmental/Pediatric OT Practice	4
OTA 241	Level II Occupational Therapy Clinical Practice - A	5
OTA 243	Level II Occupational Therapy Clinical Practice - B	5
OTA 244	Seminar in Occupational Therapy	2

Required Preadmission Courses

BIO 111	General Biology I	4
	Or	
BIO 121	Fundamentals of Biological Science I	4
	Or	
BIO 233	Human Anatomy and Physiology I	4
	Or	
BIO 234	Human Anatomy and Physiology II	4
ENG 101	Composition I: College Writing	3
	Or	
ENG 102	Composition II: Writing about Literature	3
	And	
PSY 101	General Psychology	3
	Or	
PSY 255	Abnormal Psychology	3

Preadmission courses must be completed at time of application with grades of B- or better.

Required Course Sequence - Fall Semester 1

BIO 233	Human Anatomy and Physiology I	4
ENG 102	Composition II: Writing about Literature	3
OTA 111	Introduction to Occupational Therapy	3
OTA 117	Psychosocial Performance	4
	Historic Awareness Elective	3
HLT 101	Medical Language Module I	1
	Or	
HLT 102	Medical Language Module II	1

OTA courses must be taken in the sequence noted each semester.

Required Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
OTA 121	Cognitive and Sensorimotor Performance	4
OTA 125	Movement in Human Performance	3
OTA 127	Psychosocial Therapeutic Modalities	4
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Summer

Consider taking any remaining Gen Ed courses to lighten semester load.

Required Course Sequence - Fall Semester 3

OTA 233	Common Conditions of Physical Dysfunction	4
OTA 235	Professional Practice Skills	4
OTA 237	Developmental/Pediatric OT Practice	4
COM 101	Fundamentals of Public Speaking	3
MTH 119	Fundamental Statistics	3
	Or	
MTH 125	Modern College Mathematics	3

Required Course Sequence - Spring Semester 4

OTA 241	Level II Occupational Therapy Clinical Practice - A	5
OTA 243	Level II Occupational Therapy Clinical Practice - B	5
OTA 244	Seminar in Occupational Therapy	2

Note OTA courses are offered only in the sequence noted.

Recommendations for Success

Students are advised to complete most general and elective courses prior to beginning OTA program courses. OTA classes, labs, and clinical fieldwork require two to three days per week in Semester 1, 2, and 3 and 40+ hours/week in Semester 4. Some classes extend into the evening. Students often need to decrease work obligations as program requirements increase.

Program Outcomes 2010-2012

The total number of graduates who passed the National Board for Certification in Occupational Therapy (NBCOT) certification examination as first-time new graduate test takers in 2010-2012 was 45 out of 55 (a pass rate of 81%). During this three-year time period the program had 59 graduates and a graduation rate of 98%. The direct link to the program's performance data on the NBCOT® National Certification Examination is <https://secure.nbcot.org/data/schoolstats.aspx>

SPECIAL REQUIREMENTS FOR THE PROGRAM**Admission Requirements**

The Occupational Therapy Assistant program is a competitive-entry program with selective admission requirements. A limited number of students are admitted. Meeting minimal requirements places the applicant in the selection pool but does not guarantee admission.

Applicants must have completed high school or college Algebra I or higher, or score 72 or higher on the Accuplacer Elementary Algebra placement test or have successfully completed MTH 119 or MTH 125; and have completed college-level BIO 111, BIO 121, BIO 233 or BIO 234 (p. 273); and ENG 101 or ENG 102; (p. 316) and PSY 101 or PSY 255 (p. 355), all with grades of B- or better. Successful candidates have typically excelled in high school and/or college science and math courses. They also demonstrate a GPA of 3.0 or above, have completed most general education requirements, and clearly articulate their knowledge of the field and their preparation for it on the application letter.

Applicants are required to observe or volunteer in an occupational therapy setting or with organizations that provide services for the disabled. Applicants must submit a letter that briefly describes this experience: outlines their interest in, knowledge of, and exposure to occupational therapy; and explains how academic studies and life experiences have prepared the applicant for a career as an occupational therapy assistant. Submit the letter to the Admissions Department.

Students are required to attend one mandatory health science admissions information session (seating is limited.). All admission requirements including prerequisite courses must be completed by February 1st.

It is strongly recommended that students have completed the science courses required for admission and program degree completion within 10 years of application to the program.

Additional Costs

Students accepted into the program are responsible for associated costs such as lab coat, name tag, clinic supplies, graduate pin, review course, national certification exam, conferences, professional meetings, liability insurance, licensing fees, and fieldwork related costs, such as drug testing and travel. Students are required to attend off-campus professional meetings and a variety of community activities.

Fieldwork Affiliations

Transportation to the fieldwork sites is the student's responsibility. Students should be prepared to travel an hour or more from campus. Students are advised to discontinue outside work obligations during full-time fieldwork affiliations in the fourth semester. Fieldwork hours may extend into evenings and weekends and extend beyond the academic year. The availability of clinical affiliations depends on the ability of area healthcare

providers to accept students. In some cases, affiliations will be completed in a fifth semester.

Health Requirements

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre results (blood test to prove immune status). A TB test is required each year. Students must be certified by the American Heart Association in C.P.R. (Basic Life Support for Health Care Providers) or the American Red Cross (CPR/AED for Professional Rescuers and Health Care Providers). Students are required to maintain health insurance and C.P.R. certification throughout their enrollment. Additional laboratory tests, including drug screening are required, at least annually, by the program and clinical agencies. The fee is paid by the student.

Grade Requirements

Students must receive a minimum grade of "C" (75) in all required occupational therapy assistant courses. Failure to earn a "C" or better will result in program dismissal. Students who fail, do not complete, or withdraw from OTA courses may reapply to the program only once and readmission is on a space available basis. The readmission decision is based on the recommendations of the faculty and department chair. Readmitted students must resume OTA coursework within one year. Students must successfully complete all required coursework, clinical and program objectives and competencies within five years of initial acceptance into the OTA program in order to graduate. Level II fieldwork must be completed within 18 months of completion of the OTA academic coursework.

Requirements Upon Admission

Upon admission to the OTA Program students will be required to attend a program information meeting (late spring) and orientation (late summer). Additionally students must complete an online orientation to the program and online technical training prior to the start of classes. Physical examination and CPR training must be completed prior to the start of classes.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A positive CORI/SORI check may prevent students from participating in clinical assignments in contracted health facilities and prevent students from completing the program objectives.

Once enrolled in the OTA program students are required to complete all courses in the four semesters of instruction in the recommended sequence in order to integrate theoretical and clinical education.

The Massachusetts Board of Allied Health Professions requires licensure applicants to report any history of felonies or misdemeanors and may deny licensure to those applicants. Further information is available from the Board at www.state.ma.us/reg/boards/ah or at (617) 727-3071.

The Disciplinary Action Committee of the National Board for Certification in Occupational Therapy (NBCOT) may refuse to administer the certification exam, and/or deny certification to any individual charged with or convicted of a felony. For further information, contact NBCOT, 12 South Summit Avenue, Suite 100, Gaithersburg, Maryland 20877-4150; (301) 990-7979.

Essential Functions

OTA students must possess certain cognitive, physical, and psychosocial abilities in order to successfully complete the requirements of the program and ultimately practice in the profession:

- Cognitive ability to learn and apply the skills necessary to meet the curriculum requirements of the program and to qualify to take the NBCOT certification examination.
- Sufficient visual skills to allow accurate reading of a medical record, reading and recording of vital signs, and assessment of patients within a distance of 10 feet.
- Sufficient hearing skills to successfully interact with all team members as well as to hear and respond to equipment, monitors, and alarms.
- Physical abilities to safely meet the multiple needs of various patient populations. This includes sufficient joint mobility, strength, motor control, balance, functional mobility and the ability to lift and move patients from one surface to another.
- Communication skills to clearly and effectively communicate in English with patients, families, faculty, and healthcare workers in both verbal and written form.
- Emotional stability to demonstrate professional interactions with faculty, patients, families, and all other professional staff; to demonstrate respect and confidentiality; to demonstrate good judgment and ethical behavior; to deal effectively with conflict

situations; and to demonstrate ethical behavior and responsibility for oneself and his/her actions.

Accreditation

The Occupational Therapy Assistant Program (both curriculum delivery options) is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's phone number is 301.652.2682 and the website is www.acoteonline.org. Graduates are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice. State licenses require a separate application process which is based in part on the results of the NBCOT Certification Examination and completion of all program requirements for graduation. A felony charge or conviction may negatively affect a graduate's ability to sit for the NBCOT certification or attain state licensure.

Office Administration

EXECUTIVE ADMINISTRATIVE ASSISTANT CAREER PROGRAM

Degree offered

Associate in Science in Office Administration (Executive Administrative Assistant)

Credits required 61-63

Dean

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

This program prepares students for careers as office professionals in a variety of businesses such as government offices, manufacturing firms, insurance companies, retail, real estate, corporate offices, banks, and educational institutions. The executive administrative assistant combines organizational and people skills with an expertise in information processing and office technology.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Infused Competencies

First-Year Experience

Program Information

- Students wishing to receive PEL credit for an OFC course must follow the PEL procedures provided in the Academic Information section of this catalog. The student must initiate the process with the Office Administration department chair.
- OFC 102 (p. 344) or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration department chair is a prerequisite for OFC 113 (p. 345) and OFC 117 (p. 345).

Recommendations

- Take any developmental courses needed prior to enrolling in ENG 101 (p. 316).
- Any student wishing to receive transfer credit for an OFC course that qualifies must follow the PEL (Prior Experiential Learning) procedures provided in the Academic Information section of this catalog. The student must initiate the process with the department chair and appropriate faculty member.

Related Programs

Administrative Assistant Certificate, Office Support Certificate, Office Technology Management Certificate

After BCC

- Students have gone on to become administrative assistants and office managers in all types of offices and corporations.
- Graduates have gone on to become teachers in the field.
- This program is designed for students who plan to enter the workforce immediately.

DEGREE REQUIREMENTS

General Courses

ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Elective Courses

Elective - Science	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Program Courses

CED 210	Cooperative Work Experience	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 260	Writing Skills for the Administrative Assistant	0-3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
OFC 294	Office Administration Colloquium	3

OFC 102: (May be waived by previous course or passing a keyboarding test administered by the Office Administration department chair.)

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
SOC 212	The Sociology of Social Problems	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Fall Semester 3

BUS 111	Business and Financial Mathematics	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 266	Administrative Office Management	3
COM 101	Fundamentals of Public Speaking	3

Recommended Course Sequence - Spring Semester 4

BUS 251	Business Law	3
CED 210	Cooperative Work Experience	3
	Science Elective	3-4
OFC 260	Writing Skills for the Administrative Assistant	0-3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 294	Office Administration Colloquium	3

LEGAL ADMINISTRATIVE ASSISTANT CAREER PROGRAM

Degree offered

Associate in Science in Office Administration

(Legal Administrative Assistant)

Credits required 65-67

Dean

Calvin McFadden

Program contact

Diana Yohe, Coordinator Office Administration - Legal Administrative Assistant and Professor of Office Administration/Paralegal, ext. 2404

Program Goals Statement

Students completing this option are prepared to work in law offices, courts, corporate legal departments, law schools, and a wide range of other office settings. Students develop skills in law office procedures, legal document processing, use of software (Microsoft Office programs and legal specialty programs), legal ethics, proofreading, and editing.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Related Programs

Legal Office Certificate, Office Administration Certificate, Office Technologies Certificate

Program Information

- The skills developed provide excellent job mobility. Students can work in general legal practice or specialize in corporate work, real estate, probate, criminal and/or civil litigation, or other legal specialties.
- Gain work experience by participating in CED 210 (p. 278), Cooperative Work Experience I, which places students in office positions related to their academic program.
- OFC 102 (p. 344) or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration department chair is a prerequisite to OFC 113 (p. 345) and OFC 117 (p. 345).
- Some courses are only offered in the fall or spring semesters.

Recommendations

- Take developmental courses needed prior to enrolling in ENG 101 (p. 316).

- Any student wishing to receive transfer credit for an OFC course that qualifies must follow the PEL (Prior Experiential Learning) procedures provided in the Academic Information section of this catalog. The student must initiate the process with the department chair and appropriate faculty member.

Related Programs

Legal Office Certificate, Paralegal Studies Certificate

After BCC

Employment in a variety of settings, including law firms, corporate law departments, financial institutions, government agencies, or courts. Some graduates continue studies in paralegal and/or law.

DEGREE REQUIREMENTS

General Courses

ACC 114	Introduction to QuickBooks Pro	1
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Choose one of the following

BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3

Elective Courses

Scientific Reasoning and Discovery Elective	3-4
---------------------------------------------	-----

See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Program Courses

LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
LGL 281	Law Office Procedures	3
LGL 282	Legal Document Processing	3
LGL 284	Legal Transcription	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3
PLS 120	Basic Legal Research	3
PLS 230	Criminal Law and Procedure	3
PLS 242	Business Organization for Paralegals	3

OFC 102: (May be waived by previous course or passing a keyboarding test administered by the Office Administration department chair.)

Choose one of the following

CED 210	Cooperative Work Experience	3
LGL 290	Legal Studies Seminar	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
LGL 180	Introduction to Law	3
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
LGL 160	Law Office Technology	3
LGL 281	Law Office Procedures	3
OFC 214	Advanced Microsoft Word	3
BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 3

GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
LGL 282	Legal Document Processing	3
PLS 120	Basic Legal Research	3
PLS 230	Criminal Law and Procedure	3

Recommended Course Sequence - Spring Semester 4

ACC 114	Introduction to QuickBooks Pro	1
COM 101	Fundamentals of Public Speaking	3
LGL 284	Legal Transcription	3
PLS 242	Business Organization for Paralegals	3
	Science Elective	3-4
SOC 212	The Sociology of Social Problems	3
CED 210	Cooperative Work Experience	3
	Or	
LGL 290	Legal Studies Seminar	3

MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

Degree offered

Associate in Science in Office Administration - Medical Administrative Assistant option

Credits required 62-64**Dean**

Patricia Dent

Program contact

Victoria Revier, Coordinator and Professor of Medical Administrative Programs, ext. 3206

Program Goal Statement

Students completing this program are prepared to work for doctors or dentists, in hospitals, medical schools, health agencies, or in related fields. Students learn computer applications in medical software, medical terminology, medical insurance forms preparation, medical office procedures, speech recognition and employment readiness skills.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

MAA courses are offered primarily during the day.

Recommendations

- OFC 102 (p. 344) can be "waived" by a demonstrated keyboarding speed of 20 words per minute based on a two-minute timing administered by the Office Administration Department Chair. OFC 102 is a prerequisite for OFC 113 (p. 345) and OFC 117 (p. 345).
- Take MAA 101 (Medical Terminology) before BIO 115 (Survey of Anatomy & Physiology). Take OFC 120 (Text Editing) before MAA 102 (Medical Transcription).
- A student who is unable to fit MAA 209 into their last spring semester should consult with the Program Coordinator about substituting the 3 credit CED 210 (Cooperative Work Experience I).

DEGREE REQUIREMENTS

General Courses

ACC 101	Principles of Accounting I	4
BIO 115	Survey of Human Anatomy and Physiology	4
BUS 111	Business and Financial Mathematics	3
BUS 251	Business Law	3
COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Program Courses

MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 203	Advanced Medical Transcription	3
	Or	

OFC 266	Administrative Office Management	3
MAA 204	Medical Insurance Forms Preparation	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
	Or	
CED 210	Cooperative Work Experience	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3

OFC 102: (May be waived by previous course or passing a keyboarding test administered by the Office Administration department chair.)

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
MAA 101	Medical Terminology	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3

Recommended Course Sequence - Spring Semester 2

BIO 115	Survey of Human Anatomy and Physiology	4
COM 101	Fundamentals of Public Speaking	3
ENG 102	Composition II: Writing about Literature	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Fall Semester 3

ACC 101	Principles of Accounting I	4
BUS 251	Business Law	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
OFC 150	Speech Recognition	3

Recommended Course Sequence - Spring Semester 4

BUS 111	Business and Financial Mathematics	3
HST 114	United States History from 1877	3
MAA 205	Medical Office Procedures	3
SOC 212	The Sociology of Social Problems	3
MAA 203	Advanced Medical Transcription	3
	Or	
OFC 266	Administrative Office Management	3
MAA 209	Medical Office Portfolio Development	1
	Or	

CED 210	Cooperative Work Experience	3
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Paralegal Studies*

PARALEGAL STUDIES*

Degree offered

Associate in Science in Paralegal Studies

Credits required 61-62

Dean

Calvin McFadden

Program contact

Diana Yohe, Department Chair and Professor of Office Administration, ext. 2404

Program Goals Statement

The Associate of Science in Paralegal Studies (Career Option) combines a liberal arts foundation with a career concentration in one of the fastest growing professions in America. Students have an opportunity to explore the field of law and gain marketable skills to perform a wide range of supportive legal functions.

Student Learning Outcomes

See Learning Outcomes (p. 236)

Program Information

- The skills developed provide excellent job mobility. Students can work in general legal practice or specialize in corporate work, real estate, probate, criminal and/or civil litigation, or other legal specialties.
- Gain work experience by participating in PLS 243 – Paralegal Internship, which places students in office positions related to their academic program.
- Some courses are offered online.
- Substantive law courses are taught by licensed attorneys with J.D.s from ABA-accredited law schools.

Recommended electives

- PLS 234 – Legal Ethics
- PLS 235 – Immigration Law
- PLS 241 – Wills, Estates, and Trusts

After BCC

- Employment in a variety of settings including law firms, corporate law departments, financial institutions, government agencies, or courts.

- Some graduates continue their education in advanced paralegal studies or pursue law degrees.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
SOC 212	The Sociology of Social Problems	3

Choose one of the following

BUS 111	Business and Financial Mathematics	3
MTH 119	Fundamental Statistics	3

Elective Courses

Elective - Science	3-4
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See General Education Competency Courses - Scientific Reasoning and Discovery (p. 254) for course listings

Program Courses

LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
PLS 101	Civil Litigation and Procedure	3
PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3
PLS 230	Criminal Law and Procedure	3
PLS 231	Interviewing and Investigation	3
PLS 232	Advanced Legal Research and Writing	3
PLS 240	Real Estate Law	3
PLS 242	Business Organization for Paralegals	3
PLS 243	Paralegal Internship	3
	Or	
LGL 290	Legal Studies Seminar	3

Choose one of the following

PLS 234	Legal Ethics	3
PLS 235	Immigration Law	3
PLS 241	Wills, Estates, and Trusts	3

Recommended Course Sequence - Fall Semester 1

CSS 101	College Success Seminar	1
ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
PLS 101	Civil Litigation and Procedure	3

BUS 111	Business and Financial Mathematics	3
	Or	
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
GVT 111	U.S. Government	3
HST 114	United States History from 1877	3
PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3

Recommended Course Sequence - Fall Semester 3

SOC 212	The Sociology of Social Problems	3
PLS 230	Criminal Law and Procedure	3
PLS 232	Advanced Legal Research and Writing	3
PLS 242	Business Organization for Paralegals	3
	PLS Elective	3

Recommended Course Sequence - Spring Semester 4

	Science Elective	3-4
COM 101	Fundamentals of Public Speaking	3
PLS 231	Interviewing and Investigation	3
PLS 240	Real Estate Law	3
PLS 243	Paralegal Internship	3
	Or	
LGL 290	Legal Studies Seminar	3

CERTIFICATES

(A) Also offered at Attleboro Center

(NB) Also offered at New Bedford Campus

(eH) Also offered in eHealth, New Bedford

* Note: Fifty percent of these programs courses can be taken online.

FINANCIAL AID-ELIGIBLE CERTIFICATES (CLICK HERE)

Credits earned in this certificate program are eligible for Financial Aid and may serve as credits in fulfilling an Associate Degree program. Students do not need to repeat courses they have successfully completed that apply to both a certificate and a degree program. Students are encouraged to review the catalog for certificate and program requirements and to meet with an academic advisor before registering for courses.

Accounting

Administrative Assistant Certificate

Art

Biotechnology

Computer Forensics

Computer Game Development

Computer Programming

C-Print Captioning

Deaf Studies Prep

Deaf Studies Professional

Desktop Publishing Technology

Developmental Disabilities

Early Childhood Education/Infant Toddler

Early Childhood Education/Preschool

E-Commerce

English/Portuguese Community Interpreting

Fashion Merchandising

Fine Arts

Fire Investigation Specialist

Fire Prevention Specialist

Funeral Service Preparatory

Gerontology

Graphic Design

Green Building Technology

Help Desk Software Support

Human Services

International Business

Law Enforcement

Legal Office Assistant

Marketing

Medical Administrative Practices

Medical Assisting

Medical Coding

Medical Transcription

Microsoft Office Certified Application Specialist

Multimedia Development

Native American Studies

Network Tech

Office Skills Training

Office Support

Office Technology Management

Organic Agriculture Technician

Paralegal Studies

Pre-Radiology

Retail Management

Small Business and Entrepreneurial Management

Spanish/English Community Interpreting

Sports Management

Surgical Technology

Surveying

Thanatology

Therapeutic Massage

Tourism and Hospitality Services

Web Design

A+ CERTIFICATION

Degree offered

Certificate of Recognition in A+ Certification

Credits required 10

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Information

- A+ students are prepared to sit for certification exam after completing CIS 121 (p. 281), CIS 160 (p. 283) and EGR 133 (p. 310) courses.
- Recommendations
- If you have no prior computer experience, take CIS 111 (p. 280) before beginning this certificate program.
- Take CIS 121 (p. 281) in the first semester. To finish in a year, take CIS 121 (p. 281) and CIS 160 (p. 283) during the first semester.

DEGREE REQUIREMENTS

Program Courses

CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3
EGR 133	Computer Configuration and Repair	4

Recommended Course Sequence - Fall Semester 1

CIS 121	Operating Systems	3
CIS 160	The Microcomputer Environment	3

Recommended Course Sequence - Spring Semester 2

EGR 133	Computer Configuration and Repair	4
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ACCOUNTING

Degree offered

Certificate of Achievement in Accounting

Credits required 29

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate provides updated accounting expertise for people already working in the accounting field. It may also be used by students without an accounting background to

develop entry-level career skills. Most of the courses can be transferred to the Business Career degree program.

DEGREE REQUIREMENTS

Program Courses

ACC 101	Principles of Accounting I	4
ACC 102	Principles of Accounting II	4
ACC 150	Small Business Financial Software	3
ACC 201	Intermediate Accounting I	3
ACC 202	Intermediate Accounting II	3
BUS 253	Corporation Finance	3
ENG 101	Composition I: College Writing	3

Choose one of the following:

ACC 253	Cost Accounting	3
ACC 255	Federal Taxation I	3
ACC 257	Managerial Accounting	3

Choose one of the following

ACC 256	Federal Taxation II	3
ACC 259	Analysis of Financial Statements	3

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
ACC 150	Small Business Financial Software	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ACC 102	Principles of Accounting II	4
BUS 253	Corporation Finance	3

Recommended Course Sequence - Fall Semester 3

ACC 253	Cost Accounting	3
	Or	
ACC 255	Federal Taxation I	3
	Or	
ACC 257	Managerial Accounting	3

And

ACC 201	Intermediate Accounting I	3
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Recommended Course Sequence - Spring Semester 4

ACC 256	Federal Taxation II	3
	Or	
ACC 259	Analysis of Financial Statements	3
	And	
ACC 202	Intermediate Accounting II	3

Gainful Employment Program Disclosure

In accordance with Federal regulations published in the Federal Register on October 29, 2010, Bristol Community College discloses information about student costs, tuitions, fees and employment statistics to various governing bodies to ensure certification and oversight.

See: Gainful Employment Information

ADMINISTRATIVE ASSISTANT***Degree offered**

Certificate of Achievement in Administrative Assistant

Credits required 28**Dean**

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

This advanced-level certificate helps upgrade skills to improve job opportunity. Students examine the latest office technologies and procedures, learn the advanced functions of Microsoft Office software and speech recognition software, and develop database and transcription skills. If you have no working experience of Microsoft Office software, choose the Office Support certificate program.

Program Information

- This advanced-level certificate provides the most up-to-date training that addresses the fast-changing computer needs of today's offices. The advanced level of skills developed provides excellent job mobility.
- Credits from the Office Support certificate program transfer into the Administrative Assistant certificate program and the Executive Administrative Assistant degree program.

Recommendations

Students must type 30 wpm and have working knowledge of Microsoft Office software.

DEGREE REQUIREMENTS**Program Courses**

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3
OFC 260	Writing Skills for the Administrative Assistant	0-3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 294	Office Administration Colloquium	3

Choose one of the following:

CED 210	Cooperative Work Experience	3
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OFC 264	Administrative Transcription	3
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Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
OFC 150	Speech Recognition	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3

Recommended Course Sequence - Spring Semester 2

ACC 114	Introduction to QuickBooks Pro	1
OFC 260	Writing Skills for the Administrative Assistant	0-3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
CED 210	Cooperative Work Experience Or	3
OFC 294	Office Administration Colloquium	3

Gainful Employment Program Disclosure

In accordance with Federal regulations published in the Federal Register on October 29, 2010, Bristol Community College discloses information about student costs, tuitions, fees and employment statistics to various governing bodies to ensure certification and oversight.

See: Gainful Employment Information

ART**Degree offered**

Certificate of Achievement in Art

Credits required 27**Dean**

Joanne Preston

Program contact

Erik Durant, Coordinator of and Instructor in Art, ext. 2893

Program Goals Statement

The Art Certificate is an intensive investigation into the student's choice of applied art. Students design their own program to increase their knowledge of the arts and their competency and skill in various media and methods, and to make their leisure time more enjoyable.

Program Information

- All courses are taught by Art faculty.
- Students may transfer courses into the Art Transfer degree program.

- Students should follow the same sequence of all studio arts courses as recommended for the Art Transfer program.

Recommendations

Students are recommended to confine outside work to no more than 15 hours per week.

DEGREE REQUIREMENTS

Program Courses

Art Courses 27

Choose 27 credits of ART courses with the help of an advisor. See the course descriptions (p. 263) for more information.

Recommended Course Sequence

Contact your program director, Erik Durant, or your advisor for course sequencing recommendations.

Gainful Employment Program Disclosure

In accordance with Federal regulations published in the Federal Register on October 29, 2010, Bristol Community College discloses information about student costs, tuitions, fees and employment statistics to various governing bodies to ensure certification and oversight.

See Gainful Employment Information

AT-SEA-MONITOR

Degree offered

Certificate of Recognition in At-Sea Monitor

Credits required 9

Dean

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

The National Marine Fisheries Service At-Sea Monitoring Program was established under Amendment 16 of the Northeast Multispecies Fishery Management Plan. It is an integral part of catch monitoring to ensure that Annual Catch Limits of fish species are not exceeded. This certificate is designed to prepare the student for a career as an At-Sea Monitor in the commercial fishing industry. Upon successful completion of this program, students will apply for employment with approved At- Sea Monitoring Service Providers. Once hired, students will utilize their training to take and pass the National Marine Fisheries Service At-Sea Monitoring Certification course to obtain federal certification as an At-Sea Monitor.

Program Information

- Students must demonstrate a level of math skills equivalent to MTH 021 through attaining a score of 60 or higher on the Arithmetic and a score of 72 or higher on the Algebra placement exam or through obtaining a “C” or better in the MTH 021 course
- To successfully obtain the certificate, students must attain a grade of “C” or better in the BIO 232 Marine Biology course, a “B” or better in the EGR 268 Fisheries Technologies and Monitoring Techniques, and obtain their Certificate of Completion in Offshore Survival in the EGR162 Marine Safety course.
- For successful completion of the program students will be expected to participate in field trips, including trips at sea on fishing vessels and commercial whale watch vessels.
- Students must be able to lift 50 lbs, drag 200 lbs, swim 100 yards, climb ladders, tolerate stress and work long hours
- Students must be US citizens, or a non-citizen who has a green card, TN Authorization, H1 visa, or valid work visa, and a social security card
- Students should not have a conflict of interest and thus not have any direct or indirect interest in a fishery managed under federal regulations including, but not limited to, vessels, dealers, shipping companies, sectors, sector managers, or advocacy groups.
- For students to move from this program to the National Marine Fisheries Service At-Sea Monitoring Certification Course, they must possess a current American Red Cross certification in CPR and First Aid.

After BCC

Graduates work as At- Sea Monitors with various approved At-Sea Monitoring Service Providers to the commercial fishing fleet in the Northeastern United States.

DEGREE REQUIREMENTS

Program Courses

BIO 232	Marine Biology	4
EGR 162	Marine Safety	1
EGR 268	Fisheries Technologies and Monitoring Techniques	4

MTH-021 (p. 341) required depending on performance on the Arithmetic Placement Exam and the Algebra Placement Exam.

AUTOMATED-SYSTEMS-WITH-ROBOTICS

Degree offered

Certificate of Accomplishment in Automated Systems with Robotics

Credits required 15/16

Dean

Sarmad Saman

Program contact

Mary Cass, Coordinator of Automated Systems with Robotics, ext. 2248

Program Goals Statement

This certificate is to develop the student's skills to analyze and apply their knowledge of electrical & mechanical systems, as a technician working with engineers on automated systems used in industry and entertainment. Topics will include pneumatics, hydraulic, electrical and mechanical sensors, switches, motors and other automation hardware, process controllers and programmable logic.

Program Information

- Work with robotics, automation and or computer controlled systems in industry and entertainment.
- Work as a technician maintaining and troubleshooting amusement rides and mechanical animation.

DEGREE REQUIREMENTS

Program Courses

EGR 113	Introduction to Robotics	4
EGR 171	Fluid Systems	4
EGR 211	Programmable Control Systems	4

Choose one of the following

EGR 131	Introduction to Electrical Circuits	4
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Fall Semester 1

EGR 113	Introduction to Robotics	4
	And	
EGR 131	Introduction to Electrical Circuits	4
	Or	
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Spring Semester 2

EGR 171	Fluid Systems	4
EGR 211	Programmable Control Systems	4

BASIC WEB PAGE DEVELOPMENT*

Degree offered

Certificate of Recognition in Basic Web Page Development

Credits required 13

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate program is designed to meet today's demand for knowledgeable Internet users and developers. Students learn to develop Web pages for specific goals and to access the Internet for research and communications.

Program Information

- This certificate is designed for users experienced in either the application development or programming areas. Students without basic computers skills must complete CIS 111 prior to starting the certificate.
- This certificate helps students develop skills and expertise to design effective Web pages. This certificate would supplement any college program.

DEGREE REQUIREMENTS

Program Courses

CIS 122	Internet Developer	3
CIS 159	MySQL and PHP	3
CIS 162	Applications for Web Development	3
CIT 102	Security Awareness	1
CIT 131	Business Creativity	3

Recommended Course Sequence - Fall Semester 1

CIS 122	Internet Developer	3
CIT 131	Business Creativity	3

Recommended Course Sequence - Spring Semester 2

CIS 159	MySQL and PHP	3
CIS 162	Applications for Web Development	3
CIT 102	Security Awareness	1

BIOTECHNOLOGY*

Degree offered

Certificate of Achievement in Biotechnology

Credits required 28

Dean

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

- Learn the essential knowledge and develop lab skills for entry-level biotech positions, including setting up

sample analysis, maintaining automated instruments, and preparing materials for research scientists.

- Program Information
- Massachusetts is a national leader in biotechnology and needs well-trained workers for this growing field.

DEGREE REQUIREMENTS

Program Courses

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
BIO 240	Cell Biology	4
CED 210	Cooperative Work Experience	3
CHM 116	Health Science Chemistry II	4
ENG 101	Composition I: College Writing	3
MTH 119	Fundamental Statistics	3

Choose one of the following

BIO 239	Elements of Microbiology	4
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4

Recommended Course Sequence - Fall Semester 1

BIO 121	Fundamentals of Biological Science I	4
BIO 126	Introduction to Biotechnology	3
CED 210	Cooperative Work Experience	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

BIO 240	Cell Biology	4
CHM 116	Health Science Chemistry II	4
MTH 119	Fundamental Statistics	3

Recommended Course Sequence - Fall Semester 3

BIO 239	Elements of Microbiology	4
	Or	
CHM 225	Biochemistry	4
	Or	
CHM 226	Chemistry of Nucleic Acids	4
	And	

Gainful Employment Disclosure

Gainful Employment Program Disclosure

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See: Gainful Employment Information

CENTRAL STERILE PROCESSING TECHNICIAN (EH)

Degree offered

Certificate of Recognition in Central Sterile Processing Technician

Credits required 4

Dean

Patricia Dent

Program contact

TBA - for initial inquiry information contact x4444 or x4442

Program Goal Statement

This credit program prepares students to become an entry level central sterile processing technician. A central sterile processing technician is a medical professional who specializes in stocking, sterilizing, packaging, and preparing the tools and equipment that are used in surgical procedures. He or she is often held responsible for ensuring the cleanliness and safety of operating rooms, tables, and equipment. Central sterile processing technicians may work in a number of different medical settings, including general hospitals, public health clinics, private doctors' offices, and specialized surgical centers.

Program Information

- This program prepares students for a career in sterile processing and distribution by assisting the student to gain the skills needed to become a skilled, effective health care central sterile processing technician.
- Students who successfully complete the Central Sterile Processing Technician program will receive a Certificate of Recognition.

DEGREE REQUIREMENTS

Program Courses

HLT 100	Central Sterile Processing Technician	4
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Recommended Course Sequence - Fall Semester 1

HLT 100	Central Sterile Processing Technician	4
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Essential Functions

- The Central Sterile Processing Technician Certificate program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional central sterile processing technician. In order to meet the course requirements, students must possess the following basic abilities.

- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.
- Physical ability, sufficient mobility, and motor coordination to safely perform all activities required while in the upright position.
- Visual acuity sufficient to read all appropriate instrumentation.
- Hearing ability sufficient to respond to messages and requests from patients, physicians, staff and to respond to equipment signals.
- Communication skills sufficient to allow for communication with instructors, staff, patients, and physicians.
- Emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians, respect patient confidentiality, use reasonable judgment and accept responsibility for their actions.

Admission Requirements

- To be eligible for admission students must have a high school diploma or equivalency. Medical, CORI and drug clearances are required.

Requirements Upon Admission

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titre (blood tests to prove immunity). A TB test is required. Health insurance and professional liability insurance are required. Additional laboratory tests, including drug screening and CORI/SORI checks are required by clinical agencies.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

- Students must have current CPR Certification from either the American Heart Association (Basic Life Support for Health Care Providers) or the American Red Cross (CPR/AED for Professional Rescuers and Health Care Providers).

Grade Requirements

A "C" or better is required in HLT 100.

Additional Costs

Students accepted into the program are responsible for associated costs such as lab coat, name tag, graduate pin, review course, national certification examination, liability insurance and practicum costs including travel. Transportation to the practicum sites is the students responsibility. Students should be prepared to travel an hour or more from campus.

After BCC

- Central sterile processing technicians may choose to advance their career by completing a surgical technology certificate or enter other health education programs.
- Following successful completion of HLT 100 students are eligible to take the certification examination offered by the International Association of Healthcare Central Service Material Management (IAHCSMM). 400 hours of hands-on experience must be accrued prior to/or within six months of taking the certification examination.

CNC MACHINING AND PROGRAMMING*

Degree offered

Certificate of Recognition in Computerized Numeric Control Machining and Program

Credits required 13

Dean

Sarmad Saman

Program contact

Mary Cass, Coordinator and Associate Professor of Automation Technology, ext. 2248

Program Goals Statement

Students learn to use standard machine-shop equipment and operate and program CNC machinery to become manufacturing technicians. Students also understand the materials to be processed and technical drawing through the use of AutoCAD.

Program Information

- This program serves as a solid base for continuing on toward a degree, with all courses transferring to BCC’s Automation, Electro-Mechanical and Mechanical Technology programs.
- This program utilizes BCC’s NSF-funded Computer-Integrated Manufacturing (CIM) Laboratory facility, utilizing typical industrial CNC machining centers.
- Students must have previously completed algebra II and geometry before enrolling in certificate courses.

DEGREE REQUIREMENTS

Program Courses

EGR 172 Material Science 4

Choose one of the following

CAD 101 Computer Aided Drafting 3
 CAD 111 Advanced Computer Aided Design 3
 CAD 112 Advanced Computer Aided Design II 3
 CAD 172 Computer Aided Mechanical Design 3

Choose two of the following

CAD 211 Computer Aided Manufacturing 3
 EGR 111 Fundamentals of Manual Machining 3
 EGR 112 Automated Machining 3

Recommended Course Sequence - Fall Semester 1

CAD 101 Computer Aided Drafting 3
 Or
 CAD 111 Advanced Computer Aided Design 3
 Or
 CAD 112 Advanced Computer Aided Design II 3
 Or
 CAD 172 Computer Aided Mechanical Design 3
 And
 EGR 111 Fundamentals of Manual Machining 3
 Or
 EGR 112 Automated Machining 3
 Or
 EGR 172 Material Science 4

Recommended Course Sequence - Spring Semester 2

CAD 211 Computer Aided Manufacturing 3
 Or
 EGR 111 Fundamentals of Manual Machining 3
 Or
 EGR 112 Automated Machining 3
 Or

EGR 172 Material Science 4

Choose two

COMPUTER FORENSICS (A)

Degree offered

Certificate of Achievement in Computer Forensics

Credits required 28-29

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate provides information technology and criminal justice professionals with the opportunity to obtain knowledge, training, and skills in computer forensics. Computer forensics examines legal evidence found in computers and digital storage media. This certificate offers two tracks. Those with a background in criminal justice should choose the Information Technology track. Those with an information technology background should choose the Criminal Justice track.

Program Information

Students without the required courses must submit documented proof of their acquired knowledge for evaluation by either the Computer Information Systems or Criminal Justice department chairs.

Recommendations

Students without basic computer skills should enroll in CIS 111 prior to enrolling in this program.

After BCC

Graduates are prepared to work in law enforcement agencies, the private commercial sector, and law firms as computer forensics technicians.

DEGREE REQUIREMENTS

Core Courses

CIT 155 Introduction of Computer Forensics 3
 CIT 255 Advanced Computer Forensics 4
 CIT 256 File System Forensic Analysis 3
 CIT 275 Computer Forensics Seminar 4
 ENG 101 Composition I: College Writing 3

Concentration Courses - Criminal Justice Track

CRJ 101 Introduction to Criminal Justice 3
 CRJ 113 Criminal Law 3
 CRJ 256 Criminal Investigation 3

CRJ 258	Criminal Procedure	3
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Concentration Courses - Information Technology Track

CIS 106	Operating System Scripting	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 134	Networking Technologies	4
CIT 150	Network Security	3

Recommended Course Sequence - Pre-Admission

Students should take CIS 121 prior to enrolling in this certificate.

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CIS 120	Programming: Logic, Design and Implementation	3

Recommended Course Sequence - Spring Semester 2

CIT 155	Introduction of Computer Forensics And	3
CRJ 256	Criminal Investigation Or	3
CIS 106	Operating System Scripting And	1
CIS 134	Networking Technologies	4

Recommended Course Sequence - Fall Semester 3

CRJ 258	Criminal Procedure Or	3
CIT 150	Network Security And	3
CIT 255	Advanced Computer Forensics	4

Recommended Course Sequence - Spring Semester 4

CIT 256	File System Forensic Analysis	3
CIT 275	Computer Forensics Seminar	4

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See: Gainful Employment Information

COMPUTER GAME DEVELOPMENT**Degree offered**

Certificate of Achievement in Computer Game Development

Credits required 27**Dean**

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students gain an understanding of all aspects of electronic game production. Each student participates as a team member in the creation of an electronic game.

Program Information

- Students can develop the skills necessary for employment by electronic game development companies in basic entry-level positions.
- Due to the fast-track nature of the course, students may need to follow up with additional sample work or study to gain employment.

DEGREE REQUIREMENTS**Program Courses**

CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 143	Programming for Game Developers I	3
CIT 241	Electronic Game Development II	3
CIT 242	Programming for Game Developers II	3
CIT 243	Game and Sound Protection	3
CIT 244	Production for Game Developers	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

CIT 140	Electronic Game Development I	3
CIT 141	Visual Concepts for Game Designers	3
CIT 142	Computer Game Level Building	3
CIT 143	Programming for Game Developers I	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIT 241	Electronic Game Development II	3
CIT 242	Programming for Game Developers II	3
CIT 243	Game and Sound Protection	3
CIT 244	Production for Game Developers	3

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COMPUTER PROGRAMMING*

Degree offered

Certificate of Accomplishment in Computer Programming

Credits required 15/19

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

A certificate in Computer Programming gives students mastery of basic programming concepts. The student becomes literate in at least three programming languages and achieves advanced mastery of more sophisticated concepts in at least one programming language.

Requirement

Students without basic computer skills should enroll in CIS 111 (p. 280) prior to enrolling in this certificate. Students who need basic keyboarding skills should enroll in OFC 102 (p. 344) prior to enrolling in this program.

Recommendations

Plan to spend large blocks of time developing proficiency.

DEGREE REQUIREMENTS

Database Programming (choose one)

CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 159	MySQL and PHP	3

One 3-4 credit Elective – Programming

CIS 122	Internet Developer	3
CIS 150	Oracle and SQL	3
CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 250	Interactive Websites	3
CIS 254	Advanced COBOL	3
CIS 255	C++ Object Oriented Programming	3

CIS 256	Advanced Visual Basic	3
CIS 257	Object-Oriented JAVA Programming II	4
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3

One 3-4 credit Elective - Programming Language

CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 250	Interactive Websites	3
CIT 143	Programming for Game Developers I	3

First-semester programming language (choose one)

CIS 154	Introduction to Programming (COBOL)	3
CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 159	MySQL and PHP	3
CIS 250	Interactive Websites	3

Second-semester of the programming language previously taken (choose one)

CIS 254	Advanced COBOL	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 257	Object-Oriented JAVA Programming II	4
CIS 258	Advanced Interactive Programming	3

Recommended Course Sequence - Fall Semester 1

Database programming course (semester 1 or 2); First-semester programming course; Programming Elective

Recommended Course Sequence - Spring Semester 2

Database programming course (semester 1 or 2); Programming elective; Second-semester of the programming language taken in first semester

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See: Gainful Employment Information

COMPUTER-AIDED DESIGN AND DRAFTING*

Degree offered

Certificate of Recognition in Computer Aided Design and Drafting

Credits required 12

Dean

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, ext. 2746

Program Goals Statement

This one-year certificate program provides students with the needed skills to become a professional computer-aided architectural draftsman, civil draftsman, mechanical designer, or manufacturing operator in the engineering industry. Students learn fundamental concepts of engineering drawing through advanced computer-aided design techniques.

Program Information

- This program serves as a solid base for advanced work in a degree program, with all courses transferring to BCC's Automation, Civil, Electro-Mechanical, Environmental, Mechanical, and Structural Technology programs.
- Students utilize high-tech computer equipment and the latest AutoDesk, SolidWorks, and/or CAM software.

After BCC

Graduates are prepared for positions as architectural and civil CAD operators/drafters and mechanical designers.

DEGREE REQUIREMENTS

Core Courses

CAD 101 Computer Aided Drafting 3

Architectural/Civil (complete all three courses)

Concentration Courses

CAD 122 Architectural Drawing 3

CAD 125 3D Architecture, Building, and Landscape Design 3

CAD 128 Civil Drafting and Design 3

Mechanical/Manufacturing (choose 3 courses)

CAD 111 Advanced Computer Aided Design 3

CAD 112 Advanced Computer Aided Design II 3

CAD 172 Computer Aided Mechanical Design 3

CAD 211 Computer Aided Manufacturing 3

Recommended Course Sequence - Fall Semester 1

CAD 101 Computer Aided Drafting 3

Recommended Course Sequence - Spring Semester 2

CAD 122 Architectural Drawing 3

Or

CAD 125 3D Architecture, Building, and Landscape Design 3

Or

CAD 128 Civil Drafting and Design 3

And

CAD 172 Computer Aided Mechanical Design 3

Or

CAD 111 Advanced Computer Aided Design 3

Architectural/Civil CAD 122 or CAD 125 or CAD 128

Mechanical/Manufacturing CAD 172 or CAD 111

Recommended Course Sequence - Fall Semester 3

CAD 122 Architectural Drawing 3

Or

CAD 125 3D Architecture, Building, and Landscape Design 3

Or

CAD 128 Civil Drafting and Design 3

And

CAD 111 Advanced Computer Aided Design 3

Or

CAD 112 Advanced Computer Aided Design II 3

Architectural/Civil CAD 122 or CAD 125 or CAD 128

Mechanical/Manufacturing CAD 111 or CAD 112

Recommended Course Sequence - Spring Semester 4

CAD 122 Architectural Drawing 3

Or

CAD 125 3D Architecture, Building, and Landscape Design 3

Or

CAD 128 Civil Drafting and Design 3

And

CAD 112 Advanced Computer Aided Design II 3

Or

CAD 211 Computer Aided Manufacturing 3

Architectural/Civil CAD 122 or CAD 125 or CAD 128

Mechanical/Manufacturing CAD 112 or CAD 211

COMPUTER-AIDED DESIGN AND MANUFACTURING (CAD/CAM)*

Degree offered

Certificate of Accomplishment in Computer Aided Design & Manufacturing (CAD/CAM)

Credits required 22

Dean

Sarmad Saman

Program contact

Mary Cass, Coordinator and Associate Professor of Automation Technology, ext. 2248

Program Goals Statement

This certificate program provides students with the needed skills to become a professional computer-aided draftsman, mechanical, or manufacturing technicians in the engineering industry. Students learn fundamental concepts of engineering drawing through advanced computer-aided design techniques and CAD/CAM. They will utilize and set up standard machine-shop equipment and operate and program CNC machinery. Students also understand the materials to be processed and technical drawing through the use of AutoCAD, SolidWorks, Inventor, and CamWorks.

Program Information

- This program serves as a solid base for continuing on toward a degree with all courses transferring to BCC's Automation, Electro-Mechanical, and Mechanical Technology programs.
- Students utilize typical industrial CNC machining centers, high-tech computer equipment, and the latest AutoDesk, SolidWorks, and/or CAM software.
- Students must have previously completed Algebra II and Geometry before enrolling in certificate courses.

DEGREE REQUIREMENTS

Program Courses

CAD 111	Advanced Computer Aided Design	3
CAD 211	Computer Aided Manufacturing	3
EGR 111	Fundamentals of Manual Machining	3
EGR 112	Automated Machining	3
EGR 172	Material Science	4

Choose two from the following

CAD 101	Computer Aided Drafting	3
CAD 112	Advanced Computer Aided Design II	3
CAD 172	Computer Aided Mechanical Design	3

Recommended Course Sequence - Fall Semester 1

CAD 111	Advanced Computer Aided Design	3
EGR 111	Fundamentals of Manual Machining	3
EGR 172	Material Science	4

CAD 101	Computer Aided Drafting	3
	Or	
CAD 172	Computer Aided Mechanical Design	3

Recommended Course Sequence - Spring Semester 2

CAD 211	Computer Aided Manufacturing	3
EGR 112	Automated Machining	3
CAD 101	Computer Aided Drafting	3
	Or	
CAD 112	Advanced Computer Aided Design II	3
	Or	
CAD 172	Computer Aided Mechanical Design	3

C-PRINT™ CAPTIONING

Degree offered

Certificate of Achievement in C-Print™ Captioning

Credits required 25

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This certificate prepares graduates to work with Deaf or hard-of-hearing students and students with other disabilities in mainstream classrooms and/or work environments. Students in this program learn to keyboard effectively, to use laptop computers in conjunction with C-Print™ software, to perform real-time captioning in classrooms or other settings, to edit and prepare notes, and to work within the Deaf culture and with disability services.

Program information

- C-Print™ is a support service that combines the characteristics of both interpreters and note takers.
- C-Print™ technology is a speech-to-text system used as a communication access service option to individuals who are deaf or hard-of-hearing around the country.

Recommendations

Students must possess an aptitude for phonetics and English grammar and type 40 words per minute or take OFC 102 (p. 344), OFC 104 (p. 344), OFC 113 (p. 345).

After BCC

Students can work in any public or private school setting. C-Print™ captionists are also employed to take notes

during town meetings, public forums, workshops, business meetings, and with individuals with other disabilities.

DEGREE REQUIREMENTS

Program Courses

CIT 100	Working with Laptops	1
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3
OFC 120	Text Editing	3
OFC 135	C-Print Basics	3
OFC 240	C-Print Captioning Skill Development	3
OFC 245	C-Print Captioning Practicum	3
OFC 294	Office Administration Colloquium	3

Choose one of the following

BUS 113	Introduction to Business Functions and Practices	3
MAN 154	Small Business Management	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
OFC 135	C-Print Basics	3
DST 110	Deaf Culture	3

Recommended Course Sequence - Spring Semester 2

BUS 113	Introduction to Business Functions and Practices	3
	Or	
MAN 154	Small Business Management	3
	And	
OFC 120	Text Editing	3
OFC 240	C-Print Captioning Skill Development	3
OFC 245	C-Print Captioning Practicum	3
OFC 294	Office Administration Colloquium	3

Gainful Employment Disclosure

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See: Gainful Employment Information

DEAF STUDIES PREP

Degree offered

Certificate of Accomplishment in Deaf Studies Prep

Credits required 17

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

This certificate program is designed for students interested in American Sign Language and Deaf people but unsure of their career goal(s). It is also a great concentration for students in non-Deaf Studies degree programs that seek specialized skills and knowledge in a competitive job market.

Program Information

- This certificate program is a good choice for Deaf Studies students wishing to explore their program of study and career options while they complete developmental work.
- Students are encouraged to be active in our ASL/Deaf Studies club and are required to be active in the Deaf community.
- Students will spend an additional hour per week engaged in language lab activities with each ASL course taken.

DEGREE REQUIREMENTS

Program Courses

ASL 101	Elementary American Sign Language I	3
ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

ASL 101	Elementary American Sign Language I	3
DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ASL 102	Elementary American Sign Language II	3
ASL 181	Visual/Gestural Communication	2

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fees and employment statistics to various governing bodies to ensure certification and oversight.

See: Gainful Employment Information

DEAF STUDIES PROFESSIONAL

Degree offered

Certificate of Achievement in Deaf Studies Professional

Credits required 28

Dean

Joanne Preston

Program contact

Sandra Lygren, Coordinator and Professor of Deaf Studies, ext. 2748

Program Goals Statement

The certificate provides professional development and/or specialization in Deaf Studies for professionals already working with Deaf people. Fundamental to this program are both American Sign Language competency and appreciation of the Deaf community as a cultural/linguistic minority.

Program Information

- Prerequisite for admission minimum of Associate in Arts or Science and demonstrated ASL ability at the advanced beginner level.
- Students with 30 or more college credits in liberal arts/general education including ENG 101 (p. 316) or equivalent, demonstrated ASL ability, and proof of related employment may meet with the program director to determine admission.
- Students without the required language skills should choose the Deaf Studies Prep Certificate program or one of the Deaf Studies degree options.

DEGREE REQUIREMENTS

Program Courses

ASL 201	Intermediate American Sign Language I	3
ASL 202	Intermediate American Sign Language II	3
ASL 283	American Sign Language Seminar I	1
ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 301	Advanced American Sign Language I	4
ASL 302	Advanced American Sign Language II and Structure	4
DST 101	Introduction to Deaf Studies	3

DST 110	Deaf Culture	3
DST 210	The Deaf Community in Society	3

Choose one of the following

DST 151	Deaf History	3
DST 251	Deaf Literature and ASL Folklore	3

Recommended Course Sequence - Fall Semester 1

DST 101	Introduction to Deaf Studies	3
DST 110	Deaf Culture	3
ASL 201	Intermediate American Sign Language I	3
ASL 283	American Sign Language Seminar I	1

Recommended Course Sequence - Spring Semester 2

ASL 202	Intermediate American Sign Language II	3
DST 210	The Deaf Community in Society	3

Recommended Course Sequence - Fall Semester 3

ASL 301	Advanced American Sign Language I	4
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Recommended Course Sequence - Spring Semester 4

ASL 284	ASL/Deaf Studies Capstone Seminar	1
ASL 302	Advanced American Sign Language II and Structure And	4
DST 151	Deaf History	3
	Or	
DST 251	Deaf Literature and ASL Folklore	3

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See: Gainful Employment Information

DESKTOP PUBLISHING (NB)*

Degree offered

Certificate of Recognition in Desktop Publishing Technology

Credits required 12

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

The certificate in Desktop Publishing Technology provides training in the computer skills needed to work in the pre-press environment. Courses focus on using industry-standard pagination and digital imaging software and deal with basic writing and editing.

Requirements

- Students entering this certificate program must understand the basic concepts of an operating system, spreadsheet, and a database.
- Those without computer experience should take CIS 111 (p. 280) before starting the program. CIS 112 (p. 281) is also helpful.

DEGREE REQUIREMENTS

Program Courses

CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
ENG 101	Composition I: College Writing	3
ENG 215	Technical Writing	3

Recommended Course Sequence - Fall Semester 1

CIT 131	Business Creativity	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIT 132	Desktop Publishing	3
ENG 215	Technical Writing	3

Gainful Employment Program Disclosure

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See: Gainful Employment Information

DEVELOPMENTAL DISABILITIES*

Degree offered

Certificate of Achievement in Developmental Disabilities

Credits required 24

Associate Vice President of Academic Affairs Michael Vieira

Program contact

Paul F. Correia, Coordinator, ext. 3765

Program Goals Statement

This certificate prepares students to work within the broad range of developmental disabilities populations, including

individuals with mental retardation, autism, Down and Fetal Alcohol Syndromes, various neurological and sensory impairments, and other emotional and behavioral disorders.

Program Information

Most courses in the Developmental Disabilities certificate apply to both the Human Services degree and certificate programs.

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
SER 101	Introduction to Social Welfare	3
SER 212	Special Topics in Mental Health	3
SER 260	Supervision and Leadership in Human Services	3
SER 261	Developmental Disabilities	3
SER 290	Pre-Internship Planning Workshop	1
SER 291	Field Experience and Seminar I	5

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
SER 101	Introduction to Social Welfare	3

Recommended Course Sequence - Spring Semester 2

PSY 101	General Psychology	3
SER 261	Developmental Disabilities	3
SER 290	Pre-Internship Planning Workshop	1

Recommended Course Sequence - Fall Semester 3

SER 212	Special Topics in Mental Health	3
SER 260	Supervision and Leadership in Human Services	3

Recommended Course Sequence - Spring Semester 4

SER 291	Field Experience and Seminar I	5
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See: Gainful Employment Information

EARLY CHILDHOOD EDUCATION INFANT/TODDLER (NB)*

Degree offered

Certificate of Achievement in Early Childhood Education
Infant/Toddler

Credits required 25

Dean

Joanne Preston

Program contact

Melissa Cardelli, Program Coordinator, Assistant Professor of Early Childhood Education, ext. 2410

Program Goals Statement

This certificate program introduces students to the application of principles of respectful care and education of infants and toddlers (birth through 2.9 years). Through placement in a supervised infant/toddler setting, students demonstrate their understanding of the principles and skills needed to provide quality education and respectful care.

Program Information

- Required courses meet the requirements of group care staff as identified by the Department of Early Education and Child Care (DEEC).
- Course credits apply toward an associate degree in Early Childhood Education.
- C.O.R.I. (Criminal Offender Record Information) and S.O.R.I. (Sexual Offender Registry Information) background checks are required prior to clinical placement and are conducted in accordance with state regulations. C.O.R.I. and S.O.R.I. checks are processed through the Human Resources office.

Academic Expectations

All Early Childhood students must achieve grades of “C-” or better in all subject courses with an ECE designation.

Special Requirements for the Program

Health Requirements

Accepted applicants must have a physical examination, Hepatitis B immunization, other immunizations as required by the Massachusetts Department of Public Health, and must have a tuberculosis test each year.

Fieldwork

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge. Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

DEGREE REQUIREMENTS

Program Courses

ECE 111	Introduction to Early Childhood Education	3
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ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 223	Infant-Toddler Development	3
ECE 236	Infant-Toddler Curriculum Planning	3
ECE 244	Parent-Teacher Communications and Partnerships	3
ECE 251	Teaching Practicum I and Seminar I	4
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3
GIS 101	Introduction to Geographic Information Systems	3

Recommended Course Sequence - Spring Semester 2

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3

Recommended Course Sequence - Fall Semester 3

ECE 223	Infant-Toddler Development	3
ECE 244	Parent-Teacher Communications and Partnerships	3

Recommended Course Sequence - Spring Semester 4

ECE 236	Infant-Toddler Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4

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See: Gainful Employment Information

EARLY CHILDHOOD EDUCATION PRESCHOOL (NB)*

Degree offered

Certificate of Achievement in Early Childhood Education Preschool

Credits required 28

Dean

Joanne Preston

Program contact

Melissa Cardelli, Program Coordinator, Assistant Professor of Early Childhood Education, ext. 2410

Program Goals Statement

This certificate program prepares students to enter the field as a qualified entry-level professional ready to work with preschool children in settings such as daycare, learning centers, and family child care.

Program Information

- Required courses meet the requirements of group care staff as identified by the Department of Early Education and Child Care (DEEC).
- Course credits apply toward an associate degree in Early Childhood Education.
- C.O.R.I. (Criminal Offender Record Information) and S.O.R.I. (Sexual Offender Registry Information) background checks are required prior to clinical placement and are conducted in accordance with state regulations. C.O.R.I. and S.O.R.I. checks are processed through the Human Resources office.

Academic Expectations

All Early Childhood students must achieve grades of “C-” or better in all subject courses with an ECE designation.

Special Requirements for the Program**Health Requirements**

Accepted applicants must have a physical examination, Hepatitis B immunization, other immunizations as required by the Massachusetts Department of Public Health, and must have a tuberculosis test each year.

Fieldwork

During this program, which requires a practicum experience, Early Childhood students should be aware that young children are physically very active. Students must be able to move quickly and have sufficient visual and hearing acuity to accurately monitor children in their charge.

Transportation to fieldwork sites is the responsibility of the student. Students should be prepared to travel up to an hour from campus for these assignments.

DEGREE REQUIREMENTS**Program Courses**

ECE 111	Introduction to Early Childhood Education	3
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ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 222	Special Needs in Early Childhood	3
ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
PSY 252	Child Development	3

Recommended Course Sequence - Fall Semester 1

ECE 111	Introduction to Early Childhood Education	3
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3

Recommended Course Sequence - Spring Semester 2

ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
PSY 252	Child Development	3

Recommended Course Sequence - Fall Semester 3

ECE 113	Safe and Healthy Early Childhood Learning Environments	3
ECE 222	Special Needs in Early Childhood	3

Recommended Course Sequence - Spring Semester 4

ECE 234	Preschool Curriculum Planning	3
ECE 251	Teaching Practicum I and Seminar I	4

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See: Gainful Employment Information

E-COMMERCE***Degree offered**

Certificate of Accomplishment in e-commerce

Credits required 20/22**Dean**

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration

Program Goals Statement

This certificate provides students with the knowledge to use e-commerce technologies for small business operations. Most of the courses can be transferred to a Business Career associate degree program.

DEGREE REQUIREMENTS

Program Courses

BUS 152	Honors E-Commerce	3
CIS 122	Internet Developer	3
CIS 162	Applications for Web Development	3
CIT 131	Business Creativity	3
	Any CIS Course	1-3
ENG 101	Composition I: College Writing	3
MAN 154	Small Business Management	3

Electives: Choose 1-3 credits from any CIS course

Choose one of the following

ACC 114	Introduction to QuickBooks Pro	1
BUS 115	Fundamentals of an Enterprise	1
RMN 117	Fundamentals of On-Line Retailing	1

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro Or	1
BUS 115	Fundamentals of an Enterprise Or	1
RMN 117	Fundamentals of On-Line Retailing And	1
BUS 152	Honors E-Commerce	3
ENG 101	Composition I: College Writing	3
MAN 154	Small Business Management	3

Recommended Course Sequence - Spring Semester 2

	CIS/CIT Elective	3-4
CIS 122	Internet Developer	3
CIS 162	Applications for Web Development	3
CIT 131	Business Creativity	3

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See: Gainful Employment Information

EMERGENCY MEDICAL TECHNICIAN (A/EH)*

Degree offered

Certificate of Recognition in Emergency Medical Technician

Credits required 8

Dean

Sarmad Saman

Program contact

Stephen Rivard, Coordinator of Fire Science Technology

Program Goals Statement

The Emergency Medical Technician Certificate Program is designed to provide students with the skills and knowledge to pursue a career as an EMT. Successful completion of the program coursework qualifies students to sit for the State of Massachusetts EMT license examination. This State license is mandatory for all personnel who wish to pursue a career working on an ambulance. EMT licensure is also the first step in training for a career as a paramedic or with the fire service. EMT training is a valuable skill for those pursuing careers in the healthcare. EMT students gain practical experience by taking part in both hands-on activities and simulations.

Program Information

- Successful completion of the program coursework will qualify students to sit for the State of Massachusetts EMT certification examination.
- EMT students will gain practical experience by taking part in both hands on activities and simulations.
- EMT certification is the first step in training for a career as a Paramedic or with the fire service.
- Courses transfer to the Fire Science Associate's degree program.

DEGREE REQUIREMENTS

Program Courses

FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4

Recommended Course Sequence - Semester 1

FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4

FASHION MERCHANDISING*

Degree offered

Certificate of Achievement in Fashion Merchandising

Credits required 28

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The certificate is designed to prepare students to enter a fashion career. Courses in retail management, art, human behavior, and psychology aim to enhance career opportunities and lay a foundation for further study if desired.

Program Information

Many courses transfer to BCC's degree program in Retail Management.

After BCC

Students can consider such career options as fashion coordinator, fashion consultant, designer, or presenter.

DEGREE REQUIREMENTS

Program Courses

ART 111	Drawing I	3
ENG 101	Composition I: College Writing	3
MAR 101	Principles of Marketing	3
RMN 111	Retail Management - Principles of	3

	Buying	
RMN 114	Retail Management -	3
	Fundamentals of Fashion and	
	Textiles	

RMN 115	Creative Fashion Presentation,	3
	Promotion, and Visual	
	Merchandising	

Choose one of the following

CIT 131	Business Creativity	3
RMN 116	Retail and Fashion Merchandising	3
	Field Study	

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 114	Professional Speaking	3

Choose one of the following

MAR 114	Sales Principles	3
PSY 101	General Psychology	3

Choose one of the following

RMN 117	Fundamentals of On-Line	1
	Retailing	
RMN 118	Workshop in Team Development	1
	and Managerial Communications	

Recommended Course Sequence - Fall Semester 1

ART 111	Drawing I	3
ENG 101	Composition I: College Writing	3
MAR 101	Principles of Marketing	3
RMN 111	Retail Management - Principles of	3

	Buying	
	And	
CIT 131	Business Creativity	3
	Or	

RMN 116	Retail and Fashion Merchandising	3
	Field Study	

Recommended Course Sequence - Spring Semester 2

RMN 114	Retail Management -	3
	Fundamentals of Fashion and	
	Textiles	

RMN 115	Creative Fashion Presentation,	3
	Promotion, and Visual	
	Merchandising	
	And	

MAR 114	Sales Principles	3
	Or	

PSY 101	General Psychology	3
	And	

RMN 117	Fundamentals of On-Line	1
	Retailing	
	Or	

RMN 118	Workshop in Team Development	1
	and Managerial Communications	
	And	

COM 101	Fundamentals of Public Speaking	3
	Or	

COM 114	Professional Speaking	3
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See: Gainful Employment Information

FINE ARTS*

Degree offered

Certificate of Achievement in Fine Arts

Credits required 27

Dean

Joanne Preston

Program contact

Erik Durant, Coordinator of and Instructor in Art, ext. 2893

Program Goals Statement

This program offers students an introduction to the fine arts. Students can explore art, music, theatre, dance, and English, and additional electives in literature, the humanities, and history. All courses transfer into a degree program.

Program Information

- Students may transfer courses into a degree program at BCC or at another institution.
- Consult with the program coordinator to design a program that meets your needs, interest, and background.

Recommendations

If enrolled part time, take ENG 101 (p. 316), an ART elective, MUS elective, and THE elective first.

DEGREE REQUIREMENTS

Program Courses

	Art Elective	3
	Music Elective	3
	Theater Elective	3
ENG 101	Composition I: College Writing	3
ENG 283	Creative Writing Seminar	3

Additional Electives

ELECTIVE	3
ELECTIVE	3
ELECTIVE	3
ELECTIVE	3

To complete required program credits, students select four electives appropriate to their interests and background with the approval of an advisor. Refer to Art, Dance, English, Music, and Theatre course descriptions for possibilities

Recommended Course Sequence

Contact your program director, Erik Durant, or your advisor for course sequencing recommendations.

Gainful Employment Program Disclosure

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See: Gainful Employment Information

FOUNDATIONS OF C-PRINTTM

Degree offered

Certificate of Recognition in Foundations of C-Print™

Credits required 10

Dean

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

C-Print™ technology provides captioning services for the Deaf and hard-of-hearing in classrooms or work environments. The certificate provides basic training in C-Print™ principles. All credits transfer to the C-Print™ Captioning certificate.

Program Information

OFC 102 (p. 344) or a demonstrated keyboarding speed of 40 words per minute is required. Meet with the department chair for program information.

Recommended Electives

- A minimum keyboarding speed of 40 wpm based on a 5-minute timing administered by the Office Administration Department Chair is required for admission to the program.
- Courses in this certificate transfer into the C-Print™ Captioning Certificate of Achievement.

After BCC

- Students continue their education and transfer into the C-Print™
- Captioning certificate program.

DEGREE REQUIREMENTS

Program Courses

CIT 100	Working with Laptops	1
OFC 135	C-Print Basics	3
OFC 240	C-Print Captioning Skill Development	3
OFC 245	C-Print Captioning Practicum	3

Recommended Course Sequence - Fall Semester 1

CIT 100	Working with Laptops	1
OFC 135	C-Print Basics	3

Recommended Course Sequence - Spring Semester 2

OFC 240	C-Print Captioning Skill Development	3
OFC 245	C-Print Captioning Practicum	3

FUNDAMENTAL COMPUTER SKILLS (NB)***Degree offered**

Certificate of Recognition in Fundamental Computer Skills

Credits required 7-8**Dean**

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

- Students learn word processing, spreadsheets, and databases and how to use the Internet for research and exploration.
- This certificate is designed for people who need to learn to use computers effectively on the job or at home to make a career change.
- Program Information
- This program assumes no prior computer knowledge and is aimed at those nervous about acquiring those skills.
- This program could be used to develop a level of computer literacy that would be an asset in any college program.

Recommendations

Plan to spend large blocks of time developing proficiency.

Program Courses

May be waived by previous course or passing a keyboarding test administered by the Office Administration department.

DEGREE REQUIREMENTS**Program Courses**

OFC 102 may be waived by previous course or passing a keyboarding test administered by the Office Administration department.

CIS 101	Internet User	1
CIS 111	Introduction to Business Information Systems	3
CIS 112	Advanced Business Information Systems	3
OFC 102	Computer Keyboarding	1

Recommended Course Sequence - Fall Semester 1

CIS 111	Introduction to Business Information Systems	3
OFC 102	Computer Keyboarding	1

Recommended Course Sequence - Spring Semester 2

CIS 101	Internet User	1
CIS 112	Advanced Business Information Systems	3

FUNERAL SERVICE PREPARATORY***Degree offered**

Certificate of Achievement in Funeral Service Preparatory

Credits required 27

Dean

Calvin McFadden

Program contract

John Tormey, Coordinator of Thanatology and Professor of Psychology/Thanatology, ext. 2032

Program Goals Statement

This certificate is unique to BCC and prepares the student interested in a career in funeral services for transfer to associate degree programs in funeral services. The courses also prepare the student for a national board examination required for licensure.

Program Information

- Contact your program director John Tormey or your advisor for course sequencing recommendations.
- Students enrolled in other programs often can earn this certificate by taking the courses as electives.
- This certificate, along with Certificate in Thanatology, makes the student a strong candidate for funeral service apprenticeship programs.
- This program fulfills the general education requirements, which can be transferred to an Associate Degree in Funeral Service at mortuary colleges. BCC has an articulation agreement with Mt. Ida College.

DEGREE REQUIREMENTS**Program Courses**

ACC 101	Principles of Accounting I	4
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
BUS 251	Business Law	3
CIS 110	Basic Computing Skills	3
ENG 101	Composition I: College Writing	3
MAN 154	Small Business Management	3

Choose one of the following

PSY 262	Introduction to Thanatology	3
PSY 264	Psychology of Grief	3

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See: Gainful Employment Information

GEORGRAPHIC INFORMATION SYSTEMS*

Degree offered

Certificate of Recognition in Geographic Information Systems

Credits required 12

Dean

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

Geographic Informational Systems (GIS) provides a powerful tool in any academic discipline to analyze relationships among data. It is commonly used in business, environmental, geographical, political, law enforcement, and social science applications.

Program Information

- This certificate introduces students to GIS and provides them with the skills necessary to layer various types of data in an electronic format and to study and identify relationships among the data.
- This program serves as a solid base for continuing toward a degree with courses transferring to BCC's Environmental Technology program.

DEGREE REQUIREMENTS

Program Courses

EGR 103	Computer Skills for Engineers and Technicians	3
GIS 101	Introduction to Geographic Information Systems	3
GIS 102	Applications of Geographic Information Systems	3
SSC 101	Introduction to Geography	3

Recommended Course Sequence - Fall Semester 1

SSC 101	Introduction to Geography	3
EGR 103	Computer Skills for Engineers and Technicians	3

GIS 101	Introduction to Geographic Information Systems	3
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Recommended Course Sequence - Spring Semester 2

GIS 102	Applications of Geographic Information Systems	3
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GERONTOLOGY (A/NB/EH)*

Degree offered

Certificate of Achievement in Gerontology

Credits required 24

Dean

Calvin McFadden

Program contact

John Tormey, Coordinator of Thanatology and Professor of Psychology/Thanatology

Program Goals Statement

The Gerontology certificate program prepares students to understand and effectively respond to myriad issues, challenges, choices, and problems encountered in the aging process.

Program Information

Students, especially those pursuing a degree in General Studies, are invited to consider a two-for-one program, using their electives wisely to include Gerontology as a special expertise in the degree program. Students are invited, but are not required, to take PSY 267 (p. 356) as a foundation for other Gerontology courses. In the event that core courses fit better with a student's schedule, they have permission to register for those courses.

After BCC

Students are prepared to seek employment in various senior agencies, retirement communities, health care facilities, home- and adult-care programs, hospice organizations, and the myriad entrepreneur possibilities that respond to senior needs and interests.

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
PSY 267	Introduction to Gerontology: The Study of Aging	3
PSY 269	Geropsychology	3
SOC 262	Social Issues in Aging	3
SOC 263	Senior Life - Choices and Challenges	3

Program Elective - Choose one from the following

BIO 111	General Biology I	4
BIO 117	Physiology of Wellness	3

BIO 121	Fundamentals of Biological Science I	4
BIO 220	Introduction to Nutrition	3
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
FIR 170	Emergency Care I	4
FIR 171	Emergency Care II	4
HLT 115	Personal and Community Health	3
SER 101	Introduction to Social Welfare	3

Program Elective - Choose one from the following

PSY 262	Introduction to Thanatology	3
PSY 264	Psychology of Grief	3
PSY 266	Introduction to Grief Counseling	3
SOC 257	Social Issues in Loss	3

Choose one of the following

PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
PSY 267	Introduction to Gerontology: The Study of Aging	3

Recommended Course Sequence - Spring Semester 2

PSY 101	General Psychology	3
PSY 267	Introduction to Gerontology: The Study of Aging	3

Recommended Course Sequence - Fall Semester 3

Health/Human Service Elective	3
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Recommended Course Sequence - Spring Semester 4

Thanatology Elective	3
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See: Gainful Employment Information

GLOBAL LEADERSHIP***Degree offered**

Certificate of Accomplishment in Global Leadership

Credits required 15

Dean

Calvin McFadden

Program contact

Mary Zahm, Professor of Psychology and Director of Civic Engagement, ext. 2579

Program Goals Statement

This program offers students the opportunity to develop the global perspective and interpersonal competencies needed for success in the emerging global workplace such as communication, team building, leadership, and project management skills and to practice them by engaging in service-learning. It also offers them the opportunity to learn strategies for applying their education to address social problems in their community.

Program Information

- Students must take at least one course that meets the global awareness general education competency and complete a service-learning project for it.
- Students must take one of the two courses that focus on development of interpersonal competencies and skills needed for success as a leader in the global and local communities.
- Students must engage in community service in the leadership course either by completing a service-learning project or leading peers on a community service project.
- Students must complete at least three courses in their program of study or program electives with or without a service-learning component.

DEGREE REQUIREMENTS**Program Courses**

PSY 271	Global Leadership	3
	Or	
PSY 295	Honors Seminar in Community Leadership	3
	ELECTIVE	3

The elective must be a BCC course with the Global Awareness General Education designation and completion of a service-learning component for it.

Elective Courses

ELECTIVE	3
ELECTIVE	3
ELECTIVE	3

The electives must be courses either required by the student's program or program electives with or without completion of service-learning components for them.

Recommended course sequence - Fall Semester 1

ELECTIVE	3
ELECTIVE	3

Any BCC course that meets the global awareness general education competency with a service-learning component AND a BCC course with or without a service-learning component.

Recommended course sequence - Spring Semester 2

	ELECTIVE	3
	ELECTIVE	3
PSY 271	Global Leadership	3
	Or	
PSY 295	Honors Seminar in Community Leadership	3

PSY 271 or PSY 295 with a service-learning requirement and two BCC courses -- with or without a service-learning component.

GRAPHIC DESIGN

Degree offered

Certificate of Achievement in Graphic Design

Credits required 27

Dean

Joanne Preston

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, and Web Design, and Professor of Graphic Design, ext. 2691

Program Goals Statement

This certificate prepares students for careers in graphic design, including support positions for advertising, print, and interactive design. This certificate is particularly suited for those with a background in art or design who want to update or extend their skills.

Program Information

- Students use the state-of-the-art Design Macintosh lab and industry-standard graphic software and peripherals.
- Students gain a firm foundation in the creative process and use of visual language for communication and develop a professional-quality portfolio.
- Related Programs
- Graphic Design transfer program, Web Design & Media Arts career program

After BCC

Graduates work in graphic design firms, advertising agencies, publishing houses, and in Web design and in-house design departments of companies.

DEGREE REQUIREMENTS

Program Courses

ART 111	Drawing I	3
ART 260	Computer Graphics	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 266	Typography Design	3
ART 267	Publication Design	3
ENG 101	Composition I: College Writing	3

(Note students with satisfactory drawing portfolio may take ART 216 instead of ART 111, with permission of director.)

Choose two electives from

ART 271	Web Design I	3
ART 276	Multimedia Design	3
ART 280	Electronic Imaging	3
ART 292	Design Studio	3

Recommended Course Sequence - Summer

Consider taking ART 111 and ART 260 to lighten semester load.

Recommended Course Sequence - Fall Semester 1

ART 261	Graphic Design I	3
ART 266	Typography Design	3
ENG 101	Composition I: College Writing	3
	Art Elective	3

Recommended Course Sequence - Spring Semester 2

	Art Elective	3
ART 262	Graphic Design II	3
ART 267	Publication Design	3

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See: Gainful Employment Information

GREEN BUILDING TECHNOLOGY*

Degree offered

Certificate of Accomplishment in Green Building Technology

Credits required 22/23

Dean

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, ext. 2746

Program Goals Statement

This certificate introduces students to the construction profession and provides them with the applied technical skills necessary for employment as construction technicians or to direct a construction project. Students learn the process of constructing a green building from the ground up, develop an in-depth working knowledge of energy efficiency, conservation and construction estimating techniques, and gain practical experience in preparing working drawings for building construction. Graduates of this program will be prepared to complete the LEED Green Associate certification, which denotes basic knowledge of green design, construction, and operations. Due to the great-er use of CAD equipment by architects and engineers, as well as drafters, students also develop drafting techniques using computer-aided design and drafting software, including AutoCAD.

Program Information

- Certificate courses can apply to BCC's Civil, Architectural and Structural Technology degree programs.
- Students may earn this certificate and the degree simultaneously.
- Students interested in transferring to a Bachelor degree program in Engineering should select MTH 171 (p. 342).

DEGREE REQUIREMENTS

Program Courses

CAD 101	Computer Aided Drafting	3
CAD 122	Architectural Drawing	3
EGR 123	Green Building Practices	4
EGR 125	Construction Estimating	3
EGR 183	Energy Efficiency and Conservation Measures	3
ENG 101	Composition I: College Writing	3

Choose one of the following

MTH 141	Technical Mathematics I	4
MTH 151	College Algebra	3

Recommended Course Sequence - Fall Semester

MTH 141	Technical Mathematics I	4
	Or	
MTH 151	College Algebra	3
	And	
CAD 101	Computer Aided Drafting	3

Recommended Course Sequence - Spring Semester

CAD 122	Architectural Drawing	3
EGR 183	Energy Efficiency and Conservation Measures	3
ENG 101	Composition I: College Writing	3

Gainful Employment Program Disclosure

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See: Gainful Employment Information

HELP DESK SOFTWARE SUPPORT

Degree offered

Certificate of Achievement in Help Desk Software Support

Credits required 29

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Students learn problem-solving skills and acquire the ability to deal with general computer issues raised by the user. Students work at preparing support materials for use in areas such as Frequently Asked Questions (FAQs) support.

Program Information

- Students who would like to continue their education are encouraged to earn the A+ certificate and one of the networking certificates to advance their knowledge in the more technical areas of support.
- Students learn skills to troubleshoot and resolve software problems using a variety of software.

DEGREE REQUIREMENTS

Program Courses

CIS 102	Database Fundamentals	1
CIS 105	Hardware Fundamentals	1
CIS 112	Advanced Business Information Systems	3
CIS 114	Advanced Microcomputer Applications	3
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIS 160	The Microcomputer Environment	3
CIT 160	Help Desk Methods	3
CIT 161	Troubleshooting Applications	3
CIT 162	Applied Help Desk Support	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

CIS 102	Database Fundamentals	1
CIS 105	Hardware Fundamentals	1
CIS 112	Advanced Business Information Systems	3
CIS 121	Operating Systems	3
CIT 160	Help Desk Methods	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

CIS 114	Advanced Microcomputer Applications	3
CIS 122	Internet Developer	3
CIS 160	The Microcomputer Environment	3
CIT 161	Troubleshooting Applications	3
CIT 162	Applied Help Desk Support	3

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See: Gainful Employment Information

HOME HEALTH AIDE (EH) ONLY*

Degree offered

Certificate of Recognition in Home Health Aide (HHA)

Dean

Patricia Dent

Program contact

TBA

Program Goal Statement

This course provides additional skills, knowledge and guidelines for the CNA. There will be a review of competencies. There will be a pre-test on body systems along with a review of the role of the CNA in reporting and recording deviations from normal in skin or mental status during hygienic care. Reporting and recording will be discussed along with the body systems. Topics will cover the role of the CNA, HHA, along with the use of assistive devices, employee-employer relationship, safety, infection control, communication, ADL's, privacy, dignity and autonomy. There will be more work with safety related to adaptive equipment such as Hydraulic lifts and wheelchairs along with natural transfer devices and good body mechanics. Good nutrition will be stressed along with helping the patient who is on a special diet. Meal preparation, special mouth care, dentition will be

discussed. Housekeeping, purchasing supplies will also be discussed.

Program Information

- The Home Health Aide course is a twenty hour program.
- A Certificate of Recognition in Home Health Aide (HHA) upon satisfactory completion of all program requirements.

DEGREE REQUIREMENTS

Program Courses

HLT 108	Home Health Aide (HHA)	1
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Recommended Course Sequence - Fall Semester 1

HLT 108	Home Health Aide (HHA)	1
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Essential Functions

- The Home Health Aide program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a home health aide. In order to meet the course requirements, students must possess the following basic abilities.
- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.
- Physical ability, sufficient mobility, and motor coordination to safely perform all activities associated with the requirements of home health aide.
- Visual acuity sufficient to read all appropriate instructions related to patient care.
- Hearing ability sufficient to respond to messages and requests from patients and staff.
- Communication skills sufficient to allow for communication with instructors, staff, and patients.
- Emotional stability sufficient to interact professionally with instructors, staff and patients, respect patient confidentiality, use reasonable judgment and accept responsibility for their actions.

Admission Requirements

High school diploma or equivalent required.

Requirements Upon Admission

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titre (blood tests to prove immunity). A TB test is required. Health insurance and professional liability insurance are

required. Additional laboratory tests, including drug screening and CORI/SORI checks are required by clinical agencies.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

- Students must have current CPR Certification from either the American Heart Association (Basic Life Support for Health Care Providers) or American Red Cross (CPR/AED for Professional Rescuers and Health Care Providers).

Grade Requirements

A "C" or better is required in all science courses and HLT 108.

Additional Costs

Students accepted into the program are responsible for associated costs such as liability insurance and practicum costs including travel. Transportation to the practicum sites is the students responsibility. Students should be prepared to travel an hour or more from campus.

After BCC

Graduates may continue to become a Personal Care Assistant or CNA.

HUMAN SERVICES (A/NB)*

Degree offered

Certificate of Achievement in Human Services Certificate

Credits required 24

Dean

Calvin McFadden

Program contact

Kevin J. Garganta, Coordinator and Professor of Human Services, ext. 2001

Program Goals Statement

This program provides the theoretical and skills-based knowledge to obtain entry-level positions in social and human services or, for those in the field, an upgrade of existing professional knowledge.

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
SER 101	Introduction to Social Welfare	3
SER 251	Principles of Methods of Interviewing	3
SER 290	Pre-Internship Planning Workshop	1
SER 291	Field Experience and Seminar I	5
SOC 212	The Sociology of Social Problems	3

Program Courses – Choose one elective from the following

DST 110	Deaf Culture	3
PSY 252	Child Development	3
PSY 253	Adolescent Psychology	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
PSY 266	Introduction to Grief Counseling	3
SER 212	Special Topics in Mental Health	3
SOC 254	Alcohol Use and Abuse	3
SOC 257	Social Issues in Loss	3

Recommended Electives

DST 110	Deaf Culture	3
PSY 252	Child Development	3
PSY 253	Adolescent Psychology	3
PSY 254	Psychology of Personality	3
PSY 255	Abnormal Psychology	3
PSY 258	Introduction to Behavior Modification	3
PSY 266	Introduction to Grief Counseling	3
SER 212	Special Topics in Mental Health	3
SOC 254	Alcohol Use and Abuse	3
SOC 257	Social Issues in Loss	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
SER 101	Introduction to Social Welfare	3

Recommended Course Sequence - Spring Semester 2

PSY 101	General Psychology	3
SER 251	Principles of Methods of Interviewing	3

SER 290	Pre-Internship Planning Workshop	1
Recommended Course Sequence - Fall Semester 3		
SER 291	Field Experience and Seminar I	5
Recommended Course Sequence - Spring Semester 4		
	ELECTIVE	3
SOC 212	The Sociology of Social Problems	3

Gainful Employment Program Disclosure

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See: Gainful Employment Disclosure

INFORMATION TECHNOLOGY FLUENCY*

Degree offered

Certificate of Recognition in Information Technology Fluency

Credits required 9

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate covers the concepts, skills, and understanding needed for students to apply their information technology knowledge to their professional life.

Program Information

- Curriculum follows Computer Science and Telecommunications Board of the National Research Council guidelines for ensuring basic technology literacy. The third course in this sequence involves a project applying knowledge to your field of interest.
- This program is available online.
- This program assumes the online ability to check a Web site and use email.

DEGREE REQUIREMENTS

Program Courses

CIT 121	Information Technology Fluency I	3
CIT 122	Information Technology Fluency II	3

CIT 123	Information Technology Fluency III	3
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Recommended Course Sequence - Fall Semester 1

CIT 121	Information Technology Fluency I	3
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Recommended Course Sequence - Spring Semester 2

CIT 122	Information Technology Fluency II	3
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Recommended Course Sequence - Fall Semester 3

CIT 123	Information Technology Fluency III	3
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INFORMATION TECHNOLOGY TEACHING*

Degree offered

Certificate of Accomplishment in Information Technology Teaching

Credits required 15

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate is designed to provide paraprofessionals, teachers, and students preparing to teach with the competencies needed as an Instructional Technology Specialist.

Program Information

- Much of this certificate is available online.
- This program assumes the ability to work online to check a website and use email.

DEGREE REQUIREMENTS

Program Courses

CIT 111	Information Technology Foundation Concepts	3
CIT 122	Information Technology Fluency II	3
CIT 123	Information Technology Fluency III	3
CIT 124	Technology for Teachers Seminar I	3
CIT 125	Technology for Teachers Seminar II	3

Recommended Course Sequence - Fall Semester 1

CIT 121	Information Technology Fluency I	3
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Recommended Course Sequence - Spring Semester 2

CIT 122	Information Technology Fluency II	3
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Recommended Course Sequence - Fall Semester 3

CIT 123	Information Technology Fluency III	3
CIT 124	Technology for Teachers Seminar I	3

Recommended Course Sequence - Spring Semester 4

CIT 125	Technology for Teachers Seminar II	3
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Recommended Course Sequence - Spring Semester 2

ENG 101	Composition I: College Writing	3
BUS 253	Corporation Finance	3
BUS 260	International Business	3
HST 256	History of World War II	3
	Or	
HST 257	History of Modern East Asia (China and Japan)	3

INTERNATIONAL BUSINESS***Degree offered**

Certificate of Achievement in International Business

Credits required 27**Dean**

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate offers students an opportunity to combine business, language, and history knowledge to aid in their preparation for a career in international business.

Program Information

About fifty percent of the required credits are available in E-learning. Most of the courses required for the certificate will transfer to the associate degree programs in Business Career or Business Transfer.

DEGREE REQUIREMENTS**Program Courses**

BUS 253	Corporation Finance	3
BUS 260	International Business	3
ECN 111	Principles of Economics-Macro	3
ENG 101	Composition I: College Writing	3
	Foreign Language Elective 6 credits	6
	History Elective	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

History elective: Choose from HST 256 or HST 257

Foreign language: Choose two semesters of FRN, POR, or SPA

Recommended Course Sequence - Fall Semester 1

MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
ECN 111	Principles of Economics-Macro	3
	Foreign Language Elective	3

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See: Gainful Employment Information

JAVA PROGRAMMER**Degree offered**

Certificate of Recognition in JAVA Programmer

Credits required 12**Dean**

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

JAVA is a very popular language used by many IT professionals. This certificate covers the material needed to sit for the JAVA2 Programmer Certificate exam offered by Sun. Course material matches UMD Computer Science courses.

Program Information

Some programming background would be an asset.

DEGREE REQUIREMENTS**Program Courses**

CIS 157	Object-Oriented JAVA Programming I	4
CIS 257	Object-Oriented JAVA Programming II	4
CIS 260	Software Specification and Design	4

Recommended Course Sequence - Fall Semester 1

CIS 157	Object-Oriented JAVA Programming I	4
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Recommended Course Sequence - Spring Semester 2

CIS 257	Object-Oriented JAVA Programming II	4
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Recommended Course Sequence - Fall Semester 3

CIS 260	Software Specification and Design	4
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LAW ENFORCEMENT (NB)*

Degree offered

Certificate of Achievement in Law Enforcement

Credits required 27

Dean

Calvin McFadden

Program contact

Dana Mayhew, Coordinator and Associate Professor of Criminal Justice, ext. 3127

Program Goals Statement

The Law Enforcement Certificate program combines specialized criminal justice and general education coursework to develop the knowledge and skills necessary to enter the field of law enforcement. It develops career specific knowledge in law and criminal procedure. All credits may be applied to an associate degree in criminal justice.

Program Information

- The program was developed at the request of the Massachusetts Chiefs of Police Association and is intended to provide a basic recruit-training curriculum. Courses also apply to the Quinn Bill - eligible Criminal Justice degree program.
- No academic credit can be awarded for life experience, academy, military, or other training.

DEGREE REQUIREMENTS

General Courses

COM 101	Fundamentals of Public Speaking	3
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
SOC 101	Principles of Sociology	3

Program Courses

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3

Recommended Course Sequence - Fall Semester 1

CRJ 219	Police and Community Relations	3
CRJ 113	Criminal Law	3
ENG 101	Composition I: College Writing	3

SOC 101	Principles of Sociology	3
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Recommended Course Sequence - Spring Semester 2

CRJ 219	Police and Community Relations	3
CRJ 251	Criminology	3
CRJ 258	Criminal Procedure	3
PSY 101	General Psychology	3
COM 101	Fundamentals of Public Speaking	3

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See: Gainful Employment Information

LEGAL OFFICE ASSISTANT*

Degree offered

Certificate of Achievement in Legal Office Assistant

Credits required 27

Dean

Calvin McFadden

Program contact

Diana Yohe, Coordinator Office Administration - Legal Administrative Assistant and Professor of Office Administration/Paralegal, ext. 2404

Program Goals Statement

This certificate offers a concentrated and short-term way to acquire office skills for employment in law offices and law-related offices. Legal terminology, court procedures, and computer applications are emphasized.

Program Information

- Gain work experience by participating in CED 210 (p. 278), which places students in office positions related to their academic program.
- Some courses are offered in the spring or fall semesters.
- All credits may be applied to an associate's degree in Office Administration – Legal Administrative Assistant. Nine (9) credits may be applied to the Paralegal Studies certificate.

Related Programs

Office Administration Degree - Legal Administrative Assistant option

After BCC

Continue studies at BCC for an associate's degree in Office Administration—Legal Administrative Assistant or expand skills by pursuing the Paralegal Studies certificate. Employment in a variety of office settings, including law firms, corporate legal departments, financial institutions, government agencies, and courts. Some graduates continue studies in paralegal and/or law.

DEGREE REQUIREMENTS**Program Courses**

ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
LGL 281	Law Office Procedures	3
LGL 282	Legal Document Processing	3
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Choose one of the following

CED 210	Cooperative Work Experience	3
LGL 290	Legal Studies Seminar	3

Recommended Course Sequence - Fall Semester 1

LGL 180	Introduction to Law	3
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

CED 210	Cooperative Work Experience	3
	Or	
LGL 290	Legal Studies Seminar	3
	And	
ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 281	Law Office Procedures	3
LGL 282	Legal Document Processing	3

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See: Gainful Employment Information

MARKETING (A/NB)***Degree offered**

Certificate of Achievement in Marketing

Credits required 24**Dean**

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate prepares students for entry-level or support positions in a marketing or sales department. Courses transfer into the Business degree programs.

DEGREE REQUIREMENTS**Program Courses**

CIS 111	Introduction to Business Information Systems	3
	ELECTIVE	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3
MAR 114	Sales Principles	3
MAR 253	Sales Management	3

ELECTIVE: Choose one 3-credit elective from ACC, BUS, MAN, MAR, or RMN

Choose one of the following

COM 101	Fundamentals of Public Speaking	3
COM 113	Interpersonal Speech	3

Recommended Course Sequence - Fall Semester 1

CIS 111	Introduction to Business Information Systems	3
ENG 101	Composition I: College Writing	3
MAR 101	Principles of Marketing	3
	And	
COM 101	Fundamentals of Public Speaking	3
	Or	
COM 113	Interpersonal Speech	3

Recommended Course Sequence - Spring Semester 2

MAN 101	Principles of Management	3
MAR 114	Sales Principles	3
MAR 253	Sales Management	3
	Business Elective	3

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See: Gainful Employment Disclosure

MEDICAL ADMINISTRATIVE PRACTICES*

Degree offered

Certificate of Achievement in Medical Administrative Practices

Credits required 29

Dean

Patricia Dent

Program contact

Victoria Revier, Coordinator and Professor of Medical Administrative Programs, ext. 3206

Program Goal Statement

This certificate prepares students to work for doctors or dentists, in hospitals, health agencies, or related fields.

Program Information

- Students learn computer applications, medical software, medical terminology, medical transcription, text editing skills, office procedures, and employment readiness skills.
- All credits transfer into the Office Administration Associate degree - Medical Administrative Assistant option.
- MAA courses are offered primarily during the day.

Recommendations

- OFC 102 (p. 344) can be "waived" by a demonstrated keyboarding speed of 20 words per minute based on a two-minute timing administered by the Office Administration Department Chair. OFC 102 is a prerequisite for OFC 113 and OFC 117.
- Take MAA 101 (Medical Terminology) before BIO 115 (Survey of Human Anatomy & Physiology).
- Take OFC 120 (Text Editing) before MAA 102 (Medical Transcription).
- The prerequisite for OFC 214 (p. 346) is OFC 113 (p. 345). Students who have not achieved the skill level equivalent to OFC 113 should consult with the Program Coordinator.
- A student who is unable to fit MAA 209 (p. 335) into the last spring semester should consult with the Program Coordinator about substituting the 3-credit CED 210 (p. 278) (Cooperative Work Experience I).

Related Programs

Office Administration Associate degree - Medical Administrative Assistant option

Medical Transcription Certificate Program

DEGREE REQUIREMENTS

Program Courses

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 1

MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 204	Medical Insurance Forms Preparation	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 214	Advanced Microsoft Word	3

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See: Gainful Employment Information

MEDICAL ASSISTING

Degree offered

Certificate of Achievement in Medical Assisting

Credits required 29

Dean

Patricia Dent

Program contact

Lisa Wright, Coordinator and Professor of Medical Assisting, ext. 2629

Program Goal Statement

The goal of the Medical Assisting program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains, as outlined by the American Association of Medical Assistants, for employment in healthcare facilities such as physician offices and clinics.

Program Information

- Medical assistants may also work in specialized clinical or administrative positions such as phlebotomy, EKG technician, patient care technician, or office manager/supervisor.
- Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.
- Graduates of BCC are eligible to apply to sit for the American Association of Medical Assistants (AAMA) to be credentialed as a Certified Medical Assistant (CMA).
- Some courses in this program are only offered during the day.

The Bristol Community College Medical Assisting certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Educational Review Board (MAERB), Commission on Accreditation of Allied Health Programs, 1361 Park Street, Clearwater, FL 33756; 727.210.2350.

DEGREE REQUIREMENTS

Program Courses

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
HCI 124	Survey of Medical Coding and Billing	1
HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1
MAA 103	Medical Assisting Administrative Procedures	3
MAS 101	Medical Assisting Clinical Procedures I	3

MAS 102	Medical Assisting Clinical Procedures II	3
MAS 121	Medical Assisting Laboratory Procedures I	3
MAS 122	Medical Assisting Laboratory Procedures II	3
MAS 200	Medical Assisting Practicum and Theory	6

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
BIO 115	Survey of Human Anatomy and Physiology	4
HLT 101	Medical Language Module I	1
MAA 103	Medical Assisting Administrative Procedures	3
MAS 101	Medical Assisting Clinical Procedures I	3
MAS 121	Medical Assisting Laboratory Procedures I	3

Recommended Course Sequence - Spring Semester 2

HLT 102	Medical Language Module II	1
HCI 124	Survey of Medical Coding and Billing	1
MAS 102	Medical Assisting Clinical Procedures II	3
MAS 122	Medical Assisting Laboratory Procedures II	3
MAS 200	Medical Assisting Practicum and Theory	6

SPECIAL REQUIREMENTS FOR THE PROGRAM

Admission Requirements

Applicants must have a high school diploma or G.E.D. certificate to demonstrate successful completion of high school biology with a laboratory component, Algebra I or higher level math, and typing with a minimum grade of "C-". In lieu of a typing or computer course, students may demonstrate a keyboarding speed of 20 wpm with no more than three errors. This is a competitive program. Successful candidates have excelled in science and/or math courses.

Additional Requirements and Costs

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titre (blood tests to prove immunity). A TB test is required each year. Health insurance is required.

Additional laboratory tests, including drug screening, are required by clinical agencies. Students are responsible for associated costs such as uniforms, lab coats, textbooks, lab supplies, professional liability insurance, and must carry personal health insurance throughout enrollment in the

program. Students must provide their own transportation to clinical assignments.

Criminal Offender Record Information and Sex Offender Registry Information Checks

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A positive CORI/SORI check may prevent individuals from working in contracted health facilities, which could prevent students from completing the program objectives.

Program Essential Functions

The practice of medical assisting involves communication with patients and direct patient-care activities. Certain cognitive and psychomotor capabilities are required for the safe and skillful performance of these activities. In order to make satisfactory progress through the medical assisting program, a student must meet the following criteria

- Visual acuity such as that needed for preparation and administration of medications, observation and measurement of laboratory values, physical assessment activities, and varied administrative tasks.
- Hearing ability such as that required to receive verbal messages from patients and staff members and to utilize varied medical equipment.
- Motor skills and coordination as needed to implement the skills required to meet the healthcare needs of patients and also to operate computers and technical equipment.
- Communication skills such as those of speech, reading, and writing as needed to interact with and interpret patient needs and communicate these as necessary to provide safe and effective care.
- Reading, writing, and cognitive skills such as those required for written examination, research papers, and the composition of business letters and other business/office related communications.

- Mathematical skills such as those required for calculating drug dosages and financial record-keeping for the physician's office or healthcare facility.
- Intellectual and emotional ability necessary to coordinate patient care and manage activities with an ambulatory care facility.

After BCC

Recent graduates work as entry-level medical assistants. This program is designed for graduates to enter the workforce immediately. However, many elect to continue their studies in other healthcare fields.

Gainful Employment Program Disclosure

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See: Gainful Employment Information

MEDICAL CODING (EH)*

Degree offered

Certificate of Achievement in Medical Coding

Credits required 29

Dean

Patricia Dent

Program contact

Ann-Marie Barone, Assistant Professor and Department Chair, ext. 2369

Program Goal Statement

This certificate provides students with knowledge of human anatomy and physiology, human diseases and their treatment, and medical language of major body systems. Students also learn how to provide disease and procedure codes in both of the medical coding systems used in the healthcare industry and how to communicate those codes to payers.

Program Information

This certificate prepares students for CCA, CCS, and CCS-P certification examinations offered by the AHIMA (American Health Information Management Association), or AAPC (American Academy of Professional Coders) certification options.

Two program options: Fall River or eHealth (online program) New Bedford.

DEGREE REQUIREMENTS

General Courses

BIO 115	Survey of Human Anatomy and Physiology	4
CIT 121	Information Technology Fluency I	3
ENG 101	Composition I: College Writing	3
HLT 106	Medical Language	3
MAA 204	Medical Insurance Forms Preparation	3
MAA 209	Medical Office Portfolio Development	1

Program Courses

HCI 110	Fundamentals of Health Information Technology and Management	2
HCI 145	Medical Coding/Billing Externship and Seminar	1
HCI 237	Human Disease Processes and Procedures	3
HCI 239	International Classification of Disease Coding	3
HCI 242	Coding of Procedures and Healthcare Reimbursement	3

Recommendations

To enroll in the Health Information Management degree program, substitute BIO 233 and BIO 234 for BIO 115.

A student who is unable to fit MAA 209 into the last spring semester should consult with the Program Coordinator about substituting the 3-credit CED 210 (Cooperative Work Experience I).

Related Programs

Health Information Management degree (Medical Records), Office Administration degree – Medical Administrative Assistant option

Special Requirements for the Program

Admission Requirements

Applicants must possess a high school diploma or G.E.D. equivalent. A minimum high school grade point average "C" or a G.E.D. score of 2500, with a minimum score of 500 in math and a minimum score of 500 in science is required. Prerequisites for high school graduates include high school biology or chemistry and a high school mathematics course with a minimum grade of "C". It is recommended that students who have a G.E.D. equivalent take BIO 111 and MTH 011 prior to applying for admission.

Accepted applicants must have a physical exam, proof of immunizations or titres. A TB test is required each year. Health insurance is required. Students are responsible for associated costs. Students should plan on scheduling for a twenty hour professional practice experience (PPE). Students must provide their own transportation to professional practice sites.

Individual healthcare facilities may have additional requirements for professional PPE.

Criminal Offender Record Information and Sex Offender Registry Information Checks

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A positive CORI/SORI check may prevent individuals from working in contracted health facilities which could prevent students from completing the program objectives.

Grade Requirements

Students must receive a minimum grade of "C" (73) in all required Medical Coding courses (HCI), HLT 106, and BIO 115. Failure to earn a "C" (73) or better in required courses requires a repeat of that course, which may affect the time to complete the certificate.

Recommended Course Sequence

BIO 115	Survey of Human Anatomy and Physiology	4
CIT 121	Information Technology Fluency I	3
ENG 101	Composition I: College Writing	3
HLT 106	Medical Language	3
MAA 204	Medical Insurance Forms Preparation	3
MAN 290	Managing an Enterprise	3

Contact your program director or your advisor for course sequencing recommendations.

Recommended Course Sequence

HCI 110	Fundamentals of Health Information Technology and Management	2
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HCI 145	Medical Coding/Billing Externship and Seminar	1
HCI 237	Human Disease Processes and Procedures	3
HCI 239	International Classification of Disease Coding	3
HCI 242	Coding of Procedures and Healthcare Reimbursement	3

Contact your program director or your advisor for course sequencing recommendations.

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See: Gainful Employment Information

MEDICAL TRANSCRIPTION*

Degree offered

Certificate of Achievement in Medical Transcription

Credits required 29

Dean

Patricia Dent

Program Contact

Victoria Revier, Coordinator and Professor of Medical Administrative Programs, ext. 3206

Program Goal Statement

Students completing this program are prepared to work for doctors or dentists, in hospitals, health agencies, or in related fields. They develop skills in medical software, medical terminology, medical transcription, medical office procedures and text editing.

Program Information

- Students learn computer applications, medical documentation, medical terminology, text editing, medical office procedures, and employment readiness skills.
- All credits transfer into the Office Administration - Medical Administrative degree program.

Recommendations

- OFC 102 can be "waived" by a demonstrated keyboarding speed of 20 words per minute based on a two-minute timing administered by the Office

Administration Department Chair. OFC 102 is the prerequisite for OFC 113 and OFC 117.

- The prerequisite for OFC 214 is OFC 113. Students who have not achieved the skill level equivalent to OFC 113 are required to take it.
- Take MAA 101 (Medical Terminology) before BIO 115 (Survey of Anatomy & Physiology).
- A student who is unable to fit MAA 209 into the last spring semester should consult with the Program Coordinator about substituting the 3-credit CED 210 (Cooperative Work Experience I).
- MAA courses are offered primarily during the day.

Related Programs

Office Administration Associate degree – Medical Administrative Assistant option

Medical Administrative Practices Certificate program

After BCC

- Students learn to become medical transcriptionists by sharpening keying techniques and learning how to use grammar at an advanced level.
- This certificate prepares students to become medical transcriptionists to work in a hospital, medical office, or related facility.

Some graduates work as home-based transcriptionists.

DEGREE REQUIREMENTS

Medical Transcription

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
MAA 203	Advanced Medical Transcription	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Summer

Consider taking Gen Ed courses to reduce semester load.

Recommended Course Sequence - Fall Semester 1

MAA 101	Medical Terminology	3
MAA 102	Medical Transcription	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3

Recommended Course Sequence - Spring Semester 2

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAA 203	Advanced Medical Transcription	3
MAA 205	Medical Office Procedures	3
MAA 209	Medical Office Portfolio Development	1

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See: Gainful Employment Information

MICROSOFT OFFICE CERTIFIED APPLICATION SPECIALIST (NB)

Degree offered

Certificate of Achievement in Microsoft Office Certified Application Specialist

Credits required 24**Dean**

William Berardi

Program Contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2415

Program Goals Statement

This certificate prepares students to become a Microsoft Certified Application Specialist—an individual who has passed exams for certifying his or her skills in one or more of the Microsoft Office desktop applications. It provides an opportunity for students to achieve a portable, globally recognized credential that proves their abilities as productive Microsoft Office users. Office Specialist certification sets you apart in today's competitive job market.

Program Information

- Certification exams in Word, Excel, Outlook, PowerPoint, and Access are available.
- The Microsoft Office Application Specialist certification program is the only Microsoft-approved program in the world for certifying proficiency in Microsoft Office applications.

- Students who need basic keyboarding skills should enroll in OFC 102 in Semester 1.
- This program is designed for students who plan to enter the workforce immediately.
- Graduates may go on to work in any type of office.

DEGREE REQUIREMENTS**Program Courses**

CIS 121	Operating Systems	3
ENG 101	Composition I: College Writing	3
OFC 130	Microsoft Office Word Specialist	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3
OFC 133	Microsoft Office Access Specialist	3
OFC 134	Microsoft Office Outlook Specialist	3

Choose one 3-credit elective from the following

BUS 113	Introduction to Business Functions and Practices	3
BUS 155	Business Ethics	3
CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
OFC 120	Text Editing	3
OFC 150	Speech Recognition	3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3
MAN 101	Principles of Management	3
MAR 101	Principles of Marketing	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
OFC 130	Microsoft Office Word Specialist	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3

Recommended Course Sequence - Spring Semester 2

CIS 121	Operating Systems	3
	ELECTIVE	3
OFC 133	Microsoft Office Access Specialist	3
OFC 134	Microsoft Office Outlook Specialist	3

Recommended Electives - Office Administration

OFC 120	Text Editing	3
	Or	
OFC 150	Speech Recognition	3

Students may focus electives as above

Recommended Electives - Business Administration

BUS 113	Introduction to Business Functions and Practices	3
	Or	

BUS 155	Business Ethics	3
	Or	
MAN 101	Principles of Management	3
	Or	
MAR 101	Principles of Marketing	3

Students may focus electives as above

Recommended Electives - Computer Information Systems

CIT 131	Business Creativity	3
	Or	
CIS 122	Internet Developer	3

Students may focus electives as above

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See: Gainful Employment Information

MULTIMEDIA DEVELOPMENT*

Degree offered

Certificate of Achievement in Multimedia Development

Credits required 24

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate emphasizes the technical expertise needed to create and develop professional documents, presentations, and Web pages as well as to work in business creativity and marketing.

Program Information

- Basic ability to use computers as a business tool and ability to use the Internet and email is expected.
- Courses can transfer into a degree program in Computer Information Systems.
- A multimedia lab dedicated to this program enables students to work with state-of-the-art hardware and software to produce sophisticated projects.

Recommendations

Students without basic computer skills should enroll in CIS 111 (p. 280) prior to enrolling in this program. Students who need basic keyboarding skills should enroll in OFC 102 (p. 344) prior to enrolling in this program.

DEGREE REQUIREMENTS

Program Courses

CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
CIT 231	Introduction to Multimedia Development	3
	CIS Elective	3
ENG 101	Composition I: College Writing	3

Choose one of the following

CIS 162	Applications for Web Development	3
CIT 133	Electronic Publishing	3

Choose one of the following

MAN 154	Small Business Management	3
MAR 255	Advertising Principles	3

Recommended Course Sequence - Fall Semester 1

CIS 122	Internet Developer	3
CIT 131	Business Creativity	3
CIT 132	Desktop Publishing	3
ENG 101	Composition I: College Writing	3

MAN 154 or MAR 255: (Semester 1 or 2)

Recommended Course Sequence - Spring Semester 2

	CIS/CIT Elective	3-4
CIT 231	Introduction to Multimedia Development	3
	And	
CIS 162	Applications for Web Development	3
	Or	
CIT 133	Electronic Publishing	3

MAN 154 or MAR 255: (Semester 1 or 2)

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See: Gainful Employment Information

NATIVE AMERICA STUDIES

Degree offered

Certificate of Achievement in Native American Studies

Credits required 24

Dean

Calvin McFadden

Program Goals Statement

The Native American Studies certificate program will allow students to gain a structured understanding of the issues affecting contemporary Native American communities and acquire a broader knowledge of unique cultures rooted in this hemisphere (with an emphasis on the native nations of North America). Native American studies provides students with the opportunity to develop knowledge of the development, growth, and interactions of the indigenous peoples and nations of the Western Hemisphere. This certificate also places emphasis on the Native peoples of the Eastern Woodlands, particularly, the Northeast so that students can be better acquainted with the history, culture, and presence of the First Peoples of New England.

Program Information

- Students are required to complete a Service-Learning component.
- Allows students a structured understanding of issues affecting Native American communities.
- Furthers the college goal to emphasize cultural diversity
- Embraces sustainability concepts.
- PSY 261 and SOC 261 require prerequisites of PSY 101 and SOC 101 or a waiver of the requirement

DEGREE REQUIREMENTS**Program Courses**

ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
ANT 101	Social and Cultural Anthropology	3
ENG 259	Native American Novels	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
PSY 261	Topics in Psychology	3
SOC 261	Topics in Sociology - Diversity	3

Recommended Course Sequence - Fall Semester 1

ANT 101	Social and Cultural Anthropology	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

ENG 102	Composition II: Writing about Literature	3
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HST 265	Immigration and Ethnicity in American History	3
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Recommended Course Sequence - Fall Semester 3

HST 259	History of North American Indian Peoples	3
ENG 259	Native American Novels	3

Recommended Course Sequence - Spring Semester 4

PSY 261	Topics in Psychology	3
SOC 261	Topics in Sociology - Diversity	3

Gainful Employment Program Disclosure

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See: Gainful Employment Information

NETWORKTECH***Degree offered**

Certificate of Achievement in NetworkTech

Credits required 29**Dean**

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

This certificate allows students to learn the practical aspects of fixing hardware and software and also the basics of operating systems and networking computers.

Program Information

- This program is designed to be completed in two semesters; starting in spring and continuing in the fall.
- Students are prepared for employment as A+ technicians and as Windows Server Administrators.
- The certificate includes all topics necessary to prepare students for CompTIA A+ Certification.

Recommendations

Students are encouraged to sit for the A+ Certification exam.

DEGREE REQUIREMENTS

Program Courses

CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
CIS 160	The Microcomputer Environment	3
CIS 231	Windows Server Administration II	3
EGR 133	Computer Configuration and Repair	4
ENG 101	Composition I: College Writing	3
ENG 215	Technical Writing	3

Recommended Course Sequence - Spring Semester 1

CIS 160	The Microcomputer Environment	3
CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 2

ENG 215	Technical Writing	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 134	Networking Technologies	4
CIS 231	Windows Server Administration II	3
EGR 133	Computer Configuration and Repair	4

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See: Gainful Employment Information

NURSE AIDE TRAINING (EH) ONLY*

Degree offered

Certificate of Recognition in Nurse Aide Training

Credits required 6

Dean

Patricia Dent

Program contact

TBA

Program Goal Statement

This program prepares students for employment opportunities in nursing homes, home care and hospitals. Nurse Aide education teaches basic nursing skills through classroom lectures and practice of skills in a fully equipped nursing arts laboratory. Clinic placements are in a variety of health care settings.

Program Information

- Clinical experiences are scheduled days, evenings, and weekends following successful completion of the lecture and laboratory components.
- This course prepares students for employment in nursing homes, home care agencies and hospitals.
- Students who successfully complete this program will be eligible to sit for the certification exam provided by the Department of Public Health in the Commonwealth of Massachusetts.

DEGREE REQUIREMENTS

Program Courses

HLT 112	Nurse Aide Training	6
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Recommended Course Sequence - Fall Semester 1

HLT 112	Nurse Aide Training	6
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Essential Functions

- The Nurse Aide Training Certificate program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a nurse aide. In order to meet the course requirements, students must possess the following basic abilities.
- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.
- Physical ability, sufficient mobility, and motor coordination to safely perform all activities associated with the requirements of a nurse aide.
- Visual acuity sufficient to read all appropriate instructions and varied tasks.
- Hearing ability sufficient to respond to messages and requests from supervisors and staff.
- Communication skills sufficient to allow for communication with instructors, patients, and staff.
- Emotional stability sufficient to interact professionally with instructors, patients and staff, respect confidentiality, use reasonable judgment and accept responsibility for their actions.

Admission Requirements

High school diploma or equivalent required.

Requirements Upon Admission

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titres (blood tests to prove immunity). A TB test is required. Health insurance and professional liability insurance are required. Additional laboratory tests, including drug screening and CORI/SORI checks are required by clinical agencies.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

- Students must have current CPR Certification from either the American Heart Association (Basic Life Support for Health Care Providers) or American Red Cross CPR/AED for Professional Rescuers and Health Care Providers).

Grade Requirements

A "C" or better is required in HLT 112.

Additional Costs

Students accepted into the program are responsible for associated costs such as liability insurance and practicum costs including travel. Transportation to the practicum sites is the students responsibility. Students should be prepared to travel an hour or more from campus.

After BCC

The graduate is qualified to apply for employment in hospitals, nursing homes, home care, and various other health care settings. This program will provide the student

with experiences in health care to encourage upward mobility.

OFFICE SKILLS TRAINING*

Degree offered

Certificate of Achievement in Office Skills Training

Credits required 29

Dean

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

The Office Skills Training program provides students with useful and relevant job training for entry-level office positions. Such positions include office assistant, word processing typist, receptionist, and any position requiring Microsoft Office skills. The program focuses on computer applications and job readiness. Upon successful completion, students are prepared to take the Microsoft Certified Application Specialist exams (MCAS) offered by Microsoft.

Program Information

This program focuses on computer applications and job readiness.

DEGREE REQUIREMENTS

Program Courses

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 120	Text Editing	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3
OFC 134	Microsoft Office Outlook Specialist	3
OFC 214	Advanced Microsoft Word	3
OFC 255	Executive Office Procedures	3
OFC 294	Office Administration Colloquium	3

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro	1
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 120	Text Editing	3
OFC 131	Microsoft Office Excel Specialist	3
OFC 132	Microsoft Office PowerPoint Specialist	3

Recommended Course Sequence - Spring Semester 2

ENG 101	Composition I: College Writing	3
OFC 214	Advanced Microsoft Word	3
OFC 134	Microsoft Office Outlook Specialist	3
OFC 255	Executive Office Procedures	3
OFC 294	Office Administration Colloquium	3

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See: Gainful Employment Information

OFFICE SUPPORT (NB)***Degree offered**

Certificate of Achievement in Office Support

Credits required 29**Dean**

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

This certificate prepares students for entry-level positions in corporate offices, educational, medical, and legal facilities, and government agencies. Credits can be transferred into other related certificates and degree programs.

Program Information

- This program is designed for those who need to enter the job market as soon as possible.
- Distance Learning courses are available for students who enjoy the convenience of working from home.
- Students wishing to receive credit for an OFC course must follow the Prior Experiential Learning (PEL) procedures. The student must initiate the process with the Office Administration Department Chair.
- OFC 102 (p. 344) may be waived through previous course work or a demonstrated keyboarding speed of 20 wpm based on a three-minute timing administered by the Office Administration Department Chair.
- Student may specialize in Legal or Medical.

DEGREE REQUIREMENTS**Program Courses**

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3

Choose one 3-credit elective from the following

BUS 111	Business and Financial Mathematics	3
BUS 113	Introduction to Business Functions and Practices	3
BUS 155	Business Ethics	3
CIT 131	Business Creativity	3
CIT 163	Open Source Applications	3
LGL 180	Introduction to Law	3
MAR 101	Principles of Marketing	3
MAN 101	Principles of Management	3
OFC 150	Speech Recognition	3
OFC 260	Writing Skills for the Administrative Assistant	0-3
OFC 262	Desktop Publishing Projects and Web Design	3
OFC 266	Administrative Office Management	3

Choose one of the following

CED 210	Cooperative Work Experience	3
OFC 294	Office Administration Colloquium	3

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 120	Text Editing	3

Recommended Course Sequence - Spring Semester 2

CED 210	Cooperative Work Experience	3
	Or	
OFC 294	Office Administration Colloquium	3
	And	
	ELECTIVE	3
OFC 214	Advanced Microsoft Word	3
OFC 215	Records Management	3
OFC 255	Executive Office Procedures	3

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OFFICE TECHNOLOGY MANAGEMENT (NB)***Degree offered**

Certificate of Achievement in Office Technology Management

Credits required 29

William Berardi

Program contact

Carol Martin, Department Chair and Professor of Office Administration, ext. 2408

Program Goals Statement

This certificate combines traditional office administration skills with the business and computer skills needed to manage an office. Students gain basic office skills and build upon that knowledge with additional computer and management courses.

Program Information

All OFC courses transfer into the Office Administration degree program.

DEGREE REQUIREMENTS**Program Courses**

ACC 114	Introduction to QuickBooks Pro	1
BUS 111	Business and Financial Mathematics	3
CIT 131	Business Creativity	3
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
OFC 262	Desktop Publishing Projects and Web Design	3

Choose one of the following

MAN 101	Principles of Management	3
OFC 266	Administrative Office Management	3

Choose two 3-credit electives from the following

OFC 120	Text Editing	3
OFC 215	Records Management	3
OFC 150	Speech Recognition	3
OFC 255	Executive Office Procedures	3

LGL 281	Law Office Procedures	3
CED 210	Cooperative Work Experience	3
CIS 112	Advanced Business Information Systems	3
CIT 132	Desktop Publishing	3
CIT 133	Electronic Publishing	3
CIS 122	Internet Developer	3
MAR 101	Principles of Marketing	3
MAN 152	Purchasing	3
OFC 260	Writing Skills for the Administrative Assistant	0-3

Recommended Course Sequence - Fall Semester 1

ACC 114	Introduction to QuickBooks Pro	1
ENG 101	Composition I: College Writing	3
OFC 102	Computer Keyboarding	1
OFC 113	Introduction to Microsoft Word	3
OFC 117	Introduction to Microsoft Office	3
CIT 131	Business Creativity	3

Recommended Course Sequence - Spring Semester 2

	ELECTIVE	3
	ELECTIVE	3
BUS 111	Business and Financial Mathematics	3
OFC 262	Desktop Publishing Projects and Web Design And	3
OFC 266	Administrative Office Management Or	3
MAN 101	Principles of Management	3

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See: Gainful Employment Information

OPEN SOURCE***Degree offered**

Certificate of Recognition in Open Source

Credits required 12**Dean**

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Open Source is software code available for others to look at, modify, and use. It provides an alternative-computing platform that is far more under the control of the user and developer. It also meets the need for training required by companies and government agencies beginning to use open source products.

Program Information

Basic knowledge of computers, operating systems, and application software is of value but is not required.

DEGREE REQUIREMENTS

Program Courses

CIS 122	Internet Developer	3
CIS 159	MySQL and PHP	3
CIT 163	Open Source Applications	3
CIT 164	Open Source Operating System	3

Recommended Course Sequence - Fall Semester 1

CIS 122	Internet Developer	3
CIT 163	Open Source Applications	3
CIT 164	Open Source Operating System	3

CIS 122: recommended

Recommended Course Sequence - Spring Semester 2

CIS 122	Internet Developer	3
CIS 159	MySQL and PHP	3

CIS 122: if not taken in Semester 1

ORGANIC AGRICULTURE TECHNICIAN

Degree offered

Certificate of Achievement in Organic Agriculture Technician

Credits required 29

Dean

Sarmad Saman

Program contact

James Corven, Program Coordinator and Professor of Biology, ext. 3047

Program Goals Statement

Gain the academic knowledge and practical skills to enter the expanding world of sustainable organic agriculture and technology. The program is for those with an appreciation for the natural world, ecology, human health and welfare, and a spirit of entrepreneurship.

Program Information

- The program addresses the growing need to make food and agriculture production more local, sustainable, and ecologically sound.

- Students learn business and technical skills to pursue an organic agricultural enterprise.
- Hands-on experience gives students practical skills and connections in the agriculture community.

After BCC

The certificate provides graduates with a credential to pursue employment as a skilled technician in agricultural production, as a farm manager, or to develop their own agricultural enterprise. Graduates who also receive an Associate degree are eligible to join the U.S. Peace Corps as an international agricultural development volunteer or work with a nonprofit community development organization. Graduates may pursue an Associate of Science degree at the University of Massachusetts/Stockbridge or a bachelor's degree in Organic/Sustainable Agriculture at a number of four-year universities including University of Massachusetts/Amherst, University of Rhode Island, University of Vermont, Green Mountain College (VT), and Sterling College (VT).

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
OFP 114	Organic Farming Practices I	4
OFP 115	Organic Farming Practices II	4
OFP 116	Water Acquisition and Conservation	2
OFP 217	Organic Farming Practicum (Spring)	2
OFP 218	Organic Farming Practicum (Summer)	4
OFP 219	Organic Farming Practicum (Fall)	2
SCI 115	Science and Care of Plants	4
SOC 216	Food, Famine, and Farming in the Global Village	3

Choose one of the following

OFP 120	Solar Greenhouse Production	1
OFP 122	Natural Beekeeping Practices	1
OFP 123	Pest and Disease Control	1

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
OFP 114	Organic Farming Practices I	4
SCI 115	Science and Care of Plants	4
SOC 216	Food, Famine, and Farming in the Global Village	3
OFP 123	Pest and Disease Control	1

Recommended Course Sequence - Spring Semester 2

OFP 120	Solar Greenhouse Production	1
	Or	
OFP 122	Natural Beekeeping Practices	1
OFP 115	Organic Farming Practices II	4

OFP 116	Water Acquisition and Conservation	2
OFP 217	Organic Farming Practicum (Spring)	2
Recommended Course Sequence - Summer		
OFP 218	Organic Farming Practicum (Summer)	4
Recommended Course Sequence - Fall Semester 3		
OFP 219	Organic Farming Practicum (Fall)	2

Gainful Employment Program Disclosure

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See: Gainful Employment Information

PARALEGAL STUDIES*

Degree offered

Certificate of Achievement in Paralegal Studies

Credits required 27

Dean

Calvin McFadden

Program contact

Diana Yohe, Coordinator Office Administration - Legal Administrative Assistant and Professor of Office Administration/Paralegal, ext. 2404

Program Goals Statement

The Paralegal Studies certificate provides a career concentration in one of the fastest growing professions in America. Students have an opportunity to explore the field of law and gain marketable skills to perform a wide range of supportive legal functions.

Program Information

- The skills developed provide excellent job mobility. Students can work in general legal practice or specialized legal practice, corporate legal departments, government offices, courts, or any office situation.
- Gain work experience by selecting PLS 243 - Paralegal Internship, which places students in legal positions related to their academic program and career goal.
- Courses are offered day and evening.
- Some courses are offered online.

- PLS courses are taught by licensed attorneys.

After BCC

- Employment in a variety of settings including law firms, corporate law departments, financial institutions, government agencies, or courts.
- Some graduates continue their education in advanced paralegal studies or pursue law degrees.

DEGREE REQUIREMENTS

Program Courses

ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
PLS 101	Civil Litigation and Procedure	3
PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3
PLS 230	Criminal Law and Procedure	3
PLS 242	Business Organization for Paralegals	3

Choose one of the following

LGL 290	Legal Studies Seminar	3
	Or	
PLS 243	Paralegal Internship	3

Recommended Course Sequence - Semester 1

ENG 101	Composition I: College Writing	3
LGL 160	Law Office Technology	3
LGL 180	Introduction to Law	3
PLS 101	Civil Litigation and Procedure	3

Recommended Course Sequence - Semester 2

PLS 120	Basic Legal Research	3
PLS 121	Family Law and Procedure	3
PLS 230	Criminal Law and Procedure	3
PLS 242	Business Organization for Paralegals	3
LGL 290	Legal Studies Seminar	3
	Or	
PLS 243	Paralegal Internship	3

Gainful Employment Program Disclosure

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See: Gainful Employment Information

PERSONAL CARE ASSISTANT (EH) ONLY*

Degree offered

Certificate of Recognition in Personal Care Assistant (PCA)

Credits required 6

Dean

Patricia Dent

Program Contact

TBA

Program Goal Statement

This credit program provides the student with theory, skills, and ethical guide lines to begin a career as a personal care assistant (PCA). Students learn about the type of assistance that a PCA provides. Topics include: PCA employer employee contractual relationship and safety; infection control; communication skills; activities of daily living, how to provide physical assistance, the safe use of adaptive equipment, how to provide healthy skin care and comfort measures, while ensuring the privacy and dignity of the client. These competencies will be mastered in the laboratory setting. A brief overview of body systems will provide the knowledge needed for supportive care.

Program Information

- This program provides the entry level skills needed for the personal care assistant and provides a career pathway to the certified nursing assistant (CNA) certificate.
- Students who successfully complete this certificate will be eligible for advanced standing in the CNA certificate.

DEGREE REQUIREMENTS

Program Courses

HLT 111	Personal Care Assistant (PCA)	5
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Recommended Course Sequence - Semester 1

HLT 111	Personal Care Assistant (PCA)	5
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Essential Functions

- The Personal Care Assistant Certificate program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a personal care assistant. In order to meet the course requirements, students must possess the following basic abilities.
- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.
- Physical ability, sufficient mobility, and motor coordination to safely perform all activities associated with the requirements of a personal care assistant.

- Visual acuity sufficient to read all appropriate employer related instructions and varied tasks.
- Hearing ability sufficient to respond to messages and requests from employer, physicians, staff and to respond to equipment signals.
- Communication skills sufficient to allow for communication with employer.
- Emotional stability sufficient to interact professionally with employer, respect confidentiality, use reasonable judgment and accept responsibility for their actions.

Admission Requirements

High school diploma or equivalent required.

Requirements Upon Admission

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titre (blood tests to prove immunity). A TB test is required. Health insurance and professional liability insurance are required. Additional laboratory tests, including drug screening and CORI/SORI checks are required by clinical agencies.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

- Students must have current CPR Certification from either the American Heart Association (Basic Life Support for Health Care Providers) or American Red Cross (CPR/AED for Professional Rescuers and Health Care Providers).

Grade Requirements

A "C" or better is required in HLT 111.

Additional Costs

Students accepted into the program are responsible for associated costs such as liability insurance and practicum costs including travel. Transportation to the practicum sites is the students responsibility. Students should be prepared to travel an hour or more from campus.

After BCC

Graduates may continue to become a certified nursing assistant.

PHARMACY TECHNICIAN (EH) ONLY***Degree offered**

Certificate of Recognition in Pharmacy Technician

Credits required 12**Dean**

Patricia Dent

Program Contact

TBA - for initial inquiry information contact x4444 or x4442

Program Goal Statement

This credit program will prepare the graduate to be an entry level pharmacy technician and to take the national Pharmacy Technician Certification Board (PTCB) examination. It provides an orientation to the role and working environment of the pharmacy technician in inpatient and outpatient settings and the legal responsibilities and technical activities of the pharmacy technician. An introduction to pharmaceutical sciences and functions of a pharmacy technician in health care is included. The role of the pharmacy technician, areas of specialization in the field, technical standards, state registration requirements and employment opportunities are discussed. The medical and legal aspects pharmacy technicians will encounter in their training and employment settings are addressed, as well as relevant topics such as government regulation, career pathways, membership organizations, ethics, and how medication therapy management is changing the practice of pharmacy are included. This program will include onsite laboratory instruction and external clinical experiences to provide students learning opportunities to prepare them as community and hospital pharmacy technicians. Assessment strategies for lecture and laboratory will be guided by the materials tested in the PCTB examination.

Program Information

- Students who successfully complete the Pharmacy Technician program will receive a Certificate of Recognition.

DEGREE REQUIREMENTS**Program Courses**

HLT 106	Medical Language	3
HLT 144	Pharmacy Technician I	8
OFC 102	Computer Keyboarding	1

Recommended Course Sequence - Fall 1

HLT 106	Medical Language	3
HLT 144	Pharmacy Technician I	8
OFC 102	Computer Keyboarding	1

Essential Functions

- The Pharmacy Technician Certificate program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional pharmacy technician. In order to meet the course requirements, students must possess the following basic abilities.
- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.
- Physical ability, sufficient mobility, and motor coordination to safely process patient prescriptions while in the upright position.
- Visual acuity sufficient to read and interpret physician orders.
- Hearing ability sufficient to respond to messages and requests from patients, physicians, staff and to respond to equipment signals.
- Communication skills sufficient to allow for communication with instructors, staff, patients, and physicians.
- Emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians, respect patient confidentiality, use reasonable judgment and accept responsibility for their actions.

Admission Requirements

High school diploma or equivalent required. High School Algebra I or higher, with a grade of "B-" is required. This is a restricted program based on selective academic review.

Requirements Upon Admission

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and

varicella (chicken pox) immunizations, or titre (blood tests to prove immunity). A TB test is required. Health insurance and professional liability insurance are required. Additional laboratory tests, including drug screening and CORI/SORI checks are required by clinical agencies.

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Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

- Students must have current CPR Certification either from the American Heart Association (Basic Life Support for Health Care Providers) or American Red Cross (CPR/AED for Professional Rescuers and Health Care Providers).

Grade Requirements

A "C" or better is required in HLT 106 and HLT 144.

Additional Costs

Students accepted into the program are responsible for associated costs such as lab coat, name tag, graduate pin, review course, national certification examination, liability insurance and practicum costs including travel. Transportation to the practicum sites is the students responsibility. Students should be prepared to travel an hour or more from campus.

After BCC

Upon completion of this program graduates are prepared for entry level practice as a pharmacy technician and are eligible to take national Pharmacy Technician Certification Board (PTCB) examination. Career pathways include related health care fields, continued education to become a pharmacist, employment in inpatient hospital settings, independent pharmacies, geriatric and assisted living facilities, and involvement in third party, prior approvals and appeals.

PHLEBOTOMY (EH)*

Degree offered

Certificate of Recognition in Phlebotomy

Credits required 7

Dean

Patricia Dent, ext. 2141

Program Contact

Debra St. George, Department Chair and Associate Professor of Clinical Laboratory Science, ext. 2148

Application review begins February 1.

Program Goals Statement

Students completing the two-semester Phlebotomy Program will be prepared to perform routine and special blood collection procedures as well as process specimens prior to testing in a modern clinical laboratory. A three-week, 120 hour clinical practicum is an essential and required component of this certificate program. Clinical practicum hours are scheduled Monday through Friday during day time hours.

DEGREE REQUIREMENTS

Program Courses

MED 101	Introduction to Clinical Laboratory Science	3
PLB 102	Principles and Methods of Phlebotomy	4

Program Information

- Two program options:
 - Traditional, offered in Fall River
 - eHealth hybrid, offered in New Bedford, 800 Purchase Street
- Students should be prepared to travel one hour or more to an assigned clinical site
- A phlebotomist must demonstrate interpersonal skills, enjoy science, and enjoy working with the public.

Essential Functions

The Phlebotomy program essential functions include cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional

phlebotomist. In order to meet the course requirements, students must possess the following basic abilities:

- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.
- Physical ability, sufficient mobility and motor coordination to safely collect and process patient specimens, process specimens and use a computer.
- Visual acuity sufficient to read physician orders, obtain specimens, and differentiate colors.
- Hearing ability sufficient to respond to messages and requests from instructors, patients, physicians, and staff.
- Communication skills sufficient to allow for communication with instructors, staff, patients, and physicians.
- Emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians, respect patient confidentiality, use reasonable judgment, and accept responsibility for their actions. **SPECIAL REQUIREMENTS FOR THE PROGRAM**

Admission Requirements

Applicants must possess a high school diploma or G.E.D. equivalent.

Students applying to the Program with a high school diploma must demonstrate a minimum grade point average of 2.0. Prerequisite courses include high school chemistry or biology and a math course with a minimum grade “C”.

Students applying to the Program with a G.E.D. must demonstrate an overall score of 2500 with a minimum score of 500 in math and a minimum score of 500 in science. G.E.D. students must take the required prerequisite courses prior to being considered for admission to the program.

Requirements Upon Admission

Accepted applicants must have a *physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunization or titre (blood tests to prove immune status)*. A TB test is required each year.

Students must carry personal health insurance, professional liability insurance, and have current CPR certification (by the American Heart Association, Basic Life Support for Healthcare Providers or American Red Cross CPR/AED for Professional Rescuers and Healthcare Providers).

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check and a drug screen performed by a facility under contract with Bristol Community College. These checks are required

due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

A positive CORI/SORI and/or drug screen may prevent students from working in contracted health facilities, which will prevent students from completing the program objectives.

Additional Costs

Students accepted into the program are responsible for associated costs such as uniforms, name tags, safety supplies, transportation to and from clinical assignments and certification examination application fees.

Grade Requirements

MED 101 includes 45 hours of lecture. A minimum grade of “C” is required in MED 101 to progress to PLB 102. PLB 102 includes 45 hours of lecture/lab, plus 120 hours of clinical training following completion of the didactic and laboratory components. Students must achieve a minimum of “C” in the on-campus lecture and lab component of PLB 102 in order to progress to the clinical practicum component. A minimum grade of a “C” in the clinical practicum is required to receive a passing grade in the course and consequently in the program.

Students are eligible to reapply one time only through the Admissions Office.

Clinical Affiliation

Students will be assigned to an affiliate agency for a 120 hour clinical practicum. The practicum is a consecutive three week experience that is scheduled during the first shift (day), Monday through Friday. This is a full time commitment during those three weeks. Students must plan their schedules accordingly. Transportation to clinical affiliation sites is the responsibility of the student. Students should be prepared to travel an hour or more from campus. The availability of clinical affiliations depends on the area healthcare providers' ability to accept students.

Successful completion of program objectives is required to receive the Certificate of Recognition in Phlebotomy from Bristol Community College. Students who accomplish this achievement are eligible to take the American Society for Clinical Pathology (ASCP-BOC) national certification examination.

PORTUGUESE ENGLISH COMMUNITY INTERPRETING

Degree offered

Certificate of Achievement in Portuguese/English
Community Interpreting

Credits required 27

Dean

Joanne Preston

Program contact

Jose Costa, LusoCentro Director and Professor of
Portuguese, ext. 2925

Program Goals Statement

This certificate prepares bilingual students to work as interpreters in a variety of community settings. Students develop specialized vocabulary and communication skills and learn the standards and practices of professional interpreters and translators.

Program Requirements

- Interpreters are required to demonstrate written and oral fluency in both English and Portuguese.
- ENG 101 (p. 316) is a pre-requisite to HUM 156 (p. 331).
- Students with prior experience as interpreters should consult with the program director or PEL Coordinator to discuss Prior Experiential Learning (PEL) credits.

Program Information

- Students with a bachelor's degree can prepare to take the Office of Court Interpreter Services (OCIS) certification exam.
- The program follows Massachusetts Medical Interpreters Association (MMIA) guidelines.

DEGREE REQUIREMENTS

Program Courses

COM 160	Intercultural Communication	3
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3
POR 321	Portuguese for Interpreters	3
POR 322	The Portuguese Language in the World: An Introduction to the Lusofonia	3
POR 352	Written and Sight Translation for English and Portuguese	3
POR 353	Interpreting Portuguese/English	3
HUM 390	Fieldwork in Interpreting in Portuguese/Spanish	3

Choose one of the following

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
MAA 101	Medical Terminology	3

Recommended Course Sequence - Fall Semester 1

CRJ 101	Introduction to Criminal Justice	3
	Or	
CRJ 113	Criminal Law	3
	Or	
MAA 101	Medical Terminology	3
	And	
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3
POR 321	Portuguese for Interpreters	3

Recommended Course Sequence - Spring Semester 2

POR 322	The Portuguese Language in the World: An Introduction to the Lusofonia	3
POR 352	Written and Sight Translation for English and Portuguese	3
POR 353	Interpreting Portuguese/English	3
COM 160	Intercultural Communication	3

Recommended Course Sequence - Fall Semester 3

HUM 390

Gainful Employment Program Disclosure

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See: Gainful Employment Information

PRE-RADIOLOGY TECHNOLOGY

Degree offered

Certificate of Achievement in Pre-Radiology Technology

Credits required 29

Dean

Patricia Dent

Program contact

Patricia Dent, Dean of Health Sciences, ext. 2141

Program Goal Statement

This program prepares students to apply for transfer to an associate degree program in radiology technology.

Program Information

- Admission to radiology technology programs is competitive. This certificate program enables students to complete required foundation courses required by most two-year radiology technology programs and provides an introduction to the field. Students are strongly encouraged to contact transfer institutions regarding required course preparation.
- The program also prepares students for many other Health Sciences degree programs. Contact Admissions, ext. 2516, for more information.

After BCC

Students are encouraged to apply to associate degree radiology technology programs after completion of certificate. Students should choose BCC courses that meet the requirements of the associate degree programs of choice. Transfer Affairs (ext. 2227) can assist with this process.

DEGREE REQUIREMENTS

Program Courses

BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
CIT 121	Information Technology Fluency I	3
CIT 122	Information Technology Fluency II	3
ENG 101	Composition I: College Writing	3
HLT 101	Medical Language Module I	1
HLT 102	Medical Language Module II	1
MTH 173	Trigonometry	3
PHY 101	Technical Physics I	4
RAD 101	Orientation to Radiology Technology	3

Recommended Course Sequence - Fall Semester 1

BIO 233	Human Anatomy and Physiology I	4
CIT 121	Information Technology Fluency I	3
HLT 101	Medical Language Module I	1
MTH 173	Trigonometry	3
PHY 101	Technical Physics I	4

Recommended Course Sequence - Spring Semester 2

BIO 234	Human Anatomy and Physiology II	4
CIT 122	Information Technology Fluency II	3
ENG 101	Composition I: College Writing	3
HLT 102	Medical Language Module II	1
RAD 101	Orientation to Radiology Technology	3

SPECIAL REQUIREMENTS FOR THE PROGRAM

Admission Requirements

- Applicants must have high school algebra I and II or higher, geometry, and biology or chemistry with grades of "C-" or better.

- Successful candidates excel in high school math, science, and computer courses.
- BIO 111 or BIO 121 or college equivalent.

Grade Requirements

- Students must achieve a minimum of "C" in all courses in order to transfer credits to an associate degree program.
- Priority consideration in associate degree programs will be given to graduates who have excelled in required math, science, and computer technology courses.

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See: Gainful Employment Information

RETAIL MANAGEMENT (NB)

Degree offered

Certificate of Achievement in Retail Management

Credits required 29

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate helps to prepare students to supervise and assist in retail operations, including management, buying, and retail support. Courses transfer into the Business Career degree programs.

Program Information

Courses focus on developing specialized knowledge in retail business, including basic management and buying, as well as new technologies, and economic and legal issues.

DEGREE REQUIREMENTS

Program Courses

BUS 111	Business and Financial Mathematics	3
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3

RMN 111	Retail Management - Principles of Buying	3
RMN 112	Retail Management - Merchandising Strategies	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3
RMN 116	Retail and Fashion Merchandising Field Study	3
RMN 117	Fundamentals of On-Line Retailing	1
RMN 118	Workshop in Team Development and Managerial Communications	1
Choose one of the following		
MAR 114	Sales Principles	3
PSY 101	General Psychology	3
Recommended Course Sequence - Fall Semester 1		
MAR 114	Sales Principles	3
	Or	
PSY 101	General Psychology	3
	And	
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
RMN 111	Retail Management - Principles of Buying	3
RMN 116	Retail and Fashion Merchandising Field Study	3
Recommended Course Sequence - Spring Semester 2		
BUS 111	Business and Financial Mathematics	3
RMN 112	Retail Management - Merchandising Strategies	3
RMN 114	Retail Management - Fundamentals of Fashion and Textiles	3
RMN 115	Creative Fashion Presentation, Promotion, and Visual Merchandising	3
RMN 117	Fundamentals of On-Line Retailing	1
RMN 118	Workshop in Team Development and Managerial Communications	1

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See: Gainful Employment Information

SECURITY*

Degree offered

Certificate of Recognition in Security

Credits required 12

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Expertise in computer security is in high demand. This certificate prepares students entering the computing field and professionals to upgrade their skills. It offers additional skills as part of the Networking degree option or the Webmaster degree option.

Program Information

- Much of this certificate is available online.
- This program assumes the ability to work online to check a website and use email.

DEGREE REQUIREMENTS

Program Courses

CIT 150	Network Security	3
CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
CIT 252	Information Security and Disaster Recovery	3

Recommended Course Sequence - Fall Semester 1

CIT 150	Network Security	3
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Recommended Course Sequence - Spring Semester 2

CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
CIT 252	Information Security and Disaster Recovery	3

SMALL BUSINESS AND ENTREPRENEURIAL MANAGEMENT (NB)*

Degree offered

Certificate of Achievement in Small Business and Entrepreneurial Management

Credits required 28/29

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

This certificate prepares students to start and operate a small business. The program introduces students to management, marketing, accounting, and finance, essential areas of business development. All courses can be transferred to the degree program in Business Administration Career.

Program Information

Students work with program faculty and area resources to receive intensive, practical training in business plan preparation.

DEGREE REQUIREMENTS

Program Courses

ACC 101	Principles of Accounting I	4
BUS 253	Corporation Finance	3
CIS 111	Introduction to Business Information Systems	3
COM 114	Professional Speaking	3
	ELECTIVE	3-4
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
MAN 154	Small Business Management	3
MAR 101	Principles of Marketing	3

ELECTIVE: (Choose 3-4 credits from ACC, BNK, BUS, CED, MAN, MAR, RES, RMN)

Recommended Course Sequence - Fall Semester 1

ACC 101	Principles of Accounting I	4
ENG 101	Composition I: College Writing	3
MAN 101	Principles of Management	3
COM 114	Professional Speaking	3

Recommended Course Sequence - Spring Semester 2

	Business Elective	3
BUS 253	Corporation Finance	3
CIS 111	Introduction to Business Information Systems	3
MAN 154	Small Business Management	3
MAR 101	Principles of Marketing	3

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See: Gainful Employment Information

SOLAR ENERGY*

Degree offered

Certificate of Recognition in Solar Energy

Credits required 14

Dean

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This certificate is designed to help individuals understand the fastest growing form of power generation in the world - solar power. Students will learn about design requirements, installation guidelines, materials, and resources of green energy systems. Key concepts include the basics of electrical circuits, sustainable practices, and conservation measures. Students will also be trained in energy assessment, auditing and efficiency. Upon completion of this certificate, graduates will be prepared to work in entry-level positions in energy-related fields.

Program Information

- Graduates will qualify to take the North American Board of Certified Energy Practitioners (NABCEP) PV Entry Level exam
- Enter or enhance your educational experience by going "green" in real estate, construction, management, architecture, or engineering

After BCC

Be prepared to play an essential part in the planning, organizing, and managing of renewable energy projects nationwide.

DEGREE REQUIREMENTS

Program Courses

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 131	Introduction to Electrical Circuits	4
EGR 183	Energy Efficiency and Conservation Measures	3
EGR 284	Solar Power	4

Recommended Course Sequence - Fall Semester 1

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 131	Introduction to Electrical Circuits	4
EGR 183	Energy Efficiency and Conservation Measures	3

Recommended Course Sequence - Spring Semester 2

EGR 284	Solar Power	4
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SPANISH ENGLISH COMMUNITY INTERPRETING

Degree offered

Certificate of Achievement in Spanish/English Community Interpreting

Credits required 27

Dean

Joanne Preston

Program contact

Eduardo Soren Triff, Coordinator of Spanish/English Community Interpreting and Associate Professor of Spanish, ext. 2212

Program Goals Statement

This certificate prepares bilingual students (Spanish and English) to work as interpreters in a variety of community settings. Students develop specialized vocabulary and communication skills and learn the standards and practices of professional interpreters and translators.

Program Information

- Interpreters are required to demonstrate written and oral fluency in both English and Spanish.
- A passing score on the written and oral Spanish exam and in ENG 101 (p. 316) are prerequisites to SPA 321 (p. 362).
- Students with prior experience as interpreters should consult with the program director to discuss Prior Experiential Learning (PEL) credits.
- Students with a bachelor's degree can prepare to take the Office of Court Interpreter Services (OCIS) certificate exam.
- The program follows the Massachusetts Medical Interpreters Association (MMIA).

DEGREE REQUIREMENTS

Program Courses

COM 160	Intercultural Communication	3
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3
SPA 321	Spanish for Interpreters	3
SPA 322	The Spanish Language in the World	3
SPA 353	Spanish/English Interpreting	3
SPA 354	Written and Sight Translation for English and Spanish	3

HUM 390	Fieldwork in Interpreting in Portuguese/Spanish	3
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Choose one of the following

CRJ 101	Introduction to Criminal Justice	3
CRJ 113	Criminal Law	3
MAA 101	Medical Terminology	3

Recommended Course Sequence - Fall Semester 1

CRJ 101	Introduction to Criminal Justice	3
	Or	
CRJ 113	Criminal Law	3
	Or	
MAA 101	Medical Terminology	3
	And	
ENG 101	Composition I: College Writing	3
HUM 156	Fundamentals of Interpreting and Translating	3
SPA 321	Spanish for Interpreters	3

Recommended Course Sequence - Spring Semester 2

SPA 322	The Spanish Language in the World	3
SPA 353	Spanish/English Interpreting	3
SPA 354	Written and Sight Translation for English and Spanish	3
COM 160	Intercultural Communication	3

Recommended Course Sequence - Fall Semester 3

HUM 390

Gainful Employment Program Disclosure

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See: Gainful Employment Information

SPORT MANAGEMENT (A)

Degree offered

Certificate of Achievement in Sport Management

Credits required 27/28

Dean

William Berardi

Program contact

Cecil Leonard, Department Chair and Professor of Business Administration, ext. 2415

Program Goals Statement

The certificate introduces students to the basics of sport and leisure service management. Courses in the certificate may be transferred to the degree program in Leisure Services Management.

DEGREE REQUIREMENTS

Program Courses

COM 241	Public Relations	3
	ELECTIVE Free	3-4
ENG 101	Composition I: College Writing	3
LSM 101	Introduction to Sport Management	3
LSM 123	Sport as Popular Culture	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales	3
LSM 241	Legal and Ethical Aspects of Sport	3
LSM 243	Budgeting and Financing Sport	3

Recommended Course Sequence - Fall Semester 1

ENG 101	Composition I: College Writing	3
LSM 101	Introduction to Sport Management	3
LSM 231	Facility Design and Event Management	3
LSM 233	Sport Marketing and Sales	3

Recommended Course Sequence - Spring Semester 2

COM 241	Public Relations	3
	ELECTIVE Free	3-4
LSM 123	Sport as Popular Culture	3
LSM 241	Legal and Ethical Aspects of Sport	3
LSM 243	Budgeting and Financing Sport	3

Gainful Employment Program Disclosure

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See: Gainful Employment Information

SURGICAL TECHNOLOGY (EH) ONLY*

Degree offered

Certificate of Achievement in Surgical Technology

Credits required 29

Dean

Patricia Dent

Program contact

TBA - for initial inquiry information contact x4444 or x4442

Program Goal Statement

This three semester program prepares the student to work in the surgical environment in inpatient or outpatient settings. The role and function of the surgical technical technician and legal responsibilities are presented. Through laboratory instruction and clinical rotations students develop the technical skills and competencies required for entry level practice. Technical standards, surgical specializations, state registration requirements and employment opportunities are covered in depth. Upon successful completion of the surgical technician certificate, graduates are prepared for entry level practice and will be eligible to take the national certification examination (Certified Surgical Technologist Examination).

Program Information

Once enrolled in the Surgical Technology Program, students are required to complete all courses in the three semesters of instruction in recommended sequence and without interruption in order to integrate theoretical and practicum.

Upon program completion, the graduate will be able to:

- Correlate the knowledge of anatomy, physiology, pathophysiology and microbiology to their role as a Surgical Technologist.
- Demonstrate a safe level of practice and knowledge in their role as a Surgical Technologist.
- Acquire an understanding of the ethical, legal, moral and medical values related to the patient and the Operating Room team during the perioperative experience.
- Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
- Students who successfully complete the Surgical Technology program will receive a Certificate of Achievement.

DEGREE REQUIREMENTS

Program Courses

BIO 239	Elements of Microbiology	4
HLT 140	Surgical Technology I	7
HLT 141	Surgical Technology II	7
HLT 142	Surgical Technology III	8
	ELECTIVE - Social Science	3

Preadmission Requirements

BIO 115	Survey of Human Anatomy and Physiology	4
BIO 121	Fundamentals of Biological Science I	4
BIO 233	Human Anatomy and Physiology I	4

BIO 234	Human Anatomy and Physiology II	4
ENG 101	Composition I: College Writing	3
Recommended Course Sequence - Fall Semester 1		
BIO 239	Elements of Microbiology	4
HLT 140	Surgical Technology I	7
Recommended Course Sequence - Spring Semester 2		
HLT 141	Surgical Technology II	7
	ELECTIVE - Social Science	3
Recommended Course Sequence - Fall Semester 3		
HLT 142	Surgical Technology III	8

Essential Functions

- The Surgical Technician Certificate program essential functions include certain cognitive, physical and behavioral abilities which are necessary to perform the duties of a professional surgical technician. In order to meet the course requirements, students must possess the following basic abilities.
- Cognitive ability sufficient to learn and use the body of knowledge necessary to meet the program curriculum requirements and attain career entry status in the profession.
- Physical ability, sufficient mobility, and motor coordination to safely perform all activities associated with the requirements of surgical technology.
- Visual acuity sufficient to read all appropriate instrumentation, monitors, surgical equipment and instrumentation.
- Hearing ability sufficient to respond to messages and requests from patients, physicians, staff and to respond to equipment signals.
- Communication skills sufficient to allow for communication with instructors, staff, patients, and physicians.
- Emotional stability sufficient to interact professionally with instructors, staff, patients, and physicians, respect patient confidentiality, use reasonable judgment and accept responsibility for their actions.

Admission Requirements

High school diploma or equivalent required. Algebra I and II or higher with a grade of "B-" and high school biology with laboratory component with a "B-" or higher. Pre-admission course requirements are: ENG 101, BIO 121 and BIO 115 or BIO 233 & BIO 234. It is strongly recommended that students complete the science courses required for admission and program degree completion within 10 years of application to the program. This is a restricted program based on selective academic review.

Requirements Upon Admission

- Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations, or titre (blood tests to prove immunity). A TB test is required. Health insurance and professional liability insurance are required. Additional laboratory tests, including drug screening and CORI/SORI checks are required by clinical agencies.

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P. For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

- Once enrolled students are required to complete all courses in the three semesters of instruction in the recommended sequence and without interruption.
- Students must have current CPR Certification from either the American Heart Association (Basic Life Support for Health Care Providers) or American Red

Cross (CPR/AED for Professional Rescuers and Health Care Providers).

Grade Requirements

A "C" or better is required in all science courses and HLT 140, HLT 141 and HLT 142.

Additional Costs

Students accepted into the program are responsible for associated costs such as lab coat, name tag, graduate pin, review course, national certification examination, liability insurance and practicum costs including travel. Transportation to the practicum sites is the students responsibility. Students should be prepared to travel an hour or more from campus.

After BCC

Upon completion of program graduates are prepared for entry level practice as a surgical technician and are eligible to take the national certification examination (Certified Surgical Technologist Examination). Career pathways include related health care fields.

Gainful Employment Program Disclosure

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See: Gainful Employment Information

SURVEYING*

Degree offered

Certificate of Achievement in Surveying

Credits required 24/26

Dean

Sarmad Saman

Program contact

Eileen Young, Department Chair and Professor of Engineering and Technology, ext. 2746

Program Goals Statement

Surveying is the art, science, and technology of determining or establishing the position of points through field measurements. This certificate program introduces students to the surveying profession and provides them with the basic skills necessary to obtain employment as surveying technicians.

Program Information

- Certificate courses can apply to BCC's Architectural and Structural Technology and Civil Technology degree programs. Students may earn this certificate and the degree simultaneously.
- The program is suitable for individuals wishing to enter the surveying profession, as well as for practicing surveyors who may lack formal education. Most courses are transferable to many two- and four-year degree programs.
- MTH 141 (p. 342) or MTH 171 (p. 342) and MTH 173 (p. 342) are prerequisites for EGR 221 (p. 312).

DEGREE REQUIREMENTS

Program Courses

CAD 101	Computer Aided Drafting	3
CAD 128	Civil Drafting and Design	3
EGR 125	Construction Estimating	3
EGR 221	Surveying I	4
EGR 222	Surveying II	4
ENG 101	Composition I: College Writing	3

Choose from the following

MTH 141	Technical Mathematics I	4
	Or	
MTH 171	Precalculus - Functions	3
	And	
MTH 173	Trigonometry	3

Recommended Course Sequence - Fall Semester 1

CAD 101	Computer Aided Drafting	3
EGR 125	Construction Estimating	3
EGR 221	Surveying I	4
	And	
MTH 141	Technical Mathematics I	4
	Or	
MTH 171	Precalculus - Functions	3
	And	
MTH 173	Trigonometry	3

Recommended Course Sequence - Spring Semester 2

CAD 128	Civil Drafting and Design	3
EGR 222	Surveying II	4
ENG 101	Composition I: College Writing	3

Gainful Employment Program Disclosure

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See: Gainful Employment Information

THANATOLOGY*

Degree offered

Certificate of Achievement in Thanatology

Credits required 24/25

Dean Calvin McFadden

Program contact

John Tormey, Coordinator of Thanatology and Professor of Psychology/Thanatology, ext. 2032

Program Goals Statement

This certificate examines how loss affects physical, psychological, and social well-being. This program is unique to BCC and can be taken on its own or as a program to enrich such care giving and service professions as education, nursing, criminal justice, human services, pastoral ministry, and funeral service.

Program Information

- This program has articulation agreements with FINE Mortuary College and Mt. Ida College.
- Students who complete the certificate in Thanatology can take the following courses to transfer to FINE Mortuary College for a career in funeral service ACC 101 (p. 262), MAN 154 (p. 335), BIO 233 (p. 273), BIO 234 (p. 273).

Recommendations

Students should complete PSY 101 (p. 354) and PSY 262 (p. 355) before registering for PSY 264 (p. 355) and PSY 266 (p. 356).

DEGREE REQUIREMENTS

Program Courses

	ELECTIVE	3
	ELECTIVE Free	3-4
ENG 101	Composition I: College Writing	3
PSY 101	General Psychology	3
PSY 262	Introduction to Thanatology	3
PSY 264	Psychology of Grief	3
PSY 266	Introduction to Grief Counseling	3
SOC 257	Social Issues in Loss	3

ELECTIVE: Choose from BIO, HLT, NUR

Gainful Employment Program Disclosure

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See: Gainful Employment Information

THERAPEUTIC MASSAGE (NB/EH ONLY)*

Degree offered

Certificate of Achievement in Therapeutic Massage

Credits required 29

<http://therapeutic-massageclinic.com>

Dean

Patricia Dent

Program contact

Sharon Tilton, Department Chair and Associate Professor of Complementary Healthcare and Therapeutic Massage, ext. 2262

Program Goal Statement

The program prepares students to pursue a career as licensed massage therapists. Licensed massage therapists are employed by physicians, chiropractors, rehabilitation centers, and business and industry, and also own their practices.

This program is offered at 800 Purchase Street, New Bedford Campus as day and eHealth options.

Program Information

- Graduates may apply to the Board of Registration of Massage Therapy for licensure.
- This program enhances the skills of healthcare professionals in nursing, occupational therapy, and home healthcare.
- Additional Costs
- Students are responsible for the cost of uniforms, professional liability insurance, massage supplies and equipment, certain standardized achievement test registrations, and Board Certification.
- They must carry health insurance throughout enrollment in the program.

Infused Competency

First-Year Experience

DEGREE REQUIREMENTS

Program Courses

BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3

HCI 237	Human Disease Processes and Procedures	3
MAT 110	Introduction to Massage Therapy	2
MAT 111	Therapeutic Massage I	5
MAT 112	Musculoskeletal Anatomy for the Massage Therapist	3
MAT 120	Therapeutic Massage II	4
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Procedures	3
Recommended Course Sequence - Fall Semester 1		
BIO 115	Survey of Human Anatomy and Physiology	4
ENG 101	Composition I: College Writing	3
MAT 110	Introduction to Massage Therapy	2
MAT 111	Therapeutic Massage I	5
MAT 112	Musculoskeletal Anatomy for the Massage Therapist	3

Recommended Course Sequence - Spring Semester 2

HCI 237	Human Disease Processes and Procedures	3
MAT 120	Therapeutic Massage II	4
MAT 124	Massage Therapy Practice Management	2
MAT 126	Therapeutic Massage Clinical Procedures	3

SPECIAL REQUIREMENTS FOR THE PROGRAM

Applicants must have a high school diploma or G.E.D. certificate. They must also have completed high school biology, or chemistry and Algebra I (or a higher level math) with a minimum grade of "C-." Recommended deadline for filing is January 15th for all fall admissions.

Accepted applicants must have a physical examination, tetanus, measles, mumps, rubella, hepatitis B, and varicella (chicken pox) immunizations or titre (blood tests to prove immunity). A TB test is required each year. Health insurance is required. Additional laboratory tests, including drug screening, are required by clinical agencies.

It is strongly recommended that students complete the science courses within 10 years of application to the program.

REQUIREMENTS UPON ADMISSION TO THE PROGRAM

Upon admission to the program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical

placement. The College is authorized by the Commonwealth's Department of Criminal Justice to access CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P.

For more information regarding the College's CORI/SORI check process, please contact the Human Resource Department at (508) 678-2811, ext. 2194.

Students must have current CPR Certification from either the American Heart Association (Basic Life Support for Health Care Providers) or American Red Cross (CPR/AED for Professional Rescuers and Health Care Providers).

GRADE REQUIREMENTS

Students must receive a minimum grade of "C-" in all required courses. Failure to earn a "C-" or better in a clinical course will result in dismissal from the program. Clinical Practicum hours must be completed within 18 months of the academic coursework.

ADDITIONAL COSTS

Students are responsible for the costs of lab coats, uniforms, professional liability insurance, standardized testing, name tag, lab supplies, national certification exam, and transportation to clinical placement sites. Students should be prepared to travel up to one hour from campus to clinical assignments. Students are also required to attend a variety of community activities. Graduates must apply to the Board of Registration of Massage Therapy for licensure to practice as a massage therapist.

ESSENTIAL FUNCTIONS

Students need to possess certain cognitive, physical, and physiological abilities in order to successfully complete the requirements of the program and ultimately practice in the profession. Please discuss particulars with the program director.

OTHER

The eHealthCareers option in Therapeutic Massage is a flexible, innovative program that prepares students to pursue a career as a licensed Massage Therapist. The hybrid model allows students to complete some of the content online. For those who are already practicing healthcare professionals, this program enhances the skills used in nursing, occupational therapy, and home healthcare.

Gainful Employment Program Disclosure

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fees and employment statistics to various governing bodies to ensure certification and oversight.

See: Gainful Employment Information

TOURISM AND HOSPITALITY SERVICES (A/NB)

Degree offered

Certificate of Achievement in Tourism and Hospitality Services

Credits required 27

Dean

William Berardi

Program contact

John Caressimo, Professor, ext. 2111

Program Goals Statement

This certificate helps prepare students for careers in the tourism and hospitality industry. By choosing these courses as electives, students can enhance their Business degree. Tourism and hospitality is the world's largest employment field. Job opportunities are exciting and varied.

Program Information

- Job opportunities include tour escort, convention and visitors bureau coordinator, sales, concierge, and dining room supervisor.
- Students may earn credit in field placements at such sites as Disney World, Colette Tours, Massachusetts Information Centers, Newport Historical Society, and the New Bedford Whaling Museum.
- BCC has a transfer articulation agreement with Johnson & Wales University.

DEGREE REQUIREMENTS

Program Courses

BUS 111	Business and Financial Mathematics	3
BUS 120	Group Tour Planning	3
BUS 121	Introduction to Travel, Tourism and Hospitality	3
BUS 122	Tour Destination Planning	3
BUS 123	Meeting, Planning, and Convention Sales and Service	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
BUS 126	Hotel and Motel Management and Operations	3
CED 210	Cooperative Work Experience	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Fall Semester 1

BUS 120	Group Tour Planning	3
BUS 121	Introduction to Travel, Tourism and Hospitality	3
BUS 122	Tour Destination Planning	3
BUS 126	Hotel and Motel Management and Operations	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

BUS 111	Business and Financial Mathematics	3
BUS 123	Meeting, Planning, and Convention Sales and Service	3
BUS 124	Sales and Customer Service for Tourism and Hospitality	3
CED 210	Cooperative Work Experience	3

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See: Gainful Employment Information

WATER QUALITY PROFESSIONAL

Degree offered

Certificate of Recognition in Water Quality Professional

Credits required 13

Dean

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

This certificate provides students with skills for entering careers in water and wastewater treatment. Coursework prepares students for the Massachusetts operator certification examinations or can be used as contact hours by those already in the field. Courses can be transferred to the Engineering Technology degree program.

Program Information

- Students choose the Drinking Water or Wastewater option for preparation for the certificate exam of their choice.

- Field operators may use coursework to fulfill state license Training Contact Hours (TCHs) requirements.
- Some prerequisites may be required before enrolling in courses in this program. These courses may be completed at BCC, or credit may be transferred from another institution or granted through BCC's Prior Experiential Learning (PEL) program.
- This program serves as a solid base for continuing toward a degree with courses transferring to BCC's Environmental Technology program.

DEGREE REQUIREMENTS

Core Courses

EGR 103	Computer Skills for Engineers and Technicians	3
EGR 141	Introduction to Environment	3
EGR 241	Wastewater Technology I	3

Concentration Course - Drinking Water Treatment Plant Operator

EGR 244	Water Supply and Hydrology	4
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Concentration Course - Wastewater Treatment Plant Operator

EGR 242	Wastewater Technology II	4
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Recommended Course Sequence - Fall Semester 1

EGR 141	Introduction to Environment	3
EGR 241	Wastewater Technology I	3

Recommended Course Sequence - Spring Semester 2

EGR 103	Computer Skills for Engineers and Technicians	3
	And	
EGR 242	Wastewater Technology II	4
	Or	
EGR 244	Water Supply and Hydrology	4

WEB DESIGN

Degree offered

Certificate of Achievement in Web Design

Credits required 27

Dean

Joanne Preston

Program contact

Marisa Millard, Coordinator of Animation, Graphic Design, Web Design, and Professor of Graphic Design, ext. 2691

Program Goals Statement

This certificate prepares students to respond to the needs of the new media design industries, specifically the Web design. Students receive a firm grounding in the basics of

design and current design technology, with a strong emphasis on visual communications. This program is specifically suited for those with a technical or art/design background who want to expand their skill set.

Program Information

- This program is intended to help students enter the job market directly into careers in multimedia design, Web design, and Web animation.
- Courses in this program transfer into the degree program in Web Design & Media Arts career and in Graphic Design.

DEGREE REQUIREMENTS

Program Courses

ART 260	Computer Graphics	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 267	Publication Design	3
ART 271	Web Design I	3
ENG 101	Composition I: College Writing	3

Choose one art elective from

ART 272	Web Design II	3
ART 273	Advanced Web Design Studio	3
ART 281	Web Animation	3

Art or other approved elective, choose two from

CED 210	Cooperative Work Experience	3
ART 266	Typography Design	3
ART 276	Multimedia Design	3

Recommended Course Sequence - Summer

ART 260	Computer Graphics	3
ART 271	Web Design I	3

Recommended Course Sequence - Fall Semester 1

	Program Elective	3
ART 261	Graphic Design I	3
ENG 101	Composition I: College Writing	3

Recommended Course Sequence - Spring Semester 2

	Program Elective	3
	Program Elective	3
ART 261	Graphic Design I	3
ENG 101	Composition I: College Writing	3

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See: Gainful Employment Information

WIND POWER

Degree offered

Certificate of Recognition in Wind Power

Credits required 14

Dean

Sarmad Saman

Program contact

Robert Rak, Coordinator and Professor of Environmental Technology, ext. 2771

Program Goals Statement

The certificate will allow students to learn the fundamentals of wind energy and to support the system installation, operation and maintenance needs of the wind energy industry. Students will understand all the various component parts and functions of wind turbines and will learn sizing formulas to meet your customers present and future energy demands.

Program Information

- This program is based on national standards and focuses on the development of industry-defined competencies and skills in: safety, electricity, hydraulics, pneumatics, mechanical systems, electrical power generation and wind power systems.

After BCC

Be prepared to play an essential part in the planning, organizing, and managing of renewable energy projects nationwide.

DEGREE REQUIREMENTS

Program Courses

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 151	Electrical Machinery	3
EGR 171	Fluid Systems	4
EGR 282	Wind Power	4

Recommended Course Sequence - Fall Semester 1

EGR 102	Introduction to Sustainable and Green Energy Technologies	3
EGR 151	Electrical Machinery	3

Recommended Course Sequence - Spring Semester 2

EGR 171	Fluid Systems	4
EGR 282	Wind Power	4

Certificate of Recognition in Windows 2003 Administration

Credits required 9

Dean

William Berardi

Program contact

Priscilla Grocer, Department Chair and Professor of Computer Information Systems, ext. 2403

Program Goals Statement

Learn to use Windows administrative tools to set up, manage, and use basic network services, including file systems, network printing, and security. Students learn how to install and configure all software necessary for using a Windows 2003 network.

Program Information

Plan to spend large blocks of time developing proficiency.

Recommendations

- Students without basic computer skills should enroll in CIS 111 (p. 280) prior to enrolling in this program.
- Students who need basic keyboarding skills should enroll in OFC 102 (p. 344) prior to enrolling in this program.

DEGREE REQUIREMENTS

Program Courses

CIS 121	Operating Systems	3
CIS 131	Windows Server Administration I	3
CIS 231	Windows Server Administration II	3

Recommended Course Sequence - Fall Semester 1

CIS 121	Operating Systems	3
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Recommended Course Sequence - Spring Semester 2

CIS 131	Windows Server Administration I	3
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Recommended Course Sequence - Fall Semester 3

CIS 231	Windows Server Administration II	3
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WINDOWS 2003 ADMINISTRATION*

Degree offered

ADMISSIONS

How can you connect? Start here.

No matter what your situation or your previous educational experience, if you are willing to work hard and take advantage of College resources, you can make it happen at Bristol Community College.

I don't have time to enroll in a full-time program.

Then enroll part time! As much as possible, BCC allows you to fit school into your schedule, not ours. There is no rule that says you have to complete your associate degree in two years. Do it at your own pace. And with classes offered days, evenings, weekends, and online, your course schedule can be very flexible.

Do you have any questions or concerns?

Contact the Admissions Office at admissions@BristolCC.edu or 508.678.2811, ext. 2947 and let us work with you to come up with solutions.

Who can apply for admission to BCC?

Everyone! As your community college, we offer the educational services you need, whether you want to take just one course or a full course load.

Who is admitted to BCC?

Bristol Community College has an open enrollment policy in keeping with the Massachusetts Board of Higher Education's "Open Door" philosophy. Applicants for an associate degree or certificate program must have a high school diploma or equivalency certificate or college degree. Some candidates are referred to the Center for Developmental Education to strengthen their background in specific areas before attempting work in their academic program.

Admission to some programs is competitive because of the limited number of openings and/or the prerequisites. The open enrollment policy does not apply to students seeking admission to the following programs: Central Sterile Processing Technician, Clinical Laboratory Science, Complementary Healthcare, Culinary Arts, Dental Hygiene, Healthcare Information, Histology, Medical Assisting, Medical Coding, Nursing, Occupational Therapy Assistant, Pharmacy Technician, Pre-Radiology Technology, Surgical Technology, Therapeutic Massage, and Phlebotomy.

International students seeking to enroll at the College on an F-1 Student Visa must meet additional selective criteria in order to be admitted.

Admission requirements to specific programs may change in accordance with policies established by the

Massachusetts Board of Higher Education and the BCC Board of Trustees.

As a state-assisted institution, Bristol Community College gives first priority to legal residents of Massachusetts and second priority to students who apply under the New England Regional Student program. All others are admitted as space is available. BCC is authorized under Federal law to enroll nonimmigrant alien students.

When should I apply?

Applications are processed as they come in. There are no deadlines for application, but submitting your completed application well in advance of the semester in which you wish to enroll will give you the best selection of courses.

If you are applying for fall admission to Central Sterile Processing Technician, Clinical Laboratory Science, Complementary Healthcare, Culinary Arts, Dental Hygiene, Healthcare Information, Histology, Medical Assisting, Medical Coding, Nursing, Occupational Therapy Assistant, Pharmacy Technician, Pre-Radiology Technology, Surgical Technology, Therapeutic Massage, or Phlebotomy, please submit your completed application by February 1 to receive priority consideration for admission the following fall semester beginning in September. After that date, applications will continue to be accepted on a space-available basis. Please carefully review the special application requirements for these programs, found in each program description found in this catalog. Also note that some of these programs offer entry dates in the spring or summer semester. Please attend a Health Science Information Session or contact the Admissions Office for more information.

For information on international student application deadlines, please refer to the International Student section on the following page.

How do I apply?

1. Fill out the online application at www.BristolCC.edu/apply. Hard copies are available by calling the Admissions Office at 508.678.2811, ext. 2947, or as a pdf on the web link above. If you apply online, you save the application fee.
2. If applying with a paper application, mail the completed application form to the Admissions Office, Bristol Community College, 777 Elsbree Street, Fall River, MA, 02720. Include a check or money order payable to Bristol Community College for the appropriate application fee.
 - \$10 for Massachusetts residents and qualified New England Regional Student Program applicants or \$35 for all others.

- This fee may be waived if it causes financial hardship. Contact the Admissions Office at admissions@BristolCC.edu or 508.678.2811, ext. 2947 for details.
 - You may apply to up to three Massachusetts community colleges with one application fee. Send your check to Bristol Community College and ask us to notify the others of your payment.
3. **eHealthCareers:** If you are interested in enrolling in this integrated hybrid health education program located in New Bedford, apply through the admissions process and indicate eHealth on the application. You can apply at www.BristolCC.edu/eHealthCareers. eHealthCareers offers regular information sessions at its facility at 800 Purchase Street, New Bedford. Visit the site, learn about the program, and find out how this integrated hybrid instruction is right for you. Call 508-678-2811, ext. 4444, or visit the website for details. Email eHealth@BristolCC.edu
 4. **Transcripts:** Ask your high school and all post-secondary schools you attended to send an official transcript of your grades to the Admissions Office at BCC. In certain cases, no admission decision can be made without this transcript. Please note:
 - a. If you are applying to Culinary Arts or any selective admission Health Science program (such as Central Sterile Processing Technician, Clinical Laboratory Science, Complementary Healthcare, Dental Hygiene, Healthcare Information, Histology, Medical Assisting, Medical Coding, Nursing, Occupational Therapy Assistant, Pharmacy Technician, Pre-Radiology Technology, Surgical Technology, Therapeutic Massage, or Phlebotomy), you must submit all transcripts/G.E.D official transcripts before an admission decision can be made.
 - b. If you graduated from high school or a secondary school outside of the United States (or its territories), you must submit official transcripts to be considered for admission. The transcript (or school leaving certificate) needs to be translated into English and evaluated for US equivalency by an approved credential evaluation service. The Admissions Office has information on approved services if you need assistance.
 - c. If you provide proof of having completed an associate, bachelor, or graduate degree, you are not required to submit a high school transcript or G.E.D. certificate unless you apply to a selective program listed above.
 - d. For all other applicants in the fall semester, a transcript is not required before an admission decision is made. However, the final official high school transcript must be sent as soon as possible to

verify graduation. For summer and spring applicants, a final transcript with graduation date is required prior to being admitted.

5. If you have received your G.E.D., have an official copy of your G.E.D. test scores sent to the BCC Admissions Office. If you have earned you G.E.D. at BCC, please indicate so on your application and we will internally request the score report.
6. If you would like to speak with an Admissions representative, please call the office at 508.678.2811, ext. 2947, for an appointment.

Can I visit the college?

BCC offers a variety of visit options for interested students. Choose from an information session and campus tour or a specialized event. Visit the website at www.BristolCC.edu/Admissions and select the appropriate option from the lefthand menu to register for the event of your choice. For group tours, contact the Admissions Office at admissions@BristolCC.edu or call 508.678.2811, ext. 2947. For a tour of the New Bedford Campus, call ext. 4000, for Attleboro, call ext. 3527, for Taunton satellite, call ext. 3767.

International applicants

International students who wish to attend Bristol Community College on an F-1 student visa must have completed the equivalent of a U.S. secondary school education and must demonstrate their proficiency in English (if English is not their first or best language). Students attending BCC on an F-1 student visa must be enrolled in an associate degree program as a full-time student (*12 credits or more per semester*), and must receive approval from the Registrar for program changes. Off-campus employment is not permitted for students on an F-1 student visa. In certain rare cases, an application for hardship can be filed by the P/DSO at the College on a student's behalf and employment may be granted. F-1 international students are not eligible to apply for financial aid. International applicants must complete the following steps in order to apply for admission to BCC:

1. Submit the completed paper application form and fee: International applicants currently outside of the U.S. or those inside the U.S. on a visa category **other than F-1 or J-1** must submit a **completed** admissions application, including \$35.00 application fee, by **May 15** for the next fall semester (September-December), or by **October 15** for the next spring semester (January-May). International applicants currently within the U.S. on an F-1 or J-1 Visa must submit completed admission applications by **August 1** for the next fall semester, or by **January 1** for the next spring semester. **All supporting documents must be received by these dates in order to be considered complete.**

2. Submit the completed Permanent & U.S. Address Form: Submit the completed address verification form necessary to process an F1 visa. US Immigration and Customs Enforcement requires that the College be able to report an international student's full permanent address including province, country and postal code. **In addition, BCC does not use DHL or FedEx to mail documentation to students, we only mail via regular post. We request that you provide a mailing address in the US where these documents can be mailed so we can ensure you receive your admissions and visa documentation in a timely manner.**
3. Submit official academic records: An official (original) secondary school transcript or diploma and national examination results, if applicable, must accompany your application. Photocopies and faxed copies are not acceptable unless copied in our office from originals by Admissions Staff. Transfer applicants must also submit official transcripts from all universities or colleges attended.
4. Certified English translations (validated by an official certified public translator) must accompany all credentials in languages other than English. All transcripts (secondary school and college/university) must also be evaluated for equivalency to studies in the United States by an approved agency. Academic credentials from certain countries may be able to be translated and evaluated at BCC by trained staff members at the discretion of the Dean of Admissions. Please contact the Admissions Office for suggestions of evaluation services that are approved.
5. International university or college course work must be evaluated to determine comparative course levels, course equivalents and grades to the US system. If you are seeking transfer credit for coursework completed outside of the U.S., a course-by-course evaluation must be completed. This evaluation must be conducted by an approved center and forwarded to the Admissions Office. If accepted to the College, a transfer credit evaluation will be conducted by the Admissions Office to determine transferability/equivalency of international course work.
6. Submit the Certification of Finances form: The Certification of Finances form, included in the International Student Application packet, must be filled out accurately and completely. If anyone is helping you pay for your education, such as a parent, relative, friend, government sponsor, etc., then that sponsor must also sign the completed Certification of Finances form. Return the completed form with the application to the Admissions Office.
7. Submit proof of financial support: In addition to the Certification of Finances form, international applicants seeking an I-20 form for an F-1 visa must submit verification of finances. An official letter from the bank verifying that you have the required US \$18,122.00 to finance your annual estimated expenses at Bristol Community College must be forwarded to the Admissions Office. This letter must be on official bank stationery and signed by a bank official. The letter must be dated and include a US dollar amount. This letter will expire after one year from the date it is issued. Photocopies or faxed copies are not acceptable.
8. Submit proof of English Language Proficiency: All international students applying to BCC requiring an F-1 Student Visa whose primary language is not English will be required to show proof of English Language Proficiency by submitting one of the following:
 - a. English Composition I (ENG 101) or equivalent from an accredited US college or university with a C- or higher
 - b. TOEFL Score (61 or higher on iBT version)
9. Additional Criteria: If you are currently in the United States, you must produce a valid passport, visa and I-94 card. Transfer students applying to BCC from another college or university in the U.S., need to submit a copy of the I-20 form from the school previously attended along with a verification of enrollment and last date attended. Also, the institution you are currently attending or last attended in the United States must complete the two-part **International Student Transfer Verification Form** included in the international student packet.
10. Proof of the following vaccinations: measles, mumps, rubella, tetanus within 10 years, hepatitis B series, and varicella.

When an eligible international applicant completes all of the application procedures by the appropriate deadline, the Admissions Committee will review the application for admission. An admission decision will be mailed to the student at the US mailing address listed on the application. If accepted, the student is required to submit a non-refundable \$50.00 registration deposit. Once that deposit is received, the College will issue the student the Certificate of Eligibility form (I-20 form). Admission is granted for a specific semester of entrance and the I-20 form is only valid for that particular semester. The student must present the I-20 to his/her country's embassy/consulate as part of the application for the F-1 visa.

Transfer admission

Transfer students from another regionally accredited college or university are encouraged to submit official transcripts to the Admissions Office for review. The awarding of transfer credit is based on the following guiding principles:

1. Grades earned must be equivalent to a "C-" or higher;

2. There must be a match of course description and credit hours between the course completed at the prior institution and the BCC course for which you are seeking credit;
 3. A maximum of 60 transfer credits may be awarded however, students must meet the college residency requirement by earning 30 BCC credits toward the associate degree or 50% of the credits toward a certificate program at the College;
 4. Students with military experience are encouraged to submit transcripts from their branch of service for review.
2. Third-party funding contracts (Trade, Individual Training Assistance for Title I Adults & Youth programs, dislocated workers, and National Emergency Grant).
 3. The Education and Career Liaison, in addition to conventional recruitment efforts, provides outreach services both at the BCC's Fall River Campus and in the following career centers: Fall River, New Bedford, Attleboro, and Taunton.
- For more information, contact the Admissions Office at 508.678.2811, ext. 2947.

Veterans

Veterans may use G.I. benefits at Bristol Community College. The College's Certifying Official, located in Advising and Counseling Services, will assist you in applying for your benefits from the U.S. Department of Veterans Affairs and accessing college services. For more information please call 508.678.2811, ext. 2227 or visit them on the web at <http://www.bristolcc.edu/students/veterans/index.cfm>.

Other information

SACHEM Cross-registration: BCC is a member of the Southeastern Association for Cooperation in Higher Education (SACHEM), a consortium of nine institutions of higher education. Students of the participating institutions may cross-register for selected courses on a tuition-exchange, space available basis. For more information contact the Registrar in the Enrollment Center.

Career and vocational education students from one of the area member high schools within the Bristol Career/Vocational Technical Education Consortium should complete the section on the Application for Admission designated for students enrolled in a high school technical education program.

New England Regional Student Program allows out-of-state students from New England to enroll in BCC programs at in-state tuition if the public colleges and universities in the student's home state do not offer the program. The Admissions office and the NERSP Website at www.nebhe.org have additional information. Students enrolling in evening and weekend classes have no residency requirement and are charged the same cost per credit as in-state students.

Massachusetts One-Stop Education and Career Liaison

The Education and Career Liaison is a BCC Admissions Counselor who offers enrollment and advising assistance to students through the One-Stop Career Centers in southeastern Massachusetts. Special services include:

1. Training Opportunity Program application and Section 30 forms

ACADEMIC CALENDAR

Fall 2013

Wed, August 28, Orientation

Thu, August 29, Professional/Planning Day

Tue, September 3, First day of classes

Mon, September 16, Late-start classes begin

Mon, October 14, Columbus Day - no classes

Tue, October 15, Monday schedule will be followed

Wed-Thu, October 23-24, First-half 7-wk Option Final Examinations

Tue-Mon, October 22-28, Mid-semester evaluations

Mon, October 28, Second-half 7-wk Option classes begin

Mon, November 11, Veterans Day - no classes

Wed, November 13, Monday schedule will be followed

Wed, November 13, Last day for student-generated withdrawal

Fri, November 15, Last day for Intent to Graduate form

Wed, November 27, No GNBRVTHS or Taunton satellite classes

Thu-Fri, November 28-29, Thanksgiving - no classes

Fri, December 13, Last day of Day/Evening/Weekend classes

Tues, December 17, Second-half 7-week option ends

Sat-Fri, December 14-20, Evening/Weekend Final Examinations

Mon-Fri, December 16-20, Day Final Examinations

Wed-Thu, December 18-19, Second-half 7-wk Option Final Examinations

Intersession 2014

Thu, January 2, Classes begin

Fri, January 17, Final Examinations

Spring 2014

Wed, January 15, Orientation

Mon, January 20, Martin Luther King Jr. Day - no classes

Tue, January 21, Professional/Planning Day

Wed, January 22, First day of classes

Mon, February 3, Late-start classes begin

Mon, February 17, Presidents Day - no classes

Mon-Fri, February 17-21, No GNBRVTHS and Taunton satellite classes

Thu, February 20, Monday schedule will be followed, GNBRVTHS and Taunton excluded

Sun-Sat, March 9-15, Mid-semester evaluations

Wed-Thu, March 12-13, First-half 7-wk Option Final Examinations

Fri, March 14, Last day for Intent to Graduate form

Mon-Sat, March 17-22, Spring recess - no classes, GNBRVTHS and Taunton excluded

Mon, March 24, Second-half 7-wk Option classes begin

Fri, Mar 28, Professional Day - no classes

Wed, April 9, Last day for student-generated withdrawal

Sun, April 20, Easter - no classes

Mon, April 21, Patriots Day - no classes

Wed, April 23, Monday schedule will be followed

Mon-Fri, April 21-25, No GNBRVTHS or Taunton satellite classes

Fri, May 9, Last day of Day/Evening/Weekend classes

Mon, May 12 Second-half 7-week option ends

Sat-Fri, May 10-16, Evening/Weekend Final Examinations

Mon, May 12, Last day of Second-Half 7-week option classes

Mon-Fri, May 12-16, Day Final Examinations

Tue-Wed, May 13-14, Second-half 7-wk Option Final Examinations

Sat, May 31, Commencement

TRANSFERRING

BCC has transfer agreements with the following colleges and universities:

Adelphi University • Amherst College • Assumption College • Bentley University • Bridgewater State University • Bellevue University • Bryant University • Champlain College • Eastern Nazarene College • Fine Mortuary College • Fitchburg State University • Framingham State University • Johnson and Wales University • Lesley University • Massachusetts Maritime Academy • Massachusetts College of Liberal Arts • Northeastern University • New England Culinary Institute • Paul Smith College • Providence College • Regis College • Rhode Island College • Roger Williams University • Salem State University • Salve Regina University • UMass Amherst • UMass Boston • UMass Dartmouth • UMass Lowell • Unity College • Vermont Technical Institute • Wentworth Institute of Technology • Westfield State University • Worcester State University • Worcester Polytechnic Institute

The Community College Advantage in action

By enrolling in a transfer program, you can earn the first two years of your four-year degree at BCC and take advantage of the affordable tuition and fees while getting a great education. Some career programs can transfer as well. Our Transfer Affairs office helps you get credit where credit is due, so you can transfer the maximum number of your BCC credits into the college of your choice.

Students planning to transfer, and those unsure of their plans, should contact the Transfer Affairs office as early in their BCC career as possible. Transfer counselors will help you plan a program of study for transfer.

Most senior institutions expect a 2.5 grade point average for transfer students. Students with less than 2.5 may transfer, but they may have difficulty getting into the college of their choice. Most colleges do not accept “D” grades.

Where do Bristol students transfer?

Bristol Community College students find that their time at BCC makes them very desirable transfer students at four-year colleges. Often, senior institutions design special scholarship and financial aid programs especially for community college transfer students. More and more students are finding that starting at BCC makes great sense.

Special scholarships for BCC graduates

Scholarships are available for BCC graduates who transfer to some four-year colleges and universities. To qualify, students must apply and be accepted to the four-year institution. Most scholarships require at least a G.P.A. of 3.0. These colleges, universities, and organizations offer transfer scholarships.

All USA Community College Academic Team
The Art Institute of Boston
Boston University
Bridgewater State University
Bryant University
Clark University
Coca Cola Foundation
Eastern Nazarene College
Emerson College
Jack Kent Cooke Scholarship
Johnson & Wales University
Massachusetts College of Liberal Arts
Merrimack College
New England Transfer Association
Northeastern University
Phi Theta Kappa
Rhode Island College
Roger Williams University
Salem University
UMass Amherst
UMass Boston
UMass Dartmouth
UMass Lowell
University of Rhode Island
Westfield State University

The Transfer office also coordinates some of these transfer scholarships. Check their Web site for details.

Transfer agreements

BCC’s Transfer Affairs office has negotiated agreements with a variety of four-year colleges for transfer students who have completed their associate’s degree. Some of these agreements guarantee admission and ensure full junior standing to the BCC degree holders who achieve a certain G.P.A. and meet specific requirements. Most of these agreements indicate course equivalents and prerequisites so that students know well in advance the courses that will transfer to the four-year college. Some agreements cover specific programs; others are more generic.

However, even if you choose to transfer to a college not listed, BCC credits are likely accepted at the college of your choice. Check the Transfer Affairs Web site for more information.

MassTransfer

MassTransfer, a statewide policy benefiting BCC's transfer students, will guarantee admission to Massachusetts state colleges and universities, full transfer of credit, and a tuition reduction for students in eligible programs. For up-to-date information on MassTransfer, go to Bristolcc.edu/transfer.

Bachelor's Degree Completion Programs

These programs allow BCC students to complete a bachelor's degree by applying their completed associate's degree toward the first two years of a B.A. or a B.S. degree. Some of the programs allow BCC credits beyond an associate's degree to count toward the bachelor's degree.

While each program is unique, they all share a common goal: to provide an affordable and convenient way for students to complete a bachelor's degree in two years or less, often without having to travel further than their own home or the BCC campus in Fall River.

For a complete list of Bachelor's Degree Completion Programs go to Bristolcc.edu/transfer.

Some of the colleges where BCC students have transferred include:

American International College • Amherst College • Atlantic Union College • Bentley College • Boston College • Bridgewater State University • Brigham Young University • Brown University • Bryant University • California State University • Central Connecticut State University • Curry College • Eastern Connecticut State University • Emerson College • Fairleigh Dickinson University • Fitchburg State University • Framingham State University • Georgia State University • Goddard College • Gordon College • Hofstra University • Johnson and Wales University • Johnson State College • LaBoure College • Lesley College • Manhattan College • Massachusetts College of Art • Massachusetts College of Pharmacy • Massachusetts College of Liberal Arts • Massachusetts Maritime Academy • Merrimack College • Montserrat School of Visual Art • Mount Ida College • New York University • Northeastern University • Providence College • Purdue University • Rhode Island College • Rochester Institute of Technology • Roger Williams University • Rutgers State University • Salem State University • Salve Regina University • Southeastern Technical Institute • Smith College • Springfield College • Stonehill College • Suffolk University • Syracuse University • Unity College • University of Colorado • University of Maine • UMass Amherst • UMass Boston • UMass Dartmouth • UMass Lowell • University of Nevada • University of Rhode Island • Ventura College • West Virginia State College • Western New England College • Westfield State University • Wheelock College • Worcester Polytechnic Institute

TUITION AND FEES

Bristol Community College receives some of its funding from the Commonwealth of Massachusetts and is subsidized by state tax revenues. This means that students pay only a portion of the total cost of a BCC education.

Tuition and College Fees per credit hour

Massachusetts and nearby Rhode Island residents

Tuition	\$24/credit
College Fee	\$147/credit
Total	\$171 credit

Many nearby eastern Rhode Island residents pay in-state tuition and fee rates under the New England Regional Student Program. See Admissions for details.

The New England Regional Student Program allows out-of-state students from New England to enroll in BCC programs at in-state tuition if the public colleges and universities in the student's home state do not offer the program. In addition, the College accepts students for day classes from nearby eastern Rhode Island (Adamsville, Barrington, Bristol, East Providence, Little Compton, Middletown, Newport, Portsmouth, Tiverton, and Warren, RI) at in-state tuition rates. The Admissions office and the NERSP website at www.nebhe.org have additional information. Students enrolling in evening and weekend classes have no residency requirement and are charged the same cost per credit as in-state students.

All other students

Tuition	\$230/credit
College Fee	\$147/credit
Total	\$377/credit

Tuition is set by the Massachusetts Department of Higher Education.

The College Fee portion of the per credit charge is collected from all students and used to pay for general College operations not funded by the Commonwealth of Massachusetts. These include, but are not limited to, instructional computer equipment, educational supplies, audio-visual aids, library books, and laboratory supplies.

Other required fees

Student Support Fee (nonrefundable)	\$37/semester
Registration deposit (nonrefundable and applied to the total semester charge)	\$50/year

Registration deposit for students admitted to Nursing and Dental Hygiene Programs	\$200/year
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(nonrefundable and applied to the total semester charge)

Student Health Insurance	\$1603 for fall;
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(nonrefundable; may be waived)

Insurance cost for the Spring semester only is	TBA
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Application fee (nonrefundable)

Massachusetts and nearby Rhode Island residents	\$10/one time
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Out-of-state residents	\$35/one time
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Additional fees as required

Instructional Support Fee

This fee is charged for courses with high personnel, technology, or materials costs. Courses that carry this fee are identified in the course description with the sentence "Instructional Support Fee applies."

1 credit	\$9	6 credits	\$54
2 credits	\$18	7 credits	\$63
3 credits	\$27	8 credits	\$72
4 credits	\$36	9 credits	\$81
5 credits	\$45		

Nursing and Dental Hygiene courses with the NUR or DHG carry a \$50 per credit Instructional Support Fee.

Additional program costs (approximate)

Clinical Laboratory Science	\$600
Culinary Arts	\$1,250
Dental Hygiene	\$2,500
Healthcare Information	\$500
Medical Assisting	\$400
Nursing	\$850
Phlebotomy	\$600

Occupational Therapy Assistant	\$800
Therapeutic Massage	\$500

Tuition may be modified by action of the Massachusetts Department of Higher Education after publication of this catalog. Fees may be modified by the College Board of Trustees. Because of changing costs and/or state and legislative actions, adjustments may be required after publication of this catalog. Bristol Community College reserves the right to make these adjustments, and tuition and fees are subject to change without notice.

Estimated costs for a BCC education

The table below gives you an idea of the actual cost of a BCC education for a Massachusetts resident taking 30 undergraduate credit hours over two semesters.

Full operating costs per student	\$7,500
Less State Operating Subsidy	\$5,069
Tuition and mandatory fees	\$3,885
Less direct student aid (avg.)	\$3,510*
Average net charge to student	\$2,806
Average federal tax credit (Hope)	\$1,000
Net student cost	\$1,806

*Includes tuition and fee waivers and directly-applied institution, state and federal financial aid.

Policies

Once a student registers, he/she is responsible for payment in full of all tuition and fee charges. Students must fulfill all financial obligations to the College. Overdue student accounts will be sufficient cause for administrative withdrawal from the College, and/or other administrative penalties by the College. Unpaid accounts will be referred for collection, and the student will bear all costs and charges incurred in the collection and/or litigation. The Massachusetts Health Insurance Law requires that all students enrolled in nine or more credits are required to have basic health insurance. By law, Bristol Community College automatically charges all students who are registered for nine or more credits with this health insurance fee. The annual fee may be waived before school begins (usually when you register), by documenting comparable health insurance coverage. You must complete the waiver online at www.UniversityHealthPlans.com (click on Massachusetts Community Colleges, click on Bristol Community College, then click on Student Accident and Sickness Insurance Plan). The waiver form is listed on the left. A waiver must be complete in order for this charge to be removed from the student's account and the online waiver is the only accepted method to waive coverage. Students purchase their own textbooks,

materials, and supplies, all available at the College bookstore. Students should estimate transportation and food costs in calculating their expenses for the year.

A financial statement of the College is available in the Administration office.

Refund policy for students withdrawing from all credit courses

Students must follow College withdrawal procedures to receive a refund. See the "Withdrawal Policy" in the Academic Information section of this catalog.

Tuition refunds for all credit courses are as follows:

If a student withdraws from the College prior to the beginning of classes or during the first two weeks of classes, the student will receive a 100 percent refund less the \$37 nonrefundable student support fee.

If a student withdraws from the College during the third week of classes, the student will receive a 50 percent refund less the \$37 nonrefundable student support fee.

If a student withdraws after the third week of classes, there will be no tuition or college fee refunds.

Refund policy for students not completely withdrawing from all credit courses

If a student withdraws from a course(s) prior to the beginning of classes or during the first two weeks of classes, the student will receive a 100 percent refund for the credits from which s/he withdraws. If a student withdraws from a course(s) during the third week of classes, the student will receive a 50 percent refund for the credits from which s/he withdraws. If the student withdraws from a course(s) after the first three weeks of classes, there will be no refund. It takes four to six weeks for the refund to process.

Tuition exemptions

Completed waiver applications must be submitted at the time of registration. For any waiver, the appropriate waiver forms must be presented at the time of registration. No refunds are given if eligibility forms are submitted late. Tuition waivers cannot be used for credit by examination, directed study, or contract learning. (Waiver may not be used for ed2go classes, the noncredit Paralegal course, or the credit Medical Billing and Coding program.)

National Guard

Active members of the Massachusetts Army or Air National Guard are eligible for a full tuition and fee waiver. This waiver applies to all qualified students, full- and part-time, and for all credit and certificate courses up to a maximum of 130 semester credit hours per student. Eligible students must present a valid (bearing a raised seal) Certificate of Eligibility issued by the Military Division of the Commonwealth of Massachusetts.

State employee waiver

At the time of registration a student must present a completed Tuition Remission Authorization form with appropriate signatures. Any additional charges must be paid at registration. Billing is unavailable.

Senior citizen waiver

Massachusetts residents 60 years and older may attend Bristol Community College on a space-available basis under the Department of Higher Education's tuition waiver policy. For specific details, please visit their website at www.mass.edu or contact the Enrollment Center for current eligibility requirements. Qualifying senior waivers are accepted one week before classes begin. All charges must be paid at time of registration.

Veteran waiver

Veterans who are Massachusetts residents may be eligible for a tuition waiver. Those eligible must submit form DD-214 (long form) for review and approval prior to registering. Waiver is for credit courses only. For more information, please call the Enrollment Center.

Third-party payment

Students whose courses will be paid by a third party, such as their employer, an agency, or military branch, must submit the appropriate documentation or authorizing letters prior to, or at the time of, registration. (Note: Students who will receive reimbursement contingent upon completion of their course must pay in full at the time of registration.)

Hope Scholarship (Education Tax Credit)

Students enrolled in six credits or more in the first two years of an undergraduate program, day or evening, are eligible for the Hope Scholarship, a federal tax credit. Students pay for their tuition and fees, and then can claim a tax credit against their tax liability. Students may take a credit of 100 percent of the first \$1,000, and 50 percent of the next \$1,000, for a maximum in any tax year of \$1,500. Students are eligible for the credit for two years. The Financial Aid office and Student Accounts office have more information on this tax credit, but for specific information, consult a tax advisor.

eHealthCareers

FINANCIAL AID & FOUNDATION SCHOLARSHIPS

Financial aid programs available at BCC

A comprehensive list of programs and guidelines is available here.

Federal and State Grants

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant
Federal Teach Grant
Massachusetts Agnes Lindsay Scholarship
Massachusetts Christian Herter Scholarship
Massachusetts Early Childhood Education Grant
Massachusetts Educational Rewards Grant
Massachusetts Foster Child Grant
Massachusetts Furcolo Grant
Massachusetts Gear-Up Grant
MassGrant
Massachusetts High Demand Scholarship
Massachusetts John and Abigail Adams Scholarship
Massachusetts Need-Based Tuition Waiver
Massachusetts Part-time Grant
Massachusetts Paraprofessional Grant
Massachusetts Public Service Grant
Massachusetts Stanley Kopic Waiver
Rhode Island Challenge Grant
Rhode Island Promise Grant
Rhode Island State Scholarship

Loans

Federal Direct Student and Parent Loan
Alternative (Private) Loans

Work

Federal Work Study
Student Employment Program

Other

Institutional Grants
Foundation Grant
Presidential Scholarship

For more information

If you have questions about financial aid, contact the Financial Aid office at 508.678.2811, ext. 2515.

Financial Aid

Bristol Community College receives some of its funding from the Commonwealth of Massachusetts and is subsidized by state tax revenues. This means that students pay only a portion of the total cost of a BCC education.

Paying your way

The mission of the Financial Aid office is to help remove financial barriers to assist students in meeting the cost of attendance to BCC. The office helps fill the gap that exists between the cost of attendance and funds available from

family, savings, and other resources. The staff assists with completing applications for financial aid, determining level of need, and offering financial aid to meet educational expenses. The staff is available to answer any questions you may have regarding financial aid in order to address your eligibility concerns.

The Financial Aid office provides assistance and counseling in completing the financial aid application, evaluation, and determination of need. Advisors and counselors are always available via email. Walk-in hours are available weekly, and appointments are available.

Financial aid awards may include grants, loans, and work. The Financial Aid office uses the standards and procedures developed by the U. S. Department of Education to estimate a fair student and family contribution and determine financial need.

All those forms confuse me. Where can I get help filing the right ones?

The Financial Aid office provides students and their families with information and assistance in completing the forms and application process. The FAFSA is required from all applicants. Additional documentation may also be requested. You should never pay a fee to complete the FAFSA. Contact the Fall River, New Bedford, or Attleboro locations for information on walk-in counseling or appointments. For more information, visit our FAQ page. The financial aid process can take a while.

What can I do to speed up the process?

Completing the FAFSA on the Web is the best option. You will get your Student Aid Report sooner than with the paper version. A link to the FAFSA and more information is available here.

Is there a deadline for applying for financial aid?

You may apply for aid anytime, but we give priority to students who complete their financial aid file by May 1. Some Rhode Island grant deadlines are March 1. Some Massachusetts grants have a May 1 deadline.

Once I have received financial aid, is it guaranteed for my whole college career?

You must apply for financial aid every year you need it, but every time you demonstrate financial need, we will work with you and your family to help meet your education-related expenses.

Are there any special requirements?

Assistance is available to a student who demonstrates financial need, is a citizen, national, or permanent resident of the U.S., meets Selective Service requirements,

maintains satisfactory progress towards an eligible degree or certificate program, does not owe a refund to a federal or state grant program, is not in default on a federal or state education loan, and meets criteria in specific programs. Students in the U.S. on F1, F2, J1, or J2 student visas are not eligible for assistance.

Further information on eligibility criteria, deadlines, and applications is available here.

Student rights and responsibilities

The College and the Financial Aid office reserve the right to determine the type, amount, and/or revision of financial aid. Awards are contingent upon the availability of funding, the student's course load, and regulations governing those funds.

Financial aid may be denied or cancelled if a student does not continue to meet eligibility requirements at any time during the academic year. If a student fails to meet satisfactory progress standards or is in default on Title IV or state grant or loan funds, financial aid will be denied or cancelled.

BCC Foundation Scholarship and Loan Programs

Scholarships funded through the BCC Foundation and Alumni Association range in value from \$100 to \$2,000. To apply for a BCC Foundation Scholarship visit <https://bristolcc.academicworks.com/>. The website runs from early March through the last week of June. Applicants are notified of award decisions by the start of the fall semester. Listed below are the endowed funds.

Endowed Fund Eligibility

Edward Adaskin Family Scholarship

Student who is a resident of Fall River, Swansea, Westport, or Freetown Massachusetts, and demonstrates financial need

Altrusa Club/Camilla C. Pickering Memorial Scholarship

Student who is a resident of Bristol County, with a minimum GPA of 3.0 and demonstrates volunteer community service

Argy Scholarship

Full-time student majoring in engineering, science or health science who demonstrates financial need, scholastic merit, with a minimum GPA of 3.0

Leonard and Ruth Baker Scholarship

Full-time student enrolled in Business Administration, who has completed 24 credit hours, with a minimum GPA of 3.0, and financial need

BFI Waste Systems Scholarship

BFI employee, spouse, child, or grandchild of employee enrolled full-time at BCC with a GPA of at least 3.0 demonstrating financial need; preference given to students enrolled in the Environmental Technology Program. If no qualified BFI applicant, open to greater Fall River, Somerset, Swansea or Westport resident, following the same documented criteria

H. M. Booth Theatre Scholarship

A full-time student with a GPA of at least 3.0, enrolled in a theatre major, if no theatre major is qualified, then award may be given to a liberal studies student following the same documented criteria

Borden-Remington Corp. Scholarship

Awarded to a spouse, child, or grandchild of an employee with two consecutive years of successful, continuous service as an employee of Borden & Remington Corp who demonstrates financial need. If no qualified applicant, students accepted for admission into an associate degree program or enrolled in an associate degree program taking a minimum of six credits per semester are eligible

Michael K. Bosi Memorial Scholarship

Student matriculating in journalism or communications who demonstrates scholastic merit. Preference will be given to a BMC Durfee alumnus

Zelma Braga Scholarship

General requirements, full or part-time student

Gerald M. Brown Scholarship

Greater Fall River resident, financial need, GPA 3.0

Ruth P. Brown Scholarship

Full or part-time student in the Business Program. Preference given to a female student

Kenneth M. Candeias Scholarship

To a graduating student who displays outstanding leadership and academic achievement.

Prof. C. John Capone P.E. Memorial Scholarship

Student matriculating into the engineering or environmental technology program, minimum six credits per semester, financial need and scholastic merit

Chef John J. Caressimo Scholarship

Second year student matriculating in culinary arts

John A. and Eileen F. Carr and Kathryn V. Whalen Scholarship

Nursing or elementary education student with financial need

Donna Castro RN Nursing Scholarship

Nursing student with preference given to a student with prior experience working in the health care field

Judith B. Chace Memorial Scholarship

Chace employee, spouse, child or grandchild; if no successful applicant, open to Tiverton resident or graduate of Tiverton High

Bay Coast Bank Scholarship

Student matriculating in a business-related major with a GPA of at least 3.0, enrolled in at least 6 credits, demonstrating financial need, and is from the Greater Fall River area (Fall River, Somerset, Swansea, Westport, Tiverton, RI)

Francis J. Colaneri Scholarship

Student with financial need enrolled in the engineering program with preference given to students residing in Bristol County, MA or Rhode Island

Pamela Colaneri Dental Hygiene Scholarship

Second year Dental Hygiene student who demonstrates academic merit and financial need

Christopher M. Cordeiro Memorial Scholarship

Student taking credit or non-credit course who demonstrates financial need, with minimum GPA of 3.0

James D. Crosson Scholarship

Second year student in the Criminal Justice Program who is from the greater Fall River area, son or daughter of a policeman if possible and demonstrates scholastic merit

Charles E. Crowshaw, Jr. Memorial Award

This award is given annually to a returning Criminal Justice student for academic excellence and leadership ability

Michael T. Davis Memorial Scholarship

Second year student matriculating in Journalism communications at BCC with the intent to pursue a career in journalism who has a minimum GPA of 3.0

Dr. and Mrs. Paul P. Dunn Scholarship

Student matriculating in a health science program, financial need, minimum GPA 3.0

Johanna Duponte Occupational Therapy Assistant Scholarship

Student matriculating in OTA program, having completed first year with minimum GPA of 2.75 who demonstrates professionalism, collegiality, and commitment to OTA profession

Fall River Country Club Employee Scholarship

Employee of Fall River Country Club enrolled in an associate or certificate program taking a minimum of 6 credits at BCC demonstrating financial need; if there are no qualified applicants, a BCC student enrolled in the Culinary Arts Program demonstrating financial need

Fall River Opportunity Fund

Fall River resident who demonstrates financial need

J.B. Fernandes Memorial Trust I Scholarship

Portuguese-American student who demonstrates financial need

Paul Fletcher Scholarship

Student matriculating into the arts/humanities field, taking a minimum of 6 credits per semester, financial need, scholastic merit, GPA 3.0

John G. Fonseca Memorial Scholarship

Non-traditional student, minimum GPA of 3.5, financial need

Kathy Torpey Garganta Attleboro Scholarship

Scholastic Merit and minimum GPA of 3.0. Student must have completed a minimum of 12 credits at BCC Attleboro. The scholarship will be awarded annually to a BCC Attleboro student who demonstrates financial need

Kevin J. Garganta Human Services Scholarship

Student matriculating in Human Services, minimum of 30 credits who demonstrates financial need and has a minimum GPA of 2.5

Officer Thomas J. Giunta Memorial Scholarship

Student enrolled in the Criminal Justice Degree program at BCC and has a minimum GPA of 3.0

Globe Manufacturing Scholarship

Greater Fall River resident, financial need and scholastic merit

Max and Edith Gold Scholarship

Fall River resident, GPA 3.0, financial need

Harry Gottlieb Scholarship

Accounting/business major, greater Fall River resident, financial need and scholastic merit

Nick Grossi Culinary Arts Memorial Scholarship

Student entering the 2nd year of the culinary arts program

HarborOne Credit Union Scholarship

Student enrolled at Bristol Community College who is studying predominantly at the Attleboro Center

Bruce O. and Virginia I. Hawes Scholarship

General Requirements

Lincoln T. Hawes Scholarship

General Requirements

Hebrew Ladies Helping Hands Society Scholarship

Full-time student who demonstrates academic promise and financial need with preference given to a Jewish student with second preference to a resident of greater Fall River

Anne P. Hindle Scholarship

Student matriculating in one of the BCC allied health programs. Based on scholastic merit and financial need

Dr. Rachel V. Holland Memorial Scholarship

Student enrolled at BCC from a financially or educationally disadvantaged background. Student should exhibit a dedication to utilizing his/her education in helping others in the community

Jack P. Hudnall Memorial Scholarship

Second year student, financial need and scholastic merit

Ruth E. Hurley Nursing Scholarship

The student shall be a member of the graduating class and demonstrated superior clinical competence

Ernest Israel Scholarship

Full-time student who graduated within last five years from Durfee High School, letter of recommendation from teacher or friend required

Edwin A Jaffe Women in Technology Memorial Scholarship

Student enrolled at BCC in the CVTE Program (Formerly known as the Tech Prep Program) who demonstrates financial need

Jewish Omni Services Scholarship in Honor of Richard B. Wolfson

Nursing student demonstrates financial need and preferably an interest in entering the gerontic nursing field

Joseph and Jeanette Koppelman Scholarship

Financial need, top 30% of class

Virginia Lash Memorial Scholarship

Full-time student who demonstrates financial need.

Virginia and Harold Lash Scholarship

Full-time student, financial need, scholastic merit

Raymond J. Lavertue, Sr. Criminal Justice Scholarship

Award to be given annually to a deserving, graduating Criminal Justice student who has completed all requirements toward his/her Associates Degree in Criminal Justice. Candidates must have shown outstanding leadership qualities and have demonstrated a dedication to the enhancement of the Criminal Justice System as well as a high level of personal integrity

John A. and Mary V. Lima Memorial Scholarship

Award given to a BCC student based on financial need that demonstrates academic merit with a GPA of at least 3.0 and is registered for at least one Portuguese course

William List Scholarship

Student who is a resident of Fall River, Swansea, Westport, or Freetown Massachusetts that demonstrates financial need

Marie B. Maalouf Scholarship

Nursing student, financial need, scholastic merit

Senator William and Marjorie MacLean Scholarship

Full-time student who is a resident of Acushnet, Dartmouth, Fairhaven, Freetown, Marion, Mattapoisett, New Bedford or Rochester with financial need, academic achievement and interest in public service and/or leadership

Alfred J. and Marie B. Macomber Music Scholarship

Student with an interest in music with financial need and/or scholastic merit

George and Doris Magnan Memorial Scholarship

Student enrolled in the Fire Science Technology Degree Program who has completed at least 18 credits and at least 9 of those credits in Fire Science program courses at BCC with a current GPA of at least 2.5

Basil and Theresa Maravelas Memorial Scholarship

Student will be selected on the basis of financial need without consideration of scholastic merit or academic potential

Marie Marshall Nursing Scholarship

Nursing student who demonstrates scholastic merit and financial need

J. Robert Mello Scholarship

Student demonstrating outstanding ability and talent in the art program

Loree Moglia Mullen Memorial Dental Hygiene Scholarship

A recent/eligible high school graduate who has been accepted into the BCC Dental Hygiene Program

Mullins Family Nursing Scholarship

The scholarship will be awarded annually to a nursing student enrolled at Bristol Community College who demonstrates scholastic merit and financial need

Evelyn Pacheco Nursing Scholarship

Second year student enrolled in the nursing program who demonstrates scholastic merit and financial need

Luis Rodrigues Pavao Scholarship

Full-time student with demonstrated financial need and /or scholastic merit

Pierce Foundation Scholarship

Nursing student with minimum GPA 3.0, with financial need

Richard and Doris Quirk Nursing Scholarship

Second year nursing student with financial need, minimum GPA of 3.5, and a resident of Dartmouth, New Bedford, or Fairhaven, Massachusetts

Mary Raposa Memorial Scholarship

The award shall be given to students enrolled at BCC with preference given to a members of the Espirito Santo Parish, located in Fall River, MA

Jessica M. Raposa '05 Memorial Scholarship

The award shall be given to a Graphics Art student

Rappaccini's Retort Scholarship

Student who demonstrates scholastic merit and/or potential, financial need, and has successfully completed (with a grade of B or higher), two courses in at least two of the following three areas - language, literature, or philosophy

Rhode Island Society of Governmental Accountants & Auditors Scholarship

Student enrolled in business administration with accounting option who demonstrates financial need and scholastic merit. Priority to Rhode Island residents and additional preference if child or grandchild of SOGAA member

Jessie E. Richardson Art Scholarship

Awarded annually to an art student with a painting concentration, has completed the first year and intends to continue at the College, has exhibited ability and potential for development in painting, demonstrates financial need

Ella A. Rodgers Memorial Scholarship

Student from Greater Fall River who demonstrates financial need and/or scholastic merit

Lucy Rose Memorial Nursing Scholarship

Student entering the second year of the nursing program; demonstrated scholastic and clinical competence and has financial need. Preference to a student from Fall River, MA or Tiverton, RI

Al and Jeannine Roy Student Athlete Basketball Scholarship

A student who has been a member of the men's and women's basketball team for an entire season, has earned between 24 and 36 credits inclusively and has a grade point average of 3.0 or better

Dr. August I. Ryer Memorial Nursing Scholarship

Second year nursing student who demonstrates academic promise and financial need

Mary Lou Hallal Sabra Memorial Scholarship

Student who is a G.E.D. recipient enrolled in either credit or non-credit courses leading to further certification or degree

Philip and Evelyn Sacknoff Scholarship

Student demonstrating financial need and academic promise, preferably in the health sciences or computer science programs

Angela Rose Sbardella Memorial Scholarship

A resident of Fall River, demonstrates scholastic merit and financial need and who will transfer to a four year college upon completion at Bristol Community College

Jenifer E. Serpa Memorial Scholarship

To a full-time student from the Medical Laboratory Technology Program or a graduate of said program who has transferred to a similar program who demonstrates financial need and/or scholastic merit

Robert M. Sherman Scholarship

To a deserving chemistry student who demonstrates scholastic excellence in chemistry

Edward Terral Smith Memorial Scholarship

Graduating, transferring student, GPA 3.5, with 75% of credits completed at BCC, must attend graduation

Rev. Dr. Lex King Souter Memorial Scholarship

Student enrolled in the liberal arts and humanities program who demonstrates financial need and/or scholastic merit

Robert F. Stoico/FIRSTFED Foundation Scholarship

Accounting/business/business transfer student GPA 3.0,
financial need

Sally Sweeney Memorial Scholarship

Full or part-time student demonstrating financial need

**Truesdale Hospital Nurses Alumnae
Association Scholarship**

Student entering the second year of the nursing program,
who has demonstrated scholastic and clinical competence
and has financial need

**Union Hospital School of Nursing Alumnae
Scholarship**

Student entering the second year of the nursing program;
that demonstrates outstanding clinical skills and has
financial need

**Elizabeth A. and Sumner James Waring, Jr.
Scholarship**

Full-time student at BCC who demonstrates financial need
and/or scholastic merit

Watuppa Masonic Foundation Scholarship

Student who is a resident of greater Fall River and
demonstrates scholastic merit and financial need

Betty M. Welch Scholarship

Business administration/accounting major, with minimum
GPA 3.0

STUDENT SERVICES

Helping you make your way

That's the idea behind Bristol Community College. To reap the maximum benefit from your college education, you need opportunities to exercise your abilities in ways not always found in the classroom. And, you need some personalized attention to fulfill your educational and career goals.

We offer a whole range of extracurricular activities that can enhance your college experience, and the services that will support your educational progress and develop your potential for growth. The Enrollment Services staff and related support services are committed to helping you map out your educational road, make the transition into college, complete your goals successfully, and find employment or the right place to complete your education.

The key word here is personal – we want to work with you to make sure that your education is everything you want and need.

There is more to college than just lectures, papers, and classes. The best education is one where you are challenged to grow in all areas – physically, socially, and intellectually. And sometimes you just need support in that process – someone who cares about you and wants to help you become successful.

Who goes to Bristol Community College?

Students at BCC come from every circumstance, representing every segment of the community at large. Our students tend to be older than the traditional college age, because many interrupted their education and are returning to start again. But there are many recent high school graduates, too, who take advantage of the affordable costs they find at Bristol Community College. More than 80 percent of our students are in the first generation of their family to attend college.

Approximately 13 percent of our students represent racial minority groups. Nearly 80 percent of our students work while attending school, and almost 60 percent receive financial aid. Because of the many responsibilities our students have in addition to school, BCC specializes in helping you fit educational goals into your busy life.

Don't think you need to have your life planned before you come to BCC. Enrollment Services and Advisement staff can help you to determine your interests and strengths, either before or after you begin your education.

Starting your journey

Right from the beginning, BCC is there to help you adjust to life as a BCC student. You can find all these services in the new Enrollment Center in the Commonwealth College Center, Fall River Campus. The Enrollment Center provides registration and enrollment-related services for credit and noncredit enrollment. The Enrollment Center processes all registrations, course change forms, program changes, enrollment verifications, transcript requests, college withdrawals, and tuition waiver requests. Applications for admission to the College and financial aid may also be obtained through the Enrollment Center. Enrollment Services are also available at the New Bedford Campus and the Attleboro Center.

Admissions

You start with Admissions, where you can get help in selecting an appropriate program. Our advisors work with you to evaluate your interests and educational experience. If you need preliminary courses before enrolling in a program, we will make recommendations for taking them. (Contact Admissions for detailed information.)

Financial Aid

The Financial Aid office provides assistance for all students in covering the cost of college. Staff members will help you file appropriate forms and direct you to alternative funding sources, including scholarships and loans. (You will find more details in the Financial Aid section.)

Placement Tests

All students entering a degree or certificate program are required by the Massachusetts Board of Higher Education to take assessment tests in order to ensure appropriate placement in classes. The tests assess students' skill levels in reading, writing, and mathematics. The results of the assessment, in conjunction with academic background information, are used by College advisors to help students choose courses prior to registration. Should developmental work be necessary, you'll receive help to select the courses you need. For Attleboro, call ext. 3527.

Student Health Insurance

By Massachusetts law, all residents are required to have health insurance. Only students enrolled in nine or more credits purchase the student health insurance through the College. The coverage may be waived only if comparable health insurance coverage can be demonstrated and a student health insurance waiver form is on file in the

Student Accounts office before school begins. All students enrolled in any health science or early childhood education must carry health insurance. Brochures and ID cards may be obtained in the Student Accounts office, Health Services (G208), or by accessing www.universityhealthplans.com/intro/BCC.html

The Commonwealth of Massachusetts requires

- All full-time (12 credits), some part-time and all students on a visa or exchange program to present proof of vaccinations.
- All students with 9 or more credits to show proof of health insurance or participate in the student health insurance program.
- Parental consent for medical treatment if under 18 years of age. For information, call ext. 2232 or visit Health Services in G208.

Tobacco Free

As of Summer 2010, tobacco use is not permitted on any Bristol Community College campus or site.

Orientation

Orientation, offered before the semester begins, gives new students an opportunity to learn about their rights and responsibilities, as well as the services offered to them by BCC. New students also come to campus prior to the start of classes to select courses and register with the help of an academic advisor.

Academic Advising

Before you start your first semester, you will meet with an advisor to plan your first semester's schedule. The advisor will ask questions about your future plans, interpret your placement test scores (English, reading, arithmetic, and algebra), or credits transferred from another accredited college to create your class schedule.

If you are in a degree program and taking more credits in the daytime, you will be assigned an advisor to advise you before registration each semester. Students are assigned advisors based on academic program and the advisor's specialty. In some instances, students are assigned to a staff member in the Advisement Center.

At most times of the year, walk-in advisement is available. For more information, contact ext. 2777. For Attleboro, call ext. 3527, for New Bedford, call ext. 4000, for Taunton satellite, call ext. 3767.

Advisors assist students with short-term academic planning (course selection) as well as long term plans most often related to a student's career and/or transfer goal. Additionally, advisors assist students in learning about the numerous student services on campus such as academic

tutoring, co-op experiences, career planning, transfer advising, and job placement.

Counseling Services

The Counseling Center at BCC provides a range of services to support student success, health, and wellness. Counselors are available to help students to engage in their academic studies purposefully and to help them address challenges, which may include choosing a career, finding a job, deciding on a major, and planning to transfer to a four-year college or university. The Center also offers counseling to help students with personal problems, including stress, anxiety, depression, substance use, and relationship issues. Interactions with the Counseling Staff are considered to be confidential, within the guidelines of applicable laws. To make an appointment in Fall River or New Bedford, or to speak with someone to learn more about Counseling, please call ext. 2234 or stop by G-211 on the Fall River campus. For appointments at the Attleboro Campus, please contact the Enrollment Center at ext. 3527.

Veterans Educational Services

Veterans Educational Services at BCC provides eligible veterans and eligible dependents connections to a range of services. The College is approved to provide services under the Veterans Affairs Vocational Rehabilitation and Employment Program (VR&E), the Veterans Affairs Dependents' Educational Assistance Program (DEA), the Veterans Educational Assistance Program (VEAP), the Reserve Educational Assistance Program (REAP), Reserve GI Bill, Montgomery GI Bill, and the Post 9/11 GI Bill.

The College's certifying official can assist you with processing your application for benefits through the United States Department of Veterans Affairs. For more information, please contact Advising and Counseling Services at ext. 2227 in G-200.

Once you are on your way

Throughout your time at BCC, you can receive assistance and support for your educational and career goals as you need it. Here is a sample of what we offer.

Services for students with disabilities

Disability Services

Dean Susan Boissoneault 508-678-2811, ext. 2955, L109.

The Office of Disability Services provides support services at all College campuses and centers. These services enable

students with disabilities to fully participate in the life of the academic community.

Services for students with documented disabilities include the following: accommodations, assistive technology and training, self-advocacy and leadership training; and coordination of services with local agencies such as Massachusetts Rehabilitation Commission, Massachusetts Commission for the Blind, and Massachusetts Commission for the Deaf and Hard of Hearing. The Office of Disability Services also provides screening for learning disabilities based upon faculty referral and/or self-report.

Students with disabilities are encouraged to contact Disability Services early to allow adequate time to arrange accommodations prior to the beginning of classes. A minimum of 3 - 6 weeks may be needed to arrange for certain accommodations. Learn more about Disability Services at www.BristolCC.edu. Go to the Academic quick link and then Academic Support Programs. Click directly on Disability Services.

To make an appointment in Fall River call ext. 2955 or visit Room L109; in New Bedford, ext. 4000, room 150; and in Attleboro, ext. 2996, room 115.

D/deaf and hard-of-hearing individuals are also welcome to contact D/deaf Services through videophone at (866) 275-5061 or email at julie.jodoin@bristolcc.edu.

Tutoring and Academic Support Center

The Tutoring and Academic Support Center (TASC), ext. 2295, B110, offers tutoring in most BCC courses with a special emphasis on "learning how to learn." Special group tutoring called Supplemental Instruction is also available at TASC. Peer tutors staff this comprehensive tutoring center. Tutoring is also offered at the New Bedford Campus and Attleboro Center. All services are free to BCC students.

Connections Services

Connections Services supports students experiencing challenges affecting their academic progress. Referrals are made by faculty and staff; or students may make an advising appointment. Connections advisors work with each student to help him or her get the services needed to become more academically successful. Connections literally "connects" the student to a variety of services on campus including tutoring, career services, counseling, and other services to help get the student back on track. Call ext. 2761 for more information or stop by room G200 to learn more.

Student Engagement

At Bristol Community College, education extends beyond the classroom. You can develop new skills by participating in extracurricular activities. No matter what your interests,

you can find a group of like-minded students who get together at BCC. Many of the degree programs sponsor clubs where you can gather with your fellow future professionals to learn more about the field. If you are a writer or photographer, you can utilize your talents on the student newspaper, The BCC Observer. If acting or production interests you, join the College drama association, BCC Club Theatre. We also have clubs that focus on the celebration of the many cultures represented on Campus.

If you have an eye for politics, you can represent the interests of fellow students on BCC's Student Senate. The Senate offers a great opportunity for the development of leadership, interpersonal, and public relations skills. You may also represent students by participating on a College-wide committee. Along with faculty, staff, and administrators, you can make recommendations on such issues as academic standards, the College budget, bookstore, cafeteria concerns, and orientation day.

If you like helping others or if you would like the opportunity to talk about your experiences at BCC, consider joining the Ambassador Program. This program utilizes the best voice of the campus -- its students -- in "getting the word out" about the campus and its numerous opportunities. Student Ambassadors will have the opportunity to participate in various campus activities, campus tours, prospective student recruitment efforts, new student orientations, speaking engagements, and other leadership events.

In addition to the opportunity to develop valuable skills that employers will find attractive, the Student Engagement office works to provide opportunities to meet others and have fun. During the year, the Student Engagement office sponsors many events such as lectures, picnics, comedy shows, bands, karaoke, film series, and multicultural activities.

Contact the Student Engagement Office at the Fall River Campus Commonwealth College Center, G101, ext. 2222; the New Bedford Campus at ext. 4000; or Attleboro Center at ext. 3527.

Fitness Center and recreation

The Fall River Campus has a fully equipped, staffed fitness center located in the Commonwealth College Center. It offers weight training equipment, Life Fitness treadmills, ellipticals, and Lifecycles as well as Stairmasters, Concept2 rowers, and a free-weight dumbbell area.

There are men's and women's locker rooms and showers available. Fitness instructors are on staff to show proper use of the exercise equipment. Instructional exercise classes are offered during the fall and spring semesters including Pilates, yoga, cardio, and Tai Chi. Special

informational sessions are offered about wellness, nutrition, and body composition. Outdoor space includes tennis courts, a basketball court, the Albert G. Pierce half-mile walking path, and exercise area. The Attleboro and New Bedford Campuses have YMCA passes available for use.

Athletics

Bristol Community College is a member of the National Junior College Athletic Association (NJCAA) at the intercollegiate level in men's and women's soccer, basketball, and co-ed tennis.

Those interested in competing as student athletes must enroll in a minimum of 12 credits and maintain a 2.0 GPA.

All information regarding tryout dates, eligibility, medical forms, etc. can be found by visiting the school's Web site and clicking on Athletics. The Athletic Director and coaching staff are located in the Commonwealth College Center (G building), room G101. You may contact the Athletic Director by calling ext. 2818.

Advising Services

Advisors can help students achieve their academic and personal goals by guiding them through the college environment. Advisors assist students with course selection, review general education and degree requirements, discuss how many courses to take, and assist with long-range academic planning most often related to a student's career and/or transfer goal. Additionally, advisors assist students in learning about the numerous student services on campus such as academic tutoring and the Writing Center, Co-op experiences, career planning, Veterans Services, Counseling, and transfer advising.

All students are strongly encouraged to meet with an advisor prior to registration. Advising appointments are available throughout each semester. Convenient walk-in advising is also available each semester during registration periods. Students should refer to the course brochure or the BCC Advising Web site each semester for dates and times. Fall River Campus: Building G, Room 200, ext. 3044. New Bedford Campus: Room 156, ext. 4000. BCC at Attleboro: Enrollment Center, Room 100, Phone: 508-226-2484 or 508-678-2811, ext 3525 or 3527.

Health Services

The Health Center is located on the second floor of the Commonwealth College Center (G200) and is accessible by elevator. The Center is staffed during the day by a registered nurse. A physician sees students on campus by appointment one day a week. The Health Center provides first aid, a private area to rest, and free HIV/STD and

pregnancy testing. All services provided by the Health Center are free and confidential. The staff also offers special programs, including health fairs, lectures, and workshops on healthy lifestyle topics such as nutrition, quitting smoking, avoiding colds and flu, and more.

Dental Hygiene Clinic

The BCC Dental Hygiene Clinic provides dental hygiene services under the supervision of faculty members. Services provided include blood pressure screening, oral cancer examinations, dental and periodontal (gum) evaluation, dental x-rays, oral health education, periodontal debridement (professional scaling and polishing), fluoride treatments, and sealants. The clinic is located in the Siegel Health Technologies building.

Campus safety and traffic control

The College's Campus Police office, ext. 2218, maintains a 24-hours-a-day, seven-days-a-week security operation. The staff is committed to the safety and security of the campus community and all visitors. Campus police officers and security personnel provide an on-campus transport service upon request.

Located at key spots on campus are emergency telephones, enclosed in yellow boxes and marked with blue lights. They provide instant connection to the Campus Security office. For emergencies, call ext. 3911.

Parking is free and available on a first-come, first-served basis. The College has 12 parking lots with more than 1,800 spaces on the Elsbree Street Campus. All traffic and parking laws are strictly enforced and infractions are subject to monetary fines, especially those involving handicapped spaces, fire lanes, parking on the grass, and parking outside white lines. At the New Bedford Campus, students are offered discounted parking at downtown garages.

Charting your next step after BCC

Whether you enter the workplace immediately or transfer to a four-year college first, we provide the tools and services that assist you in making practical use of your education.

Career services

Career Services can help you explore careers, define your career interests, research your major, and plan your career path. Career counselors can also help you with every aspect of your job search including résumé writing, interviewing, and job search strategies. Call ext. 2231, or in New Bedford, ext. 4000.

Job Placement Services

Counselors are available to discuss résumés, cover letters, job search strategies, and information on specific organizations. Once a student has registered with the Job Placement office, we are able to make referrals for appropriate positions. Call ext. 2231.

Transfer counseling

Should you decide to transfer, our transfer counselors can help you meet the requirements of the four-year institution of your choice. Refer to the catalog section called Transferring or check the transfer Web site for information about services and articulation agreements with other colleges.

ACADEMIC INFORMATION

Degrees and Certificates

Associate in Arts degrees

Transfer programs listed in this catalog generally lead to the Associate in Arts (A.A.) degree and prepare students for transfer to a four-year college or university. These programs are designed to meet most senior institution requirements. However, students are responsible to make sure that their program will transfer to the institution of their choice. The BCC Transfer office works with students by appointment to design programs for transfer. Refer to the catalog section “Transferring” for more information.

Associate in Science degrees

Courses of study leading to an Associate in Science (A.S.) degree are generally described in this catalog as career programs. Successfully completing one of these programs prepares students for technical or professional entry-level positions. Many A.S. programs also allow students to transfer to four-year institutions.

Associate in Applied Science degree

Courses of study leading to the Associate in Applied Science (A.A.S.) degree are designed to lead directly to employment in a specific occupational area. The career courses in these programs are linked to current practices in the work world.

Certificate programs

The College also offers a number of certificate programs that can be completed in one year if the prerequisites are met. Three levels of certificates are offered:

Certificate of Achievement 24-29 credits

Certificate of Accomplishment 15-23 credits

Certificate of Recognition less than 15 credits

Graduates earning the Certificate of Achievement will be recognized at Commencement.

General education requirements

Entering a degree or certificate program at Bristol Community College means that you are committed both to expanding your general education and pursuing a career.

At BCC, General Education is a core of courses that helps students strengthen their skills in reading, writing, and mathematics while increasing their awareness and appreciation of historical thinking, important social issues, and the role of languages, literature, science, and the arts in our society.

1.0	Critical Analysis	0 credits
2.1	Written Communication	6 credits

2.2	Oral Communication	0-3 credits
3.0	Scientific Reasoning and Discovery	3-4 credits
4.0	Quantitative/Symbolic Reasoning	3-4 credits
5.1	Historical Awareness	3 credits
5.2	Global Awareness AS 0-3; AA	3 credits
5.3	Multicultural Perspective	0-3 credits
5.4	Social Phenomenon	3 credits
6.0	Humanities	3 credits
7.0	Ethical Dimensions	0-3 credits
8.0	Technical Literacy	0-3 credits
9.0	First Year Experience	0-3 credits

The core courses for degree programs include:

Foreign language requirement

In those programs that require foreign language, students may elect to enroll in any foreign language offered at Bristol Community College, including American Sign Language. Under Massachusetts law, ASL is recognized as the equivalent of a spoken language for the purpose of foreign language study and course credit. Students may also receive transfer credit for foreign languages not offered at BCC.

Grading Policies

Grades

Letter grades (A, B, C, D, F, L, N, S, W) are typically assigned. Pluses (+) and minuses (-) may be given at the discretion of the instructor.

In the absence of a stated policy on grading in the course syllabus, the following guidelines will be used to determine the final course grade.

A+=97-100	A=93-96	A-=90-92
B+=87-89	B=83-86	B-=80-82
C+=77-79	C=73-76	C-=70-72
D+=67-69	D=63-66	D-=60-62

F=0-59

Note: Individual faculty, departments, and/or programs may enact more strenuous policies as specified in the course syllabus.

The grades shown below are assigned point values for the purpose of calculating the Grade Point Average (G.P.A.).

Grade Plus (+) Minus (-)

A	4	4	3.7
B	3.3	3	2.7
C	2.3	2	1.7
D	1.3	1	0.7
F	--	0	--

Prior to the 1999-00, academic year differential point values (as shown above) were not assigned to plus (+) or minus (-) grades.

Point values assigned to grades prior to Fall 1999 were:

Grade

A+	A	A-	Superior 4.0
B+	B	B-	Above Average 3.0
C+	C	C-	Average 2.0
D+	D	D-	Below Average 1.0
F			Failure 0.0

N Course Continuing --

The grade L (given for auditing a course) and S (given by the Division of Developmental Education) carry no points and are not figured into the grade point average. Refer to the section on the following page, "Center for Developmental Education grading policy," for more details on the S.

Refer to "Withdrawal Policy & Procedure" for the W grade, and to "Auditing a course" for the L grade.

Mid-semester progress reports

Faculty report mid-semester grades for students in day courses doing "C-" or less work at that time. Those students may view their warning grades online and are advised to see an advisor.

Incomplete course work

An Incomplete "I" grade is given to a student if work in a class is unfinished because of illness, accident, or other unavoidable absence, unless otherwise noted. An

incomplete grade may be assigned to a student who has attended at least 75% of the semester.

An Instructor must submit a "Report of Incomplete Grade" Form for each "I" grade assigned. The student must arrange with the Instructor or Academic Divisional Dean in the Instructor's absence to make up the deficiency. The arrangements should be made no later than the end of the third week of the semester following the receipt of the Incomplete.

To receive credit for the course, the student must complete and turn in the missing work by the last day of class of the semester which follows the semester in which the "I" was received, unless other arrangements have been agreed upon by the student and Instructor. This policy will be applied regardless of whether the student is then enrolled at BCC.

If the work is not completed, the "I" grade will convert to the grade specified by the Instructor on the "Report of Incomplete Grade Form." If no form has been submitted, the grade will be converted to an "F."

Grade Point Average

Letter grades are assigned the point values discussed in the section above, "Grades." The Grade Point Average (G.P.A.) is calculated as follows:

The grade points earned for each course are calculated by multiplying the point value of the grade (from "grades," previous column) by the number of credits for the course. For example, a "B+" (point value = 3.3) earned in a 4-credit course in Fall '99 or later earns 13.2 grade points (3.3 points x 4 credits).

The semester's Grade Point Average (G.P.A.) is calculated by adding the grade points earned in all courses that semester and then dividing by the total credits involved in those course. See example below.

The cumulative G.P.A. is found by adding grade points so far earned in all courses and dividing by the total credits. Courses with grades of "I," "L," "S," "U," and "W" are not considered.

Calculating your G.P.A.

A student who receives these grades in 3 courses would calculate G.P.A. as follows:

	Credits	Grade	Grade Point	Value Points
1st Course	4	B	3	12
2nd Course	3	C	2	6
3rd Course	3	W	0	0

To calculate the G.P.A. for the example given, add grade points earned (12 + 6) and divide by credits for the courses in which they were earned (4 + 3).

G.P.A. = grade points earned in all courses = 18

total credits in those courses 7=2.57 G.P.A.

Vice President's List

The Dean's List recognizes students who achieve a semester G.P.A. of 3.2 or better with a load of 12 credits or more and no grade below "C."

Special grade requirements

Students in Occupational Therapy Assistant, Nursing, Medical Assisting, Dental Hygiene, Early Childhood Education, Phlebotomy, Healthcare Information, Clinical Laboratory Science, Complementary Healthcare, Therapeutic Massage, and Office Administration career programs must meet the special grade requirements of their programs as described in the respective program description.

Students failing to meet these requirements in subject area courses are reviewed at the end of the semester by the program director and faculty teaching the courses. The program director will make recommendations to those students regarding their future course of study and give those recommendations to the vice president of Academic Affairs, the chair of the Academic Standing Committee, and the vice president of Enrollment Services.

Division of Developmental Education Grading Policy

To successfully complete a course in the individualized learning lab (self-paced mode), students must earn a grade of "C-" or better for the three-credit course.

Those who do not complete the learning lab in one semester and who maintain satisfactory progress receive an "S" grade for the non-degree credit developmental course. The "S" grade does not apply toward a degree, and the student must re-enroll in the developmental course.

Students who do not complete a learning lab course in one academic year (two semesters) receive a "F" for the course and do not receive credit. For more information on the Center for Developmental Education, refer to that section in the Quest for Success program listing.

Some courses offered by the Division have additional exit requirements, including demonstration of competency on college tests. Refer to course descriptions for RDG 080 (p. 357), RDG 090 (p. 357); ESL 122 (p. 319), ESL 123 (p. 319), ESL 124 (p. 319), ESL 125 (p. 319).

Developmental coursework will not be computed into the student's cumulative G.P.A. The credits are also not included in the Student Completion Rate (S.C.R.). A student should meet with an advisor each semester, but

especially before attempting to take the same developmental course more than twice.

A two letter grade designation will be used for developmental courses based on the following scale:

AA=A+	A= 4.0	AB=A-	=3.7
BA=B+	=3.3	BB=B	=3.0
BC=B-	= 2.7	CB=C+	=2.3
CC=C	=2.0	CD=C-	=1.7
DC=D+	=1.3	DD=D	=1.0
DF=D-	=0.7	FF=F	=0.0

Official grades

Official grades are kept by the Registrar. No grade can be changed without the written approval of the course instructor.

Academic Standing

Satisfactory Academic Progress

The Satisfactory Academic Progress Policy (SAP) includes both a qualitative component or Grade Point Average (GPA) and a quantitative component or Student Completion Rate (SCR).

All matriculated students attending the College are expected to make satisfactory progress toward a degree or certificate. Students who do not maintain Satisfactory Academic Progress will be given one SAP Warning per degree program. There is no warning semester for certificate programs.

A student who does not maintain Satisfactory Academic Progress will be dismissed from that program or certificate. A student who does not maintain SAP cannot hold elected or appointed.

Grade Point Average

The Satisfactory Academic Progress policy requires that a student maintain a minimum GPA based on the total number of attempted credits.

Total No. of Credits *Attempted: **Dismissal if GPA Below:

15 or less	---
16 - 30	1.40
31 - 45	1.70
46 +	1.80

*Credits for which the student is registered at the completion of the add/drop period.

**No student will be dismissed as a result of poor first-semester academic progress except certificates.

Student Completion Rate

If a student changes their program, then the Student Completion Rate will be recalculated with the change of program.

Students must complete their academic program within 150% of normal time frame as measured by credit hours. This sets a credit attempt limit on each student. (NOT A TIME LIMIT). Students therefore have to maintain a “pace” or “completion rate” of about 67% success of attempted credits. Transfer credits are included in the student’s 150% credit frame.

Students in certificate programs must maintain the same standard for Student Completion Rate (successfully completing greater than 66% of the attempted credits). There is no warning for certificate programs. Certificate students who do not maintain an adequate S.C.R. will be dismissed from that program.

All students will have their Satisfactory Academic Progress (both G.P.A. and S.C.R.) reviewed *all 3 semesters* (fall, spring and summer).

Calculating your S.C.R.

For example, if a program requires 60 credits, students must complete the program within 90 attempted credits. Students who reach a point where it is mathematically impossible for them to complete their program in 90 credits will also lose their financial aid eligibility. For example, it becomes mathematically impossible for a student to complete a 60 credit program when they have NOT successfully completed 30 credits after 60 attempted credits.

Warning

Students in degree programs get one and Warning if they fall below Satisfactory Academic Progress in a program. Students do not have to appeal a Warning; however, if in the next semester the student is still falling below the minimum S.A.P., they are recommended for dismissal.

Full-time students will have a maximum of four years to complete their degree requirements. The time frame for part-time students will be prorated.

Students will be required to attain a minimum G.P.A. of 2.0 for graduation.

Dismissal appeals process

Dismissed students may appeal to the Academic Standing Committee within one (1) week of the date of their dismissal letter for a hearing to request reinstatement.

Dismissed students may appeal ONE TIME.

Their appeal must demonstrate:

1. What went wrong.

2. What they are doing differently for the next time, and why it won’t happen again.
3. A written education plan – Signed off on by the College and the Student.

Reinstatement

If the student completes the three items above, they may be reinstated ONE TIME. Failure beyond the one reinstatement means that they are no longer eligible for financial aid for that program of study.

Students who appeal must provide the Academic Standing Committee with a written statement explaining the reasons why they should be reinstated. Appeals are heard in September, January, and June. The Committee will review each student’s entire academic record and any documented special circumstances the student provides.

If a hearing is not requested within one week of the date of dismissal, it is concluded that the student has accepted the dismissal standing.

Dismissed students

Students who do not attend an appeal hearing or whose appeal is denied by the Academic Standing Committee may take classes only as nondegree students. Nondegree students are not eligible for financial aid. These students may apply for admission to a different College program. Students wishing to apply for readmission to the College must do so through the Admissions office.

Withdrawal Policy & Procedure

A student may withdraw from a course or the college at any time before the end of the tenth week of the traditional semester. Withdrawing from a credit course before or during the second week of the traditional semester will result in the course being drop/deleted from the academic record. After the second week a “W” grade will be assigned. Failure to withdraw by the tenth week of the traditional semester may result in an “F” grade, at the discretion of the instructor. Withdrawals may affect Satisfactory Academic Progress; see the Academic Standing policy for more information. For summer semester withdrawal dates please refer to the Academic Calendar.

Students withdrawing from one or all classes should notify the Enrollment Center. A student withdrawing from a class needs to submit a written request to the Enrollment Center. The request can be either the Course Change Form or a signed statement that includes the student name, ID number, and the course number. A student may also withdraw from classes online during the online registration period. A student withdrawing from all classes must complete a College Withdrawal Form and are encouraged to meet with an academic advisor. Those who wish to withdraw from Culinary Arts, General Studies Prep/Quest and selective health programs should speak with the

program director. Withdrawal requests are not processed retroactively and only those withdrawals during a limited time period may result in a refund. See the college Refund Policy for more information.

Readmittance to the College

A student who has withdrawn and desires to reenter the College must reapply to the Admissions office. Readmittance to a program is not guaranteed.

Academic Forgiveness

Academic Forgiveness provides a second chance to students who had an unsuccessful start in an academic degree, certificate, or program. It provides an opportunity for students who have demonstrated academic success in at least 12 credits during one semester or more to have grades removed from their Grade Point Average while retaining credit for grades of C- or better.

A student may request Academic Forgiveness one time under the academic performance option or one time under the change of program option.

In order to be eligible for Academic Forgiveness, the student must be matriculated into a program, have completed at least one semester, and earned at least 12 credits with a G.P.A. of 2.5 or better, met the requirements for either of the following options, and must be seeking his/her first certificate or degree from Bristol Community College.

Past Academic Performance:

- A student must have been absent with no recorded grades at Bristol for a minimum of three years. A student must be seeking his/her first degree from Bristol Community College.
- Courses taken before the three-year absence will count toward the degree or certificate if applicable in the student's program and if the grade earned was C- or better. These credits are subject to the maximum number allowed for transfer credits.
- Courses taken before the three-year absence for which a student received a grade lower than C- will not count toward the degree or certificate.
- Grades for courses taken before the three-year absence are still listed on the transcript but are excluded from the calculation of the student's cumulative grade point average (G.P.A.) but not student completion rate (S.C.R.).

Change of Program

- Courses taken before the change of program will count toward the degree or certificate if applicable in the student's program and if the grade earned was C- or

better. These credits are subject to the maximum number allowed for transfer credits.

- Courses taken before change of program for which a student received a grade lower than C- will not count toward the degree or certificate.
- Grades for courses taken before change of program are still listed on the transcript but are excluded from the calculation of the student's cumulative grade point average (G.P.A.) but not student completion rate (S.C.R.).

Graduation

To be eligible for the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), or Associate in Applied Science degree (A.A.S.), students are recommended by the faculty if they:

- Complete at least 60 credits (excluding developmental courses) of passing work.
- Fulfill course requirements established in the selected program of study.
- Earn a G.P.A. of at least 2.0 in work taken at the College applicable to their program.
- Complete at least 30 semester hours at the College.
- File an application for graduation. Intent to graduate forms are available in the Enrollment Center and at the administrative offices in New Bedford and Attleboro.
- Students may transfer back up to 34 credits with approval of the pertinent academic program/department in order to complete a degree, the Continuous Enrollment Policy notwithstanding.

Valedictorian

Each year, the College confers the honor of Valedictorian for one graduating student who demonstrates academic and service excellence. S/he gives the Valedictory address at the Commencement ceremony and is a member of the Commencement Platform Party. Students who will graduate with the highest grade point averages among all graduating students will be notified and invited to apply for the honor during the spring semester. Those who are interested in applying will be asked to submit an essay and a list of College activities and services. These submissions and the candidate's academic record at Bristol Community College are used to select finalists for consideration.

Graduation honors

Associate degree students who maintain a cumulative G.P.A. of 3.2 to 3.49 will graduate "Cum Laude," a G.P.A. of 3.5 to 3.79 "Magna Cum Laude," and a G.P.A. of 3.8 or

higher “Summa Cum Laude.” “Cum Laude” designations at graduation are based on academic performance through the Fall semester prior to the June graduation ceremony. Final “Cum Laude” designations include all coursework and are printed on the student’s official College transcript.

Graduation as a Commonwealth Honors Scholar

Students who successfully complete the Commonwealth Honors Program will be designated a “Commonwealth Honors Scholar” at graduation and will be recognized by the president at Commencement. Students will be distinguished by the wearing of the gold honors cord. “Commonwealth Honors Scholar” will be printed on the student’s transcript.

Community Service Leaders

Students who participate in service-learning or community service, attend leadership training, plan a community service project that meets a real need in the community, and recruit, help train, mentor, and supervise peers performing service for the project are designated as Community Service Leaders. They wear a red cord and are publicly recognized at Commencement.

Academic Achievement Awards

Students who maintain a cumulative G.P.A. of 4.0 will receive an Academic Achievement Award when all program requirements are met.

Phi Theta Kappa Honor Society

Phi Theta Kappa is the national honor society of American community and junior colleges. BCC’s chapter is known as Beta Eta Phi. The purpose of this society is to recognize and encourage scholarship among community college students. Candidates are selected in the fall and spring of each academic year. They must be currently enrolled in a degree program at the College and have accumulated 24 or more BCC credits with a 3.5 or better cumulative average. Membership qualifies students to apply for special scholarships at many four-year institutions.

These area colleges and universities offer PTK scholarships to transfer students:

Boston University	Mount Holyoke College
Bryant University	Mount Ida College
Clark University	Northeastern University
Endicott College	Regis College
Harvard University Extension School	Roger Williams University
Johnson & Wales University	Smith College
Lasell College	Suffolk University
Lesley College	Wellesley College

Massachusetts College of
Liberal Arts

Western New England
College

Planning and managing course load

Placement tests

All students entering a degree or certificate program are required by the Massachusetts Department of Higher Education to take assessment tests in order to ensure appropriate placement in classes. The tests assess students’ skill levels in reading, writing, and mathematics. The results of the assessment, in conjunction with academic background information, are used by College advisors to help students choose courses prior to registration. Should developmental work be necessary, you’ll receive help to select the courses you need.

Writing

Satisfactory performance on the English placement test or in ENG 090 (p. 315), Basic Writing Skills, is necessary to enroll in ENG 101 (p. 316), College Writing. Those students whose scores indicate that they need additional work in writing will be placed in ENG 090 (p. 315).

Reading

Students who perform below the required level on the reading skills test must successfully complete RDG 080 (p. 357), Fundamentals of Reading Development; and/or RDG 090 (p. 357), College Reading and Learning Strategies; before the end of their second semester.

Mathematics

Students who perform below the required level on the arithmetic test must successfully complete the Arithmetic Competency, MTH 011 (p. 340), Foundations of Mathematics. Students who score below the required level on the elementary algebra test must successfully complete the Introductory Algebra Competency, MTH 021 (p. 341) and/or the Intermediate Algebra Competency, MTH 031 (p. 341), depending on their math background and academic program.

English as a Second Language

Students who enter the College through the English as a Second Language program must complete appropriate placement tests administered by the director of placement testing upon completion of the ESL program. Those who perform below the required level on the assessment tests will be required to complete ENG 090 (p. 315) and/or RDG 090 as appropriate.

Attendance

Attending every class meeting is important to your success in college. Guidelines for attendance are established by the faculty within a department or program, with the approval of the divisional dean. Instructors provide students with that attendance policy in writing by the end of the first

week of classes, including how excused and unexcused absences will affect grades. In the absence of an individual attendance policy stated on the syllabus, the following will be enforced:

Any absences in excess of six hours from a face-to-face course may result in withdrawal from the course, unless otherwise specified in the current course syllabus. In an eLearning course, the lack of any email contact, postings, or assignments for a one-week period may also be considered a three-hour absence, and will usually be handled the same way as the face-to-face class.

Please note that individual faculty, departments, and/or programs may enact more strenuous policies as specified in the course syllabus. Faculty members take attendance for each class session. It is the student's responsibility to know the attendance policy in each class and laboratory.

Unless an announcement is made to the contrary, a class is considered dismissed if the instructor does not appear within fifteen minutes of the beginning of a class period. Students who expect to be absent for an extended period due to illness, accident, or other unavoidable problem should notify the vice president of Enrollment Services.

Students who attend a field trip should make arrangements with their other course instructors to make up any assignments missed on that day. Those who cannot attend classes, take an exam, study, or fulfill class assignments on a particular day because of their religious beliefs will be given an opportunity to make up their work at the convenience of the instructor. Students cannot be penalized for taking advantage of this right.

Course load

A full-time course load is 12 credit hours or more a semester. Students on academic probation can register for no more than 13 credits. A load of five courses (15 to 17 credit hours) is considered to be the normal load, although in some programs more credits may be required in some semesters to complete the program within two years. Honor students (3.2 or higher average) may register for six courses (18-20 credit hours). Requests for exceptions may be made in writing to the Academic Standing Committee.

Plan for at least two to three hours of study for each class hour. A student carrying 15 credits, for example, should schedule 30 to 45 hours for study each week.

Final examinations

Final examinations, including projects and other evaluation activities, are given during the week following the end of classes each semester. Final examinations can be made up only for compelling reasons, such as accidents or sickness, and with the permission of the instructor.

A physician's certificate may be required if the reason is medical. A student who misses a final examination is responsible for contacting the instructor and arranging to

take the exam during the scheduled make-up and conflict period or at another time. If the instructor is not available, the student should contact the appropriate divisional dean.

Registering for courses

Students may register for classes at any time during the registration period. All students are to be registered in courses by the end of the first week of classes. No course changes will be permitted after that time, except with written approval of the faculty member concerned. Course change forms may be obtained in the Advisement Center or the Enrollment Center.

Dropping a course

Students who need to adjust their schedules may do so during the registration period and through the first week of classes. After the first week of classes, students cannot add a class without instructor authorization. Students may drop any course through the second week of classes without penalty. After the second week of classes, any student who drops a class will receive a grade of "W" (see "Withdrawal Policy & Procedure").

To receive a "W," students must submit a course withdrawal form by or before the tenth week of classes. Students should consult with the instructor or an advisor before withdrawing from a course.

A grade of either "W" or "F" may be assigned at the discretion of the instructor to any student who withdraws from a course or from the College after the tenth week of classes. Course withdrawal forms are available in the Enrollment Center, the Advisement Center or the Attleboro and New Bedford campuses. Withdrawal forms must be forwarded to the Enrollment Center.

Auditing a course

A student may audit a single course for no credit with the consent of the instructor. A student may register for audit one week prior to the start of class through the Drop/Add period. No grade is given, but the notation of "L" is made on the permanent record.

A student may repeat a course for credit the next semester after auditing a course. An audited class is not eligible for financial aid. Students may change from audit status to a credit status with approval of the instructor/department chair/divisional dean. Students would be responsible for the difference in cost from the audit status to the credit status.

Repeating a course

Students receiving a passing grade for a course may repeat the course once with permission of the Department Chair, Program Coordinator or Dean of the department or division in which the course resides. The grade received on the second attempt becomes official. Students may repeat a failed course (F, W, U) as many times as it takes to pass, provided they can complete their program in 150% of the

credits required to graduate. *(For example, a program with 60 credits must be completed within 90 credit attempts.)*

Students who wish to repeat clinical courses must apply for readmission to the program. Students may retake the developmental courses that they have failed or failed to meet a prerequisite in as often as necessary, but the total number of developmental credits may not exceed 30. A student with extraordinary circumstances may use the appeals process to request allowing the first attempt grade to be used and/or the grade received following an additional attempt to repeat a course.

Planning an academic program

Length of program

Full-time students with appropriate high school credits can complete the requirements for an associate degree in two years. However, some students may need to make up deficiencies in certain areas. Others change their concentration or major or withdraw from one or more courses. Students who work may take fewer courses per semester. Any of these reasons may make it necessary for a student to spend more than four semesters at BCC. Courses may be taken in the summer for students who wish to shorten their time at BCC.

Changes of program

Students may change their program or areas of concentration by completing a change of program through the Enrollment Center or at the administrative offices at the other campuses. A change of program will result in an update of academic requirements to the current academic catalog. Students changing their concentration within a program may retain their original catalog year. International students attending BCC on an F-1 visa must receive approval for program changes from the Registrar's office.

Grades already received in courses not applicable to the new program remain when computing the student's G.P.A. on the permanent record. Students may request Academic Forgiveness (see page 140).

Transferring into certain programs, such as Culinary Arts, Clinical Laboratory Science, Complementary Healthcare, Dental Hygiene, Medical Assisting, Healthcare Information, Histology, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, and Therapeutic Massage may be limited by space available as well as by the competitive nature of these programs. Please refer to the description of the program of interest for additional information on admission requirements and the academic background of competitive applicants. All programs will be filled on a space-available basis.

Transferring from a certificate program

Students who complete a certificate program and who wish to enroll in a degree program must complete a change of program form available in the Enrollment Center and administrative offices at the New Bedford Campus and Attleboro Center.

Transferring credits into BCC programs

Students who transfer into BCC from another regionally accredited college or university usually receive credit for courses that apply to their program with a grade of "C-" or better. Students may meet up to 34 credits of degree program requirements with credits transferred from another accredited college or university and/or credits earned through Prior Experiential Learning.

Students may also request to receive credit for military training and experience. In accordance with the Valor Act, Bristol Community College uses the ACE Guide to the Evaluation of Educational Experiences in the Armed Services as the primary method for evaluating and awarding academic credit for military occupation, training, experience, and coursework. Any questions related to the transfer of military credits can be directed to the Registrar's Office at 774.357.2240.

To qualify for a BCC degree, a transfer student must complete at least 30 credits required at the College and fulfill graduation requirements in the selected curriculum. Exceptions may be granted by petition. For certificate programs, half the required credits must be earned at BCC.

To receive credit for courses taken at any other institution while enrolled at BCC, students must obtain approval in advance. Forms are available in the Enrollment Center. Completed forms should be accompanied by the catalog from the other institution. The student must arrange to have transcripts of approved courses sent to the Registrar's office within six weeks of completing the course(s).

Active Duty Military Leave Policy

Bristol Community College will allow military personnel called to active duty (not to include National Guard or Reservist training) to withdraw from their courses without academic or financial penalty. Written or verbal notice of departure must be given to the Office of the Registrar or the Office of the Vice President of Students; however, a copy of the order to active service must be provided to either office noted above within three months of release from active service. Readmission to the matriculated program of study at the point of departure is guaranteed, provided the student returns within two semester of discharge from active duty. To maintain eligibility for all other benefits, the cumulative length of absences cannot exceed five years.

Earning a second degree from BCC

To qualify for a second associate degree, a student must complete a minimum of 15 credit hours beyond the first degree and meet all specific degree requirements of the

second program. Students may earn one degree in an academic program of study. Students that have earned a degree in a program concentration cannot be awarded a second degree in the same program with a different concentration.

Service-Learning

The Service-Learning program at BCC offers students a unique opportunity to combine classroom theory in any discipline with community practice in a non-profit agency and, at the same time, to develop a sense of social responsibility. While some community colleges require a minimum of 20 hours per service-learning experience over a semester, BCC requires a minimum of 10 hours.

Along with performing the service itself, students complete one or more reflective exercises chosen by their instructor to enhance understanding of course content, appreciation of the discipline, and sense of civic engagement. Some BCC faculty incorporate service-learning into their syllabi as a requirement; others offer it as an option.

If a student has a particular service-learning experience in mind but cannot find a course for it, s/he may be able to do it via Contract Learning. Many four-year colleges and universities require or strongly encourage service-learning, and prospective employers also look favorably on service-learning and other experiential learning activities.

Students who successfully complete service-learning will receive recognition of the activity on their academic transcripts by the notation "Service-Learning Component Course" following the course title and grade.

Commonwealth Honors Program

The Commonwealth Honors Program at BCC offers intellectually challenging experiences to highly motivated and gifted students in every discipline. It allows students to customize their experience in the Honors Program to their own individual needs and desires. The honors student works one-on-one with dedicated faculty members crafting intellectually stimulating experiences appropriate for the individual student. This independent work and the experience of one-on-one work with a faculty member will better prepare the honors student to continue his or her education at a four-year institution. The Honors Program also engages students in activities that will encourage them to become independent thinkers and lifelong learners.

Graduation requirements for Commonwealth Honors Scholars

To graduate with an associate degree as a Commonwealth Honors Scholar, a student must:

- Meet all requirements for an associate degree in major/program.
- Earn a minimum 3.5 cumulative G.P.A. while at BCC.
- Earn a minimum of 30 credits completed at BCC.

- Participate in a minimum of four honors experiences (10 honors credits), with a grade of at least "B." These honors experiences could either be honors courses or honors component courses. At least two of these honors experiences (6 honors credits) must be taken at BCC.

In the honors credits, a student must:

- Take at least one interdisciplinary honors course (3 credits), for honors-level students only.
- Take a minimum of one writing-intensive honors experience (3 credits).
- Complete an honors project (or possibly a thesis), directed by a faculty member, involving independent research.
- This one-credit culminating experience could grow from one of the three honors experiences, but it does not have to follow that path. Students may be required to present their projects as part of an honors day seminar.
- Earning credit outside the classroom

Cooperative Education

Cooperative Education combines classroom learning and work-based learning related to the student's field of study. Students enroll in classes, work at their co-op jobs at least 15 hours per week, and earn 3 credits for their work. Students may also participate in co-op in the summer. To enroll in co-op, students must be at the sophomore level and participate in a weekly co-op seminar.

The Cooperative Education office will help students find appropriate positions. Those currently working in a job related to their program of study may apply to convert that job to a co-op work experience. Each co-op student and his/her faculty advisor and employer will develop a learning agreement with specific objectives to assess the student's performance on co-op. This agreement will relate classroom theory and personal career goals to the co-op experience.

Contract Learning

For students who want to investigate personal academic interests or pursue more experimental methods of learning, the College offers a flexible credit format where students can create part of their own study program. Advisors work with the student to determine plans, identify appropriate resource people, and write a learning contract. The contract includes the student's goals, how and when s/he intends to accomplish them, and how that work will be evaluated. The credits earned are determined by the work proposed and may not total more than one-eighth of total credit hours required for graduation.

Students register with the Enrollment Center. Tuition is based on the number of credits determined through the learning contract. Proposals must be signed by the student,

the advisor, the appropriate divisional dean, and the associate vice president of Academic Affairs. Credit will be awarded only if approval is granted before the student starts the project.

Directed study

A directed study is an independent study or group study course, under the sponsorship of a faculty member, that meets the objectives of a regular course offering. If a required course or its equivalent is not available, directed study permits a matriculated student to enroll in a course needed to graduate or to complete a prerequisite for another required course. The Academic Affairs office may also approve other requests based on special student and/or programmatic needs.

A directed study course requires the approval of the instructor, the appropriate divisional dean, and the associate vice president of Academic Affairs. Credit for a directed study course is equivalent to credit for a regular course offering. Approval forms are available in the Enrollment Center. Students with approved directed study forms must register through the Enrollment Center. Tuition based on the number of credits approved will be charged at that time.

Prior Experiential Learning

Students may meet up to 30 credits of degree program requirements with credits earned through Prior Experiential Learning and/or credits transferred from another accredited college or university. For more information on the Prior Experiential Learning (PEL) process, contact the PEL administrator at ext. 2185 or the department chair, program coordinator, or divisional dean for the discipline in which you seek PEL credit. Each of these individuals, or a faculty or professional staff member, may serve as a PEL advisor.

Credit by Examination

College Level Examination Program and Advanced Placement Program

The College Level Examination Program (CLEP) and Advanced Placement (AP) program offer students an opportunity to receive college credit for subject matter learned through means other than formal college work. The CLEP Subject Matter, CLEP General, and AP Examinations are applicable for credit. Students may obtain information regarding CLEP and AP examinations through the vice president of Academic Affairs. Bridgewater State College is a CLEP examination center. Official AP and CLEP score reports must be sent to the Office of Admission in order to be evaluated for credit.

Credit by department/program examination

A student may receive credit for some BCC courses by passing a comprehensive examination prepared by the department or program in which the course is being offered. Any student who has been formally accepted into a degree program at Bristol Community College and has completed the course prerequisites or received permission from the program director/department chairperson may take the examinations. Students must request these exams if they want to take them.

Credit granted for comprehensive examinations will not have a letter grade assigned. The credit earned cannot be used to raise grades or remove failures in courses already taken.

Students must meet department criteria in the taking of these exams. They are responsible to discuss these criteria with the department chair or program director. Arrangements and registration for credit by examination must be made through the appropriate PEL advisor, department chair, program coordinator or divisional dean. Additional information concerning the complete credit by examination policy and fees can be obtained by contacting the Enrollment Services office or the PEL Administrator at ext. 2185.

The AP program periodically conducts college score comparability studies in all AP subjects. These studies compare the performance of AP students with that of college students in the courses for which successful AP students will receive credit. In general, the AP composite score cut points are set so that the lowest composite score for an AP score of 5 is equivalent to the average score for college students earning scores of A. Similarly, the lowest composite scores for AP scores of 4, 3, and 2 are equivalent to the average scores for students with college scores of "B," "C," and "D," respectively.

Students who earn AP Exam scores of 3 or above are generally considered to be qualified to receive college credit and/or placement into advanced courses due to the fact that their AP Exam scores are equivalent to a college course score of "middle C" or above.

Credit by Evaluation

Students may earn equivalent course credit for prior experiences, including instruction sponsored by the military, business and industry, public and private agencies, associations and educational institutions, and licensure preparation by regulatory agencies and associations.

National Guides

Credit for noncollegiate courses and educational experiences in the armed services may be awarded according to the recommendations in the National Guide to Credit Recommendations for Non-collegiate Courses, the Guide to the Evaluation of Educational Experiences in the Armed Services, the Directory of the National Program of

Noncollegiate Sponsored Instruction (PONSI), and the National Guide to Educational Credit for Training Programs of the American Council on Education. A student who submits official documentation attesting to the completion of a course(s) listed in one of these publications will be awarded appropriate elective credit by the dean of admissions or the Registrar. If the credit award involves course equivalent credit, approval of the appropriate divisional dean and department chair is required.

Credit by Credential Programs Approved by BCC Students may earn course credit for programs listed in the PEL Manual, available in the Enrollment Center, all division offices, and in the main office at the New Bedford Campus and the Attleboro Center. Equivalent course credit(s) may be granted for Credit by Credential programs in fields such as computer technology and programming, manufacturing methods and processes, electronics, public speaking, income tax preparation, healthcare, management, fire fighting, and environmental technology. Contact the Prior Experiential Learning administrator for information.

The Police Career Incentive Pay Program (PCIPP), an Amendment to section 18L of chapter 41 of the Massachusetts General Laws, delegated to the Board of Higher Education (BHE) the authority to establish guidelines for programs pursued for police career incentive pay increases.

The BHE has subsequently adopted new standards which DO NOT allow for:

- Academic credit to be granted for life experience or military, police academy, or other training
- Academic credit for knowledge-based testing (CLEP, DANTES, etc.) to exceed 6 credit hours

Or

- CVTE

Credit by Experience

In order to obtain an award of Credit by Experience, students present a written portfolio documenting college-level competencies acquired through educational, vocational, or personal experiences.

The Prior Experiential Learning Coordinator initially evaluates the portfolio to determine comparability to required or elective courses in the student's program of study. All credit is evaluated on a course-by-course basis and must be approved by the department chair/program director in consultation with the dean of the appropriate division and the associate vice president of Academic Affairs. Contact the Prior Experiential Learning administrator at ext. 2185 or the appropriate department chair, program coordinator, or divisional dean for information.

Student Academic Rights and Responsibilities

All BCC students are expected to conduct themselves as mature college students seriously interested in obtaining the best possible education. This includes observing the College's academic rules and regulations, respecting the rights of others, and practicing academic integrity. In return, the College seeks to provide an environment where the freedom to learn and interact can be nurtured and encouraged. To do that, the College respects and defends the rights of free speech and assembly and will protect such rights for all its members.

Appealing academic regulations

Matriculated students (those enrolled in a degree or certificate program) have the right to petition for exceptions to the academic regulations of the College. This right, however, does not mean automatic approval of the exception. When appropriate, faculty members may petition on behalf of the student. To appeal a regulation, a petition with appropriate documentation, including a student's transcript, signed by the student's advisor, the appropriate department chairperson, and the program director, should be submitted to the vice president of Academic Affairs. Replies can be expected within approximately 45 days. Petitions should be submitted by April 1 to guarantee action by the end of the academic year. Petition forms may be obtained from the Advisement/Counseling Center.

Academic integrity

Academic integrity is the keystone of teaching, learning, and assessment. Bristol Community College is committed to promoting and supporting this ideal. In fact, it is fundamental to our mission. All students, faculty, staff, and administrators are expected to maintain a high standard of academic honesty and integrity.

College students must assume responsibility for maintaining academic integrity in their work and in the work of others. Students, as colleagues in learning, have a responsibility to document their own work and to report other incidents of academic dishonesty or negligence.

Faculty and staff cooperation is necessary to ensure academic integrity, and they should serve as a model for their students. Syllabi should include their expectations and the college policy, course materials should be cited, and incidents of academic dishonesty should be addressed and reported in a timely fashion.

The administrators at Bristol Community College also share in demonstrating and ensuring academic honesty and integrity. While recognizing that academic freedom is a fundamental right of higher education, it must be supported by academic integrity and honesty. For that reason, the College will not tolerate academic dishonesty or

negligence and has established policies and procedures to ensure academic honesty and integrity is maintained and supported.

Academic dishonesty

A college community must be established on a foundation of truth and academic integrity. Bristol Community College has an obligation not only to promote these high standards of academic honesty, but also to address academic dishonesty. Academic dishonesty is demonstrated by cheating, plagiarism, and facilitating academic dishonesty.

Cheating – Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

Cheating shall also include the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, taking credit for work done by another person or doing work for which another person will receive credit, and copying or purchasing other's work or arranging for others to do work under a false name. (Student Handbook)

Plagiarism

Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. This would also include material that is obtained from the computer. (Student Handbook)

Facilitating academic dishonesty

Students who allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.

Evaluation and reporting

When faculty members have reason to believe and evidence to document that a student is being academically dishonest, the faculty members may handle the matter at the course level. They may also want to discuss the issue with your department chair and/or division dean.

If the faculty member wants to document and report an incident of academic dishonesty, the faculty member is responsible to take the following steps:

- Consult with the department chair and/or divisional dean.
- Arrange for a meeting with the student to advise the student of the allegations, to present the evidence, and to make the student aware of the consequences.
- Allow the student to present evidence of innocence, explain extenuating circumstances, and/or provide relevant information.
- Report the incident to your divisional dean using the Academic Dishonesty Report.
- The dean will send a copy of the report to the vice president for Academic Affairs who will keep it on file until the student graduates. A copy of the report and a letter explaining the **due process** procedures will be sent to the student.

Academic penalties

If the faculty member determines that the student did commit an act of academic dishonesty, the faculty member has the authority to impose any of the following:

- Warning
- Failing grade in the exam, paper, or other assessment. A grade of zero is recommended
- Revision of work
- Reduction in grade
- Withdrawal from course
- Failing grade in course

Due Process

The above action does not negate the student's right to due process in accordance with the Grade Appeals section of the Student Grievance Procedure as outlined in the Student Handbook and Academic Calendar. A withdrawal from class is subject to the terms of the Discipline in the Classroom section of the Student Code of Conduct.

Academic negligence

Academic Negligence is demonstrated by failure to do assigned work or by excessive absences. A student guilty of academic negligence may be dropped from a course with a grade of "W" or "F" by the faculty member.

Classroom conduct

Disruptive or distracting classroom behavior is a violation of the College's student Code of Conduct. A faculty member has the right to remove a disruptive student from class, pending a review of the situation by the vice president of Enrollment Services. Any faculty member may, at any time, refer a student to the vice president of Enrollment Services if the student is in violation of the Code of Conduct. The vice president of Enrollment Services may impose disciplinary sanctions against the

offending student consistent with the rules and regulations of the Code of Conduct. Please refer to the Code of Conduct section in the Student Handbook for additional information.

Disciplinary action

The College may take disciplinary action ranging from a warning to suspension or expulsion from the College if a student is determined to have violated College rules and regulations. Refer to the “Disciplinary Sanctions” section of the Student Handbook.

Underage Student Policy

Academic Policy on Underage Students Without a High School Diploma

Students under 16 years of age at the time of registration may take credit courses at Bristol Community College. The purpose of this policy is to support underage students and ensure their success.

Requirements

An underage prospective student must:

- Complete the Underage Request to Enroll Application, available through the Enrollment Center, attach all necessary documentation, and obtain the signature of a parent/guardian.
- Submit the completed application to the Academic Vice president or his/her designee.
- Meet each semester with the designated Advisor of Underage Students who will interview, advise, and monitor the academic progress of students.
- Additional Recommendations

The College strongly recommends the following guidelines. To ensure the most positive and successful experience at BCC, students should:

- Be 12 years of age or older.
- Complete placement testing to ensure appropriate placement in courses.
- Contact the Tutoring and Academic Support Center for assistance if enrolled in developmental classes as a result of placement testing.
- Ordinarily, attend class by him/herself.

Faculty members (or the department chair in a faculty member’s absence) will be notified of any underage student who has registered for their class and have the right to express concern if they feel course content may not be appropriate for the student. This concern must be communicated in writing to the vice president of Academic Affairs. If the vice president determines that the reasons given constitute a compelling factor to limit (with specific parameters) or deny enrollment of the student in the course

by the College, that decision will be communicated to the faculty member and the student. Faculty will also be requested to complete and submit a mid-semester and end-of-semester grade check to the designated Advisor of Underage Students.

The College reserves the right to limit or deny enrollment of a student in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student’s maturity, life experience, placement test scores, and prior education, or the course content, instructional methodology, and risks associated with a particular course or program. Appeals of the College’s decisions should be submitted to the vice president of Academic Affairs.

Students with disabilities are encouraged to contact the Office of Disability Services (ODS) early in the registration process. The ODS will clarify the rights and responsibilities of the student, his/her parent or guardian, and the College. (See “Office of Disability Services” in the college catalog.)

Note: For more information, students should contact the Office of Admissions, by accessing the College’s Website (BristolCC.edu), sending an email to admissions@BristolCC.edu, or calling 508.678.2811, ext. 2516.

Home Schooling Policy

All home-schooled students without a high school diploma or GED are eligible to apply for admission to a degree or certificate program provided they have successfully completed an **approved** home-school program in accordance with Massachusetts General Laws or the laws of their home state. If a home-schooled student has not completed an approved home-school program, the student will not be eligible to enroll in a degree or certificate program until he/she has earned a General Education Development (GED) equivalency certificate.

So that the College may determine whether a student has participated in an approved home-school program, the student shall submit, with the application for admission, evidence that the home-school program was approved by the student’s school district’s superintendent or school committee. Additionally, if the home-schooled student is under the age of compulsory attendance, which is sixteen (16) years old in Massachusetts, a letter from the student’s school district’s superintendent or school committee is required stating that the student is not considered truant and would not be required to attend further schooling or continue to be home-schooled if the student has completed his/her home school program before the age of sixteen (16).

The College reserves the right to limit or deny enrollment of a student under the age of sixteen (16) in a course or program based on its case-by-case consideration of a variety of factors, including but not limited to the student’s

maturity, life experience, placement test scores, prior education, course content, instructional methodology, and risks associated with a particular course or program.

Accreditation, Student Information, and Legal Statements

Notice of College regulations

The regulations and policies listed throughout this catalog and in other official statements of the College are binding on all students. The College reserves the right to withdraw, modify, or add to the courses offered or to change the order or content of courses in any curriculum. Any changes made shall be applicable to all students in the College, including former students who reenroll. Proper notification will be made of any changes through official channels and/or notices posted on the bulletin boards.

College accreditation

Bristol Community College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction. Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

Commission of Higher Education; New England Association of Schools and Colleges; 209 Burlington Road, Bedford, MA 01730, (781) 271-0022.

Catalog of Record & Continuous Enrollment Policy

The catalog year for a student's program (General Education and major curriculum) is the catalog year in effect at the time of matriculation to a degree program or certificate. Matriculation is when a student has been admitted and begins taking classes. Students normally are entitled to graduate under the degree or certificate

provisions of the catalog in effect at the time of their enrollment or the catalog in effect at the time of graduation.

Students who change their majors after their initial enrollment have the option of following the major degree program outlined in the catalog in effect at the time of the change of major or the catalog in effect at the time of graduation.

Except for competitive admissions programs, matriculated and registered students in good standing will be allowed to retain their program of study throughout three consecutive semesters (including fall, spring, and summer semesters) with no academic progress. Subsequently, after the fourth semester, the students will be moved to non-degree status unless they make academic progress by registering and completing at least one course with a grade of D- or higher. Students in competitive admissions programs Complementary Healthcare, Dental Hygiene, Clinical Laboratory Science, Culinary Arts, Healthcare Information, Histology, Medical Assisting, Nursing, Occupational Therapy Assistant, Phlebotomy, Pre-Radiology Technology, and Therapeutic Massage must reapply after a break in fall or spring semester attendance. Readmission to these programs will be subject to space availability and the specific readmission policies of the individual programs.

International students are cautioned that USCIS (U.S. Customs and Immigration Services) policies regarding nonenrollment supersede College policies. For information about this policy, contact the Registrar.

Release of student information

Bristol Community College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I

Name, address, telephone number, dates of attendance, class

Category II

Previous institutions attended, major field of study, awards, honors, degree(s) conferred (including dates).

Category III

Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, students must submit written notification to the Registrar's Office prior to the tenth day in a given

semester. Forms requesting the withholding of “Directory Information” are available in the Enrollment Center.

Bristol Community College assumes that failure on the part of any student to specifically request the withholding of categories on “Directory Information” indicates individual approval for disclosure.

The Department of Defense identifies the following information as student recruiting information: student names, addresses, and telephone listings; and if known, students’ ages, levels of education, and majors. If a student chooses not to exercise his/her right to refuse to permit the College to disclose the student’s record information, the College will release upon request to the Department of Defense, or an agency thereof, that student information which the Department of Defense has designated as student recruiting information. When student information is released pursuant to a Department of Defense request, notice of the request and the release of student information will be posted in a conspicuous location in the Registrar’s office for the period of one academic year.

Student Record Disclosure

Students may consent to full disclosure of academic and financial information to another person or agency. In doing so the student authorizes the institution to release information to an individual identified by the student in writing. Students must submit a Student Record Disclosure Form to the office of the Registrar. Forms are available in the Enrollment Center located in the Commonwealth College Center, or the Attleboro and New Bedford campuses.

Student Right-to-Know and Campus Security Act

Information and statistics regarding incidence of crime on campus are updated regularly in accordance with the law. Information is available upon request in the Campus Security office and published each year in the Safety, Security, and Crime Prevention Handbook.

Student rights

Refer to the Student Rights, Responsibilities, Conduct, Disciplinary Due Process, and Related Policies and Procedures section of the Student Handbook.

Criminal Offender Record Information and Sex Offender Registry Information Checks

Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check and/or a Sex Offender Registry Information (SORI) check. Depending on the contents of a student’s CORI or SORI reports, participation in an academic program, or clinical affiliation related thereto, may be denied. CORI checks

may be performed pursuant to Mass. General Laws, Chapter 6, Sections 167-178B, and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth’s Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 178C. For more information, please contact the Director of Human Resources.

ELEARNING

BristolCC.edu/elearning/

April Bellafiore, Dean
508.678.2811, ext. 2387

eLearning courses offer students the opportunity to customize their learning experience to match their educational goals, learning style, and scheduling constraints. In general, the successful eLearning student is self-motivated and self-disciplined, is able to communicate effectively through writing, and understands that eLearning courses are just as academically rigorous as traditional courses.

Bristol Community College offers three types of eLearning courses:

Web courses do not physically meet on campus at any time during the semester. All course work is completed 100% online. Instruction and interaction occur through the online course environment and may include communication via email, chat, discussion board posts or blogging.

Hybrid (or Blended) courses are a combination of online and face-to-face instruction. Students should expect to spend 50% or more of their time completing their coursework in the online environment. Students have regular face-to-face interaction with an instructor and their classmates throughout the semester. They also interact virtually in the online classroom through the use of email, discussion board postings, assignments, and online quizzes and tests.

Student Option Enrollment courses allow students to take the course as a traditional lecture course, 100% online or as a hybrid course (student creates combination of lecture and Web based instruction in consultation with the instructor). Attendance at the first class meeting is highly encouraged for those students unfamiliar with student option or eLearning.

Online Certificates and Degree Programs

82% of all degree programs and 59% of all certificate programs are available 50% or more online.

The following degrees are offered 100% online:

- Computer Information Systems Information Systems Transfer Program
- General Studies Career or Transfer Program
- General Studies Mass Transfer
- General Studies Technical Studies Transfer Program

- General Studies Vocational Technical Education Transfer Program
- Liberal Arts Humanities Option Transfer Program
- Liberal Arts Professional Option Transfer Program

The following certificates are offered 100% online:

- Basic Web Page Development
- Computer Programming
- Desktop Publishing
- Global Leadership
- Home Health Aide (HHA)
- Multimedia Development
- Nurse Aide Training
- Personal Care Assistant (PCA)

See the Degrees and Certificates page at the front of the catalog for a full listing of our online offerings.

For questions regarding concentration and course selection as well as availability, please contact eLearning.

Students interested in enrolling in an online degree or certificate program follow the same admissions process students who wish to complete their degree in a face-to-face format.

It is highly recommended that students speak with an academic advisor about their education and career goals prior to matriculating into a program.

Financial Aid is available to students regardless of whether they pursue a degree online or on-ground.

Student Services, including access to library resources, tutoring, disability services and technical support are available to students enrolled in eLearning courses and programs.

PRECOLLEGE

MCAS Academy

Kristin Kadlec
508.678.2811, ext. 2779

Bristol Career/Vocational Technical Education (CVTE) Consortium (Formerly known as Tech Prep)

BristolCC.edu/Academics/techprep
Amanda Donovan, Director
508.678.2811, ext. 2339

Pre-College TRiO Programs:

Educational Talent Search

Sarah Morrell, Director 508-678-2811 ext. 2324

Upward Bound

Sarah Morrell, Director 508-678-2811 ext. 2324
BristolCC.edu/Community_Education/upward_bound/

Dual Enrollment

Maggie O'Brien
School to College Partnerships
508.678.2811, ext. 2405

Gateway to College

Erik Baumann, Director 508-678-2811 ext. 2557
BristolCC.edu/Community_Education/gateway/

MCAS Academy

At BCC, MCAS means My Choice for Academic Success. The MCAS Academy provides intensive one-to-one and small group instruction in Mathematics and English Language Arts for individuals who haven't yet passed the MCAS exams. In addition, the MCAS Academy offers assistance with the college transition process and a free credit course in career exploration and development. Instruction is offered at the Fall River Campus in a convenient evening schedule year-round. Many MCAS Academy graduates are now attending BCC.

Bristol Career/Vocational Technical Education (CVTE) Consortium (Formerly known as Tech Prep)

The Bristol CVTE Consortium is a partnership between Bristol Community College and 11 local school districts who work together to ensure students are college and career ready. The goal of the Consortium is to help

students align high school studies with the career and technical programs at BCC. Eligible high school students in CVTE programs can take advantage of free college courses, early college placement testing, various Career Days, and other program activities. Some high school CVTE courses entitle students to college credits at BCC. Save time and money by participating in the program. Contact the Bristol CVTE Consortium office for more information.

Pre-College TRiO Programs:

Educational Talent Search

The Educational Talent Search Program serves more than 600 students in Fall River middle and high schools, including Durfee High School, Diman Regional Vocational Technical School, and Henry Lord, Kuss, Morton and Talbot Middle Schools. Students are prepared for successful college careers with academic year services in the schools, and at the College. Workshops and presentations on college awareness, financial aid and scholarship availability, career exploration, and college entrance test preparation are provided at least monthly to all students, as well as regular field trips to area colleges and cultural events. Qualified students who are the first generation in their families to plan to go on to higher education or are from low-income households and attending one of the target schools can apply by contacting their school guidance offices or the program directly.

Upward Bound

The Upward Bound Program serves 66 public high school students from Fall River. Year-round intensive academic services are provided to help eligible first-generation, low-income youth prepare for successful college entrance and persistence. The program includes a six-week summer residential academy, monthly Saturday classes at BCC, and weekly tutorials that include academic instruction, one-on-one tutoring, study skills, MCAS, SAT, and other college entrance test preparation workshops. Students also participate in field trips to museums, theatre and cultural events, college tours, leadership training, and volunteer service activities. More than 90 percent of Upward Bound participants have gone on to higher education.

Dual Enrollment

Bristol Community College's Commonwealth Dual Enrollment Program provides an opportunity for eligible high school students to enroll at Bristol Community College as nondegree students and have the courses be recognized toward degree completion at both the College and the student's high school.

Students may enroll at BCC for as little as one course on a part-time basis or for as much as a full-time course load of 12 to 15 credits.

Some students have been granted release time from their high schools in order to attend their BCC classes during their regular high school hours, while other students take all of their classes at the College. Students may also enroll in afternoon, evening, weekend, and online classes.

A minimum high school GPA of 3.0 on a 4.0 scale and an official high school transcript are required. BCC also requires that the students and parent or guardian complete a Dual Enrollment application form which must be signed by the high school guidance counselor.

Students who are under the age of 16 need BCC permission to take college classes and must comply with the College's underage policies and procedures.

Gateway to College

The Gateway to College program offers students a second chance to earn their high school diploma and experience success at Bristol Community College. Gateway to College students take all of their courses at BCC and receive dual credit (high school and college credits). Students first participate in a Foundation Semester and then transition into a traditional college schedule. Upon completion of the program, students receive a high school diploma and significant college credits. Foundation Semester courses may include: ENG 090, MTH 001, RDG 090, PSY 101 and CSS 101.

To be eligible for the program, students must: be between 16-21 years of age, have left high school or be on the verge of leaving without a diploma, be significantly behind on high school credits, read at an 8th grade level or higher (as determined by placement test), live in a qualifying school district and be committed to educational success.

To maintain enrollment in the Gateway to College Program, students are required to adhere to all BCC and Gateway to College policies and maintain a grade of "C" or better in all courses. Daily attendance is mandatory.

EHEALTHCAREERS

New Bedford Campus

Wes Lundburg, Dean

Karen Varieur, Director

eHealthCareers@bristolcc.edu

508-678-2811, ext. 4444

eHealthCareers

eHealthCareers at Bristol Community College's New Bedford Campus is a flexible healthcare education option designed to prepare graduates for entry into the growing healthcare field. It combines face-to-face and online instruction with traditional laboratory and clinical instruction. Students have access to first-rate support and services, such as online tutorial and mentoring programs, and access to facilities and technology representative of current practice.

Many BCC students constantly juggle the demands of work, home, and family obligations while taking college courses. BCC eHealthCareers provides students the opportunity to earn an associate's degree or certificate in healthcare programs through hybrid curriculum models. These options provide flexibility in balancing life's other demands.

BCC eHealthCareers is located at 800 Purchase Street in historic downtown New Bedford. BCC's highly dedicated staff and faculty members provide students with direct and online support to ensure success, while delivering cutting-edge curricula that prepares graduates for the healthcare industry of today and the future.

eHealthCareers offers support and resources to help you succeed. An enrollment advisor will guide you from start to finish, helping you choose the right program, and in applying for financial aid. Whether you're currently employed, underemployed or seeking employment, the program provides workforce readiness and skill building to help you develop your career.

Student-centered supports for success

- Academic Support Center at BCC/ New Bedford with computers and staff providing assistance
- flexible formats
- virtual support center
- online mentors/advisors
- tutoring
- supports for individuals with disabilities
- password-protected security

- library services
- technical support
- direct online interaction with professors and instructors
- financial aid assistance for qualified students in credit programs
- counseling services

Programs offered:

- General Studies Health Science Degree
- Nursing Degree
- Occupational Therapy Assistant Degree
- Phlebotomy Certificate
- Emergency Medical Technician (EMT) Certificate
- Medical Coding Certificate
- Therapeutic Massage Certificate
- Gerontology Certificate
- Central Sterile Technician Certificate
- Pharmacy Technician Certificate

Continuing Education and Workforce Training

- Home Health Aide Training
- Nursing Assistant Training for Certified Nurse's Aide
- Personal Care Attendant (PCA)
- CPR/First Aid for Healthcare Professionals

As eHealthCareers grows, additional certificate and associate degree programs will be developed.

How to Apply

All information on how to apply can be found at BristolCC.edu/eHealthCareers or in the Admissions section of this catalog. If you mail or fax a paper application, be sure to indicate "eHealth" on the application and envelope.

The Occupational Therapy Assistant Program (eHealth Program Option) is accredited by the American Council for Occupational Therapy Education (ACOTE).

The Therapeutic Massage Program is accredited by the Commission on Massage Therapy Accreditation (COMTA).

Massachusetts Board of Registration in Nursing approved program.

The Nursing program is fully accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326; 404-975-5000.

WORKFORCE DEVELOPMENT

The Center for Workforce and Community Education

Call 508.678.2811, ext. 2154/2527

BristolCC.edu/thecenter

Center for Adult Basic Education & Workplace Literacy

Call 508.678.2811, ext. 2272 or 2269

Adult Basic Education programs

English for Speakers of Other Languages Program

Adult Basic Education

Volunteer Support Programs

Workplace Literacy

Dislocated Workers Program

Professional Development

SABES Regional Support Center

Call 508.678.2811, ext. 2278

Workforce Development

BCC's Center for Workforce and Community Education is a comprehensive corporate services and community education resource.

Education resource

The staff specializes in designing customized programs to meet specific training needs of area employers and provides expert consultant and technical assistance. The Center also offers courses in leadership skills, small business management, entrepreneurship, supervision, personal development, and communication skills. Training can be delivered at the employer's location or at any Bristol Community College location.

Corporate Services

Offers customized needs assessment and training for individual companies. We also provide consulting services, grant writing assistance, partnership development, professional development workshops, and customized seminars.

Noncredit Courses

Professional Development courses consist of noncredit courses and workshops which carry continuing education units (CEUs) and are offered online or face-to-face. Certificate programs are continuously updated.

The Center offers personal Enrichment courses topics in a variety of online or face-to-face.

Online courses allow you to learn at home or in the office 24 hours a day, seven days a week. You can take courses according to your own schedule and receive input instantly. Online classes eliminate extra cost and allow you to work at your own pace.

Latino Immersion courses are offered in Spanish to increase the attendees' language skills and enhance their knowledge and understanding of the Latin culture.

Kids College

This summer program for children from Kindergarten through grade 12 allows children to explore new interests and to reinforce existing skills in an atmosphere that fosters creativity and fun. Classes are offered Monday through Thursday for six weeks. There is a supervised lunch period for students who attend a full day. For more information, visit BristolCC.edu/kidscollege

Center for Adult Basic Education & Workplace Literacy

For more than 25 years, BCC has offered adult basic education instruction. Specialized services include remediation in reading, writing, and math, language instruction in English for speakers of other languages, and GED preparation.

Adult Basic Education Programs

The English for Speakers of Other Languages (ESOL) Program assists individuals whose first language is not English. Three levels of instruction are available both in the morning and evening. Contact 508.678.2811, ext. 2270 in Fall River, ext. 3533 in Attleboro, or 508-977-9565 in Taunton.

Adult Basic Education provides instruction for adults interested in upgrading their reading, writing, and/or computational skills. G.E.D. preparation classes are also available. Pre-G.E.D. and G.E.D. preparation classes are available morning and evening. Students receive academic counseling and assessment services to determine the curriculum that will best meet their needs. BCC operates satellite locations in the Attleboro and Fall River communities as well as in Taunton. Contact 508.678.2811, ext. 2373 for more information.

G.E.D. Test Center provides the opportunity for individuals to earn an alternative high school diploma. BCC is an approved testing site for the national General Educational Development examination. Contact ext. 2156.

Workplace Literacy

The Center provides a Workplace Literacy program which offers multi-level courses in reading, writing, math, English for speakers of other languages, and GED at company sites. Contact 508.678.2811, ext. 2368 for more information.

Professional Development

SABES Regional Support Center is a part of a statewide system serving Adult Basic Education practitioners in southeastern Massachusetts. The Center coordinates staff and program development activities and makes innovative materials available for use in programs. Directors, counselors, and instructors can use the Center's networking opportunities and technical assistance. Call 508.678.2811, ext 2278 for more information.

Volunteer Support Programs

BCC coordinates tutor training and support groups for volunteers who wish to work with adult learners enrolled in ABE programs at the College. For more information about our Taunton Volunteer Literacy Program, contact 508.977.9565. To learn about volunteer training schedules in Fall River, contact 508.678.2811, ext. 2042.

Dislocated Workers Program

The College provides intensive instructional programming for dislocated workers who seek structured schedules that align with state requirements for individuals receiving unemployment assistance. For more information, contact 508.678.2811, ext. 2368.

TRIO QUEST FOR SUCCESS AND OTHER SERVICES

TRiO QUEST for Success program

QUEST is a comprehensive support program that addresses students' academic, career, and personal development needs. Designed to help students who may be the first in their families to attend college, who come from low-income backgrounds, or who may have a disability, QUEST is funded in part through a TRiO Student Support Services grant from the U.S. Department of Education. QUEST program offices are located at the Fall River Campus.

Specific academic services include:

The QUEST Math Lab

Engineering Building, B109, ext. 2986

The QUEST Writing Lab

Engineering Building, B204, ext. 2193

The QUEST Reading Lab

Engineering Building, B100, ext. 3106

The QUEST ESL Lab

Engineering Building, B200b, ext. 2476

QUEST students may take advantage of open lab hours as needed. Contact each lab for more information.

QUEST Services

QUEST for Success provides exclusive services for eligible students that support the transition to college:

- Course selection with trained advisors
- Special orientation program
- Free College Success Seminars
- Self-paced learning labs for developmental courses (see descriptions)
- Scholarship opportunities
- Supplemental Instruction
- Financial literacy workshops
- Academic and personal counseling
- Transfer and career advising
- Field trips and cultural enrichment activities

Program information

QUEST is a federal Student Support Services (SSS) grant program. QUEST labs and learning resources are led by skills specialists and QUEST tutors. Students participate in small group study, computer-assisted learning, and mini-lectures. Courses are self-paced, and can be completed in less than a semester or in up to two consecutive semesters,

and students may receive extra help during Open Lab hours. All QUEST labs are equipped with Skillsbank and Plato software.

The QUEST Math Lab offers Foundations of Mathematics (Math 011), Foundations of Algebra I (Math 021), and Foundations of Intermediate Algebra (Math 031). Students in the Math Lab progress at their own pace to master each topic, with extra support provided if needed. Some computer-aided modular courses are also taught in the QUEST Math Labs.

The QUEST Writing Lab specializes in assisting students enrolled in Basic Writing Skills (English 090) and College Writing (English 101). QUEST Writing Lab courses provide a classroom writing experience with additional support services, such as tutorial support, individualized instruction, and instruction in the rules of grammar and mechanics.

The QUEST Reading Lab offers Fundamentals of Reading Development (Reading 080), College Reading and Learning Strategies (Reading 090), and Advanced English Reading and Vocabulary (ESL 123), in a supported, modified self-paced format. Students work in large groups, small groups, and individually to develop reading skills that they need to succeed in college. Lab support includes one-to-one instruction, computerized curriculum, and Internet research skills. Open Lab hours provide individual assistance for all QUEST students.

The QUEST ESL Lab provides individual support, tutorials, and language practice for students in English-as-a-Second-Language courses. The ESL Lab is located in B200b and is directed by the ESL skills specialist. Work in the Lab may include the use of audiotapes, computer software, one-to-one or group tutoring sessions, conversation practice, and assistance with writing. All students in ESL are assigned at least one lab hour each week, but most students spend many hours improving their language skills in the lab. In fact, many ESL students go on to become peer tutors in the TASC.

QUEST Services Eligibility

QUEST is open to eligible students in any program. Students may request information about the QUEST program through the admission process. At the time of placement testing, or anytime during the first semester, interested students may apply for participation in the program. Contact Dean Sarah Morrell, QUEST Project Director, at any time about this TRiO Program.

Participation Requirements

As with all BCC students, those in the QUEST Program must complete CSS 101, College Success Seminar. QUEST students enroll in a designated course section at no

charge. Students are also required to attend QUEST Day and must allow staff to monitor their academic progress. QUEST students are enrolled in a degree program, are usually attending full-time, and take the majority of their classes during the day.

About the Division of Developmental Education

Dean Sarah Morrell, ext. 2282

Academic Policies and Grading in Division VI Programs

Grading in Self-Paced Learning Labs: Students who successfully complete a QUEST self-paced learning lab course earn grades of A, B, or C including plus and minus grades. Students who make satisfactory progress and complete at least 50 percent of the required coursework will receive a grade of "S" (Satisfactory) and must register for the same lab course the following semester. The "S" grade is not final and does not apply to the degree or the grade point average (G.P.A.).

Students who do not make satisfactory progress and complete less than 50 percent of the course requirements will receive a grade of "F" and must register for the same course in a traditional lecture section in the following semester.

Academic Standing and Dismissal: Full-time students in the General Studies Prep program, including ESL students, are placed on probation if they fail to complete a minimum of 9 credits of coursework with a minimum grade of "C-" after one semester.

Students may be dismissed from the college if they fail to complete the 9-credit minimum after two semesters. Dismissed students may re-enroll only as non-degree students and are not eligible for financial aid.

See Academic Information for grading policy for developmental courses (i.e., course numbers beginning with 0).

Step Up to College

Emmanuel Daphnis, Coordinator, ext. 2360

The Step Up to College program at the Fall River Campus is designed to provide support and college coursework to students making the transition from G.E.D. and Adult Learning Center programs to college work at BCC.

Students become part of a learning community and take their courses as a group. The program provides students with an orientation to the College, supplemental instruction, small class sizes, and individual advisement. This is a part-time evening program; tuition and books are offered at no cost to eligible participants. Step Up to College is supported in part by the Massachusetts

Department of Elementary and Secondary Education. Courses include: CSS 101 (p. 297) and CSS 105 (p. 297), ENG 090 (p. 315), MTH 021 (p. 341), and RDG 090. (p. 356)

Tutoring and Academic Support Center

Ronald Weisberger, Coordinator, ext. 2295

The Tutoring and Academic Support Center (TASC) offers services for students at Fall River, Attleboro, and New Bedford locations. BCC students may take advantage of tutoring services at any site, free of charge.

The TASC is a nationally recognized, comprehensive learning center that provides individual and group tutoring and encourages collaborative learning. Students have access to self-paced, computer-supported instruction in reading, writing, and math, multimedia software, audiovisual and print materials, the Internet, and a community of other learners.

Tutoring is offered for most BCC courses. The peer tutors are trained and certified by the College Reading and Learning Association (CRLA).

Supplemental Instruction (SI) offers designated group study sessions led by a master tutor who attends class, leads a content review session, and demonstrates effective learning and study methods.

Learn more about tutoring at BristolCC.edu/students/tas

For tutoring services in New Bedford, call ext. 4000.

For tutoring services in Attleboro, call ext. 3543.

THE EDUCATED PERSON

The educated person is aware of the important concepts in the arts and humanities, the natural and social sciences, as well as has knowledge of practical and technical skills. He or she never stops learning. The educated person has the ability not only to seek out information, but also to apply concepts to both eternal problems and to everyday life. He or she seeks out knowledge and uses it to improve his or her life as well as the lives of others.

The educated person has the necessary communication, computation, and technical skills to exchange ideas, to analyze concepts, and to solve problems. He or she can creatively explore the academic and the natural world with the self-confidence to question and to lead – while maintaining the self-discipline and responsibility required to serve and to share.

The educated person has achieved a sense of balance and strives to sustain body, mind, and spirit. He or she has an appreciation for the world around him or her, and the skills to make a positive contribution to it. He or she can evaluate his or her own thinking and change it, is open to diversity and embraces it, and can manage or cope with change and conflict. The educated person creates a life that is not only personally and professionally rewarding, but also enriches and enhances his or her community.

LEARNING OUTCOMES

Student Learning Outcomes are program-specific statements created by program faculty that detail what students should know and be able to do upon completion of the program. If outcomes are not listed, contact the program coordinator. For each program, students will:

Division 1 {} Humanities and Education

Animation and Motion Graphics

1. Build on a strong foundation in drawing and design to develop narrative experiences that demonstrate their understanding of pacing, timing, typography, aesthetics and composition.
2. Create effective visual communication by researching, analyzing, generating ideas, developing story and character, storyboarding, prototyping, sound-editing, scripting, user testing and evaluating outcomes.
3. Explore narrative and other information structures for organizing content in interactive media in order to be responsive to technological and social requirements of their audience.
4. Synthesize their abilities in drawing, design, analysis, art history, and technology and apply this skill-set to creating and evaluating time-based design.
5. Demonstrate experimentation, self-reliance and cooperative learning in mastering tools and technologies central to professional practice, as needed to create their visual design.
6. Develop competencies in communication and presentation necessary to engage in professional practice and to advance their careers.

Art/Fine Arts

1. Demonstrate foundational skills in drawing, two-dimensional, and three-dimensional studies appropriate for advanced study in the fine arts.
2. Demonstrate a broad knowledge of the History of Art.
3. Use the skills and vocabulary necessary to successfully evaluate and critique works of art.
4. Compile a portfolio of individual works of art sufficient for transfer to a four-year institution.

Graphic Design

1. Construct visual responses to a wide range of design problems, demonstrating their understanding of hierarchy, typography, aesthetics and composition.

2. Synthesize their abilities in drawing, design, analysis, art history, and technology and apply this skill-set to creating and evaluating visual design.
3. Solve communication problems by identifying the problem, researching, analyzing, generating solutions, prototyping, user testing and evaluating outcomes.
4. Demonstrate their ability to engage in collaboration, and to work through process-intensive interdisciplinary projects focusing on current events and social issues.
5. Demonstrate experimentation, self-reliance and cooperative learning in mastering tools and technologies central to professional practice, as needed to solve their design problems.
6. Develop competencies in communication and presentation necessary to engage in professional practice and to advance their careers.

Art, Web Design & Media Arts

1. Construct visual responses to a wide range of design problems, demonstrating their understanding of hierarchy, typography, aesthetics and composition.
2. Demonstrate their knowledge of the processes involved in creating user-centered communication and environments, including researching, using scenarios and personas, analyzing, generating solutions, storyboarding, user testing and evaluating outcomes.
3. Explore narrative and other information structures for organizing content in interactive media in order to be responsive to technological and social requirements of their audience.
4. Synthesize their abilities in drawing, design, analysis, art history, and technology and apply this skill-set to creating and evaluating visual design.
5. Demonstrate experimentation, self-reliance and cooperative learning in mastering tools and technologies central to professional practice, as needed to solve their design problems.
6. Develop competencies in communication and presentation necessary to engage in professional practice and to advance their careers.

Communication

1. Explain fundamental theoretical concepts related to human communication.
2. Apply fundamental theoretical concepts to specific contexts to help achieve effective communication.

3. Identify key figures and events related to the development of major mass media and emerging new media.
4. Explain the potential effects of media on an increasingly diverse society.
5. Demonstrate oral, written and mediated communication skills.
6. Explain ethical issues related to interpersonal, intercultural, group, organizational and public communication and create strategies to help address some of those issues.
7. Research a communication-related career that matches their skill set and/or interests in this rapidly-changing field.

Deaf Studies, Speech to Text Support Services

1. Engage in ASL conversations with native and non-native users.
2. Demonstrate cultural competency in the Deaf-World.
3. Promote Deaf ways of being, thinking and knowing.
4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary issues to new learning situations, social or workplace settings and/or activism.
5. Demonstrate beginning C-Print™ knowledge and skills necessary for immediate entry into the C-Print™ workforce.

Deaf Studies, Deaf Studies - Education Option

1. Engage in ASL conversations with native and non-native users.
2. Demonstrate cultural competency in the Deaf-World.
3. Promote Deaf ways of being, thinking and knowing.
4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary issues to new learning situations, social or workplace settings and/or activism.
5. Demonstrate beginning Education knowledge and skills necessary for transfer or entry level position in workforce.

Deaf Studies, Deaf Studies - Human Services

1. Engage in ASL conversations with native and non-native users.
2. Demonstrate cultural competency in the Deaf-World.
3. Promote Deaf ways of being, thinking and knowing.
4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary

issues to new learning situations, social or workplace settings and/or activism.

5. Demonstrate beginning Human Services knowledge and skills necessary for transfer or entry level position in the workforce.

Deaf Studies, Interpreter

1. Engage in ASL conversations with native and non-native users.
2. Demonstrate cultural competency in the Deaf-World.
3. Promote Deaf ways of being, thinking and knowing.
4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary issues to new learning situations, social or workplace settings and/or activism.
5. Demonstrate beginning Interpreter knowledge and skills necessary for transfer.

Deaf Studies Transfer

1. Engage in ASL conversations with native and non-native users.
2. Demonstrate cultural competency in the Deaf-World.
3. Promote Deaf ways of being, thinking and knowing.
4. Apply knowledge of American Sign Language, Deaf culture, Deaf people, Deaf history and contemporary issues to new learning situations, social or workplace settings and/or activism.

Early Childhood Education

1. Demonstrate ability to work professionally and ethically as a teacher of young children (including school age) of families of diverse backgrounds.
2. Plan and implement developmentally appropriate learning activities for all children.
3. Implement effective written, oral, verbal and non-verbal communication with children, peer, and other colleagues.

Early Childhood Education, Early Childhood Education - Direct Transfer

1. Apply basic principles of child development and learning in children (Preschool through Grade 2) in the role of intern at a participating elementary school.
2. Implement effective communication skills with young children, teachers, faculty supervisors, peer, and other personnel.
3. Utilize and integrate documentation skills as applied to environment and observation of children.
4. Demonstrate self-reflective skills in becoming an educator of young children.

Elementary Education

1. Demonstrate core competencies in reading and writing.
2. Apply child development and learning theory to actual classroom practice.
3. Identify, use, and appropriately document professional resources.
4. Practice self-reflection as a future teacher.

General Studies

1. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.
2. Communicate clearly and effectively utilizing written and verbal communication techniques.
3. Identify, understand, and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen.
4. Use historical factual information to understand the current world, and develop an ability to consider issues from a global perspective.
5. Understand how individuals interact among groups; and develop an understanding of the beliefs, values, traditions, and practices of people from other cultures.
6. Analyze critically science-based issues in contemporary society.

General Studies, MassTransfer

1. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.
2. Communicate clearly and effectively utilizing written and verbal communication techniques.
3. Identify, understand, and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen.
4. Use historical factual information to understand the current world, and develop an ability to consider issues from a global perspective.
5. Understand how individuals interact among groups; and develop an understanding of the beliefs, values, traditions, and practices of people from other cultures.
6. Analyze critically science-based issues in contemporary society.

Liberal Arts & Sciences, Humanities

1. Transfer to a wide variety of public and private baccalaureate programs with junior status.
2. Identify and pursue their interests in literature, foreign language or other humanities majors .

3. Understand the basic content and methodology of science, social sciences, mathematics, humanities and the arts.
4. Acquire skills to be productive and lifelong learners, including abilities in oral and written communication, information literacy, critical and creative thinking, and technical competency.
5. Develop qualities of an ethical individual and responsible citizen, including a sensitivity to and respect for cultural diversity.

Liberal Arts & Sciences, Professional Option

1. Transfer to a wide variety of public and private baccalaureate programs with junior status.
2. Identify and pursue their interests in a specific liberal arts and science major.
3. Understand the basic content and methodology of science, social sciences, mathematics, humanities and the arts.
4. Acquire skills to be productive and lifelong learners, including abilities in oral and written communication, information literacy, critical and creative thinking, and technical competency.
5. Develop qualities of an ethical individual and responsible citizen, including a sensitivity to and respect for cultural diversity.

Liberal Arts & Sciences, Theatre

1. Explain all aspects of theater production
2. Analyze and interpret plays from the director's perspective
3. Describe the contribution of performers, director, writer, and audience to the historical development of theater and drama
4. Practice the collaborative teamwork required for successful theatrical productions
5. Perform as actors in theatrical stage productions
6. Create both individual and group performances
7. Practice acting, vocal, and movement techniques
8. Analyze and interpret plays from a performer's perspective

Division 2 {II }Behavioral and Social Sciences

Criminal Justice

1. Explain the principles, theories, and practices of the Criminal Justice System.

2. Explain the importance of ethics and ethical behavior as they pertain to the administration of justice.
3. Apply important state, federal, and United States Supreme Court decisions to the administration of justice.
4. Practice effective oral and written communication as they pertain to the administration of justice.
5. Locate and critically analyze information from both academic and professional sources.

Criminal Justice Transfer

1. Explain the principles, theories, and practices of the Criminal Justice system.
2. Explain the importance of ethics and ethical behavior as they pertain to the administration of justice.
3. Apply important state, federal, and United States Supreme Court decisions to the administration of justice.
4. Practice effective oral and written communication as it pertain to the administration of justice.
5. Locate and critically analyze information from both academic and professional sources.

Culinary Arts, Baking and Pastry

1. Research and develop a complete bakery products menu to accompany a multi-course meal, both individually and cooperatively.
2. Pass the ServSafe national certification exam and maintain current certification thru graduation.
3. Create a Personal Portfolio that documents recipes, menus, and photos of their work.
4. Prepare, to acceptable industry standards, a variety bread, pastry and decorative items, in a safe and sanitary manner, in a variety of bakeshop settings.

Culinary Arts

1. Research and develop a complete menu for a multi-course meal, both individually and cooperatively.
2. Pass the TIPS and the ServSafe national certification exams and maintain current certification thru graduation.
3. Create a Personal Portfolio that documents recipes, menus, and photos of their work.
4. Prepare foods in a safe and sanitary manner, to acceptable industry standards, in a variety of kitchen settings.
5. Demonstrate, to acceptable industry standards, the ability to work in a variety of positions in the “front of the house.”

6. Apply principles of nutrition in achieving food service and dietary goals.

Human Services

1. Describe the current state of the American social welfare system and its significant historical antecedents.
2. Critically examine and explain their personal values and perceptions of various disadvantaged and/or underserved populations.
3. Practice and critique effective helping skills that form the foundation of a successful helping relationship.
4. Integrate classroom-based academic knowledge with practical, real-world applications in a supervised agency internship.
5. Continually build and improve students’ oral and written communication skills as they relate to developing successful helping relationships.

Office Administration, Legal Administrative Assistant

1. Keyboard at an average minimum rate of 40 words per minute based on the average of five 5-minute timings with no more than five errors while using correct keyboarding technique.
2. Demonstrate proofreading and text editing skills to include formatting, spelling, confusing words, punctuation, grammar, numbers, capitalization, possessives, and clear/concise writing.
3. Explain the use of the Microsoft Office suite of programs and other legal specialty software in law office management and in the production of legal materials.
4. Prepare a variety of court and non-court legal documents from hard copy or voice recording using the most appropriate software.
5. Explain the role and importance of ethical standards for attorneys and legal office professionals and sanctions for violations.
6. Demonstrate the ability to perform the basic duties of a legal administrative assistant/legal secretary.

Paralegal Studies

1. Conduct legal research and prepare memoranda of law.
2. Use technology to assist with all areas of law office management.
3. Draft legal documents, correspondence, and pleadings.
4. Conduct interviews of clients and witnesses while adhering to ethical guidelines.

5. Attend execution of wills, real estate closings, depositions, court or administrative hearings, and/or trials with the attorney to facilitate document control and management.
6. Summarize depositions and interrogatories, prepare exhibits, and manage trial notebooks.
7. Maintain and organize files and calendars.

Division 3 {III }Business and Information Management

Business Administration, Accounting

1. Analyze, calculate, interpret, and report financial information accurately and in a timely manner.
2. Demonstrate proficiency in both manual and automated accounting systems.
3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
9. Operate in teams and/or matrix organizational settings.
10. Utilize business and financial software.
11. Demonstrate leadership in a wide variety of organizations.
12. Develop a professional growth plan for lifelong learning.

Business Administration

1. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
2. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

3. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
4. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
5. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
6. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
7. Operate in teams and/or matrix organizational settings.
8. Utilize business and financial software.
9. Demonstrate leadership in a wide variety of organizations.
10. Develop a professional growth plan for lifelong learning.

Business Administration, Casino Operations and Gaming Services

1. Describe how table games are played and the importance they have on revenue and profits.
2. Describe the social implications of gaming for individuals and communities.
3. Explain the factors involved in loss prevention.
4. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
5. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
6. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
7. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
8. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
9. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
10. Operate in teams and/or matrix organizational settings.
11. Utilize business and financial software.
12. Demonstrate leadership in a wide variety of organizations.

13. Develop a professional growth plan for lifelong learning.

Business Administration, Entrepreneurship

1. Describe the components of a resource management program.
2. Explain the policy considerations necessary for effective personnel practices.
3. Describe procurement functions and the responsibilities of purchasing personnel.
4. Explain the characteristics of a successful new business enterprise.
5. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
6. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
7. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
8. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
9. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
10. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
11. Operate in teams and/or matrix organizational settings.
12. Utilize business and financial software.
13. Demonstrate leadership in a wide variety of organizations.
14. Develop a professional growth plan for lifelong learning.

Business Administration, Financial Services - Banking

1. Describe the components of banking operations.
2. Explain the fundamental legal issues of real estate lending.
3. Describe the fundamental operations of commercial banking.
4. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

5. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
6. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
7. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
8. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
9. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
10. Operate in teams and/or matrix organizational settings.
11. Utilize business and financial software.
12. Demonstrate leadership in a wide variety of organizations.
13. Develop a professional growth plan for lifelong learning.

Business Administration, Financial Services - Financial Management

1. Describe federal taxation formats, policies, and procedures for individuals and corporations.
2. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
3. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
4. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
5. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
6. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
7. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
8. Operate in teams and/or matrix organizational settings.
9. Utilize business and financial software.
10. Demonstrate leadership in a wide variety of organizations.

11. Develop a professional growth plan for lifelong learning.

Business Administration, Financial Services - Real Estate and Insurance

1. Describe types and organizations of insurance companies, claims adjustment, and risk management.
2. Explain the fundamentals of real estate ownership, development, and transactions.
3. Describe the legal and financial aspects of real estate brokerage operations, licensing laws, and contractual issues.
4. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
5. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
6. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
7. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
8. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
9. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
10. Operate in teams and/or matrix organizational settings.
11. Utilize business and financial software.
12. Demonstrate leadership in a wide variety of organizations.
13. Develop a professional growth plan for lifelong learning.

Business Administration, General Management

1. Explain the management of a successful new business enterprise.
2. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
3. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.

4. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
5. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
6. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
7. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
8. Operate in teams and/or matrix organizational settings.
9. Utilize business and financial software.
10. Demonstrate leadership in a wide variety of organizations.
11. Develop a professional growth plan for lifelong learning.

Business Administration, Leisure Services Management - Geotourism Destination Management

1. Explain the relationship between geotourism and sustainable community development.
2. Describe environmentally and socially responsible tourism strategies and innovations.
3. Assess the potential, costs, and benefits of a geotourism program.
4. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
5. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
6. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
7. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
8. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
9. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
10. Operate in teams and/or matrix organizational settings.
11. Utilize business and financial software.

12. Demonstrate leadership in a wide variety of organizations.
13. Develop a professional growth plan for lifelong learning.

Business Administration, Leisure Services Management - Sport

1. Describe sports as a cultural phenomenon and the relationship between sports and the economy.
2. Explain the process of sport facility design and issues associated with sport facility management.
3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
9. Operate in teams and/or matrix organizational settings.
10. Utilize business and financial software.
11. Demonstrate leadership in a wide variety of organizations.
12. Develop a professional growth plan for lifelong learning.

Business Administration, Leisure Services Management - Tourism

1. Assess the potential, costs, and benefits of tourism operations.
2. Describe the operation and evaluation of tour planning, destination, planning, and meeting/convention planning.
3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.

4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
9. Operate in teams and/or matrix organizational settings.
10. Utilize business and financial software.
11. Demonstrate leadership in a wide variety of organizations.
12. Develop a professional growth plan for lifelong learning.

Business Administration, Marketing Management

1. Explain sales principles, sales analysis and planning, and sales force management.
2. Describe the fundamental principles of advertising, as well as planning, preparation, and evaluation of advertising.
3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
9. Operate in teams and/or matrix organizational settings.
10. Utilize business and financial software.

11. Demonstrate leadership in a wide variety of organizations.
12. Develop a professional growth plan for lifelong learning.

Business Administration, Retail Management

1. Explain the design, implementation, and assessment of retailing strategies based on consumer needs and market changes.
2. Describe the process of conceiving, producing, and selling fashion products for in-store and on-line retailing.
3. Explain how factors of culture, economics, legal requirements, political activity, technology, the internet and the news media affect the operation of organizations in a global environment.
4. Demonstrate the skills needed to develop ideas and make decisions based on ethics, proper research, analysis, and critical thinking.
5. Describe the key actions to be taken to effectively and efficiently utilize organizational resources to achieve stated purpose and goals.
6. Describe the actions taken to acquire and retain customers; produce goods and services; and measure/track financial performance.
7. Explain how the United States banking system and financial markets are structured and operate to facilitate organizational and personal financial management.
8. Demonstrate the interpersonal skills to communicate effectively, both orally and in writing.
9. Operate in teams and/or matrix organizational settings.
10. Utilize business and financial software.
11. Demonstrate leadership in a wide variety of organizations.
12. Develop a professional growth plan for lifelong learning.

Computer Information Systems, Business Information

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet specified needs.
3. Assemble a broad based knowledge that will allow them to work effectively in the computing field both with a variety of applications.

4. Develop the ability to develop web sites, databases and scripts and/or programs for use in a business environment.
5. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.
6. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Computer Forensics

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.
3. Conduct effective data collection and analysis that can be used as evidence in court.
4. Assemble a broad based knowledge that will allow them to work effectively in the computing field.
5. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.
6. Communicate effectively to convey technical information to the groups they support and to understand their needs.
7. Explore and develop an ethical value structure and will be able to apply that structure to problem solving and actions.

Computer Information Systems, Computer Networking

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.
3. Install, configure, secure, troubleshoot and administer server and client systems in a mixed network environment.
4. Assemble a broad based knowledge that will allow them to work effectively in the computing field.
5. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

6. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Computer Programming

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.
3. Design, develop, test and debug computer programs written in a variety of languages to effectively solve problems.
4. Analyze, evaluate and revise computer programs written by someone else.
5. Construct effective data storage that can be accessed, manipulated and updated correctly.
6. Assemble a broad based knowledge that will allow them to work effectively in the computing field and to write, edit and modify computer programs.
7. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.
8. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Computer Science

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Understand design trade-offs between different computing machines.
3. Understand user interface design and software prototyping.
4. Gain experience using state of the art tools and development environments supporting the development cycle of a working software system.
5. Design, develop, test and document computer programs to effectively solve problems.
6. Analyze, evaluate, and revise computer programs written by someone else.
7. Assemble a broad based knowledge that will allow them to work effectively in a computing field.

8. Communicate effectively as a team of developers and exchange ideas while working together on a semester-long project.

9. Explore and develop an ethical value structure and apply this experience in problem solving and actions.

Computer Information Systems, Computer Security

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Install, configure, troubleshoot and administer security software on servers, routers and client devices.
3. Designing security infrastructure for computer networks and systems.
4. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.
5. Install, configure, secure, troubleshoot and administer server and client systems in a mixed network environment.
6. Assemble a broad based knowledge that will allow them to work effectively in the computing field.
7. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.
8. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Game Development - Game Creation

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs
3. Define and develop a game from concept and implement the game during the capstone course.
4. Acquire the skills needed to implement all of the necessary assets for a game ie music, sound, levels, programming, design.
5. Assemble a broad based knowledge that will allow them to work effectively in the computing field.
6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.

7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Game Development - Game Programming

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs
3. Define and develop a game from concept and implement the game during the capstone course.
4. Acquire the skills needed to implement all of the necessary assets for a game ie music, sound, levels, programming, design.
5. Assemble a broad based knowledge that will allow them to work effectively in the computing field.
6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.
7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Information Systems

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.
3. Design, develop, test and debug computer programs to effectively solve problems.
4. Construct effective data storage that can be accessed, manipulated and updated correctly.
5. Assemble a broad based knowledge that will allow them to work effectively in the computing field and to write, edit and modify computer programs.
6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.
7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Multimedia and Internet

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.
3. Understand and apply basic design concepts at a level appropriate to application in the business setting.
4. Master a variety of multimedia production software.
5. Assemble a broad based knowledge that will allow them to work effectively in the computing field.
6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.
7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Computer Information Systems, Webmaster

1. Apply the general rules of critical analysis and deductive reasoning to logically solve specific problems and to evaluate the results to determine if they are logically sound.
2. Determine information needs, evaluate reliability of sources, access the information, decide its relevance and assemble it to meet their needs.
3. Design, develop, test and debug web sites written in a variety of languages to effectively present on line information.
4. Construct effective data storage that can be accessed, manipulated and updated correctly to back up a web site.
5. Assemble a broad based knowledge that will allow them to work effectively in the computing field.
6. Demonstrate an understanding of today's computer environment, be able to appraise changes and will be able to acquire the knowledge and skills to adapt.
7. Communicate effectively to convey technical information to the groups they support and to understand their needs.

Office Administration, Executive Administrative

1. Create commonly used business documents using the Microsoft Office suite programs.
2. Organize and manage the operations of an office in a diverse, stressful, and ever-changing environment.

3. Communicate clearly and effectively utilizing verbal and written communication techniques appropriate for office professionals.
4. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.

Division 4 {IV }Health Sciences

Clinical Laboratory Science

1. Collect, process, and generate accession numbers for laboratory specimens.
2. Perform routine clinical laboratory tests ranging from waived and point-of-care to complex testing in all major areas of the clinical laboratory.
3. Make specimen-oriented decisions based on predetermined criteria and critical values.
4. Retrieve results and follow laboratory reporting protocol.

Complementary Healthcare

1. Students will apply advanced skill in assessment and technique in therapeutic massage practice.
2. Students will discern and manage the ethical issues of Therapeutic Massage practice in a rapidly changing environment.
3. Students will contribute to improving the knowledge, skills, and values of the profession of massage therapy and assume the responsibility for lifelong learning.
4. Students will demonstrate entry-level knowledge of anatomy/physiology, kinesiology and pathology and communicate effectively with other health care professionals.

Dental Hygiene

1. Discern and manage ethical issues of dental hygiene practice in a rapidly changing environment.
2. Acquire and synthesize information in a critical, scientific, and effective manner.
3. Contribute to improving the knowledge, skills, and values of the profession.
4. Provide planned educational services using appropriate interpersonal communication skills and educational strategies to promote optimal health.
5. Initiate and assume responsibility for health promotion and disease prevention activities for diverse populations.
6. Systematically collect, analyze, and accurately record baseline data on the general, oral, and psychosocial

health status of patients using methods consistent with medico-legal principles.

7. Discuss the condition of the oral cavity, identify actual and potential problems, etiological and contributing factors, and available treatments.
8. Provide treatment that includes preventive and therapeutic services designed to achieve and maintain oral health and assist the patient in achieving oral health goals.
9. Evaluate the effectiveness of planned clinical and educational services and modify as necessary.

General Studies, Health Sciences

1. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.
2. Communicate clearly and effectively utilizing written and verbal communication techniques.
3. Identify, understand, and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen.
4. Use historical factual information to understand the current world, and develop an ability to consider issues from a global perspective.
5. Understand how individuals interact among groups; and develop an understanding of the beliefs, values, traditions, and practices of people from other cultures.
6. Describe the major body systems and explain their functions; use medical language to communicate effectively within the healthcare delivery system.

Healthcare Information

1. Students will collect and maintain health data, conduct analysis to ensure health record supports patient continuity of care, and apply policies and procedures to ensure the accuracy of health data.
2. Students will apply policies and procedures to ensure organizational compliance with regulations and standards and report compliance by maintaining the accuracy and completeness of the patient record as defined by organizational policy as well as external regulations and standards

Nursing

1. Applies concepts and principles from nursing, from the physical and behavioral/social sciences, and from general education (humanities, math and history) in analyzing data and making judgments in the practice of nursing.
2. Provides care to patients throughout the life span by applying the nursing process in assisting the patient to

maintain or regain homeostasis when threatened by common health problems.

3. Utilizes verbal and nonverbal modalities to communicate with patients, families, significant others, and health team members.
4. Provides patient teaching by assessing the need for information, implementing short-range teaching plans, and evaluating the patient's response.
5. Manages care for a group of patients in a structured setting by prioritizing care and by utilizing the skills of other health team members.
6. Functions as a member within the discipline of nursing by practicing legally and ethically and by selecting resources and activities for continued development in the nurse role.

Occupational Therapy Assistant

1. Demonstrate entry-level competence as a generalist occupational therapy assistant in settings where occupational therapy is currently practiced and where it is emerging as a service.
2. Articulate and apply occupational therapy principles and interventions to achieve expected outcomes as related to occupation.
3. Apply the ethical standards, values, and attitudes of the occupational therapy profession.
4. Demonstrate professional values, attitudes and behavior.
5. Demonstrate sensitivity to factors of culture and diversity in the delivery of OT services.
6. Demonstrate commitment to lifelong learning and continuing professional development.
7. Demonstrate commitment to currency in best practice.
8. Distinguish the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.
9. Advocate as a professional for the occupational therapy services offered and for the recipients of those services.

Office Administration, Medical Administrative Assistant

1. Apply organizational skills in managing the operations of any office in a diverse, stressful and ever-changing environment.
2. Communicate clearly and effectively utilizing written and verbal communication techniques appropriate for office professionals.
3. Work effectively as a team player in a diverse work group.

4. Apply computer skills to office tasks using a variety of business-related software and hardware.
5. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling and punctuation.
6. Practice effective listening skills, follow oral/written instructions, learn how to take the initiative, work independently, and offer alternative solutions where applicable.
7. Display professional traits such as dependability, flexibility and adaptability, a positive attitude, professional appearance, punctuality/attendance, responsibility/accountability, and sound judgment.

Division 5 {V }Mathematics, Science, and Engineering

Engineering Technology, Architectural and Structural Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.
2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.
3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.
4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.
5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.
6. Apply computer-aided design, structural, surveying and geotechnical principles to analyze and design simple structures.

Engineering Technology, Automation Technology

1. Utilize common professional office software programs to effectively present, analyze and communicate Engineering projects and ideas.
2. Effectively create and read professional engineering drawings & sketches in both 2-D and 3-D of simple & complex models and assemblies per ASME & ANSI Standards.
3. Safely and accurately operate several manual and automated machine tools. Create and perform setup procedures.

4. Select tooling based on material requirements and drawing specifications.
5. Perform systematic trouble shooting and diagnostic skills in defining and solving automation problems.
6. Implement programming principles to create machining codes using standard G&M codes and create automation programming ladders utilizing Allen Bradley Formats.

Engineering Technology, Biomanufacturing Technology

1. Utilize common professional office software programs to effectively present, analyze and communicate Engineering projects and ideas.
2. Students will employ computers and automated equipment while working in a laboratory environment in biomanufacturing, bioprocessing or pharmaceutical manufacturing
3. Students will analyze technical problems and assess possible solutions based on theories and applications in the fields of biology, chemistry and engineering.
4. Students will demonstrate lab skills for entry-level biotech positions, including setting up sample analysis, maintaining automated instruments, and preparing materials for research scientists.
5. Graduates will apply skills as biotechnician in gene manipulation, biotechnological applications in medicine, forensics, and industry, bioethics, and biological risk assessment.
6. Students will use methods of identification, sources and modes of infection, inhibition and control of growth and principles of sanitation.
7. Students will prepare measurements and dimensional analysis of chemical substances per formulas, chemical equations and apply stoichiometry, thermochemistry principles.

Engineering Technology, Civil Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.
2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.
3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.
4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.

5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.
6. Apply computer-aided design, construction, structural, surveying and geotechnical principles to analyze and design civil engineering projects.

Engineering Technology, Electro-Mechanical Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.
2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.
3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.
4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.
5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.

Engineering Technology, Electronics Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.
2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.
3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.
4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.
5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.
6. Apply circuit principles, simulation software such as Multisim, and test equipments to measure, trouble shoot, analyze and design simple electrical circuits.

Engineering Technology, Environmental Technology

1. Apply principles of mathematics, biology, chemistry, sampling, Geographic Information Systems, and hazardous materials to the operation of environmental facilities and the analysis of environmental problems.

2. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.
3. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.
4. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.
5. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.
6. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.

Engineering Technology, Marine Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.
2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.
3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.
4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.
5. Demonstrate knowledge of computer hardware, software, and operating systems and effectively utilize the Internet and discipline related software packages.
6. Apply the principles of marine electronics, engine repair, materials science, marine systems, marine safety, and /or statistics, marine biology, fisheries technologies to the maintenance and management of pleasure and commercial vessels and facilities and/or to the monitoring of Atlantic fish stock.

Engineering Technology, Mechanical Technology

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.
2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.

3. Exhibit an understanding of mathematics-based logical arguments and quantitative reasoning and utilize this understanding to validate relationships and processes.
4. Interpret scientific principles and apply the methodology of scientific inquiry to analyze problems.
5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.
6. Apply computer-aided design, materials science, electrical, fluidic and mechanics principles to analyze, design, build and troubleshoot mechanisms and machines.

Engineering Transfer, Engineering Science

1. Identify, critically analyze, and ethically evaluate problems from a variety of perspectives, interpret data, and research and develop solutions.
2. Utilize the English language to communicate and interact effectively, in both written and oral formats, to a variety of individuals and diverse groups of human beings.
3. Exhibit an understanding of calculus-based logical arguments and quantitative applications to verify the validity of a variety of relationships and processes.
4. Interpret scientific principles, particularly in chemistry and physics, and apply the methodology of scientific inquiry to analyze problems.
5. Demonstrate knowledge of computer hardware, software and operating systems and effectively utilize the Internet and discipline related software packages.
6. The following goals are specific to the main areas of concentration within the Transfer Program:
7. Civil Engineering Transfer students should demonstrate a thorough understanding of civil drafting and design principles and basic electrical theories, and should be able to apply surveying principles and effectively utilize surveying equipment in a variety of applications.
8. Electrical and Computer Engineering Transfer students should demonstrate a thorough understanding of electrical circuits and computer programming fundamentals, and should be able to utilize electrical engineering principles to design, build, and troubleshoot electrical equipment.
9. Mechanical Engineering Transfer students should demonstrate a thorough understanding of advanced computer-aided design principles, and engineering material science fundamentals, and should be able to utilize electrical engineering principles to design, build, and troubleshoot electrical/electronic equipment.

Fire Science Technology

1. Describe the history and principles of the fire service.
2. Provide an in-depth analysis of the principles of firefighting through the utilization of personnel, equipment, and extinguishing agents on the fire ground.
3. Demonstrate a knowledge and understanding of building construction practices, fire prevention codes and ordinances, fire ground water supply, and the incident command system.
4. Apply the principles of supervision and management necessary for leadership and administration in the fire service.
5. Demonstrate the ability to formulate pre-fire plans.
6. Identify and describe the different automatic fire alarm and extinguishing systems.

General Studies, Sustainable Agriculture

1. Students will gain an understanding of the current social, economic and technical challenges and opportunities in sustainable food production.
2. Develop an appreciation for the impacts of agricultural on natural resources, energy, environment, and climate change and some solutions for these issues.
3. Understand and apply scientific concepts and practices based on the scientific method and laboratory methods.
4. Become familiar with diverse field, nursery, and processing equipment, sampling techniques, and related data compilation and analysis.
5. Understand the scientific principles regarding soil physics, chemistry, and biology as it relates to fertility management, plant health, and food quality.
6. Develop a sound understanding of fundamental plant science, including taxonomy, physiology, plant propagation and horticultural practices as it applies to sustainable production.
7. Become familiar with crop protection using cultural, biological, and organic practices to prevent and manage weeds, diseases, and pests.
8. Learn how to effectively plan agricultural production and rotation systems, maintain and use records, crop enterprise budgets for decision making in agricultural production and marketing.

General Studies, Technical Studies

1. Create accurate written communications applying correct sentence structure, grammar, word usage, spelling, and punctuation.
2. Communicate clearly and effectively utilizing written and verbal communication techniques.

3. Identify, understand, and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen.
4. Use historical factual information to understand the current world, and develop an ability to consider issues from a global perspective.
5. Understand how individuals interact among groups; and develop an understanding of the beliefs, values, traditions, and practices of people from other cultures.
6. Analyze critically science-based issues in contemporary society.

Liberal Arts & Sciences, Biotechnology/Biomedical

(see page 85 for program coordinator)

Liberal Arts & Sciences, Environmental Science

1. Demonstrate an understanding of the levels of evidence behind scientific hypotheses, theories and principles.
2. Demonstrate proper usage of scientific methods for analyzing and interpreting data obtained from satellite images, archived data sets and/or in class lab experiments.
3. Analyze topics of interest in Environmental Science by designing and carrying out literature searches using tools introduced in BCC Science Courses.
4. Utilize appropriate mathematical skills to analyze data sets in the Sciences and in related areas of study.
5. Demonstrate an appropriate understanding of physical science phenomena and as they are applied to the field of Environmental Science.
6. Display proper usage of English composition and grammar as applied to writing assignments appropriate to the field.
7. Demonstrate the use of technical, computer-based and laboratory skills to describe and analyze scientific data.
8. Demonstrate an understanding of the multicultural nature of the study of scientific phenomena in a global community in which scientists of many nationalities and backgrounds must interact in meaningful ways in order to interpret and analyze scientific data and reports.
9. Properly interpret the role of science in a historical perspective, as well as a tool for improving the technological future of mankind.
10. Demonstrate the ability to present and defend scientific data and theories orally or in written form to peers in the scientific community.

Liberal Arts & Sciences, Math and Science Option

1. Transfer to a wide variety of public and private baccalaureate programs with junior status.
2. Identify and pursue their interests in mathematics or a natural or physical science major.
3. Understand the basic content and methodology of science, social sciences, mathematics, humanities and the arts.
4. Acquire skills to be productive and lifelong learners, including abilities in oral and written communication, information literacy, critical and creative thinking, and technical competency.
5. Develop qualities of an ethical individual and responsible citizen, including a sensitivity to and respect for cultural diversity.

Division of Developmental Education

General Studies Prep, Career Prep

1. Develop a foundation on which to build college success.
2. Complete developmental coursework.
3. Prepare for successful transfer to selected BCC career program.

General Studies Prep, English as a Second Language

1. Improve English skills in conversation, grammar, reading and writing.
2. Build a strong foundation in the academic use of the English Language.
3. Prepare students to continue their college studies in the program of their choice.
4. Enjoy the campus community by participating in the International Club.

General Studies Prep

1. Develop a foundation on which to build college success.
2. Complete developmental coursework.
3. Prepare for successful transfer to desired BCC program.

GENERAL EDUCATION COMPETENCY COURSES

The following is a list of categories and courses which fulfill the College's General Education requirements. In some cases, competencies may also be infused in program areas. Refer to Academic Information for a description of General Education. See Course Descriptions. A general education competency that is "infused" means that it is addressed in many courses throughout the program requirements. The courses listed for each competency are examples of ways to meet general education. Speak with an advisor for more information.

1.0 CRITICAL ANALYSIS

Students will develop the ability to:

1. Identify and summarize the problem/question at issue (and/or the source's position)
2. State their own perspectives and positions as they relate to analyses of the problem/question at issue
3. Identify and explain others' salient perspectives and positions important to the problem/question at issue
4. Identify and assess the key assumptions that underlie the issue or position
5. Identify and assess the quality of supporting data/evidence and provide additional relevant data
6. Identify and describe the influence of context on the problem/question at issue
7. Identify and assess conclusions, implications, and consequences

THESE COURSES FULFILL THE GENERAL COMPETENCY REQUIREMENTS

Courses

ART 101	Visual Art Colloquium	1
CIS 105	Hardware Fundamentals	1
CIS 112	Advanced Business Information Systems	3
CIS 120	Programming: Logic, Design and Implementation	3
CIS 121	Operating Systems	3
CIS 122	Internet Developer	3
CIS 123	Object-Oriented Concepts	3
CIS 131	Windows Server Administration I	3
CIS 132	Introduction to UNIX/Linux and Shell Programming	3
CIS 150	Oracle and SQL	3
CIS 152	Database Programming and Management with Access	3
CIS 154	Introduction to Programming (COBOL)	3

CIS 155	Introduction to C++ Programming	3
CIS 156	Visual Basic	3
CIS 157	Object-Oriented JAVA Programming I	4
CIS 159	MySQL and PHP	3
CIS 160	The Microcomputer Environment	3
CIS 161	Database Design	3
CIS 166	Oracle with Forms and Reports	3
CIS 182	Advanced Topics in CIS	3
CIS 250	Interactive Websites	3
CIS 254	Advanced COBOL	3
CIS 255	C++ Object Oriented Programming	3
CIS 256	Advanced Visual Basic	3
CIS 257	Object-Oriented JAVA Programming II	4
CIS 258	Advanced Interactive Programming	3
CIS 271	Network Installation and Configuration Seminar	4
CIS 272	Program Development Seminar	3
CIT 143	Programming for Game Developers I	3
CIT 242	Programming for Game Developers II	3
CIT 274	Security Seminar	4
CIT 275	Computer Forensics Seminar	4
COM 120	Argumentation and Debate	3
CSS 101	College Success Seminar	1
DST 101	Introduction to Deaf Studies	3
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3
PSY 165	Psychology of Learning, Motivation, and Achievement	3
RDG 101	Critical Reading and Thinking: Interdisciplinary and Intercultural Perspectives	3

2.1 WRITTEN COMMUNICATION

Students will develop the ability to:

1. Use language that is precise, clear, and reflective of standard, academic English
2. Use written English in contextually appropriate ways, according to audience, purpose, and setting
3. Organize information and critical thought into coherent and unified documents, using appropriate formats

4. Select, evaluate, incorporate and document research effectively and ethically

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses		
ECE 112	Observing, Recording, and Analyzing Early Childhood Settings	3
ENG 101	Composition I: College Writing	3
ENG 102	Composition II: Writing about Literature	3

2.2 ORAL COMMUNICATION

As speakers, students will develop the ability to:

1. Articulate and promote ideas in a clear, organized manner that demonstrates critical analysis skills
2. Use language that is appropriate within and across cultures to address diverse audiences
3. Demonstrate nonverbal behavior that supports the verbal message
4. Employ media and technology if appropriate to the communication context
5. As active listeners, students will develop the ability to:
6. Maintain focus on the speaker's verbal and nonverbal messages
7. Listen respectfully and critically
8. Provide feedback based on interpretation and evaluation of the message

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses		
COM 101	Fundamentals of Public Speaking	3
COM 102	Advanced Public Speaking	3
COM 114	Professional Speaking	3
COM 120	Argumentation and Debate	3

COM 113, COM 118, and COM 160 (Early Childhood, Elementary Ed., Human Services only)

3.0 SCIENTIFIC REASONING AND DISCOVERY

Students will develop the ability to:

1. Apply the scientific method as used in the traditional sciences
2. Use basic scientific information as the foundation for the analysis of evidence and the methodology of scientific inquiry

3. Analyze critically science-based issues in contemporary society (scientific literacy)

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses		
AST 111	Introduction to Astronomy: The Solar System	4
AST 112	Introduction to Astronomy: Stars, Galaxies, and the Universe	4
BIO 110	Biology of Human Reproduction	3
BIO 111	General Biology I	4
BIO 115	Survey of Human Anatomy and Physiology	4
BIO 116	Physical Anthropology	3
BIO 117	Physiology of Wellness	3
BIO 121	Fundamentals of Biological Science I	4
BIO 122	Fundamentals of Biological Science II	4
BIO 126	Introduction to Biotechnology	3
BIO 129	Field Biology	4
BIO 130	The Biology and Behavior of Birds	4
BIO 154	Human Physiology	4
BIO 220	Introduction to Nutrition	3
BIO 232	Marine Biology	4
BIO 233	Human Anatomy and Physiology I	4
BIO 234	Human Anatomy and Physiology II	4
BIO 239	Elements of Microbiology	4
BIO 240	Cell Biology	4
BIO 241	Pathophysiology	3
CHM 111	General College Chemistry I	4
CHM 112	General College Chemistry II	4
CHM 113	Fundamentals of Chemistry I	4
CHM 114	Fundamentals of Chemistry II	4
CHM 115	Health Science Chemistry I	4
CHM 116	Health Science Chemistry II	4
CHM 120	Environmental Chemistry	4
CHM 225	Biochemistry	4
CHM 226	Chemistry of Nucleic Acids	4
EGR 113	Introduction to Robotics	4
EGR 141	Introduction to Environment	3
EGR 172	Material Science	4
GLG 101	Introduction to Physical Geology	4
OFP 114	Organic Farming Practices I	4
PHY 101	Technical Physics I	4
PHY 102	Technical Physics II	4
PHY 211	General Physics I	4
PHY 212	General Physics II	4
SCI 112	Principles of Ecology	4
SCI 113	Physical Science	4
SCI 115	Science and Care of Plants	4
SCI 116	The Chemistry of Fire Behavior and Combustion	4

SCI 117	History and Philosophy of Science	3
SCI 118	Science, Technology, and Society: A Chemical Perspective	4
SCI 119	Coastal Science	4
SCI 132	Aquaculture: Introduction to Principles and Practices	4
SCI 240	Introduction to Oceanography	4

4.0 QUANTITATIVE AND SYMBOLIC REASONING

Students will develop the ability to:

1. Use deductive thinking to solve mathematical problems and to determine the reasonableness of their results
2. Use a variety of problem-solving strategies that exhibit logical thinking
3. Communicate findings both in writing and orally using supportive mathematical language and symbolism with supporting data or graphs
4. Identify, understand and engage in mathematics as well as make well-founded mathematical judgments as a constructive, concerned, reflective citizen (quantitative literacy)

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

MTH 119	Fundamental Statistics	3
MTH 125	Modern College Mathematics	3
MTH 127	Mathematics for Elementary School Teachers I	3
MTH 128	Mathematics for Elementary School Teachers II	3
MTH 131	Elements of College Mathematics	3
MTH 132	Calculus with Applications	3
MTH 141	Technical Mathematics I	4
MTH 142	Technical Mathematics II	4
MTH 171	Precalculus - Functions	3
MTH 173	Trigonometry	3
MTH 214	Calculus I	4
MTH 215	Calculus II	4
MTH 243	Discrete Structures I	3
MTH 244	Discrete Structures II	3
MTH 251	Fundamental Business Statistics	3
MTH 252	Statistics for Decision Making	3
MTH 253	Calculus III	4
MTH 254	Ordinary Differential Equations	3

BUS 111 (Business Career, Culinary Arts, Office Admin only)

MTH 111 (FIR only)

5.1 HISTORIC AWARENESS

Students will develop the ability to:

1. Use historical factual information to understand the current world
2. Explain how values, belief systems, and institutions have evolved over time, and their significance and relationship to each other
3. Explain connections between human behaviors and consequences

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

DST 151	Deaf History	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Century Social History- 1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3

Art and Elementary Ed. excluded

5.2 GLOBAL AWARENESS

Students will develop the ability to:

1. Describe varied perspectives concerning current global issues.
2. Discuss issues from a global perspective rather than from a particular cultural perspective
3. Explain the connections between historical and recent events and current global situations
4. Explain the complex forces, divergent views and dynamics that contribute to modern world conditions

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ART 106	Survey of Art History II: Modern Art	3
BUS 260	International Business	3
COM 111	Mass Communication	3
ENG 251	World Literature I	3
ENG 252	World Literature II	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3

HST 114	United States History from 1877	3	ENG 257	Contemporary African-American Women's Writing	3
HST 226	Food in History	3	ENG 259	Native American Novels	3
HST 257	History of Modern East Asia (China and Japan)	3	ENG 261	Topics in English	3
MAN 290	Managing an Enterprise	3	ENG 276	Science Fiction Literature	3
MED 216	Medical Microbiology II	4	HST 113	United States History to 1877	3
PSY 271	Global Leadership	3	HST 114	United States History from 1877	3
SCI 117	History and Philosophy of Science	3	HST 252	African-American History	3
SOC 101	Principles of Sociology	3	HST 259	History of North American Indian Peoples	3
SOC 212	The Sociology of Social Problems	3	HST 261	Topics in History	3
SOC 216	Food, Famine, and Farming in the Global Village	3	HST 265	Immigration and Ethnicity in American History	3
SOC 226	Sustainability and Humankind's Future: Life on a Tough New Planet	3	HUM 159	Azorean Literature in Translation	3
SOC 252	The Sociology of Human Relations	3	HUM 252	Honors Study of Ethnic Cultures in Massachusetts	3
SSC 217	Technology and Society	3	HUM 254	Civil Rights and Women's Rights Movements: Made in Massachusetts	3

Art and Elementary Ed. excluded

5.3 MULTICULTURAL PERSPECTIVE

Students will develop the ability to:

1. Interact across cultures by exhibiting understanding of and respect for the beliefs, values, traditions, and practices of people from other cultures
2. Recognize and articulate the different assumptions, beliefs and perspectives of people from different cultural backgrounds
3. Appraise the impact of other cultures on the development of one's own ideas and beliefs
4. Explain the social and historical circumstances that form the basis of the beliefs, experiences and actions of culturally diverse groups
5. Demonstrate how differences in race, gender, religion, ethnicity, social class, disability, sexual orientation, and linguistic background contribute to the pervasive realities of stereotyping and discrimination

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

COM 160	Intercultural Communication	3
CRJ 219	Police and Community Relations	3
DST 110	Deaf Culture	3
ECE 111	Introduction to Early Childhood Education	3
ENG 217	Writings from the Margins of Contemporary American Literature	3
ENG 255	American Literature Precolonial to 1865	3
ENG 256	American Literature Post Civil War to Present	3

HUM 291	Honors Seminar in Postmodern Studies	3
PSY 261	Topics in Psychology	3
PSY 270	Sports Psychology: A Multicultural Approach	3
RDG 101	Critical Reading and Thinking: Interdisciplinary and Intercultural Perspectives	3
SER 101	Introduction to Social Welfare	3
SOC 256	Race Relations	3
SOC 257	Social Issues in Loss	3
SOC 261	Topics in Sociology - Diversity	3

5.4 SOCIAL PHENOMENON

Students will develop the ability to:

1. Describe forms of human interaction (social, political, economic, professional, personal and environmental)
2. Describe how individuals interact among groups
3. Explain principles of group behavior and social organizations and how power is wielded in society
4. Identify the responsibilities and rights of the individual in human society

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ANT 101	Social and Cultural Anthropology	3
ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
BIO 116	Physical Anthropology	3
CRJ 219	Police and Community Relations	3

CRJ 251	Criminology	3
DST 110	Deaf Culture	3
ECN 111	Principles of Economics-Macro	3
ECN 112	Principles of Economics-Micro	3
GVT 111	U.S. Government	3
GVT 112	Comparative Government	3
GVT 251	Urban Government and Politics	3
HST 111	The West and the World I	3
HST 112	The West and the World II	3
HST 113	United States History to 1877	3
HST 114	United States History from 1877	3
HST 115	Twentieth Century Social History-1919 to the Present	3
HST 116	American Foreign Policy-1898 to the Present	3
HST 220	Roots of Human Societies	3
HST 221	The People of the Middle Ages	3
HST 222	The Age of the Revolutions	3
HST 223	From the Industrial Age to the Information Age	3
HST 226	Food in History	3
HST 251	The Social History of American Women	3
HST 252	African-American History	3
HST 257	History of Modern East Asia (China and Japan)	3
HST 259	History of North American Indian Peoples	3
HST 265	Immigration and Ethnicity in American History	3
HST 266	Seminar on United States Government and Public History	3
PHL 101	Introduction to Philosophy	3
PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
PSY 101	General Psychology	3
PSY 168	Psychology of Work	3
PSY 254	Psychology of Personality	3
PSY 257	Social Psychology	3
PSY 259	Psychology of Personal Adjustment	3
PSY 271	Global Leadership	3
PSY 295	Honors Seminar in Community Leadership	3
SER 101	Introduction to Social Welfare	3
SOC 101	Principles of Sociology	3
SOC 212	The Sociology of Social Problems	3
SOC 252	The Sociology of Human Relations	3
SOC 256	Race Relations	3
SOC 258	Topics in Sociology	3

6.0 HUMANITIES

Students will develop the ability to:

1. Appraise the philosophical, literary, aesthetic, and/or cultural contributions and expressions of human beings
2. Think critically and imaginatively about the human experience as it applies to their own experiences
3. Create, interpret and/or evaluate visual, verbal, and artistic communication
4. Utilize a rigorous, systematic approach to the exploration of the value, purpose, and meaning of the human condition

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses		
ARC 201	Introduction to American Architecture	3
ART 105	Survey of Art History I: Ancient through Renaissance Art	3
ART 106	Survey of Art History II: Modern Art	3
ART 111	Drawing I	3
ART 112	Drawing II	3
ART 121	Two-Dimensional Design	3
ART 122	Two-Dimensional Design II	3
ART 131	Three-Dimensional Design	3
ART 132	Three-Dimensional Design II	3
ART 140	Art Exploration	3
ART 151	Digital Photography	1
ART 205	Topics in Contemporary Art	3
ART 211	Drawing III	3
ART 216	Introduction to Illustration	3
ART 221	Painting I	3
ART 222	Painting II	3
ART 225	Working from the Landscape	3
ART 226	Printmaking: Relief	3
ART 227	Printmaking: Intaglio	3
ART 231	Sculpture	3
ART 240	Introduction to Visual Communication	3
ART 251	Photography II: Digital	3
ART 256	Photography I	3
ART 260	Computer Graphics	3
ART 261	Graphic Design I	3
ART 262	Graphic Design II	3
ART 266	Typography Design	3
ART 267	Publication Design	3
ART 271	Web Design I	3
ART 272	Web Design II	3
ART 273	Advanced Web Design Studio	3
ART 276	Multimedia Design	3
ART 280	Electronic Imaging	3
ART 281	Web Animation	3
ART 282	Character Animation	3
ART 285	Motion Graphics	3
ART 292	Design Studio	3

ASL 101	Elementary American Sign Language I	3	HST 164	The History of Southern New England	1
ASL 102	Elementary American Sign Language II	3	HST 220	Roots of Human Societies	3
ASL 201	Intermediate American Sign Language I	3	HST 221	The People of the Middle Ages	3
ASL 202	Intermediate American Sign Language II	3	HST 222	The Age of the Revolutions	3
ASL 301	Advanced American Sign Language I	4	HST 223	From the Industrial Age to the Information Age	3
ASL 302	Advanced American Sign Language II and Structure	4	HST 226	Food in History	3
COM 101	Fundamentals of Public Speaking	3	HST 251	The Social History of American Women	3
COM 102	Advanced Public Speaking	3	HST 252	African-American History	3
COM 105	Introduction to Communications	3	HST 254	Twentieth Century Russian and Soviet History	3
COM 113	Interpersonal Speech	3	HST 256	History of World War II	3
COM 114	Professional Speaking	3	HST 257	History of Modern East Asia (China and Japan)	3
COM 118	Communication Skills	3	HST 259	History of North American Indian Peoples	3
COM 120	Argumentation and Debate	3	HST 260	Topics in History	3
COM 160	Intercultural Communication	3	HST 261	Topics in History	3
DAN 101	Modern Dance Technique I	3	HST 265	Immigration and Ethnicity in American History	3
DAN 102	Modern Dance Technique II	3	HUM 157	Old Testament	3
DST 110	Deaf Culture	3	HUM 158	New Testament	3
DST 151	Deaf History	3	HUM 160	The Criminal in Literature and the Arts	3
DST 251	Deaf Literature and ASL Folklore	3	HUM 172	Coping with Life and Death	3
ENG 217	Writings from the Margins of Contemporary American Literature	3	HUM 251	Topics in Humanities and the Arts	3
ENG 230	Film	3	HUM 252	Honors Study of Ethnic Cultures in Massachusetts	3
ENG 233	Beginning Poetry Writing	3	HUM 254	Civil Rights and Women's Rights Movements: Made in Massachusetts	3
ENG 251	World Literature I	3	HUM 275	Myth in the Human Experience	3
ENG 252	World Literature II	3	HUM 264	An Honors Interdisciplinary Seminar on the Holocaust	3
ENG 253	English Literature I	3	MUS 111	History of Music I	3
ENG 254	English Literature II	3	MUS 112	History of Music II	3
ENG 255	American Literature Precolonial to 1865	3	MUS 113	Introduction to Music Theory	3
ENG 256	American Literature Post Civil War to Present	3	MUS 114	Music Theory II	3
ENG 257	Contemporary African-American Women's Writing	3	MUS 117	Sound Design for Multimedia	3
ENG 258	Shakespeare: His Plays	3	PHL 101	Introduction to Philosophy	3
ENG 259	Native American Novels	3	PHL 111	Introduction to Logic	3
ENG 260	Topics in English	3	PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
ENG 261	Topics in English	3	PHL 153	Philosophy of Education	3
ENG 262	Tutoring in a Writing Center: A Practicum and Honors Course	3	POR 101	Elementary Portuguese I	3
ENG 283	Creative Writing Seminar	3	POR 102	Elementary Portuguese II	3
ESL 123	Advanced English Vocabulary and Reading Skills	3	POR 201	Intermediate Portuguese I	3
ESL 124	Advanced English Written Expression	3	POR 202	Intermediate Portuguese II	3
FRN 101	Elementary French I	3	POR 321	Portuguese for Interpreters	3
FRN 102	Elementary French II	3	POR 322	The Portuguese Language in the World: An Introduction to the Lusofonia	3
FRN 201	Intermediate French I	3			
FRN 202	Intermediate French (continued)	3			
HST 162	Reading in History	1			

RDG 101	Critical Reading and Thinking: Interdisciplinary and Intercultural Perspectives	3	BUS 155	Business Ethics	3
SPA 101	Elementary Spanish I	3	CRJ 113	Criminal Law	3
SPA 102	Elementary Spanish II	3	CRJ 258	Criminal Procedure	3
SPA 201	Intermediate Spanish I	3	ECE 111	Introduction to Early Childhood Education	3
SPA 202	Intermediate Spanish II	3	EGR 113	Introduction to Robotics	4
SPA 213	Spanish for Spanish Speakers	3	FIR 157	Leadership and Command	3
SPA 214	Spanish for Spanish Speakers (continued)	3	GVT 111	U.S. Government	3
SPA 351	Advanced Spanish Literature I	3	GVT 112	Comparative Government	3
SPA 352	Advanced Spanish Literature II	3	GVT 251	Urban Government and Politics	3
THE 101	Introduction to the Theatre	3	HCI 122	Medical Ethics and Jurisprudence	3
THE 112	Actor's Workshop	3	HST 113	United States History to 1877	3
THE 113	Scene Study	3	HST 114	United States History from 1877	3
THE 114	Playwriting	3	HST 115	Twentieth Century Social History-1919 to the Present	3
THE 115	Director's Workshop	3	HST 116	American Foreign Policy-1898 to the Present	3
THE 116	Acting for the Camera	3	HST 266	Seminar on United States Government and Public History	3
THE 117	Theatre History - The Early Years	3	HUM 160	The Criminal in Literature and the Arts	3
THE 118	Theatre History - The Modern Years	3	HUM 252	Honors Study of Ethnic Cultures in Massachusetts	3
THE 119	Attending the Play	3	HUM 254	Civil Rights and Women's Rights Movements: Made in Massachusetts	3
THE 120	Costume Design for the Stage	3	HUM 264	An Honors Interdisciplinary Seminar on the Holocaust	3
THE 121	Voice Production	3	HUM 291	Honors Seminar in Postmodern Studies	3
THE 122	Theatre Rehearsal and Performance (Fall)	4	LSM 241	Legal and Ethical Aspects of Sport	3
THE 123	Theatre Rehearsal and Performance (Spring)	3	MAN 154	Small Business Management	3
THE 125	Sound Design and Production	3	PHL 101	Introduction to Philosophy	3
THE 127	Scenic Design	3	PHL 152	Ethics: Making Ethical Decisions in a Modern World	3
THE 128	Lighting Design	3	PSY 168	Psychology of Work	3
THE 132	Theatre Production (Fall)	4	PSY 257	Social Psychology	3
THE 133	Theatre Production (Spring)	4	PSY 259	Psychology of Personal Adjustment	3
			PSY 271	Global Leadership	3
			SOC 101	Principles of Sociology	3
			SOC 212	The Sociology of Social Problems	3
			SOC 216	Food, Famine, and Farming in the Global Village	3
			SOC 226	Sustainability and Humankind's Future: Life on a Tough New Planet	3
			SOC 252	The Sociology of Human Relations	3
			SOC 256	Race Relations	3
			SOC 257	Social Issues in Loss	3
			SSC 217	Technology and Society	3
			THE 101	Introduction to the Theatre	3

7.0 ETHICAL DIMENSIONS

Students will develop the ability to:

1. Evaluate differing points of view on the same issue
2. Explain the evolution of the concepts of right and wrong
3. Apply concepts of justice and fairness
4. Explain the value of good citizenship
5. Apply the standards for judging human behavior
6. Explain the importance of considering the ramifications of decisions

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ARC 201	Introduction to American Architecture	3
BIO 154	Human Physiology	4

8.0 TECHNICAL LITERACY

Students will develop the ability to:

1. Demonstrate basic familiarity with hardware and software
2. Use the Internet for research and communication
3. Navigate an operating system
4. Identify and apply appropriate software packages to solve real-world problems.

THESE COURSES FULFILL GENERAL COMPETENCY REQUIREMENTS

Courses

ART 151	Digital Photography	1	CIS 158	Introduction to Procedural Programming	4
ART 240	Introduction to Visual Communication	3	CIS 159	MySQL and PHP	3
ART 251	Photography II: Digital	3	CIS 160	The Microcomputer Environment	3
ART 260	Computer Graphics	3	CIS 161	Database Design	3
ART 271	Web Design I	3	CIS 162	Applications for Web Development	3
ART 276	Multimedia Design	3	CIS 166	Oracle with Forms and Reports	3
ART 281	Web Animation	3	CIS 182	Advanced Topics in CIS	3
CAD 101	Computer Aided Drafting	3	CIS 184	Selected Four-Credit Topics in CIS	4
CIS 110	Basic Computing Skills	3	CIS 231	Windows Server Administration II	3
CIS 111	Introduction to Business Information Systems	3	CIS 232	Unix/Linux System Administration II	3
CIS 112	Advanced Business Information Systems	3	CIS 233	Routing and Router Configuration	3
CIS 113	Hospitality Management Information Systems	3	CIS 234	Internet Server Administration	3
CIS 114	Advanced Microcomputer Applications	3	CIS 245	eXtensible Markup Language (XML)	3
CIS 120	Programming: Logic, Design and Implementation	3	CIS 250	Interactive Websites	3
CIS 121	Operating Systems	3	CIS 254	Advanced COBOL	3
CIS 122	Internet Developer	3	CIS 255	C++ Object Oriented Programming	3
CIS 123	Object-Oriented Concepts	3	CIS 256	Advanced Visual Basic	3
CIS 128	Introduction to Digital Audio Recording	3	CIS 257	Object-Oriented JAVA Programming II	4
CIS 130	Introduction to Local Area Networks	3	CIS 258	Advanced Interactive Programming	3
CIS 131	Windows Server Administration I	3	CIS 260	Software Specification and Design	4
CIS 132	Introduction to UNIX/Linux and Shell Programming	3	CIS 261	Introduction to Computer Systems	4
CIS 133	UNIX/Linux System Administration I	3	CIS 262	Computer Organization and Design	4
CIS 134	Networking Technologies	4	CIS 270	Systems Analysis and Design Seminar	3
CIS 150	Oracle and SQL	3	CIS 271	Network Installation and Configuration Seminar	4
CIS 152	Database Programming and Management with Access	3	CIS 272	Program Development Seminar	3
CIS 154	Introduction to Programming (COBOL)	3	CIS 273	Internet Seminar	3
CIS 155	Introduction to C++ Programming	3	CIS 283	Selected Topics in CIS	3
CIS 156	Visual Basic	3	CIT 110	Laptop/PC Operations	3
CIS 157	Object-Oriented JAVA Programming I	4	CIT 111	Information Technology Foundation Concepts	3
			CIT 121	Information Technology Fluency I	3
			CIT 122	Information Technology Fluency II	3
			CIT 123	Information Technology Fluency III	3
			CIT 124	Technology for Teachers Seminar I	3
			CIT 125	Technology for Teachers Seminar II	3
			CIT 131	Business Creativity	3
			CIT 132	Desktop Publishing	3
			CIT 133	Electronic Publishing	3
			CIT 140	Electronic Game Development I	3
			CIT 141	Visual Concepts for Game Designers	3
			CIT 142	Computer Game Level Building	3
			CIT 143	Programming for Game Developers I	3

CIT 150	Network Security	3
CIT 155	Introduction of Computer Forensics	3
CIT 160	Help Desk Methods	3
CIT 161	Troubleshooting Applications	3
CIT 162	Applied Help Desk Support	3
CIT 163	Open Source Applications	3
CIT 164	Open Source Operating System	3
CIT 231	Introduction to Multimedia Development	3
CIT 235	Advanced FlashMX	3
CIT 240	Modding I	3
CIT 241	Electronic Game Development II	3
CIT 242	Programming for Game Developers II	3
CIT 243	Game and Sound Protection	3
CIT 244	Production for Game Developers	3
CIT 245	Game Design on Paper	3
CIT 246	Modding II	3
CIT 247	Pre-Production Game Development	3
CIT 248	Data Structures in the Game Environment	3
CIT 250	Firewall Security	3
CIT 251	Operating Systems Security	3
	CIT Elective	3
CIT 252	Information Security and Disaster Recovery	3
CIT 255	Advanced Computer Forensics	4
CIT 256	File System Forensic Analysis	3
CIT 260	Topics in Game Programming	3
CIT 261	Fundamentals of Game Engine Design	3
CIT 262	Advanced Game Analysis	3
CIT 270	Seminar in Desktop Publishing, Imaging and Multimedia Design	3
CIT 274	Security Seminar	4
CIT 275	Computer Forensics Seminar	4
CIT 276	Game Production	4
COM 157	Television Production	3
COM 159	Video Field Production and Editing	3
CSS 105	Technology Tools for College Success	3
EGR 103	Computer Skills for Engineers and Technicians	3
EGR 133	Computer Configuration and Repair	4
LGL 160	Law Office Technology	3
OFC 117	Introduction to Microsoft Office	3
THE 135	Stagecraft (Fall)	2
THE 136	Stagecraft (Spring)	2

DST 101 and DST 110 (Deaf Studies only)

9.0 FIRST YEAR EXPERIENCE

Students will develop the ability to:

1. Identify and locate college resources
2. Demonstrate skills and competencies of what it means to be a college student
3. Utilize available college-based technology resources
4. Identify and apply their learning style preference to their college success
5. Formulate academic and career goals.

THIS COURSE FULFILLS GENERAL COMPETENCY REQUIREMENTS

Courses

ART 101	Visual Art Colloquium	1
CIS 120	Programming: Logic, Design and Implementation	3
CIS 123	Object-Oriented Concepts	3
COM 106	Introduction to Communication and College Success	3
CSS 101	College Success Seminar	1
ECE 101	College Success Seminar for Early Childhood Education	1
OTA 111	Introduction to Occupational Therapy	3
PSY 165	Psychology of Learning, Motivation, and Achievement	3

COURSES

ACC - Accounting

ACC 101 - Principles of Accounting I (4 credits)

This course focuses on the basic structure of financial record keeping. Attention is directed to journalizing, adjusting, closing and reversing entries. Emphasis is placed on the preparation of financial statements for service and merchandising firms. Other topics covered include deferrals and accruals, cash reconciliation, receivables and payables, payroll accounting, internal control and accounting ethics. Computer applications are integrated into the course in a variety of ways, including in a computerized lab setting. Pre- or co-requisite: Passing grade on arithmetic placement test or MTH 011 (Formerly MTH 01) or Arithmetic Competency. Three class hours and one computer laboratory hour a week. Instructional Support Fee applies. Fall, Spring, Summer.

ACC 102 - Principles of Accounting II (4 credits)

This course is designed to continue with the study of financial accounting. The course covers inventory costing systems, fixed assets and intangible assets, corporations, bonds payable, cash flows and financial analysis. Additionally, the course introduces students to managerial accounting topics, including internally generated reports used to direct operations and make decisions. Computer applications are integrated into the course in a variety of ways, including in a computerized lab setting. Prerequisite: ACC 101 (formerly ACC 11) with C or better or permission of the department chair. Three class hours and one computer laboratory hour a week. Instructional Support Fee applies. Fall, Spring, Summer.

ACC 114 - Introduction to QuickBooks Pro (1 credit)

This is an introductory course to familiarize the student with the most widely used financial software in small business. It is recommended for any individual who would like to learn, hands-on, how to record accounting data in a computerized environment. Topics presented include the basic procedural steps to create a QB company, process sales and receipts, record purchases and payments, reconcile banking transactions and create and customize forms. Prior knowledge of accounting procedures is not necessary. ACC 114 (formerly ACC 14) will be waived for students who have taken ACC 150 (formerly ACC 50). Three hours of lecture per week over 5 weeks. Instructional Support Fee applies. Fall, Spring.

ACC 150 - Small Business Financial Software (3 credits)

This is an introductory course, which is recommended for any individual who would like to learn the basics of the most widely used financial software applications in small business today. Utilizing a hands-on approach to learning, students are introduced to the latest version of QuickBooks Pro and the business applications of Excel Spreadsheet Analysis. QuickBooks topics include the basic procedural steps to create a QB company, process sales and receipts, record purchases and payments, reconcile banking transactions, and create and customize forms. The Excel portion of the course covers basic functions with a business-oriented approach, including the creation of charts. Upon completion of the course, students can choose to take the Microsoft Office Certified Specialist Exam in Excel (optional). Knowledge of accounting procedures is not necessary. ACC 114 (formerly ACC 14) will be waived for students who have taken ACC 150 (formerly ACC 50). Three class hours a week. Instructional Support Fee applies. Fall, Spring.

ACC 201 - Intermediate Accounting I (3 credits)

A study of accounting using comprehensive problems that expand the treatment of cash, receivables, investments, inventories, plant assets, current and long-term liabilities, and financial statements. The course involves Excel spreadsheets, financial analysis, and use of the Internet. Prerequisite: ACC 102 (formerly ACC 12) with a C or better or permission of department chair. Three class hours a week. Fall.

ACC 202 - Intermediate Accounting II (3 credits)

This course studies stockholders' equity, contributed capital, treasury stock, retained earnings, dilutive shares and earnings per share, investments, revenue recognition, income taxes, pensions and post-retirement benefits, statement of cash flows, full disclosure in financial reporting, and basic financial statement analysis. Prerequisite: ACC 201 (formerly ACC 51) with C or better or permission of department chair. Three class hours a week. Spring.

ACC 253 - Cost Accounting (3 credits)

This course studies basic concepts and cost procedures as applied to any project-oriented enterprise. It examines job order and process cost systems and explores the relationship of cost accounting to control and decision-making functions of management. Prerequisite: ACC 102 (formerly ACC 102) with C or better or permission of department chair. Three class hours a week. Fall.

ACC 255 - Federal Taxation I (3 credits)

This course provides a study of federal income tax laws as they apply to individuals. Topics include income, including inclusions and exclusions; capital gains and losses; deductions and losses; itemized deductions; bad debts; employee expenses and deferred compensation; and preparation of returns for individuals, including sole proprietors. The course emphasizes decision making and tax planning. Prerequisite: ACC 102 (formerly ACC 12) with C or better or permission of department chair. Three class hours a week. Instructional Support Fee applies. Fall.

ACC 256 - Federal Taxation II (3 credits)

This course completes the study of federal income tax laws as they apply to individuals, then moves on to corporations. Topics include depreciation, amortization and depletion, accounting periods and methods, property transactions, special tax computation methods, tax research, corporations, partnerships and S corporations, and investment planning. The course emphasizes decision making and tax planning. Prerequisite: ACC 255 (formerly ACC 55) with C or better or permission of department chair. Three class hours a week. Instructional Support Fee applies. Spring.

ACC 257 - Managerial Accounting (3 credits)

This course examines the accountant's role in the business organization. It covers cost-volume-profit relationships with emphasis on break-even computations, profit planning, relevant costs and the contribution approach to short-term decisions, cost-behavior patterns, operational budgeting, financial budgeting, and capital budgeting. Students create management reports using Excel spreadsheet techniques. Prerequisite: ACC 102 (formerly ACC 12) with C or better or permission of department chair. Recommended: MAN 101 and MAR 101 (formerly MAN 11 and MAR 11). Three class hours a week. Instructional Support Fee applies. 3 credits. Fall.

ACC 258 - Auditing (3 credits)

This study of the audit function as performed by the outside public accounting firm covers all stages--planning the audit, gathering evidence, review of internal control provisions, development of working papers, analysis of accounts, and preparation of statements and audit reports. The ethics of the accounting profession are stressed throughout the course. Prerequisite: ACC 102 (formerly ACC12) with a grade of C or better or permission of department chair. Three class hours per week. Spring.

ACC 259 - Analysis of Financial Statements (3 credits)

This course examines accounting as a device for evaluating past and current business activity. It emphasizes common analytical measures such as vertical analysis, common-size statements, ratio analysis, working capital flows and cash

flows. Other topics include proforma statements, operational and cash budgets, capital budgeting, and stock market fundamentals. Throughout the semester, students apply the fundamentals of each lesson to the financial statements of a real-life company of their individual choice. Prerequisite: ACC 102 (formerly ACC 12) with a grade of C or better or permission of department chair. Recommended: MAN 101 and MAR 101 (formerly MAN 11 and MAR 11). Three class hours per week. Fall, Spring

ANT - Anthropology**ANT 101 - Social and Cultural Anthropology (3 credits)**

This course is a study of basic anthropological thought with emphasis on the characteristics and development of early cultures, contemporary primitive societies, comparative studies of institutions, culture change, and the influence of culture on individual behavior. Three class hours a week. Competency met: Social Phenomenon (5.4) Evening/Weekend only

ARC - Architecture**ARC 201 - Introduction to American Architecture (3 credits)**

This course examines the stylistic characteristics, architectural details, and social influences associated with American architecture with particular emphasis on common genres found in southeastern New England. Buildings and structures are viewed as artistic entities, characterized by various formal predilections including the handling of the massing, facade composition, surface treatment, artistic handling of detail and the like. The interconnectivity between stylistic developments, advances in building technology and economic influences (including green building practices) and the cultural aesthetics are investigated. Prerequisite: ENG 101 (formerly ENG 11). Three lecture hours per week. Competency met: Humanities (6.0), Ethical Dimensions (7.0). Spring.

ART - Art**ART 101 - Visual Art Colloquium (1 credit)**

This course will consist of career seminars, visiting artist talks and workshops to help students explore career possibilities in art and design. This course will provide an overview of art and design careers, including fine arts, textile design, fashion design, industrial design, graphic design, web and multimedia design. Students will gain skills in analyzing works of art and design in addition to exploring career options. They will be introduced to concepts central to design and art pedagogy, including the structure and sequencing for art and design education, the creative process, the design process and oral and written critiques. Two class hours a week, or a total of 32 hours

during the semester. Instructional Support Fee applies. Competency met: Critical Analysis (1.0) Fall.

ART 105 - Survey of Art History I: Ancient through Renaissance Art (3 credits)

This course examines art and architecture from its earliest origins through the Renaissance. The course explores the relationship between art and its social, political, cultural, and economic contexts. The development of world civilization is chronicled in a fashion that emphasizes the interconnectedness between different world cultures. Students think and write critically on how art both reflected and influenced political, social, religious, and economic states of affair. Through lectures, readings, slides, web resources, and films, students learn about the history and art of the Prehistoric periods, the Ancient world, the Medieval period and the Renaissance. Students also learn how visual art traditions help define our understanding of world culture. Three class hours a week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Humanities (6.0) Fall, Spring, Summer.

ART 106 - Survey of Art History II: Modern Art (3 credits)

This course examines art and architecture from the beginning of the Modern era through the present. This course builds upon the foundation students acquire in Art 105. Students continue to explore the relationship between art and its social, political, cultural, and economic contexts. The development of the modern world is discussed in a way that emphasizes the interconnectedness between different world cultures. Students think and write critically on how art both reflected and influenced political, social, religious, and economic states of affair. Through lectures, readings, slides, web resources, and films, students learn about the history of Modern art from the Neoclassical period to the present. Students also learn how visual art traditions help define our understanding of contemporary culture. Prerequisite: ART 105 (formerly ART 11) is recommended. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Humanities (6.0) Three class hours per week. Fall, Spring, Summer.

ART 111 - Drawing I (3 credits)

Through studio experiences, students will learn the basic elements of drawing, including observational skills and building eye/hand coordination. This course will also introduce the psychological and emotional elements of drawing. Individual and inventive expression is encouraged. A variety of media such as pencil, charcoal, pastel, and brush and gouache will be explored. Two hours critique and four hours studio a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall.

ART 112 - Drawing II (3 credits)

This course is a continuation of ART 111. This course emphasizes observing and drawing the human form. A live model is studied to express gesture, structure, and movement in space, with objective accuracy and increased ability to visualize a concept as important goals. The techniques and media explored in ART 111 are applied to the figure, including pencil, charcoal, conte, ink, wash, and pastels. Prerequisite: ART 111 (formerly ART 13) with a grade of C- or higher, or permission of the instructor. Two hours critique and four hours studio a week. Instructional Support Fee Competency met: Humanities (6.0) Spring.

ART 121 - Two-Dimensional Design (3 credits)

This course is a design course introducing the fundamental principles of organizing visual elements on a two-dimensional surface. Problems explore the dynamics of line, form and color on the spatial life of the picture plane. Students work in black and white and color. Materials include ink, gouache and cut paper. Three hours critique/lecture and three hours studio a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall.

ART 122 - Two-Dimensional Design II (3 credits)

This design course is a continuation of the problems involved in Two Dimensional Design I (see ART 121). This half will follow the introduction line, form, and color principles on the Two Dimensional surface. Materials will include: gouache, ink papers, and boards. Recommended: ART 121 (formerly ART 17) first. Three hours critique/lecture time and three hours studio a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring.

ART 131 - Three-Dimensional Design (3 credits)

This course investigates the construction of three dimensional forms using a wide variety of materials including cardboard, clay, plaster, wood and found objects. Emphasis is on the translation of an idea into tangible form. Inventive and personal solutions to problems are encouraged. Three hours critique and three hours studio a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall.

ART 132 - Three-Dimensional Design II (3 credits)

The purpose of this course is to investigate various processes of achieving three dimensional form making. Materials and methods will include a selection of clay modeling, wood and/or stone carving, moldmaking, geometrics, linear forms, plastics, and soft forms. Recommended: ART 131 (formerly ART 18) first. Three hours critique and three studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring.

ART 140 - Art Exploration (3 credits)

This course, developed for non-art majors, allows students to explore the basic elements of drawing, painting and design, through a series of studio projects. Class projects include a study of line, value, texture, composition, perspective, and color, through which hand skills, eye coordination, and new visual perceptions help students develop their own unique expressive skills. Media used in the course include pencil, charcoal, brush and ink, and water-based paints. Three class hours a week. Competency met: Humanities (6.0) Fall, Spring, Summer.

ART 151 - Digital Photography (1 credit)

Students in this course learn the fundamentals of the art and craft of making digital images. This hands-on course allows students to explore the basics of photography, including composition and lighting, while developing skills in pixel-based photographic design and processing. It introduces students to the use of the digital camera, scanner, and Adobe Photoshop to create and manipulate images. Students learn how to evaluate images for effectiveness in terms of aesthetics and communication goals: i.e., what makes a good photo? The course also aids students in understanding the role digital photography can play in areas such as illustration, documentation, graphic design, Web design, and fine arts. One lecture hour and one laboratory hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0), Technical Literacy (8.0) Fall, Spring, Summer.

ART 201 - Careers in the Visual Arts (2 credits)

This course consists of career seminars, visiting artist talks and critiques, field trips, professional artist demonstrations and workshops to help students further explore career choices in art and design. Activities include research, critical thinking, oral and written presentations and evaluations. Workshops and demonstrations assist students in developing digital portfolios for transfer applications or for job applications, including selection of work, sequencing, and format. In addition, students participate in a field experience or service learning project. Recommended: students should take this course in their last year. Students should not take this course in their first year. Four class hours a week or a total of sixty-four hours during the semester. Instructional Support Fee applies. Fall

ART 205 - Topics in Contemporary Art (3 credits)

This seminar-style course presents an in-depth examination of contemporary art. The course is designed to strengthen writing skills of the art major while exploring relevant themes such as: formalism, iconography, identity, gender, the body, traditional craft, and new media. Students are introduced to critical theory and methods of interpretation through an examination of contemporary art within the broader context of political, social, intellectual, and cultural issues. Prerequisite: ART 106 and ENG 101

(formerly ART 10 and ENG 11). Three class hours a week. Competency met: Humanities (6.0) Fall, Spring, Summer.

ART 211 - Drawing III (3 credits)

Through further studies of the human form, students explore form, structure, mass, and proportion. The figure in relation to its immediate environment is emphasized. In addition, students explore the expressive range the human figure brings to art. Live models are used the majority of the time. This course strengthens students' ability to draw the human form in expressive positions as required for many forms of art, including fine art, illustration, graphic design, and animation. Prerequisite: ART 112 (formerly ART 14) with a grade of C- or higher, or permission of the instructor. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall.

ART 216 - Introduction to Illustration (3 credits)

This course introduces students to a variety of commercial situations in illustration such as magazine illustration, books, CD covers and/or poster design, to acquaint them with the scope of commercial illustration. The course exposes students to a variety of media including pencil, charcoal, scratchboard, colored pencil, watercolor and/or gouache, pastel, and computer graphics. The course requires students to keep a notebook of sketches, project files, and a portfolio of all assignments. Prerequisite: ART 111 (formerly ART 13) or permission of instructor; ART 112 (formerly ART 14) is recommended as a pre-requisite. Two hours of critique and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Not offered every year.

ART 221 - Painting I (3 credits)

This course explores the fundamental techniques of oil painting. Basic problems are designed for beginners as well as students with some previous experience. Realism and Impressionism are studied through still life and landscape projects, while the basics of theory and composition are stressed. This course will help students to understand form and space as a foundation for more advanced painting techniques. Prerequisite: ART 111 (formerly ART 13) or permission of instructor. Two hours critique/lecture and four hours studio a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall.

ART 222 - Painting II (3 credits)

This course continues the painting process in oils while students are also introduced to other painting mediums. Increased emphasis on modern painting techniques and styles replaces more traditional methods. While still life and landscape studies continue to be explored, the figure will also be included as will some conceptual problems. Students will be encouraged to develop their own style throughout the process. Recommended: ART 221

(formerly ART 19) first. Two critique/lecture hours and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring.

ART 225 - Working from the Landscape (3 credits)

Taking impressionism and romanticism as precedents, this course is for those who want to explore their own responses to the landscape. Working outdoors with a variety of media (watercolor, oil, pastel, charcoal, etc.), the course explores issues that have challenged the great landscape painters of all time. Issues such as space, color, light, and composition will be addressed in depth. Subjective responses to the landscape will also be explored such as content, metaphor, personal iconography, and mood. Ultimately, the deeper ramifications of the role of humankind to nature will be addressed through readings and discussions. One 3 hour class meeting per week. Competency met: Humanities (6.0) Summer only.

ART 226 - Printmaking: Relief (3 credits)

This course is an introduction to relief printmaking techniques such as woodcut, collagraph, and monotype processes. Students carve images from blocks of wood and linoleum or build plates from cardboard and found materials. Printed either by hand or on the press, both methods offer unlimited potential to create a variety of images. Students learn through lectures, demonstration, hands-on projects, and critique. Projects include one-color prints, reduction, and multi-block processes. Two hours of critique and four studio hours a week. Instructional Support Fee applies. Spring

ART 227 - Printmaking: Intaglio (3 credits)

This course offers instruction in engraving, photo, and dry-point processes and explores core printmaking concepts. Through a number of assignments, students learn to develop a personal vocabulary while building skills in a variety of traditional and non-traditional printmaking methods. Prerequisite: ART 111 (formerly ART 13) or permission of the instructor or program coordinator. Two hours critique and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Summer.

ART 231 - Sculpture (3 credits)

In this course, emphasis is placed on investigation and experimentation. Students will discuss ideas and the many media available for expressing or illustrating them in physical form. The course reviews some technical aspects of building along with a hands-on survey of materials. Students will keep notes and drawings in sketchbooks and also will take photographs as idea devices. Field trips to local museums are part of the class. Students go on several walking excursions (near the College) to talk about issues and ideas and find them in our surroundings. Prerequisite: ART 132 (formerly ART 30) or permission of instructor. Two critique and four studio hours a week. Instructional

Support Fee applies. Competency met: Humanities (6.0) Fall.

ART 236 - Figure Sculpture I (3 credits)

This course is an introduction to creating figurative sculpture. Students build basic armatures for both portraits and figures and work in clay from the live model. Students develop an understanding of structural anatomy and how it relates to surface forms. Additionally, students are encouraged to explore the expressive potential of the human figure. Basic methods of plaster casting (waste molds) are demonstrated at the end of the semester. Lectures and class discussion focus on both historical and contemporary forms of figurative sculpture. Prerequisite: ART 112 and ART 132 (formerly ART 14 and ART 30) with a grade of C- or higher, or permission of the instructor. Two lecture/critique hours and four studio hours a week. Instructional support fee applies. Spring.

ART 240 - Introduction to Visual Communication (3 credits)

This hands-on course provides an overview of graphic design for those considering a career in a related field. Through lectures, readings, demonstrations, class discussions, critiques, exercises, and creative projects, students learn the basics of visual-language and creative-thinking techniques in order to create effective visual communication. They work through the design process and learn how to incorporate communication and basic marketing principles into their problem-solving activities. Students explore color, layout, typography, and imagery as they create graphics, brochures, and newsletters. In this project-based course, the students incorporate the concepts taught and demonstrated into their own work. Students sketch possible design solutions by hand and finalize their work on the computer using Photoshop and a page-layout program. Three class hours plus one studio/lab hour per week. Fall, Spring

ART 245 - Art for the Child (3 credits)

This course is intended primarily for those people planning to work with children. Emphasis is on the nature of artistic expression and how to provide an atmosphere that encourages growth, creativity and imagination. Practical studio experiences using art materials to make crayon resists, collages, puppets, papier mache, print making techniques and other projects will be taught. Students will examine the developmental patterns of children at various age levels through short readings and films. Three class hours a week. Instructional Support Fee applies. Fall, Spring

ART 251 - Photography II: Digital (3 credits)

Students build on their knowledge and skill base in photography in this course, which provides a firm technical and aesthetic foundation in contemporary photography practice. Lectures, demonstrations, and projects develop

photographic imaging skills utilizing a digital camera and Adobe Photoshop software. Assignments and group critiques provide opportunities for students to connect their emerging technical skills with their personal vision and to understand their work in the context of both the history of photography and contemporary trends. Students must have access to a digital SLR camera with manual controls for this course (an SLR is available for loan on a limited basis if needed). Prerequisite: ART 256 or ART 151 (formerly ART 32 or ART 52) or permission of instructor or program coordinator. Two lecture/critique hours and four laboratory hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0), Technical Literacy (8.0) Fall, Spring

ART 256 - Photography I (3 credits)

This is a basic introductory course in black and white photography as an art form. It emphasizes developing darkroom skills as well as learning how to operate a 35mm camera. In addition to darkroom printing procedures, including developing negatives and using the enlarger, it covers the use of different films and filters for various effects, printing papers, lighting issues, and the presentation of prints for portfolio. Lectures and demonstrations cover various technical issues as well as the basics of photo history and aesthetic guidelines for photographing, developing, and critiquing work. Students are required to supply their own 35mm camera with adjustable controls. Two lecture/critique hours and four laboratory hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall, Spring, Summer.

ART 257 - Photography II: Darkroom (3 credits)

In this intermediate darkroom-based photography course, the emphasis is on advanced study of composition and the elements of good photography, including use of both natural and studio lighting. Further emphasis is placed on the development of the student's ability to apply creative thinking and contemporary techniques in executing meaningful and effective photographs. Students should have a foundation in photographic practices including basic black and white darkroom techniques and use of an adjustable camera. Lectures and class discussion incorporate aesthetics, art criticism, and art history, as well as the communication of meaning through photography. Projects and group critiques help the student develop an individualized visual language, problem solving, and craftsmanship. Students must supply their own 35mm print camera with adjustable controls. Pre- or co-requisite ART 256 (formerly ART 32) or permission of the instructor or program coordinator. Two lecture/critique hours and four darkroom hours per week. Instructional Support Fee applies. Spring.

ART 260 - Computer Graphics (3 credits)

This course provides an overview of page layout, scanning, illustration, and image manipulation on the computer. Industry-standard graphics programs on the Mac are used such as Adobe Illustrator, InDesign, and Photoshop. Through lectures, software demonstrations, and hands-on exercises and projects, students acquire the basic skills and knowledge to use the computer as a design tool. Class meets for two lecture hours and four lab hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0), Technical Literacy (8.0) Fall, Spring, Summer

ART 261 - Graphic Design I (3 credits)

This course introduces basic graphic design concepts, tools, and images. The intent is to strengthen visual and conceptual aspects of image making while exposing students to the graphic design field. The focus of this course is on developing a range of styles, media, and techniques for graphics creation. Prerequisite: ART 111 (formerly ART 13) or permission of instructor. Pre- or co-requisite: ART 260 (formerly ART 39) or permission of instructor. Two critique and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall.

ART 262 - Graphic Design II (3 credits)

This course is a continuation of ART 261. It further develops the design process through projects that explore graphic/textural relationships using the written word and visual imagery. The course focuses primarily on the development of visual language as a means of conveying information through effective methods of design. It implements contemporary and traditional skills and methods. It also covers the investigation of printing, production, and service bureaus. Prerequisite: ART 261 and ART 266 (formerly ART 27 and ART 38) are recommended. Six class hours per week. Instructional Competency met: Humanities (6.0) Fall.

ART 265 - Artists' Books (1 credit)

The creation of artists' books is approached through a number of fine art media. The book format as a structure for communication and art making is the primary focus. Various methods such as collage, montage, drawing, photocopy imaging, computer imaging, and printmaking are implemented. Personal anecdotes, sociopolitical perspectives, and other sources for image making are explored. Artists' books are original works of art that can be held and, therefore, provide a different experience for the viewer. Two class hours a week. Fall, Spring

ART 266 - Typography Design (3 credits)

This course introduces typography, the art of organizing letters in space and time. The course covers all aspects of typography through lectures, demonstration, and studio

work. It explores the history of the alphabet, written and drawn from primitive times, through the invention of printing from moveable type to the present. Students immerse themselves in the culture of typography and begin to understand the social and aesthetic importance of the visual word. The course further sensitizes students to the continuing evolution of letterforms, to problem-solving, and to the aesthetic use of display and text type through a series of exercises and projects. Two lecture/critique hours and four studio hours a week. Pre- or co-requisite: ART 111 (formerly ART 13) or permission of instructor or program coordinator; ART 260 (formerly ART 39) recommended. Two lecture/critique hours and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall, Spring

ART 267 - Publication Design (3 credits)

Students learn the fundamentals of designing publications, focusing on typographic systems and the hierarchy of information and using a grid for multi-page documents. The course introduces electronic page-layout using industry-standard page-software such as InDesign. Students acquire the basic skills and knowledge to design multi-page documents through lectures and hands-on exercises and projects. Pre- or co-requisite: ART 260 and ART 266 (formerly ART 39 and ART 38), or permission of the instructor or program coordinator. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall, Spring

ART 271 - Web Design I (3 credits)

This course introduces students to the process of creating a Web site, with an overview of organizational issues, marketing concerns, navigation, typography on the Web, and other design considerations. It uses industry-standard imaging software and graphical interface-based Web design software such as Adobe Photoshop and Dreamweaver. The course uses lectures, software demonstrations, exploration and analysis of existing Web sites, hands-on exercises, and projects to enable students to acquire the basic skills and knowledge to create Web pages for the World Wide Web. Pre- or co-requisite: ART 260 (formerly ART 39) recommended, or previous Photoshop experience. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0), Technical Literacy (8.0) Spring.

ART 272 - Web Design II (3 credits)

This course introduces the fundamentals of interactive design theories and their applications to web design. Students will integrate design principles, image creation, text, video, sound and simple animations to create dynamic web sites. The course will emphasize use of multimedia to achieve specific communication goals for a client. Scripting and storyboarding will be introduced as part of

the design process. Students will produce an interactive multimedia web site that demonstrates their use of the basic concepts and principles of interactive design. Prerequisites: ART 271 (formerly ART 35). Two lecture and four studio class hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall.

ART 273 - Advanced Web Design Studio (3 credits)

This course provides students with a hands-on opportunity to apply their web design skills to develop functional and effective Web sites that meet specific real-world objectives. It focuses on communication design issues related to the creation of complex Web sites, including development of content and communication strategies, information architecture, prototypes and testing site usability, and workflow management. Students integrate their application of these issues with their facility with color, image-creation, typography and composition to create a culminating portfolio-quality project. Prerequisites: ART 271 (formerly ART 35). Two lecture and four studio class hours per week. Instructional Support Fee Competency met: Humanities (6.0) Spring.

ART 276 - Multimedia Design (3 credits)

This course teaches students the basic conceptual, design, and technical components of creating digital multimedia projects. Good design is a key to effective interactive multimedia development. The course focuses on the creative design process, including interface design, information design, and design that occurs over time and space and incorporates images, typography, audio, video, and animation components. Lectures, demonstrations, and hands-on projects using industry-standard software such as Director and Premiere enable students to create a portfolio-quality multimedia project for the Web or CD-ROM. Prerequisite: ART 260 (formerly ART 39) recommended. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0), Technical Literacy (8.0) Spring.

ART 280 - Electronic Imaging (3 credits)

This course focuses on creative and technical issues related to the production of digital images for multimedia and the Web. It emphasizes concept development and application of design principles and color theory to imaging for visual storytelling. Technical issues include storyboarding, drawing for the moving image, image creation, and photo manipulation using industry-standard imaging software such as Adobe Photoshop. Students acquire the knowledge and skills required to create compelling image sequences for linear and non-linear narratives using the digital medium through lectures, examples of professional work, and hands-on projects. Prerequisite: ART 260 (formerly ART 39) or permission of instructor. Two hours critique/lecture and four hours studio per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring.

ART 281 - Web Animation (3 credits)

Animation is becoming an essential component of multimedia and web design. This course requires a strong foundation in drawing and design. It builds on this foundation and introduces animation design concepts such as character development, timing, sequencing, nuancing, and style. Students apply computer animation techniques, using industry-standard animation programs such as Macromedia Flash to create two-dimensional animation sequences. Completed projects demonstrate the use of typography and illustration to convey a specific concept. Prerequisites: ART 260 (formerly ART 39); ART 113 (formerly ART 13) or drawing experience recommended. Two lecture and four studio class hours per week. Instructional Support Competency met: Humanities (6.0), Technical Literacy (8.0) Spring.

ART 282 - Character Animation (3 credits)

This course examines concepts, characters, and storyboards for character animation design and production. It emphasizes creating movement and expression using hand-drawn and electronically-processed image sequences. Character animation design practice focuses on a range of screen-based applications, including animation in information design and narrative animation, as well as experimental animation. Students study the basic principles of classical animation and produce a character cameo. They learn the basics of motion perception and the principles of character animation as well as the basics of vector animation, 3-D animation, and combining animation and interactivity in graphical user interfaces. Prerequisite: ART 112 and ART 260 (formerly ART 14 and Art 39) or permission of the instructor or program coordinator. Two lecture/critique hours and four studio hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring

ART 285 - Motion Graphics (3 credits)

From TV ads and Flash-based narratives on the Web to the opening credits of movies and TV shows, motion graphics have become an integral part of our day-to-day visual experience. Students in this course explore ways of animating static images and text, as well as compositing digitized elements. They create motion graphics projects using a combination of Adobe After Effects with other video, image, and audio manipulation software. Prerequisite: ART 260 (formerly ART 39) or permission of the instructor or program coordinator. Recommended: ART 276 or ART 281 (formerly ART 43 or ART 47). Three lecture hours and three laboratory hours per week. Instructional Support Fee applies. Spring

ART 292 - Design Studio (3 credits)

This course provides students with hands-on opportunities to apply the design and production skills they've gained to real-world web and print projects. The class functions as a design studio with a creative director, art directors,

designers, copywriters, illustrators, photographers, and production staff. Students learn and apply practical skills related to design studio work, including meeting clients, creating design briefs, creating budgets, projecting costs, and developing projects from initial research through brainstorming, thumbnails, comps, and final production (pre-press for print projects, publishing for Web projects). Students work in typical design studio teams to integrate their application of these issues with their design and production work to create client-driven projects. Pre- or co-requisites: ART 262 or ART 267 or ART 271 or ART 276 (formerly ART 37 or ART 42 or ART 35 or ART 43) or COM 112 (formerly COM 12) or CIT 132 (formerly CIS 27) or permission of instructor or program coordinator. Two lecture/critique and four studio class hours per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring

ASL - American Sign Language**ASL 101 - Elementary American Sign Language I (3 credits)**

This beginning course introduces students to American Sign Language (ASL), the language used by the American Deaf community and parts of Anglophone Canada. Students focus on developing visual-spatial orientation, using their face and body expressively, and learning basic vocabulary and grammar necessary to converse in ASL. Lessons are presented in a meaningful/functional context. Receptive (what you understand) skills are emphasized; however, expressive (what/how you sign) skills are practiced as well. Cultural aspects of the Deaf community are explored through literature and community events. Three class hours and one language lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall; Day, Spring; Evening/Weekend.

ASL 102 - Elementary American Sign Language II (3 credits)

A continuation of ASL 101, this course continues student development of visual-spatial orientation, face and body expression, vocabulary and grammar. Lessons are presented in a meaningful/functional context. Analysis of expressive (what/ how you sign) skills is explored, however, receptive (what you understand) skills are emphasized. Cultural aspects of the Deaf community are explored through literature and community events. Prerequisite: ASL 101 (formerly AMS 01). Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring; Day, Spring; Evening/Weekend.

ASL 181 - Visual/Gestural Communication (2 credits)

This seminar provides students with a foundation in the visual/gestural skills necessary for acquiring American Sign Language. Students engage in activities that promote visual-spatial awareness, gestural awareness and visual

processing skills. Two class hour and one lab hour per week. Instructional Support Fee applies. Spring.

ASL 201 - Intermediate American Sign Language I (3 credits)

This course focuses on further developing and refining basic receptive and expressive American Sign Language skills, and visual-spatial orientation acquired in ASL 101 and ASL 102. More complex vocabulary and grammar are presented in context and figurative language introduced. Expressive skills will be stressed. To further develop receptive and expressive competence, students are expected to attend community events and/or perform community service in an American Sign Language environment. Prerequisite: ASL 102 (formerly AMS 02) with a grade of C or better. Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall; Day Fall; Evening/Weekend.

ASL 202 - Intermediate American Sign Language II (3 credits)

This course is a continuation of ASL 201. This course further develops and refines the receptive and expressive American Sign Language skill, visual-spatial orientation, vocabulary, figurative language, and complex syntax acquired in ASL 101, ASL 102, and ASL 201. The course stresses expressive skills. Students are expected to attend community events and/or perform community service in an American Sign Language environment to further develop receptive and expressive competence. Prerequisite: ASL 201 (formerly AMS 11) with a grade of C or better. Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring; Day, Spring; Evening/Weekend.

ASL 283 - American Sign Language Seminar I (1 credit)

This course functions as an ASL student discourse community. Students analyze and discuss, collectively and independently, their (second) language development, communication skills, cultural awareness, and common ASL student experiences. In addition, students develop and implement an independent learning project. Prerequisites: ASL 102 (formerly AMS 02). Co-requisite: ASL 201 (formerly AMS 11). One class hour. Some additional hours for community-based learning and independent study may be required. Fall.

ASL 284 - ASL/Deaf Studies Capstone Seminar (1 credit)

This is the capstone course for all Deaf Studies degree options. By course's end, students will demonstrate they have met program outcomes by completing the Deaf Studies/ASL portfolio. Students are also expected to develop and reflect on their individual culminating project (based on their chosen career path and plans).

Prerequisites: ASL 201, ASL 181, DST 110, and DST 211 (formerly AMS 11, AMS 81, DST 10, and DST 11). Pre-/co-requisites: ASL 202, DST 151 and/or DST 252 (formerly AMS 12, DST 51 and/or DST 52). One class hour and one lab hour per week. Spring.

ASL 285 - Community-based Learning in Deaf Studies (1 credit)

Students develop and demonstrate their understanding of professionalism and engage in American Sign Language and Deaf cultural norms through community-based learning and community engagement. Students are immersed in a professional environment serving the Deaf/Hard-of-hearing community. Requirements include: four to six hours weekly in a non-paid, supervised, community-based learning site, and an orientation followed by three seminar meetings with the program director and cohort for guided reflection, discussions, and readings related to these experiences. Course should be taken during the final semester of any Deaf Studies degree program. Co-requisite: ASL 284 (formerly AMS 84). One lecture hour per week. Instructional Support Fee applies. Spring

ASL 301 - Advanced American Sign Language I (4 credits)

This course further develops and refines the American Sign Language receptive and expressive skills and visual-gestural skills acquired in ASL 101 - ASL 202 to ensure discourse competency. This course builds the student's lexical base to include sign variations found across regions, ethnicities and generations. The course introduces formal and informal narrative styles. Students engage in a more intense study of the non-manual, linguistic features found in ASL as well as more sophisticated communication and narration, in general. This course is conducted entirely in ASL. Students are required to engage in ASL or Deaf cultural events as part of this course. Pre-requisite: ASL 202 (formerly AMS 12) with a grade of C or better. Three class hours and two lab hours per week. Competency Met: Humanities (6.0) Fall

ASL 302 - Advanced American Sign Language II and Structure (4 credits)

This course is a continuation of ASL 301. The course builds on the skills examined and practiced in ASL 301 and provides an intense study and application of advanced American Sign Language competencies. This course also provides a survey of the linguistic structure of ASL particularly its phonology, morphology, syntax, and semantics. This course is conducted entirely in ASL. Expressive and receptive abilities are enhanced and practiced in native/immersion environments. Prerequisite: ASL 301 (formerly AMS 21) with a C or better. Three class hours and two lab hours per week. Competency met: Humanities (6.0) Spring.

AST - Astronomy

AST 103 - Introduction to Astronomical Observing (2 credits)

This course is an introduction to astronomical observing, focusing on the study of the night sky with telescopes and other astronomical equipment. Topics covered include the use and application of small aperture telescopes and binoculars, star charts, constellation identification, celestial coordinate systems, solar and sidereal time systems, astronomical software, naked-eye observing, and deep-sky observational techniques. The college planetarium, computer labs, and observing decks are used extensively. Several evening meetings are scheduled for observational work. Two lecture hours per week. Fall, Spring, Summer.

AST 111 - Introduction to Astronomy: The Solar System (4 credits)

This course is a descriptive, conceptual introduction to astronomy as a scientific discipline, focusing on the solar system and its contents. Topics include the history of astronomy, the motions of the sky, gravity and orbits, light, telescopes, planetary interiors, surfaces, atmospheres, the origin of the solar system, the sun, the life beyond the earth. The planetarium, computer labs and other visual aids are used extensively. This course complements the material covered in AST 112 but may be taken independently. High school sciences and basic algebra are highly recommended. Three class hours and two laboratory hours per week. A few meetings will be scheduled at night for observing with the College's telescope. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring, Summer.

AST 112 - Introduction to Astronomy: Stars, Galaxies, and the Universe (4 credits)

This course is a descriptive, conceptual introduction to astronomy as a scientific discipline that focuses on the sun, stars, galaxies, and the universe as a whole. Topics include the properties of light and spectra, telescopes, gravity and orbits, the sun, the nature of stars and their evolution, galaxies and large-scale cosmic structure, and the origin of the universe and its evolution over time. Other important aspects of the course include scheduled observing sessions, discussion of recent discoveries in astronomy and cosmology, and laboratory exercises that reinforce concepts covered. Computer-based labs and other visual aids are used extensively. This course complements the material covered in AST 111 but may be taken independently. High school sciences and basic algebra are recommended. Three class hours and two laboratory hours weekly in a combined lecture/laboratory setting. A few meetings will be scheduled at night for observing with the College's telescope. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring, Summer

160 - Special Topics in Astronomy

This course covers topics in astronomy not normally covered in AST 111 and AST 112. Topics may include: current events and discoveries in astronomy, the early history of the universe, general and special relativity, foundations of quantum mechanics, multiverse and multiple-dimension theories, astrobiology and the search for extraterrestrial intelligence (SETI) as well as others. Prerequisite: Completion of AST 111 and AST 112 with a grade of C- or better. One to three lecture hours per week. Fall, Spring.

BIO - Biology

BIO 110 - Biology of Human Reproduction (3 credits)

This is a one semester, combined lecture/discussion course on various aspects of human reproduction. Topics include: human anatomy and physiology, childbirth, fertility, fertility control, fertility impairment, birth control, V.D., sexually transmissible diseases, and pregnancy termination. Extensive use will be made of films and other A.V. materials as they relate to the above topic. Three class hours a week. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

BIO 111 - General Biology I (4 credits)

This course is designed for non-science and health science majors. Science majors should take BIO 121. This course is an introductory survey of biological principles and topics representing a range of levels of organization, including general background chemistry, cell biology, genetics, evolution and ecology. Prerequisite: One year of laboratory science in high school or one semester of college laboratory science. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring, Summer

BIO 115 - Survey of Human Anatomy and Physiology (4 credits)

A one-semester survey of organs and systems of the human body with regard to basic structure and function. Cells, tissues, chemistry and abnormalities will be considered. Laboratory activities reinforce information discussed in class. Prerequisite: high school chemistry or biology or permission of instructor. Three class hours and two laboratory hours a week. This course does not substitute for BIO 102, BIO 122, or BIO 233 and 234 (formerly BIO 12, 22, or 33/34). Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring.

BIO 116 - Physical Anthropology (3 credits)

An introduction to human evolution and human ecology. Emphasis is on the factors affecting human physical structure, both in the past and at present. Attempts are

made to explain human behavior and social structure as functions of humans' primate heritage and evolution. Three class hours a week. Competency met: Scientific Reasoning and Discovery (3.0), Social Phenomenon (5.4) Spring

BIO 117 - Physiology of Wellness (3 credits)

An introduction to the concept of wellness, basics of nutrition, exercise habits, weight control, and cardiovascular disease prevention. Topics include wellness concepts, exercise, diet and nutrition, set point theories, and environmental influences. Three class hours a week. Competency met: Scientific Reasoning and Discovery (3.0) Fall.

BIO 121 - Fundamentals of Biological Science I (4 credits)

This course is designed for science majors. An examination of three areas of contemporary biological science including selected topics in chemistry necessary as background for cell biology, the structure and function of cells with emphasis on reproduction, membrane functions, and cell energetics, and the molecular mechanisms of genetic control and patterns of inheritance. Prerequisite: One year of high school biology or chemistry with a grade of C or better or CHM 090 (formerly CHM 10). Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring, Summer

BIO 122 - Fundamentals of Biological Science II (4 credits)

A consideration of evolutionary theory including population genetics and a survey of major taxonomic groups of organisms with emphasis on their adaptations and ecology. Prerequisite: BIO 121 or BIO 111 (formerly BIO 21 or BIO 11). Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

BIO 126 - Introduction to Biotechnology (3 credits)

The course covers the tools of the biotechnician: gene manipulation, biotechnological applications in medicine, forensics, and industry, bioethics, and biological risk assessment. Prerequisite: high school chemistry and biology. Three class hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

BIO 129 - Field Biology (4 credits)

This is an introduction to natural history with special emphasis on identification of Massachusetts terrestrial plants and animals in the outdoors. A wide range of topics will be presented including animal behavior, map reading, geology, basic principles of natural history, biogeography, taxonomy, and collecting. Combined lecture/laboratory

two meetings a week. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall.

BIO 130 - The Biology and Behavior of Birds (4 credits)

This is an introduction to the biology of birds and their behavior. Special emphasis will be given to species of the United States and Massachusetts. A wide range of topics will be presented including: field identification; bird diversity and taxonomy; courtship and nesting; feather structure, flight, and migration; physiology, including respiration, circulation and feeding strategies; and visual and vocal communication. Students will be required to attend two field trips on either a Saturday or Sunday (weather permitting); one in February and one in May. Classes meet twice weekly in a combined lecture/laboratory setting. Three class hours and two laboratory hours weekly. Instructional Competency met: Scientific Reasoning and Discovery (3.0) Spring.

BIO 140 - Nutrition for Culinarians (3 credits)

This course emphasizes the principles of nutrition and the health-related roles of carbohydrates, fats, proteins, vitamins and minerals. The course also covers energy metabolism, food-product labeling, and nutritional requirements throughout the lifespan. Various eating behaviors, recommended dietary intakes, and tools for diet and menu planning are explored. Class projects will include: students keeping a record of their food intake then analyzing it for nutritional adequacy and using nutrition analysis software to adjust recipes to make them more healthful. This course is intended for students enrolled in the Culinary Arts degree program. Prerequisites: Culinary: CUL 112 or Baking CUL 152 or Permission of the Program Director. Instructional Support Fee applies. Spring

BIO 154 - Human Physiology (4 credits)

This course acquaints the student with the biological, chemical and physical functions of the human body. The focus of the course is on the cardiovascular system, the respiratory system, the gastrointestinal system, the endocrine system, and the excretory system. Laboratory activities will include tests on blood, urine, the heart, and occasional dissections. Prerequisite: High school biology and permission of the instructor. Not available for credit to students with a C or better in BIO 233 or 234 (formerly BIO 33 or BIO 34). Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall.

BIO 155 - Topics in Biology (1-3 credits)

A one-semester course on a specific topic in biology. Topic to be announced each semester. Prerequisite: B or

better in one college lab science. One to three class hours per week. Fall, Spring.

BIO 220 - Introduction to Nutrition (3 credits)

This course focuses on human dietary needs. The course emphasizes the health-related roles of carbohydrates, fats, proteins, and vitamins. The course also covers minerals, energy metabolism, food-product labeling, and nutritional requirements of the pregnant woman and fetus. Issues of consumer concern are considered throughout this course. Prerequisite: BIO 111 or BIO 121 or BIO 233 (formerly BIO 11 or BIO 21 or BIO 33) with a grade of C or better; CHM 111 (formerly CHM 11) or higher with a grade of C or better. Three class hours per week. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

BIO 232 - Marine Biology (4 credits)

This is a one-semester course designed to provide an introduction to the biology of the marine environment. It incorporates the study of the physical and biological components of the oceans, including the formations of the seas and land masses, physical nature of the oceans, and chemistry of seawater with emphasis on types of marine organisms, the ecology of the marine environment, and man's impact on the ocean and its inhabitants. Field trips may be required as part of the lab component of the course, including one all-day trip on a whale watch boat. Prerequisite: high school chemistry and biology with a grade of C or better or BIO 111 or BIO 121 or SCI 112 or SCI 119 (formerly BIO 11 or BIO 21 or SCI 12 or SCI 19) or any CHM course. Three lecture and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Spring, Summer.

BIO 233 - Human Anatomy and Physiology I (4 credits)

This course studies the structure and function of human tissues, organs and organ systems. Topics include tissues; integumentary, skeletal, and muscular systems; and the nervous system. The laboratory component includes occasional dissections. The course is intended primarily for students in the health sciences. Prerequisites: high school chemistry or CHM 090 (formerly CHM 10) within the last five years with a grade of C or better; completion of BIO 111 or BIO 121 (formerly BIO 11 or BIO 21) with a grade of C or better. Three class hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring, Summer.

BIO 234 - Human Anatomy and Physiology II (4 credits)

This course is a continuation of BIO 233. The course covers endocrine, reproductive, digestive, cardiovascular, respiratory, and urinary systems. This course is intended for students in health sciences. The laboratory component includes occasional dissections. Prerequisites: a grade of C

or better in BIO 233 (formerly BIO 33) or equivalent biology laboratory science. Three class hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring, Summer.

BIO 239 - Elements of Microbiology (4 credits)

This course considers the general and medical aspects of microorganisms and discusses methods of identification, sources and modes of infection, inhibition and control of growth, and principles of sanitation. This course includes a study of bacterial physiology and genetic engineering. The laboratory component studies basic techniques. Prerequisites: BIO 234, or BIO 154, or BIO 121 (formerly BIO 34, or BIO 54 or BIO 21). Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring, Summer.

BIO 240 - Cell Biology (4 credits)

This course considers the molecular structure of cells, cell energetics, the role of nucleic acids, cell division, and fertilization. The laboratory covers microscopic studies of cells and methods for studying macromolecules and cells. Prerequisites: BIO 121 or BIO 122 (formerly BIO 11 or BIO 21). Pre- or co-requisite: CHM 116 (formerly CHM 16). Three lecture hours, two laboratory hours, and one recitation hour per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

BIO 241 - Pathophysiology (3 credits)

This course is an introduction to the processes of infection, injury, and other pathogenic influences, their effects on the body, and the basic responses of cells, tissues, and organ systems to these disorders. General phenomena such as inflammation, immune response, carcinogenesis, heart disease, and diabetes are considered. Prerequisite: BIO 234 (formerly BIO 34). Three class hours per week. Competency met: Scientific Reasoning and Discovery (3.0). Fall, Spring.

BNK - Banking

BNK 101 - Principles of Banking (3 credits)

The course provides a broad perspective of the banking industry touching on nearly every aspect of bank functions. Topics include the language and documents of banking, check processing, teller functions, deposit function, trust services, bank bookkeeping, bank loans, and the banks' role in the community. Fall, Spring.

BNK 111 - Installment Credit (3 credits)

This course provides an understanding of the consumer credit function by examining the role of installment credit

in overall banking operations. Recommend BUS 111 (formerly BUS 11) first. Fall, Spring.

BNK 112 - Real Estate Lending (3 credits)

This course introduces legal issues in real estate lending, property appraisal, sources of mortgage credit, federal role in the mortgage market, financing of single family condominiums, cooperative apartments, rental units, business-use properties, and real estate investment analysis. Recommend BUS 111 and BUS 251 (formerly BUS 11 and BUS 51) first. Fall, Spring.

BNK 113 - Commercial Credit Analysis (3 credits)

This course examines the tools and techniques necessary for the financial evaluation of a business enterprise. Recommend ACC 102 (formerly ACC 12) first. Fall, Spring.

BNK 114 - Introduction to Commercial Banking (3 credits)

This course reviews the social and monetary aspects of commercial bank operations by investigating the principles and techniques utilized in their functional performance. Recommend MAN 101 (formerly MAN 11) first. Evenings/Weekends.

BNK 116 - Bank Investments (3 credits)

This course examines the fundamentals of bank investments, the types of investment instruments available to commercial banks, the nature and scope of securities markets, and investment account management. Recommend ACC 102 (formerly ACC 12) first. Fall, Spring.

BUS - Business

BUS 111 - Business and Financial Mathematics (3 credits)

This course provides a presentation of mathematical calculations related to business analysis. It includes solving for unknowns such as present and future values. Selected accounting topics, retailing and consumer mathematics, payroll records, bank statement reconciliations, information concerning corporate stocks and bonds, as well as mutual funds, and business statistics used to make decisions are covered. This course emphasizes critical thinking. Prerequisite: Arithmetic Competency. Three class hours a week. Competency met: Quantitative and Symbolic Reasoning (4.0) Fall, Spring, Summer.

BUS 112 - Personal Financial Planning (3 credits)

This course will provide students with the basic knowledge to manage their personal finances including basics of saving, debt management, and investing for retirement via

401k, IRAs, and annuities. Three class hours per week. Fall, Spring.

BUS 113 - Introduction to Business Functions and Practices (3 credits)

This course provides a general survey of the functions and practices of a business and the external institutions and organizations that facilitate the operation of business units. The course introduces students to the various functional activities of business organizations. It provides an overview of careers in accounting, marketing, general management, human resource management, finance, purchasing, and production and operations management. College study skills, critical thinking, and time management techniques are integrated into the course presentation. Students learn how to develop a job search strategy, including how to prepare a resume and a cover letter and to prepare for job interviews. Three class hours a week. Fall, Spring.

BUS 114 - Small Business Planning (1 credit)

This is an introductory course to familiarize the student with the critical aspects of small business planning through the development of a business plan. It is recommended for any individual who would like to learn, hands-on, how to start a business properly. Topics presented include the basic procedural steps to forming a business, innovative marketing strategies, the borrowing/lending process, and QuickBooks overview. Upon completion, all participants will have completed a solid business plan. One hour of lecture per week over twelve weeks. Fall, Spring, Summer

BUS 115 - Fundamentals of an Enterprise (1 credit)

This course is designed for students in majors other than Business Administration such as Information Technology, Health Sciences, and Engineering, who will likely be working within a profit or not-for profit enterprise. Topics such as global operating environments, economic systems, organizational structure, and management systems will be discussed. This course is not open to students majoring in Business Administration. One class per week for 15 weeks. Fall, Spring.

BUS 120 - Group Tour Planning (3 credits)

This course is designed to introduce students to the process and methodologies of planning, operating and evaluating a group tour package. It will discuss the various methods of selling, packaging, operating and promoting a group tour to select markets and also to the general public. This course is intended to provide students with skills needed to operate a group tour movement, negotiate with suppliers, understand contractual responsibilities, handle reservations and documentation, and provide them with a working knowledge of the legal responsibilities and ramifications of group tour management. Also covered will be the role and responsibility of the tour escort before, during, and after the tour. Fall.

BUS 121 - Introduction to Travel, Tourism and Hospitality (3 credits)

This course will be taught in three different modules to expose students to the concentration areas of travel, tourism and hospitality. The focus of this course will be introductory in nature. It will provide students with an understanding of how people use their free time, what reasons prompt them to travel and the value they expect from their travel dollar. Each module will provide students with an overview of the specific area of study with an emphasis on industry trends and future developments, terminology and an understanding of interrelationships of the three. Fall.

BUS 122 - Tour Destination Planning (3 credits)

This course acquaints the student with a framework to do detailed planning for visits to important tourist destinations in the United States and other nations. The course discusses the cultural, recreational, social, and economic significance of travel. Three class hours per week. Fall.

BUS 123 - Meeting, Planning, and Convention Sales and Service (3 credits)

This course will teach students the basic elements of meeting, convention, and group sales and services. Students will learn how to generate business and to provide the services necessary to create repeat business. Discussions will focus on the operation of a group and convention business. Recommend MAR 101 (formerly MAR 11) first. Spring.

BUS 124 - Sales and Customer Service for Tourism and Hospitality (3 credits)

This course will deal with the broad scope of marketing and sales activities that take place within the tourism, convention, hospitality, and casino industries. Emphasis will be placed on analysis, structure, and strategy of the marketing department within the tourism, convention, hospitality, and casino businesses. Students will learn about departmental budgets, allocation of resources, market research, media selection, and the effectiveness of a marketing plan. There will be case studies and assigned readings of current marketing trends. Spring.

BUS 126 - Hotel and Motel Management and Operations (3 credits)

Students will gain an understanding of the operational aspects of various departments within a hotel or motel, and the relationship of each department to the hotel as a whole. They will explore the functions of each separate area within the hotel, its operational procedures, staffing, customer service, and changing trends. Also covered will be the different employment opportunities and career paths available within the industry. Fall.

BUS 130 - Introduction to Geotourism (3 credits)

This course introduces the Geotourism approach to tourism development as all-inclusive, focusing not only on the environment, but also on the diversity of the cultural, historic, and scenic assets of a place. Geotourism is defined as tourism that sustains or enhances the geographical character of a place, its environment, culture, aesthetics, heritage, and the well being of its residents. Three hours of lecture per week. Fall.

BUS 131 - Principles of Community-based Tourism (3 credits)

This course examines the range of cultural and heritage assets that can become viable tourism attractions. It looks at ways of linking quality cultural heritage tourism to community development, from effective planning and marketing to community involvement and partnership approaches. Three hours of lecture per week. Fall.

BUS 132 - Geotourism Management (3 credits)

This course provides the tools needed by tourism planners, conservationists, businesses, and communities to work together to develop Geotourism plans and products that attract and accommodate the ecotourist while conserving natural resources and benefiting local people. The course also focuses on environmentally and socially responsible tourism strategies and innovations. It examines how destinations have improved competitiveness by creating environmentally and socially friendly tourism products and services. Three hours of lecture per week. Spring.

BUS 133 - Strategic Geotourism Marketing (3 credits)

This course provides a systematic strategy for developing, managing, and monitoring effective customer service and for positioning a destination in the travel marketplace based on the quality of customer service. The first part of the course focuses on 18 sales trends that dramatically impact the way to sell a visitor destination now and in the future. The second part provides both basic and advanced sales skills, which every destination salesperson must own and master to be relevant and valued by their organization. Three hours of lecture per week. Fall.

BUS 134 - Geotourism Assessment (3 credits)

In this course, students learn how to conduct a tourism assessment to examine tourism potential and how to measure the potential cost and benefits of a tourism development program. Students are introduced to the basic relationships between crime, terrorism, and the tourism/travel industry. Emphasis is placed on how members of the security industry affect tourism. Three hours of lecture per week. Fall.

BUS 135 - Seminar in Geotourism (3 credits)

This course provides an understanding of the nature of the business proposal process and its importance to an

organization's success in geotourism activities. Practical guidance and tools needed for the development of high-quality proposals are provided. Students become aware of the growing need for managing and marketing knowledge and the role information plays in building a visitor base. The course also discusses how to effectively use the Internet, which is now the most important medium for informing and interacting with potential visitors. Three hours of lecture per week. Spring.

BUS 140 - Introduction to Casino Operations (3 credits)

This is an introductory course designed to provide students with a history of the gaming industry and the basics of casino management. The course emphasizes discussions involving gaming psychology and ethics and includes an overview of popular betting games. Three hours of lecture per week. Fall.

BUS 141 - Casino Loss Prevention (3 credits)

This course is designed to provide students with a working knowledge of how multiple disciplines, casino departments and government agencies insure the protection of the casino customer and the casino's assets. The course explores and analyzes types of gamblers, investigative processes, regulatory and enforcement issues, gaming devices, taxes and casino crimes, detecting cheating, and internal controls. Prerequisite: BUS 140 (formerly BUS 40) with a grade of C or better. Three hours of lecture per week. Fall.

BUS 142 - Gaming and Social Policy (3 credits)

This course provides students with knowledge of the effects of gaming on a community. Students study personal and business ethics, state, federal, and local government rules and policies, the reasons why we gamble, Indian casino operations vs. regular casino operations, and the social and cultural issues of gaming. Three hours of lecture per week. Fall.

BUS 143 - Accounting for Casino Operations (1 credit)

This course instructs students on the particular characteristics of casino accounting, internal controls, cash equivalents, complimentaries, gaming checks, and tokens liabilities. Also covered are race and sports book accounting, credits, promotions and incentive programs. The accounting methods used to comply with state and federal regulations according to generally accepted accounting principles and the AICPA Guide to the Casino and Gaming Industry will be summarized. Pre- or co-requisite: ACC 101 (formerly ACC 11). One lecture hour per week. Spring.

BUS 144 - Marketing for Casino Operations (1 credit)

This course will provide the student with an overview of the particular characteristics of casino marketing. Topics will include special events, monetary offers to players, slot

clubs, point's redemption, grading players, match play offers, junkets, dead chip programs, discount programs, credit procedures, premium player marketing, repeater market promotions and the role of amenities. An overall marketing plan will be discussed. Pre- or co-requisite: MAR 101 (formerly MAR 11). One lecture hour per week. Fall.

BUS 152 - Honors E-Commerce (3 credits)

This is an interdisciplinary course that presents the rudiments of e-commerce from a business and technological perspective. Students learn the principles of marketing and selling on the Internet as well as a conceptual and practical knowledge of the necessary technology. Recommended: MAR 101 (formerly MAR 11) first. Three class hours per week. Instructional Support Fee applies. Fall.

BUS 155 - Business Ethics (3 credits)

This course is an examination of the moral, legal, and social dimensions of decision making in business-related situations. Actual business cases are analyzed in terms of morality, legality and social considerations. The course will provide students with multifaceted views, allowing them in their analysis to come to business decisions that incorporate ethical standards. Three class hours a week. Competency met: Ethical Dimensions (7.0) Fall, Spring, Summer.

BUS 171 - Principles of Insurance I (3 credits)

An introductory course covering the history and development of insurance, types and organizations of companies, insurance contracts, underwriting, sales, claim adjustment, risk management, and rate making. Recommend MAN 101 or MAR 101 (formerly MAN 11 or MAR 11) first. Three class hours a week. Fall; Evening/Weekends only.

BUS 172 - Principles of Insurance II (3 credits)

A continuation of the introductory course covering life, property, and casualty insurance. Topical coverage includes life, fire, workman's compensation, and general business lines. Prerequisite: BUS 171 (formerly BUS 17) with C or better or permission of department chair. Three class hours a week. Spring; Evening/Weekends only.

BUS 175 - Introduction to Real Estate (3 credits)

A study of the principles of real estate designed to provide a clear understanding of the factors involved in real property ownership. This study involves discussion of the history of real estate development, current cyclical trends and various instruments which may be encountered when transferring real estate. Emphasis is placed upon the concepts and terminology involved in real estate transactions as well as a basic understanding of the math generated by these transactions. Recommend BUS 111 and

MAR 101 (formerly BUS 11 and MAR 11) first. Three class hours a week. Fall.

BUS 176 - Real Estate Practice (3 credits)

An in-depth study of the legal and financial aspects of real estate. Topics of study include brokerage operations, licensing laws, contractual aspects of listing, legal framework, closings, relevant real estate math problems, and real estate licensing examination preparation. A working knowledge of the concepts and terminology covered in BUS 175 is presumed. Prerequisite: C or better in BUS 175 (formerly RES 11) or permission of department chair. Recommend MAN 101 (formerly MAN 11). Three class hours a week. Spring.

BUS 251 - Business Law (3 credits)

An introductory course in laws applicable to business transactions. Covers a basic study of the federal and state court systems as well as criminal, tort, and contract law. Prerequisite: Sophomore standing or permission of department chair. Recommend: MAN 101 and MAR 101 (formerly MAN 11 and MAR 11) first. Three class hours a week. Fall, Spring, Summer.

BUS 253 - Corporation Finance (3 credits)

A study of the forms and sources of financing available to large and small business. Emphasis is placed on financial analysis, financial planning, working capital management and source of short- and long-term financing. Basic concepts of investment analysis are introduced. Prerequisite: ACC 102 or ACC 101 (formerly ACC 12 or ACC 11) with C or better and permission of instructor. Recommend MAN 101 (formerly MAN 11) first. Three class hours a week. Spring.

BUS 260 - International Business (3 credits)

This course develops initial concepts in international business principles. It presents the inter-relationships of the economics and politics of international trade and investment. The course examines the strategies and structures of international business. Prerequisite: MAN 101 and MAR 101 (formerly MAN 11 and MAR 11). Competency met: Global Awareness (5.2) Fall, Spring.

CAD - Computer Aided Drafting

CAD 101 - Computer Aided Drafting (3 credits)

This course develops fundamental skills in forming, presenting, and interpreting ideas and concepts using a graphic language. The course provides practice in the use of freehand sketching and Computer Aided Drafting (AutoCAD) topics, including engineering geometry, orthographic projection, auxiliary and section views, fasteners and isometric pictorials. The course also covers the use of Standards, Specification and Geometric Tolerancing. Students in this course are expected to be

computer literate. Two class hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring, Summer.

CAD 111 - Advanced Computer Aided Design (3 credits)

This course develops fundamental skills in forming, presenting, and interpreting ideas and concepts using a graphic language. The course provides practice in the use of freehand sketching and Computer Aided Drafting (AutoCAD) topics, including engineering geometry, orthographic projection, auxiliary and section views, fasteners and isometric pictorials. The course also covers the use of Standards, Specification and Geometric Tolerancing. Students in this course are expected to be computer literate. Two class hours and three laboratory hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring, Summer.

CAD 112 - Advanced Computer Aided Design II (3 credits)

This course is a continuation of CAD 111. It uses the latest PC-based associative, parametric solid modeling software to produce advanced 3-D models of mechanical objects and assemblies. Topics include advanced sketching, assemblies, and dimensioning. Several Solid Works modules are used to analyze and demonstrate part and assembly design. This course continually emphasizes mechanical design principles using the CAD system. Prerequisite: CAD 111 (formerly CAD 19) or permission of instructor. Two class hours and three laboratory hours per week. Instructional Support Fee. Spring.

CAD 122 - Architectural Drawing (3 credits)

This CAD-based course presents the fundamentals of current building practices. The course introduces students to floor plans, elevations, sections and architectural standards. Reinforced concrete, wood, steel and masonry, as well as frame trusses, methods of joints and connecting fabrication will be emphasized. Prerequisite: CAD 101 (formerly CAD 15). Two class hours and three laboratory hours per week. Instructional Support Fee applies. Spring.

CAD 125 - 3D Architecture, Building, and Landscape Design (3 credits)

This course provides students with an understanding of all phases of architectural and construction design using parametric CAD software (AutoDesk Revit). Topics include building components and structures, interior designing, site features, landscaping, rendering, and walkthroughs. Scheduling and cost estimation are also introduced. Prerequisite: CAD 101 (formerly CAD 15) with a grade of C or better. Two lecture and three laboratory hours per week. Instructional Support Fee applies. Fall, Spring, Summer.

CAD 128 - Civil Drafting and Design (3 credits)

This course deals with the concepts of plan scales, bearings, latitudes and departures, property descriptions, contour lines, profiles, highway layout, earthwork cut-and-fill, and runoff analysis. This course includes a laboratory/field component and students are required to complete a CAD based site design project. Prerequisite: CAD 101 (formerly CAD 15). Two class hours and three laboratory hours per week. Instructional Support Fee applies. Fall, Spring.

CAD 172 - Computer Aided Mechanical Design (3 credits)

This course develops fundamental mechanical engineering design skills for the creative solution to problems associated with the production of useful devices. Application of Computer Aided Design software (AutoDesk Inventor) includes sketching, three-dimensional models and assemblies, drawing views, dimensioning, and both standard and geometric tolerancing. The course investigates the selection and modeling of common mechanical components and the use of finite element analysis. Students are required to complete an independent mechanical design project. Prerequisite: CAD 101 (formerly CAD 15) with a C or better or equivalent. Two class hours and three laboratory hours per week. Instructional Support Fee applies. Fall, Spring, Summer.

CAD 211 - Computer Aided Manufacturing (3 credits)

This course is a hands-on computer-aided manufacturing course. Students will utilize the latest PC-based industrial CAM software to produce Computer Numerical Control machine tool programs for a CNC mill and CNC lathe. The students will learn to use the CAM software to select tools, enter part geometry, and convert screen graphics into a CNC program. Topics include creating programs for milling and turning operations (ID and OD turning, threading, grooving, and back turning), communication between program and machine, and editing models to improve software utilization. In addition, the student will learn the integration of Computer-Aided Design (CAD) with CAM to enhance the understanding of the design to manufacturing process. Pre- or co-requisite: EGR 111 (formerly ETK 41) or EGR 122 (formerly ETK 42) and CAD 111 (formerly CAD 19) or CAD 172 (formerly CAD 18). Two class hours and three laboratory hours per week. Instructional Support Fee applies. Fall.

CED - Cooperative Education**CED 101 - Work-Based Experience (1 credit)**

This course is a one-semester, introductory, work-based experience course. Students observe, participate in, and develop a mentoring relationship in an environment related to their chosen program of study for the purpose of career exploration using project-based learning. A total of 45

hours in the field during the semester and a one hour weekly seminar is required. Students complete career assessments and develop learning goals. Self assessment is integrated using reflection assignments. All community placements must be approved by the Cooperative Education office. One lecture hour per week and 45 hour in the field during the semester. Instructional Support Fee applies. Fall, Spring, Summer.

CED 210 - Cooperative Work Experience (3 credits)

This course offers students an opportunity to apply classroom learning and academic skills in a supervised work experience related to their chosen field of study. It assists students in exploring and wisely choosing a career, while promoting personal growth and development. The work-based learning component helps students develop the skills of problem solving, decision making, and reflective thinking that increases their overall success in the workforce. Students work 15-20 hours a week in their Co-op position and must participate in a one-hour weekly seminar. The Co-op seminar helps students develop an interdisciplinary perspective of the world of work by discussing related topics and sharing on-the-job concerns with peers. Faculty and employers provide professional guidance to students in setting and achieving career goals. Prerequisite: Permission of Co-op office. Instructional Support Fee applies. Fall, Spring, Summer.

CED 220 - Cooperative Work Experience II (3 credits)

This course offers students an additional opportunity to gain valuable work experience in a different or advanced position. It allows for further enhancement of personal and professional development and improvement in critical thinking skills, communication skills, and self-management skills. CED 220 builds directly upon the work-based learning experience acquired through CED 210, and better prepares students for a satisfying career in the complex and challenging workplaces of the future. The seminar encourages students to seek information related to labor market trends, educational requirements needed for advancement in their careers, and professional organizations and networks in their field. Faculty and employers provide professional guidance, supervision, and assessment of established learning objectives and career goals. Prerequisite: CED 210 (formerly CED 11). Instructional Support Fee applies. Fall, Spring, Summer.

CHM - Chemistry**CHM 090 - Introduction to Chemistry (4 credits)**

A course for students who have not studied chemistry. Topics included under the description of CHM 111 are considered, but in somewhat less depth to permit introduction of necessary background material in greater detail. Prerequisite: Arithmetic Competency and a C or better in Algebra I or Introductory Algebra Competency. Three class hours and three laboratory hours

a week. Instructional Support Fee applies. Fall, Spring, Summer.

CHM 090 may not be used to meet the General Education Science requirement nor does it carry degree credits. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI.

CHM 111 - General College Chemistry I (4 credits)

This course in fundamentals of modern chemistry is for students not planning to major in science. Topics include the metric system, exponential notation, atomic structure, and the periodic table, the writing and use of chemical equations, stoichiometry of compounds and chemical reactions, the mole, chemical reactivity, properties of chemical bonds, solutions, and acids and bases. The laboratory component provides applications of concepts covered in lecture. Prerequisites: C or better in high school science or CHM 090 (formerly CHM 10) and a C or better in high school algebra both within the last five years. Students who have not completed Algebra II in high school should complete the Intermediate Algebra Competency. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency Met: Scientific Reasoning and Discovery (3.0) Fall.

CHM 113 - Fundamentals of Chemistry I (4 credits)

This course is designed for students majoring in science and engineering. Topics covered include scientific measurements and dimensional analysis, the structure of matter, chemical nomenclature, chemical formulas, chemical equations, mole and stoichiometry, thermochemistry, the gas laws, the quantum model of the atom, and periodicity of atomic properties. The laboratory component provides applications of concepts covered in lecture. Prerequisite: C or better in high school chemistry or in CHM 090 (formerly CHM 10); C or better in high school Algebra II, both within the last five years. Students who have not completed Algebra II in high school should complete the Intermediate Algebra Competency. Three class hours, one recitation hour and three laboratory hours a week. Instructional Support Fee applies. Competency Met: Scientific Reasoning and Discovery (3.0) Fall, Spring.

CHM 114 - Fundamentals of Chemistry II (4 credits)

Topics include theories of chemical bonding, intermolecular forces in solids and liquids, solutions and colligative properties, kinetics, equilibria, acids and bases, thermodynamics, and electrochemistry. The laboratory includes semimicroqualitative analysis along with traditional experimental procedures. Prerequisite: C or better in CHM 113 (formerly CHM 13). Three class hours, one recitation hour, and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring.

CHM 115 - Health Science Chemistry I (4 credits)

This course is designed for students in the health sciences. Topics include: a survey of measurements and the metric system; energy and matter; atomic structure and its relationship to chemical bonding; nomenclature; the periodic table; chemical reactivity; the mole and stoichiometric relationships; a consideration of the gas laws; solutions (molarity and % concentration); chemical equilibrium; acids and bases with an emphasis on Bronsted theory, pH, and buffers. Prerequisite: One year of high school biology and one year of high school chemistry. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Fall, Spring.

CHM 116 - Health Science Chemistry II (4 credits)

This course is a continuation of CHM 115. Topics include: an introduction to the chemistry of carbon; the hydrocarbons; organic functional groups (their structural and functional characteristics); the relationship of these functional groups to the chemistry of carbohydrates, lipids, proteins, and nucleic acids; protein synthesis; and metabolism. The metabolic pathways of fermentation, glycolysis, the citric acid cycle and the utilization of carbohydrates, lipids, and proteins by these metabolic pathways are discussed. Prerequisite: CHM 115 (formerly CHM 15) or its equivalent as determined by the department. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

CHM 120 - Environmental Chemistry (4 credits)

A one semester course designed primarily for students in an environmental studies program. Topics covered will include areas of inorganic, organic and biochemistry as they pertain to environmental issues and pollution. The formation of toxic substances in the air, water and soil will be discussed including the methods of their formation and how to remedy the problems created by them. Current topics will be included such as acid precipitation, heavy metal deposition, pesticides, polymers (PCB, PVC, etc.) and thermal pollution. Prerequisite: C or better in CHM 111, 112, 113, 114, or 116 (formerly CHM 11, 12, 13, 14, or 16). Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

CHM 225 - Biochemistry (4 credits)

This course covers the chemistry of biologically important molecules: amino acids, proteins, carbohydrates, lipids, and nucleic acids. Bioenergetics, biosynthesis, genes, chromosomes, and DNA metabolism round out the course. The lab introduces analytical and synthesis techniques for the biologically significant compounds. Prerequisites: BIO 121, CHM 115, and CHM 116 (formerly BIO 21, CHM 15, and CHM 16). Three lecture hours and one laboratory hour per week. Instructional Support Fee applies.

Competency met: Scientific Reasoning and Discovery (3.0) Spring.

CHM 226 - Chemistry of Nucleic Acids (4 credits)

This course covers the nature of genes and cell division, the chemical and physical characteristics of DNA and RNA, the synthesis of DNA/RNA and proteins, and replication strategies for viruses. In the lab, students isolate, analyze, and manipulate DNA/RNA. Prerequisites: BIO 121 or BIO 239, CHM 115, and CHM 116 (formerly BIO 21 or BIO 39, CHM 15, and CHM 16). Three lecture hours and one laboratory hour per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

CIS - Computer Information Systems

CIS 100 - Introduction to Applications (1 credit)

This course will teach the application packages and introduce the operating systems currently being taught in CIS 111 (formerly CIS 11). This course is designed for students who have mastered the material covered in CIS 111 but have learned different application packages. Upon completion of this course, the student may petition for credit for CIS 111 or in the case of Tech Prep students where an agreement has been articulated with their high school, credit for CIS 111 will be given upon the successful completion of this course. One class hour per week. Instructional Support Fee applies. Fall, Summer.

CIS 101 - Internet User (1 credit)

This course introduces students to the use of the World Wide Web. Some basic browser features are covered and students are introduced to a few of the numerous search engines available on the Internet. Advanced search features are covered in detail. Students also learn the basics of using email, including the use of file attachments. One class hour per week. Instructional Support Fee applies. Fall, Spring.

CIS 102 - Database Fundamentals (1 credit)

This course will introduce students to databases and their use. The students will learn some of the design concepts needed to develop a multiple table database. Many of the objectives of the Microsoft Office User Specialist will be covered and the student will learn to use a database as a problem-solving tool. This course is not available to students who have taken CIS 110 or CIS 111 (formerly CIS 10 or CIS 11). Instructional Support Fee applies. Fall.

CIS 103 - Presentation and Desktop Management Fundamentals (1 credit)

This course will introduce students to presentation and desktop management software using PowerPoint and Outlook. Many of the objectives of the Microsoft Office User Specialist will be covered and the student will learn

to use these applications as problem solving tools. Instructional Support Fee applies. Fall.

CIS 104 - Spreadsheets Fundamentals (1 credit)

This course will introduce students to spreadsheets and their use. Many of the objectives of the Microsoft Office User Specialist will be covered and the student will learn to use a spreadsheet as a problem-solving tool. This course is not available to students who have taken a 3-credit introductory computer course such as CIS 110, CIS 111, OFC 117 or ETK 103 (formerly CIS 10, CIS 11, OFC 17 or ETK 13). Instructional Support Fee applies. Fall.

CIS 105 - Hardware Fundamentals (1 credit)

This course introduces the student to the fundamentals of computer hardware that lay a foundation for their other courses in computers. Students develop an understanding of the fundamentals involved in buying, building and maintaining a computer. One class hour per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0) Fall, Spring.

CIS 106 - Operating System Scripting (1 credit)

This course teaches the student how to plan, write, and debug scripts for the purpose of automating operating system tasks. Topics include use of parameters, string comparison testing, piping, input and output redirection, file manipulation, use of environmental variables, looping, if tests, running a script from a script, and using shift. Prerequisite: CIS 121 (formerly CIS 53) or permission of the instructor. One hour of lecture per week. Instructional Support Fee applies. Fall, Spring.

CIS 110 - Basic Computing Skills (3 credits)

Students are introduced to computers and to business applications with emphasis on applications and Windows Explorer. Students learn to use applications individually and to use multiple applications to develop a project. Students learn to use email effectively and to do research on the Internet using multiple browsers and their advanced features. This course is designed for students with no prior computing experience and is not part of any CIS options. It is not open to students who have successfully completed CIS 111 (formerly CIS 11). Three class hours a week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring, Summer.

CIS 111 - Introduction to Business Information Systems (3 credits)

This course deals with fundamental computer concepts applicable to business and management, including software, problem solving, case studies, business models, and computer systems analysis and design, as well as basic computer applications. Students learn to work with a spreadsheet, a database management system, word processing and presentation software and to apply these skills to the functional areas of organizations. Case studies

will be drawn from accounting, finance, marketing, information systems, operation management, and other areas of business. Students learn how to use the Web successfully to research information. Three class hours a week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring, Summer.

CIS 112 - Advanced Business Information Systems (3 credits)

This course includes an in-depth study of a spreadsheet package, including its database and graphic capabilities, and its logical functions and macro capabilities. A study of a leading word processing package, including its graphic/desktop-publishing features is included. Students work with an integrated office package and learn how to convert, link, and embed data between the word processor and spreadsheet programs. Other business applications are included. Basic familiarity with Word and Excel is recommended; students without this knowledge should consider taking CIS 111. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall, Spring, Summer.

CIS 113 - Hospitality Management Information Systems (3 credits)

This course will give the student basic computer skills in operating systems, word processors and spreadsheets. In addition, the student will learn to use the Internet as a tool for searching and for e-mail. The student will be introduced to the wide variety of support software that is available to automate many functions that must be performed. The student will learn to evaluate the functions and processing in hospitality software packages and to make knowledgeable decisions about these packages. The student will work hands-on with software packages to better understand their functions and capabilities. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 114 - Advanced Microcomputer Applications (3 credits)

This course covers the microcomputer as a business tool. The student works with typical business and application software packages and learns to evaluate the type of packages appropriate for a given business situation. The course emphasizes developing applications and using software tools to solve business problems. Instructional Support Fee applies. Fall

CIS 120 - Programming: Logic, Design and Implementation (3 credits)

This course teaches the fundamentals of programming logic, design and implementation. Students learn to think logically and design programs. Examples are implemented in several languages giving students an understanding of how languages work to implement the programmer's logic and design. Students with no programming background are

strongly encouraged to take this course before pursuing other languages. Three class hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall; Spring; Summer.

CIS 121 - Operating Systems (3 credits)

This course gives students an understanding of popular computer operating systems. The operating systems covered include Windows and Linux. The course leads students through basic and advanced file management tasks from a command line interface as well as from a graphical interface. Topics are covered from both an end-user and an administrative standpoint. Topics covered include hard disk management, desktop security awareness, and system configuration. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall, Spring, Summer.

CIS 122 - Internet Developer (3 credits)

The course emphasizes the technical design, development, and implementation of effective Web sites, and students learn what makes a Web site work effectively. The course teaches XHTML, HTML, and CSS and introduces JavaScript. It also introduces software to develop and maintain web sites. Students develop and maintain their own web sites using these development techniques. In addition, students learn to work effectively with Internet navigation, access tools, and analyze the techniques to attract viewers to their web sites. Instructional Support Fee Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall; Spring.

CIS 123 - Object-Oriented Concepts (3 credits)

This course is an introduction to the use of object-oriented concepts for software development. It prepares students for the CIS 157 Object-Oriented Java Programming course. The course concentrates on objects and discusses very little Java syntax. It discusses the object-oriented paradigm in detail with particular emphasis on classes, objects, and the use of objects in user applications and applets. The course introduces encapsulation, inheritance, arrays of objects, and polymorphism. Students learn how to design classes and display the interaction of objects in visual form using the Unified Modeling Language. The course introduces several concepts from procedural programming such as primitive data types, assignment, conditionals, and repetitive loops. Three class hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall.

CIS 128 - Introduction to Digital Audio Recording (3 credits)

This course introduces students to the fundamentals of computer technologies to create audio productions for business, multimedia, and other applications. Students explore popular software applications, hardware and

software compatibility, and understand their uses for MIDI programming and digital recording. By creating soundtracks, optimized voice-over recordings, and other projects, students develop an understanding of sound recording technology. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 130 - Introduction to Local Area Networks (3 credits)

This course will provide the student with a knowledge of generic local area networks, as well as the Novell NetWare environment. Basic networking terms and concepts will be defined. The fundamental differences between the stand-alone/DOS and NetWare environments will be discussed. Three class hours a week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 131 - Windows Server Administration I (3 credits)

In this course students will learn to administer a Windows network from a Windows Server. The class will focus on managing user accounts, group accounts, folders, files, and object security. They will learn to secure network resources with shared folder permissions and NTFS permissions. Students will also implement user profiles, user logon scripts and setup and administer network printing. Students will be provided with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a Windows Client-Server-based network. Pre- or co-requisite: CIS 121 (formerly CIS 53) or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 132 - Introduction to UNIX/Linux and Shell Programming (3 credits)

This course introduces students to the fundamentals of the UNIX/Linux operating system and shell programming. It provides an overview of the history of UNIX/Linux and an explanation of operating systems. The course covers in detail basic commands, the vi editor, the file structure, the shell environment, and shell scripts. Prerequisite or co-requisite: CIS 121 (formerly CIS 53) or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall, Spring.

CIS 133 - UNIX/Linux System Administration I (3 credits)

This course covers the installation, administration and maintenance of a UNIX/Linux file server. The required hardware, system and network configurations will be discussed. Both LAN and WAN connections to the server will be covered before the installation procedure is presented in detail. Starting, controlling and shutting down the server will be covered, and each student will have hands on experience with their own server. User

administration, as well as the UNIX/Linux file system organization and security features, are introduced after the student servers are functioning on the network. Process, mail management and performance tuning issues are also discussed near the end of the course. The course will use a computer lab where each student will have individual access to a UNIX/Linux server. Prerequisite: CIS 132 (formerly CIS 63) with a C or better or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 134 - Networking Technologies (4 credits)

This course introduces students to data communications and networking concepts as they relate to both local and wide area networks. The framework for the lectures is the OSI reference model. It presents data translation, transmission media, and data transmission as well as network structures, topologies, physical layouts, and communication protocols. The course discusses the popular protocol stacks, firewalls, name resolution, and proxy servers. It discusses in detail the Internet and IP addressing. It also covers the material in the current CompTIA Network+ Exam. Prerequisites: CIS 121 (formerly CIS 53) or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 148 - Programming in C# (3 credits)

This course introduces the object-oriented programming language C#. Students learn to write programs to solve practical problems and work in the Visual Studio environment. Three lecture hours and three laboratory hours per week. Prerequisite: CIS 120 (formerly CIS 17) recommended Instructional Support Fee applies. Fall

CIS 150 - Oracle and SQL (3 credits)

This course is an introduction to the Oracle data base. Students will learn to work with Oracle and the structured query language SQL as they design, manipulate and access the data base. In addition, the concepts and design of relational databases will be analyzed and implemented. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall.

CIS 152 - Database Programming and Management with Access (3 credits)

This course teaches students the concepts of a relational database system. Students learn to work with a variety of Access components including Structured Query Language and Data Access Objects. Students analyze, design, develop, manage, and execute projects in this powerful database environment. Instructional Support Fee applies. Fall

CIS 154 - Introduction to Programming (COBOL) (3 credits)

This course introduces students to programming concepts and to the widely used business language, COBOL. The students learn to analyze a simple problem, develop a programming solution, write structured COBOL programs, and execute them on a computer. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall.

CIS 155 - Introduction to C++ Programming (3 credits)

Based on the C programming language, C++ is an improved version of C that takes the C language to the next evolution of programming languages. Proper program design using structured programming techniques is emphasized, as well as the C++ syntax. The course covers data basics, C++ operators, loops, branching, function, arrays, pointers, structures, and file processing. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 156 - Visual Basic (3 credits)

This course will cover object-oriented Visual Basic. The student is taught to analyze a programming problem, design a logical solution, and write and execute the program using Visual Basic. The course will emphasize the strengths of Visual Basic and its wide variety of uses as well as covering a wide range of programming applications. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 157 - Object-Oriented JAVA Programming I (4 credits)

The course covers basic concepts in programming and an introduction to the object paradigm. It introduces the concepts of the object paradigm and teaches students how to design and implement simple programs in an object-oriented language. The course also covers the basics of using computers and basic software tools to develop programs. Pre- or co-requisite: CIS 123 (formerly CIT 73) or permission of the instructor. Three class hours and two lab hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall.

CIS 158 - Introduction to Procedural Programming (4 credits)

Procedural Programming (C/C++) under Unix. Data types, variable declarations, arithmetic expressions, conditional statements, macros, function prototypes, standard libraries, file processing, pointers, structures, unions and dynamic memory management are discussed. Unix file system, shell scripts, input/output redirection, piping, programming with standard I/O and Unix system calls will be covered. Three

class hours and two lab hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall; Spring.

CIS 159 - MySQL and PHP (3 credits)

Students in this course learn to work with the open source database MySQL. They learn the concepts of creating a relational open source database using standard query techniques, including SQL and PHP and maintaining the database using SQL and PHP. Three class hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 160 - The Microcomputer Environment (3 credits)

This course covers the operating system requirements for the CompTIA A+ certification. It concentrates on file and memory management using the diagnostic and troubleshooting tools available in the operating systems covered. The course also covers installation, configuration, and upgrading of the three operating systems. Pre- or co-requisite: CIS 121 (formerly CIS 53) or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall, Spring.

CIS 161 - Database Design (3 credits)

This course covers database design theory and practice. Students learn to analyze a situation and use solid database design principles to develop a database solution. The course covers concepts of the relational database model, entity-relationship diagrams, data structure, and data integrity. It also introduces students to current topics in database design and development. Three class hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall.

CIS 162 - Applications for Web Development (3 credits)

This course provides students with advanced web theory and graphics. Students learn how to analyze the needs and desires of the client or company as related to its Web presence and translate these objectives and goals into appropriate web architecture. Students also explore e-commerce issues relevant to this design. Students work with software packages for graphics and Web page creation and learn to implement the graphic and interactive needs into the web architecture. Pre-or co-requisite: CIS 122 and (Pre or co-requisite: BUS 115, CIT 131) or permission of the instructor. (Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 166 - Oracle with Forms and Reports (3 credits)

This course builds on students' knowledge of SQL and PL/SQL as they learn to develop and customize forms and reports. Students work with Oracle Forms Developer and Report Developer to construct database forms and reports. They work extensively with PL/SQL to increase their

knowledge of the language in support of their development activities. Prerequisite: CIS 150 (formerly CIS 50). Three class hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 181 - Advanced CIS Applications (1 credit)

This course covers an advanced topic in Computer Information Systems. The topic will be announced prior to the semester in which the course is offered. This course is intended for students who are interested in pursuing a sophisticated topic in Computer Information Systems area with an instructor. Prerequisite: permission of the instructor. Instructional Support Fee applies. Fall, Spring; not offered every semester.

CIS 182 - Advanced Topics in CIS (3 credits)

This is a course on a specific topic in computer information systems. Topics will be announced each semester. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Not offered every year.

CIS 184 - Selected Four-Credit Topics in CIS (4 credits)

This Distance Learning course offers students the opportunity to take selected four-credit courses via the Web. The list of courses available for a particular semester is published prior to each semester in which the course is being offered. Students select the curriculum they will complete from the published list of options. Students follow the Web-based learning criteria for the selected course and receive credit for that course. There is one optional orientation meeting at the beginning of the semester. An optional two-hour lab each week provides additional instructional support. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring, Summer.

CIS 231 - Windows Server Administration II (3 credits)

In this course the student will install and configure a Windows server. Topics will include Network Protocols, Active Directory and Dynamic Host Configuration Services. Students will learn how to install and configure network services on the server, manage partitions, and to create and administer system policies. Other topics covered include auditing system resources and events, using Windows Diagnostics and monitoring system performance. Students will be provided with the knowledge and skills necessary to install, configure and maintain a Windows server in a Windows based network. Prerequisite: CIS 131 (formerly CIS 65) with a C or better or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 232 - Unix/Linux System Administration II (3 credits)

This course builds on the Linux server and Linux client administration skills learned in previous coursework. After installing a Linux server, students manage network services. These include DNS, DHCP, file and print services, Web services, director services, and firewall services. Samba server and Samba client is installed and configured to allow Linux and Windows computers to share resources. Students also install and configure Apache Web server on a Linux server and learn to administer the Web server. Firewall services and LDAP are installed and configured to allow secure access to services. Prerequisite: CIS 133, CIS 231 (formerly CIS 64, CIS 66) or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 233 - Routing and Router Configuration (3 credits)

This course provides an in-depth examination of routing and router configuration as used on WANs and, specifically, the Internet. The course covers layers 2, 3, and 4 of the OSI Model. Students gain the basic knowledge to plan, implement, and control routers connecting several networks using a variety of protocols. TCP/IP and the protocols used to run and manage today's routers is covered in depth as well as commands used to implement, configure, and manage these protocols. Prerequisite: CIS 134 (formerly CIS 33) with a C or better or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 234 - Internet Server Administration (3 credits)

In this course, students learn to establish, maintain and troubleshoot a Web server. This includes providing support for the web site and e-mail, monitoring usage and managing traffic, handling FTP and CGI parameters, establishing and maintaining security, handling backup as well as troubleshooting problems, and handling disaster recovery. Prerequisites: CIS 121, CIS 250, and CIS 132 (formerly CIS 53, CIS 47, and CIS 63), or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 245 - eXtensible Markup Language (XML) (3 credits)

This course introduces the eXtensible Markup Language (XML) and teaches the use of XML within documents and data files. In addition to learning XML, students work with DTD, CSS, XSLT, Schemas, and the document object model. Prerequisite: CIS 122 (formerly CIS 44) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 250 - Interactive Websites (3 credits)

This course covers the creation of interactive Web sites. Students learn about CGI (Common Gateway Interface) and CGI scripts. The course teaches Perl and the unique features it offers to make effective CGI applications. Students learn about the protocols that govern Web communication. It also teaches other languages used in server processing such as ASP.NET. The course introduces students to XML (Extensible Markup language). Students also learn to develop server-side Internet databases that can be accessed from a Web site. Prerequisite: CIS 120, CIS 122 (formerly CIS 17, CIS 44) or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall.

CIS 254 - Advanced COBOL (3 credits)

This course will give the student an in-depth understanding of the COBOL language. The student will work with tables, various problems in file processing, and on-line processing. By the end of the semester, the student will have learned to apply advanced programming concepts and to use the COBOL language effectively to accomplish programming goals. Prerequisite: CIS 154 (formerly CIS 12) or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 255 - C++ Object Oriented Programming (3 credits)

C++ is a widely used programming language for application development. In this course, the students learn a language that has many practical uses in the real world. The course introduces C++ syntax and functions not found in the traditional C. The fundamental concepts of the object oriented paradigm are introduced and object oriented programming is stressed in place of traditional structured programming. Object arrays, pointers to objects, and linked lists of objects are the focus of the class. Prerequisite: CIS 155 (formerly CIS 60) or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall.

CIS 256 - Advanced Visual Basic (3 credits)

In the second semester of Visual Basic, the student will learn to program with the advanced features available in Visual Basic and will focus on the logic involved in developing professional programs. The features covered will include user interfaces, controls including ActiveX controls, databases, object-oriented programming, VBScript and the Internet. Prerequisite: CIS 156 (formerly CIS 56) or permission of the instructor. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall.

CIS 257 - Object-Oriented JAVA Programming II (4 credits)

The course addresses software development using advanced object-oriented concepts and JAVA. It covers concurrency and synchronization issues and advanced topics of the object paradigm such as inheritance and polymorphism. It introduces the programming of graphics using JAVA Swing classes and examines File Streams and I/O Processing in detail. It compares the procedural paradigm with the object paradigm. It also addresses issues of programming with multiple processes and programming of systems with exception-handling capabilities. These concepts are introduced in the context of developing software using software tools, including libraries of components. Prerequisite: CIS 157 (formerly CIS 73). Three class hours and two lab hours per week. Approximately 3-5 hours per week of computer time will be required to complete the programming assignments. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 258 - Advanced Interactive Programming (3 credits)

In this course, students write advanced programs and scripts for server-side Web development, building on the framework laid in CIS 250. They increase their abilities in languages learned and build their skills in languages currently used for Web site development. The Web sites they build support databases, data collection and passing, selection, and advanced Web concepts. Students also familiarize themselves with the concepts involved in programming for interactive devices other than the Web. Prerequisite: CIS 250 or CIS 159 (formerly CIS 47 or CIT 32) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 260 - Software Specification and Design (4 credits)

This course covers object-oriented analysis and design, methodologies and tools. It focuses on methodologies of specification and design of software systems. It addresses the issues of user interface design and software prototyping. The course also presents the state of the art in the tool and environments supporting the front end of the software development cycle. Prerequisite: CIS 257 (formerly CIS 74) or permission of the instructor. Three class hours and two lab hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 261 - Introduction to Computer Systems (4 credits)

This course is an introduction to major components of computer systems. The course introduces fundamental concepts of computing systems such as binary arithmetic and data representation, the Von Neumann model for processing computer programs, the operation of memory,

instruction set, and machine and assembly language programming. It systematically presents the levels of transformations from machine language to assembly language to high-level language. The course studies the role of such systems software components as assemblers, compilers, linkers, loaders, and operating systems. The course has a strong project component. Pre- or co-requisite: CIS 158 (formerly CIS 76) or permission of the instructor. Co-requisite: MTH 243 (formerly MTH 43). Three class hours and two lab hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIS 262 - Computer Organization and Design (4 credits)

Laws of computer organization and design for RISC architectures. Interfaces between hardware and software are studied. Influence of instruction set on performance is presented. Design of a processor with pipelining is analyzed. Computer arithmetic is studied. Memory hierarchy and their influence on performance are documented. Elements of interfacing and I/O organization are included. The course has design, implementation, and analytical components. Prerequisite: CIS 261 (formerly CIS 77) or permission of the instructor. Three class hours and two lab hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 263 - Information Systems Seminar (1 credit)

Students develop their skills in a variety of computing areas, research career options, and develop a project that demonstrates the programming, database, and other skills they have acquired. Students develop a professional level Web portfolio using a variety of computing skills. Prerequisite: Enrolled in or have taken a second-semester programming course and a database course. One lecture hour per week. Spring.

CIS 270 - Systems Analysis and Design Seminar (3 credits)

Analyzing and designing effective business systems are the focus of this course. Emphasis is placed on today's tools for analyzing business problems, designing solutions and documenting the results. The student will learn the effective use of systems tools, the use and integration of microcomputer applications, the development of an effective database, and they will develop an understanding of the analysis and design processes. Pre- or co-requisite: CIS 150 or CIS 152 or CIS 159 (formerly CIS 50 or CIS 61 or CIT 32) or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 271 - Network Installation and Configuration Seminar (4 credits)

This is a hands-on capstone course. It covers installation and upgrade procedures for current server operating

systems. An Internetwork is planned, designed, implemented, managed, and documented. The network includes print, file and web hosting services as well as other current network services. Prerequisite: CIS 134, CIS 133, CIS 231 (formerly CIS 33, CIS 64, CIS 66) or permission of the instructor. Pre- or co-requisite: CIT 150 and CIS 232 and CIS 233 (formerly CIT 25 and CIT 48 and CIT 49). Four hours of lecture per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 272 - Program Development Seminar (3 credits)

Student learn to analyze difficult programming problems and develop solutions for them. The course deals with sophisticated concepts of logic, program development, and data structures. It also covers the systems life-cycle and the concepts applicable to development of systems programs. Students develop and implement an individual programming project in their language of choice. Pre- or co-requisite: two of the following - CIS 254 or CIS 256 or CIS 258 (formerly CIS 51 or CIS 67 or CIT 72) or one of the following - CIS 255 (formerly CIS 62) or CIS 257 (formerly CIS 74) or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIS 273 - Internet Seminar (3 credits)

This is the capstone course in the Webmaster option. Students combine and integrate all they have learned about creating, maintaining, and managing a Web site and a Web host. They design a professional Web site, including graphics and interactive components, install it on the Web server host, and maintain the Web site. Prerequisite: CIS 159, CIS 162, CIS 132 (formerly CIT 32, CIS 46, CIS 63); Pre- or co-requisite: CIS 258 (formerly CIT 72), or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIS 283 - Selected Topics in CIS (3 credits)

A Distance Learning course that offers students the opportunity to take selected courses via the Web. The list of courses available for a particular semester will be published prior to each semester when the course is being offered. Students select the curriculum they will complete from the published list of options. The student will then follow the Web based learning criteria for the selected course and receive credit for that course. There will be one orientation meeting at the beginning of the semester. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Not offered every year.

CIS 284 - Selected One-Credit Topics in CIS (1 credit)

This distance learning course offers students the opportunity to take selected one-credit courses via the Web. The list of courses available for a particular semester is published prior to each semester in which the course is

being offered. Students select the curriculum they will complete from the published list of options. Students follow the Web-based learning criteria for the selected course and receive credit for that course. There is one orientation meeting at the beginning of the semester. Instructional Support Fee applies. Fall, Spring, Summer.

CIT - Computer Information Technology

CIT 100 - Working with Laptops (1 credit)

This one-credit course is for the non-technical laptop computer user. Features of the laptop computer are presented and students learn basic terminology and trouble-shooting techniques for typical software/hardware problems. Students learn to solve minor problems that arise and to discuss more complicated problems with technical support personnel. Students learn to deal with specified features of the operating system software as a means of optimizing the computer and preventing problems. Methods of connecting laptops to other devices are covered. One class hour per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring.

CIT 102 - Security Awareness (1 credit)

This course introduces students to security and data confidentiality. The course presents a broad overview to help the student become more aware of computer security. Topics include securing data, confidentiality, integrity of data, password policies, and issues related to liability. One hour of lecture per week. Instructional Support Fee applies. Spring.

CIT 103 - Adobe Photoshop (1 credit)

This course will provide in-depth, hands-on training in Adobe Photoshop, the industry-standard imaging software. Topics covered include the work environment, tools and palettes, working with selections, layers, masks, channels, retouching, effects, color management, and creating images for print or the Web. One hour per week. Instructional Support Fee applies. Fall.

CIT 104 - Adobe Illustrator (1 credit)

This course will provide in-depth, hands-on training in Adobe Illustrator, the vector-based drawing software. Topics covered include creating basic shapes, transforming objects, working with type, creating airbrush effects, combining Illustrator graphics and Photoshop images, and preparing graphics for Web publication. One hour per week. Instructional Support Fee applies. Fall.

CIT 105 - Adobe PageMaker (1 credit)

This course will provide in-depth, hands-on training in Adobe PageMaker, a popular page-layout software program. Topics include importing text and images, producing publications, managing color, integrating with

Adobe Photoshop and Illustrator, merging text and images from database and spreadsheet programs, creating PDFs, and exporting to web pages and other electronic media. One hour per week. Instructional Support Fee applies. Fall.

CIT 106 - Macromedia Flash (1 credit)

This course provides an in-depth, hands-on training in Macromedia Flash, a powerful animation tool. Topics include: the Flash interface, basic drawing in Flash; using text, working with layers and importing artwork, symbols, the Flash library, the movie explorer, animation, using sound, adding interactivity, publishing and exporting Flash movies, printing Flash, introduction to object-oriented programming, Flash structure, mapping, movie clips with sound, and publishing, evaluating, and assessing Flash animations. One class hour per week. Instructional Support Fee applies. Spring.

CIT 107 - Macromedia Director (1 credit)

This course provides an in-depth, hands-on training in Macromedia Director, a popular software package used to create interactive CDs and other multimedia presentations. Topics include: assembling casts, building a score, animating sprites, playing and refining movies, drawing vector shapes, adding digital video, text and sound, creating a projector, making movies for the web, using Xtras and behaviors, and scripting Lingo. One class hour per week. Instructional Support Fee applies. Spring.

CIT 108 - Macromedia Dreamweaver (1 credit)

This course provides an in-depth, hands-on training in Macromedia Dreamweaver. Topics include: tools, palettes, site management properties as well as automating and customizing Dreamweaver. One class hour per week. Instructional Support Fee applies. Spring.

CIT 109 - Adobe InDesign (1 credit)

This course provides in-depth, hands-on training in Adobe InDesign, a popular page-layout software program. Topics include importing and creating text and images, producing publications, managing color, integrating with other products, working with tables and frames, publishing with SML, and color management. One class hour per week. Instructional Support Fee applies. Fall, Spring, Summer.

CIT 110 - Laptop/PC Operations (3 credits)

This course will explore PC and laptop computer technology. Students will compare and contrast features, learn to maintain a laptop/PC computer, and learn to troubleshoot common hardware and software problems. DOS, Windows 9x, and Windows NT will be introduced. The installation and upgrade of hardware components, operating system software, and application software will also be introduced. Methods for connecting I/O devices (printers and monitors) to a laptop/PC will be covered. This course will not prepare the student for the A+

Certification exam, but it will cover the subjects on the exam at the introductory level. Students that have taken CIS 160 or CIS 121 (formerly CIS 24 or CIS 53) will not be allowed credit for this course. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 111 - Information Technology Foundation Concepts (3 credits)

This project-based survey course covers some of the major aspects of the Information Technology (IT) industry. Students are introduced to the core aspects of Information Technology, including network and infrastructure systems, information support and services, interactive media, and programming and software development. The focus of this course is a basic understanding of technology and how each IT area relates to and interacts with others. The course gives students a basic understanding of the impact of technology on society and organizations of all types and the knowledge to make informed choices about IT, including how IT will impact a variety of careers. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 121 - Information Technology Fluency I (3 credits)

This course introduces students to the technical and application concepts of information technology. The students develop a basic understanding of computing, operating systems, application packages in word processing and Excel and the basics of developing a web site. Students continue to acquire the intellectual knowledge as well as the concepts, skills, and the capabilities essential to a deep understanding of information technology. This course is the first of three courses needed to fulfill this objective. Three class hours per week. Instructional Competency met: Technical Literacy (8.0) Fall, Spring; may not be offered every semester.

CIT 122 - Information Technology Fluency II (3 credits)

This course introduces students to logic and problem solving in the computing environment. Students develop a basic idea of programming, communicating with data, debugging, and solving computing problems. Students continue to acquire the intellectual knowledge as well as the concepts, skills, and capabilities essential to a deep understanding of information technology. This course is the second of three courses needed to fulfill this objective. Prerequisite: CIT 121 (formerly CIT 11) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring; may not be offered every semester.

CIT 124 - Technology for Teachers Seminar I (3 credits)

This course provides an overview of the certificate program, introduces students to both PC and Mac platforms, ensures that all students have basic computer skills, and enables students to evaluate and select educational software. Students assess their knowledge and use of instructional technology and develop a plan to integrate technology into their classrooms. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Summer.

CIT 123 - Information Technology Fluency III (3 credits)

This course introduces students to the basic concepts of systems analysis and design as applicable to developing computer systems. Students also work to develop the concepts and skills to use application packages for web page and presentation development. Students then apply their skills to the development of a major project involving their field of study. Students continue to acquire the intellectual knowledge as well as the concepts, skills, and capabilities essential to a deep understanding of information technology. This course is the capstone of three courses needed to fulfill this objective. Prerequisite: CIT 122 (formerly CIT 12) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring; may not be offered every semester.

CIT 125 - Technology for Teachers Seminar II (3 credits)

This course integrates the technology training obtained in CIT 124 with the material covered in fluency courses. In addition to gaining the skills to use technology to meet a variety of learning styles, the students gain knowledge of equity, ethical, legal and human issues of technology as they relate to education and society. Prerequisite: CIT 124 (formerly CIT 14). Pre- or co-requisite: CIT 123 (formerly CIT 13), or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring, Summer.

CIT 131 - Business Creativity (3 credits)

Business Creativity introduces students to basic graphic design and typographic principles in a computerized business environment. The course will give students the background necessary to identify and later apply these principles to create effective and aesthetically pleasing forms of computerized visual business communications. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring.

CIT 132 - Desktop Publishing (3 credits)

The course covers the most common application packages used in business communications and commercial

publishing. The student learns to combine text and graphics to create effective advertisements, brochures, newsletters, newspaper pages, and other printed material. An understanding of the printing process is developed so the student knows what is needed for professionally printed documents. Pre- or co-requisite CIT 131 (formerly CIS 13) or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 133 - Electronic Publishing (3 credits)

This course provides an introduction to electronic imaging, manipulating graphics, and presentation software. The class includes a module devoted to applications on the World Wide Web and covers how to combine graphics and text imported from a variety of files and applications. Emphasis is placed on designing and developing professionally finished products. Pre-or co-requisite: CIS 162 (formerly CIS 46) or permission of instructor. Three class hours per week. Instructional Support Fee. Competency met: Technical Literacy (8.0) Fall, Spring.

CIT 134 - Social Media and the Web (3 credits)

Students will learn how to use social media as an effective promotional outlet. They will also increase their social media knowledge base via a variety of strategies and techniques. Topics covered will include YouTube, LinkedIn, Twitter, Facebook, etc. Pre- or co-requisite BUS 115. Three lecture hours per week. Spring.

CIT 136 - Web Development for Mobile Devices (3 credits)

Students use HTML5, JavaScript, and a JavaScript framework to develop web applications for implementation on mobile devices. Students use server-side scripting to connect to and access database information. Prerequisite: CIS 122 (formerly CIS 44); pre- or co-requisite: CIS 159 (formerly CIT 32). Three lecture hours per week. Fall.

CIT 140 - Electronic Game Development I (3 credits)

This course is an overview of electronic game development that takes students from the conception of electronic games in the 1970s up through the next generation console and PC games of today. Students study the game design process, the research and development of the game, and prepare a game proposal. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 141 - Visual Concepts for Game Designers (3 credits)

This course is an introduction to visual concepts and the software that supports their development. Students will learn what game developers need to create the realistic visuals seen in many popular games titles. Emphasis is placed on concepts needed to create actual assets for use in actual games. Pre- or co-requisite: CIT 140 (formerly CIT

40). Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 142 - Computer Game Level Building (3 credits)

This course provides an introduction to planning and building game levels with a level editor. Students learn the importance of good level building and puzzle creation. Students are exposed to more than one level editor, and their strengths and weakness will be discussed. Pre- or co-requisite: CIT 140 (formerly CIT 40) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring.

CIT 143 - Programming for Game Developers I (3 credits)

This course introduces programming for game developers. Students learn the basics of game programming using a popular game programming language and start out creating simple text games and move on to windows programming with an introduction to DirectX. The student leaves this course with a basic understanding of programming and the basic programming skills to start programming games. Prerequisite: CIT 140 and CIS 120 (formerly CIT 40 and CIS 17) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall, Spring.

CIT 150 - Network Security (3 credits)

This course introduces the principles and practices of security in computer networks. It covers the foundations of securing computer networks, including cryptography models, authentication, communications security, infrastructure security, operational and organizational security. Students learn the risks, threats, hazards, and concerns of computer networks and enhance their abilities to perform security research. Prerequisite: CIS 134 (formerly CIS 33) and CIS 132 or CIS 106 (formerly CIS 63 or CIT 33) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 155 - Introduction of Computer Forensics (3 credits)

This is an introductory course in computer and digital forensics. The course covers the principles, procedures, and techniques used in computer forensic crime investigations. Topics include understanding computer investigations, current computer forensics tools, processing crime and incident scenes, and digital evidence controls. Students are introduced to file systems, data acquisition, and computer forensics analysis. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 160 - Help Desk Methods (3 credits)

This course covers the basic knowledge and skills needed to effectively work in the software service support field, including the integrated concepts of a successful help desk and the use of the help desk to support internal operations and external operations via phone or email.

Troubleshooting concepts are also introduced. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 161 - Troubleshooting Applications (3 credits)

This course focuses on the technology, techniques, and software tools involved in troubleshooting. Specific popular applications help to building students skills for future use in a broader range of applications. Effective troubleshooting procedures for software applications are taught. Online resources for support are explored.

Prerequisite: CIS 102, CIT 160, CIS 121 (formerly CIS 15, CIT 21, CIS 53), or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 162 - Applied Help Desk Support (3 credits)

This course allows students to apply the skills learned in computer information systems courses by working as a volunteer lab assistant. Students gain experience in troubleshooting software and hardware problems, dealing with people in a help desk/lab setting, and sharing knowledge gained in computer courses. Prerequisite: CIS 102, CIT 160, CIS 121 (formerly CIS 15, CIT 21, CIS 53), or permission of the instructor. Pre- or co-requisite: CIS 160, CIT 161 (formerly CIS 24, CIT 22), or permission of the instructor. One class meeting per week and six hours a week assisting in a computer lab. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 163 - Open Source Applications (3 credits)

This course covers the use of open source software to handle basic application needs including word processing, spreadsheets, and presentations. Students learn to use all of these applications effectively and understand the ideas and implications of using open source application software.

Pre- or co-requisite: CIT 164 (formerly CIT 31) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 164 - Open Source Operating System (3 credits)

This course covers the use of open source operating system to handle basic OS needs, including command line and GUI desktop environments. Students learn about the major commands and features of the operating system including navigation and manipulation of the file system. Students also learn about the X Windows environment, GNOME, KDE and the use of text. Three class hours per week.

Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 231 - Introduction to Multimedia Development (3 credits)

Multimedia allows the development of dynamic presentations involving sound, motion, and interactivity. In this course, students learn to prepare business presentations using specialized programs. Emphasis is placed on learning the technical skills to utilize the multimedia software effectively to create business presentations and demonstrations. Prerequisite: CIS 162 (formerly CIS 46) or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 235 - Advanced FlashMX (3 credits)

This course focuses on the use of FlashMX to create Rich Internet Applications (RIA) and covers Object Oriented Programming and ActionScript as well as other advanced multimedia techniques. Students learn to use the advanced features in Flash to develop applications and web sites as well as programs for other devices. The course includes coverage of the built-in objects, including arrays, data objects, movie clips, interaction objects, and color objects. Prerequisite: CIT 231, CIT 106 (formerly CIS 29, CIS 85), or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall, Spring.

CIT 240 - Modding I (3 credits)

A mod can be anything from a simple game modification to new levels or even to a new game. This course examines the mod community online. The goal is to understand what it takes to make a top-notch mod. Aspiring game developers can choose from hundreds of semiformal mod groups to study. Students seek out existing mods and reviews them with a critical eye. Prerequisites: CIT 140, CIT 141, and CIT 142 (formerly CIT 40, CIT 41, and CIT 42) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 241 - Electronic Game Development II (3 credits)

This course is a continuation of CIT 140 and focuses on more advanced concepts of game development and production. Students work on scripting and developing characters, as well as exploring and understanding the concepts of game shells and game engines. Prerequisite: CIT 140, CIT 141, and CIT 142 (formerly CIT 40, CIT 41, and CIT 42) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 242 - Programming for Game Developers II (3 credits)

This course expands the knowledge base in programming that was begun in CIT 143. Students further their knowledge of programming and DirectX and focus on more complex gaming techniques. Topics include advanced use of graphics, sound, and input, and an understanding of new and emerging software technologies as they relate to game development. Prerequisite: CIT 143 (formerly CIT 43) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Fall, Spring.

CIT 243 - Game and Sound Protection (3 credits)

This is a project-oriented course. Students work together to create an end product. Students gain an understanding of sound and how to effectively incorporate it into games. At the end of the course, students will develop and disseminate a simple game. Prerequisite: CIT 241 (formerly CIT 44) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 244 - Production for Game Developers (3 credits)

This course covers the commercial development life cycle involved in game production. Student examine case studies of the release of successful games, ethical issues, strategies and trends, and team building in game production. Students examine related concepts such as developing a full complement of toys, hint books, magazines, and movies. Students develop a production plan for their games. Pre- or co-requisite: CIT 241, CIT 242, CIT 243 (formerly CIT 44, CIT 45, CIT 46), or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 245 - Game Design on Paper (3 credits)

In this course, students create games on paper only. Understanding the history of paper games is a key to understanding game design. The course includes analysis of games ranging from Tic-Tac-Toe to Dungeons and Dragons. No computers are used in the course. Prerequisites: CIT 140 and ENG 101 (formerly CIT 40 and ENG 11), or permission of instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 246 - Modding II (3 credits)

Students collaborate on a complete game level mod in this course, developing it from start to finish. The course emphasizes using an existing mod and adding and modifying elements with a focus on gameplay. Students also develop supporting materials that can be used to promote their mod. Prerequisites: CIT 240, CIT 245

(formerly CIT 50 and CIT 53) or permission of the instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 247 - Pre-Production Game Development (3 credits)

In this project-oriented course, students work together to design and plan the development cycle of one or more games, which they will develop cooperatively in CIT 276. Students learn to write a game proposal and to schedule development resources. Students examine various game development tools used to create all the necessary game assets. Pre- or co-requisite: CIT 241 (formerly CIT 44) or CIT 242 and CIT 260 (formerly CIT 45 and CIT 55) or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 248 - Data Structures in the Game Environment (3 credits)

This is the third of a sequence of programming courses, following CIT 143 and CIT 242. This course focuses on data structures and algorithms commonly used in computer games. Topics include tables, lists, trees, queues, and stacks, as well as algorithm analysis. Prerequisite: CIT 242 (formerly CIT 45) or permission of instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 250 - Firewall Security (3 credits)

This course explores the role of firewalls in building a secure Local Area Network. Students learn how firewalls fit into network security, the role they play, and how they can be effectively combined with other security components to enhance network security. Topics include planning, installation, building, and maintenance of a firewall as well as decision making and trouble-shooting firewall issues. Prerequisite: CIT 150 (formerly CIT 25) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 251 - Operating Systems Security (3 credits)

This course covers operating system security, including Internet and email security, border security, and wireless security. It also covers a variety of operating systems to assure that the student's knowledge extends to multiple platforms. Prerequisite: CIT 150 (formerly CIT 25) or permission of the instructor, CIS 131 (formerly CIS 65) is recommended. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 252 - Information Security and Disaster Recovery (3 credits)

This course emphasizes the creation and maintenance of a secure information system. Students learn how to integrate

security during the development of an information system and how to preserve the security during the complete IS life cycle. Students also learn how to create, implement, and test a disaster recovery plan and the related procedures. Prerequisite: CIT 150 (formerly CIT 25) or permission of the instructor; CIS 150, CIS 152, CIS 161, or CIS 159 (formerly CIS 50, CIS 61, CIS 39, or CIT 32) recommended. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 255 - Advanced Computer Forensics (4 credits)

This course expands on topics covered in CIT 155 and discusses advanced topics in computer and digital forensics analysis. The course focuses on the areas of data acquisition, computer forensics analysis, recovering image files, network forensics, mobile devices, and email investigations, as well as the boot process and file system of Macintosh and Linux computers. Prerequisite: CIS 134, CIT 155 (formerly CIS 33, CIT 34) or permission of the instructor. Three hours of lecture and two hours of laboratory per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall.

CIT 256 - File System Forensic Analysis (3 credits)

This course discusses how data is stored on disk and where and how digital evidence can be found on the disk. The majority of digital evidence is found on a disk and knowing how and why the evidence exists can help an investigator to provide testimony in a more knowledgeable manner. Basic concepts and theory of a volume and file system are covered and the applied to an investigation. The course also explores analysis techniques and special considerations that the investigator should make based on the file system. In addition, the data structures associated with volume and file systems are given and disk images are analyzed. The phases and guidelines of a digital investigation are also presented. Prerequisites: CIT 155, CIS 106, CIS 134, (formerly CIT 34, CIT 33, CIS 33) or permission of the instructor. Three hours of lecture per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 260 - Topics in Game Programming (3 credits)

This course covers a variety of issues that are important in game development. Topics include artificial intelligence, game world dynamics, human interfaces, and supporting tools. The course incorporates new developments in the programming area as they emerge. Students use their foundation in C++ to apply each topic to a computer game program. Prerequisite: CIT 242 (formerly CIT 45) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Fall

CIT 261 - Fundamentals of Game Engine Design (3 credits)

This course covers various components of game engine design. A well-designed game engine handles processing and reduces the unique coding requirements, making the game more efficient and effective. Students learn how to put together a game engine that can be used by multiple games. The course addresses such aspects of game engines as graphics, sound, input, and tools. Pre- or co-requisite: CIT 242 (formerly CIT 45) or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 262 - Advanced Game Analysis (3 credits)

In this course, students examine current computer and console games with a critical eye. This process solidifies their experience in mod development and game design. Students increase the depth of their understanding by continual review of a variety of games. The course also focuses on developing student awareness of the differing quality levels of games. Prerequisite: CIT 246 (formerly CIT 56) or permission of instructor. Three class hours per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 270 - Seminar in Desktop Publishing, Imaging and Multimedia Design (3 credits)

By working in design teams on multifaceted projects, this course will allow students to apply their skills in creative design, desktop publishing, electronic imaging, and multimedia applications by developing projects needed by businesses, industries, and the community. Students will master at least one suite of design and/or multimedia products, and will produce professional quality work which then may be printed, distributed electronically, and/or accessed via the internet, CD or kiosk. Prerequisites: CIT 131, CIT 132, CIT 133 and CIT 231 (formerly CIS 13, 27, 28, 29), or permission of instructor. Instructional Support Fee applies. Competency met: Technical Literacy (8.0) Spring.

CIT 274 - Security Seminar (4 credits)

This hands-on capstone course provides students with the opportunity to plan, design, implement, manage, and document an intranetwork such that access to internal services, both to the LAN and the Internet, can be allowed or denied in a secure manner. It includes the implementation, configuration, and maintenance of a firewall. Students design, implement, and test a disaster recovery plan, a public key server for access to data and email encryption, and a plan for performing system updates and virus and spyware protection. Prerequisites: CIS 133, CIS 231, CIT 250, and CIT 252 (formerly CIS 64, CIS 66, CIT 26, CIT 27, and CIT 28), or permission of the instructor. Three lecture and two lab hours per week.

Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIT 275 - Computer Forensics Seminar (4 credits)

This is a capstone course in the Computer Forensics option. It allows students to use the computer forensics skills they have developed to work on a comprehensive capstone project. The project includes case studies in which the student is expected to use forensically sound procedures in collecting, analyzing, and documenting all digital evidence. Prerequisite: CIT 255 (formerly CIT 36). Pre- or co-requisite: CIT 256 (formerly CIT 37). Three hours of lecture and two hours of laboratory per week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Technical Literacy (8.0) Spring.

CIT 276 - Game Production (4 credits)

This project-oriented course brings together all components of the game development program to create a unique game. At the end of the course, students each have a game that they can show to prospective employers. Prerequisite: CIT 247 (formerly CIT 63). Two class hours and four lab hours per week. Instructional Support Fee applies. Spring.

COM - Communication

COM 101 - Fundamentals of Public Speaking (3 credits)

In this course, students study and apply theoretical concepts of communicating in public settings to diverse audiences. Students research, organize, write, and deliver oral presentations for a variety of purposes. Techniques to address public speaking apprehension, critical thinking, information literacy, and technology skills, verbal and non-verbal communication, and active listening are covered in this course. Prerequisite: A score of 68 or higher on the College's Reading placement test and a score of 3 or higher on the English Placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and RDG 10) or permission of the department chair. Three class hours per week. Competency met: Oral Communication (2.2), Humanities (6.0) Fall, Spring, Summer.

COM 102 - Advanced Public Speaking (3 credits)

An advanced study of effective techniques in speech delivery, using longer speeches, frequent class discussions and practice in the organization and presentation of material to fit varying specific audiences, including radio and television. Prerequisite: COM 101 (formerly SPH 11). Three class hours a week. Competency met: Oral Communication (2.2), Humanities (6.0) Fall, Spring.

COM 105 - Introduction to Communications (3 credits)

This is the foundation course for Communication majors. Students explore the fundamentals of human communication, especially the process of exchanging meaning. The course examines communication theory, historical developments, communicating with self and others, nonverbal communication, communicating through the mass media and in organizations, and the impact of emerging technologies on how people communicate in the early part of the 21st century. The course also examines numerous careers in the broad field of communication. Three class hours per week. Competency met: Humanities (6.0) Fall.

COM 106 - Introduction to Communication and College Success (3 credits)

Strategies and resources that promote college success are explored and applied to communication in this foundational course for communication majors. Students explore the fundamentals of human communication, especially the process of exchanging meaning. The course also examines aspects of communication including theory, interpersonal, nonverbal, mass media and organizational communication, and the impact of emerging technologies on communication. Students examine careers in the field, acquire technical competencies needed to be successful in communication, and conduct both academic and internet research. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three hours of lecture per week. Fall, Spring, Summer.

COM 111 - Mass Communication (3 credits)

This course focuses on the mass communication process and a survey of primary mass media such as books, newspapers, magazines, recordings, movies, television, radio, and the web. The course examines the development and power of the mass media and their role in contemporary society, and explores the potential impact of media consolidation, demassification, and technology on editorial direction and mass audiences. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three class hours per week. Competency met: Global Awareness (5.2) Fall, Spring, Summer.

COM 112 - News Writing and Reporting (3 credits)

Students learn principles and practices of news writing and reporting for contemporary media. The course examines the fundamentals of good journalism, the role of reporters and editors in the news organization, and decision-making in the newsroom. Students analyze the qualities of good news writing and develop their skills in writing leads and organizing stories. The course explores differences in reporting for print, broadcast, and web-based media, and examines how reporters cover the news on beats and specialty areas such as general assignment, police and fire, city hall, sports, health, and politics. Students consider issues related to ethics and fairness and the impact of

media consolidation and rolling deadlines on news content. Prerequisite: ENG 101 (formerly ENG 11). Three class hours a week. Instructional Support Fee applies. Fall, Spring.

COM 113 - Interpersonal Speech (3 credits)

The study of speaking and listening as it involves spoken language, nonverbal communication and feelings, specifically within interpersonal and small group settings. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three class hours per week. Competency met: Oral Communication (2.2), Humanities (6.0) Fall, Spring. Oral Communication - Early Childhood, Elementary Education, and Human Services only.

COM 114 - Professional Speaking (3 credits)

This course is a study of speaking technique involving specific professional language, appropriate oral presentation, and visual aids. Speeches are delivered and evaluated. Prerequisite: COM 101 (formerly SPH 11) or permission of the instructor. Three class hours per week. Competency met: Oral Communication (2.2), Humanities (6.0) Spring.

COM 116 - Speech and Drama for the Child (3 credits)

A study of speech and drama techniques for children, with practical experience in storytelling, speaking and listening games, creative dramatics and media for children. Three class hours per week. Fall, Spring.

COM 118 - Communication Skills (3 credits)

Students explore basic concepts of communication and develop skills to communicate effectively in interpersonal, interview, small-group, organizational, and public communication settings. Students research, organize, and deliver presentations and share feedback with peer presenters, developing verbal and nonverbal, active listening, and critical analysis skills. Students identify technologies that can serve as effective channels for communicating in specific contexts and examine communication issues related to ethics, culture, and technology. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three class hours per week. Competency met: Oral Communication (2.2), Humanities (6.0). Fall, Spring, Summer.

Oral Communication - Early Childhood, Elementary Education, and Human Services only.

COM 120 - Argumentation and Debate (3 credits)

This course focuses on the theory, methodology, and practice of critical thinking, listening, and analysis of oral refutation. It examines both the substance and technical aspects of argumentative discourse by exploring the effective use of claims, fallacies, and rhetorical strategies. Students become well versed in a wide scope of debate formats, including parliamentary, policy, value, Lincoln-Douglas, judicial, and international. Three class hours per

week. Competency met: Critical Analysis (1.0), Oral Communication (2.2), Humanities (6.0) Fall, Spring.

COM 157 - Television Production (3 credits)

This course addresses the fundamental principles of television production. Students produce media using both studio and field equipment, learning studio and control room operating procedures, basic lighting, camera operation, script writing, and nonlinear editing using Final Cut Pro or equivalent. Students organize materials and projects using the Mac OS operating system; backup media on external hard drives, flash drives and/or DVDs; and upload projects to an online video server. Students identify message, audience, and goal for each project and consider ethical aspects related to the field of television production. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three class hours a week. Instructional Support Fee applies. Fall, Spring, Summer.

COM 159 - Video Field Production and Editing (3 credits)

Students learn basic concepts of digital video field production and editing and gain hands-on experience through assignments that take them from initial planning of a project through location shooting and final editing. The course addresses preproduction planning, shot composition, lighting and audio on location, and linear editing concepts and techniques. Emphasis is on pre- and post-production planning and editing and project completion. Students prepare their projects for distribution through different forms of media and uploading to the internet. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three class hours per week. Fall, Spring, Summer.

COM 160 - Intercultural Communication (3 credits)

This course focuses on the human communications process as it occurs at the intercultural level in order to assist the student to engage in successful cross-cultural interaction. Attention will be given to differences and similarities in the patterns of communication across national cultures (for example, Americans and Japanese), as well as between members of different cultures within the same nation (for example, Portuguese Americans and African Americans). Pre- or co-requisite: ENG 101 (formerly ENG 11). Competency met: Oral Communication (2.2), Multicultural Perspective (5.3), Humanities (6.0) Fall, Spring, Summer.

COM 240 - Organizational Communication (3 credits)

This course provides a theoretical and historical overview of the role of communication in organizations and a practical look at contemporary roles, responsibilities, and career opportunities in the broad field of organizational communication. Communication plays a significant role in the success of organizations today, whether those organizations be community service agencies, charitable organizations, major media outlets, research institutions, online enterprises, or multinational corporations. All

organizations need the knowledge, expertise and skills to communicate effectively, both internally and externally. Functions for study and discussion include public relations, employee communication, event planning, print and online publications, crisis communication, marketing communication, web site management, strategic planning, executive counseling, and ethical challenges faced by communicators working in organizations today.

Prerequisite: COM 105 (formerly COM 20) or permission of program coordinator. Three class hours per week. Fall, Spring.

COM 241 - Public Relations (3 credits)

This course introduces students to the principles and practices of public relations. Students review historical aspects of the discipline and the theoretical foundation that informs the practice. The course helps students identify the skills and expertise that public relations professionals develop in order to be effective for their agency, nonprofit organization, or corporation. The course examines how institutions relate to their various publics and explores traditional public relations functions such as media relations, publications, crisis communication, special events, community relations, and other areas. Course discussion addresses ethical dilemmas, 24/7 deadlines, growing global demands, and the significant effects of new technologies on the profession. This course gives students a foundation for entering careers in public relations.

Prerequisite: ENG 101 (formerly ENG 11). Three class hours per week. Fall, Spring, Summer.

COM 251 - Field Experience (3 credits)

This course provides communication students with a field experience in an area related to the mass media or organizational communication. Students develop skills and explore a career interest in a communication-related field through an internship or field-related project that complements their academic preparation. Students spend 10 to 15 hours a week for approximately 10 to 12 weeks working at their field placement or project, depending upon the requirements of the assignment. Students also attend a one-hour weekly seminar to discuss issues related to the field experience and explore related topics. Prerequisite: admission to communication program; COM 112 (formerly COM 12) and permission of the instructor or program director. Fall, Spring.

COM 260 - Special Topics in Communication (1 credit)

This course examines a contemporary issue or theme related to journalism/mass media or organizational communication. Students explore and discuss, in depth, a topic selected on the basis of timeliness, impact on society, student interest, and faculty expertise. Topics may include Ethics and Current Practices in International Media Relations, Implications of New Media on the Right to Privacy, Media Consolidation: What it Means for Consumers, Communicating with Employees of Global

Corporations: Two Perspectives, Challenges of "Round the Clock" Deadlines on Journalistic Integrity. Prerequisite: ENG 101 (formerly ENG 11) or permission of instructor. One class hour per week. Not offered every year.

CRJ - Criminal Justice

CRJ 101 - Introduction to Criminal Justice (3 credits)

This is a survey course designed to provide students with an overview of the criminal justice system. The principles and practices of police, courts, and corrections are examined. The constitutional basis of our system of justice is explored and emphasized. This course provides the foundation needed for more advanced coursework. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three class hours a week. Fall.

CRJ 113 - Criminal Law (3 credits)

Primary focus is on the substantive law. General legal principles applicable throughout the majority of the states are covered as well as the substantive law of the Commonwealth of Massachusetts. The nature and development of criminal law and legal systems, jurisdiction, the criminal act, the criminal state of mind and matters affecting responsibility are studied. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three class hours a week. Competency met: Ethical Dimensions (7.0). Fall.

CRJ 115 - Report Writing and Information Systems (3 credits)

This course enables students to determine report content through collection, interpretation, and evaluation of data. Emphasis is placed upon interpersonal communication and its application in role-playing experiences in interviews and interrogations. Students complete many report-writing assignments, including operational and administrative reports. Implications of the individual report for an agency's total information capability are studied along with examination of several contemporary information systems, including the processes used for report review and control. Pre- or co-requisite: ENG 101 (formerly ENG 11). Three class hours a week. Spring.

CRJ 122 - Introduction to Corrections (3 credits)

This is a survey course designed to provide students with a clear overview of each of the categories that make up our correctional system. Jails, prisons, and community corrections programs are explored. The legal process and rights of inmates are examined. CRJ 122 provides a foundation for more advanced studies in corrections. Three class hours a week. Not offered every year.

CRJ 123 - Probation, Parole, and Community Corrections (3 credits)

This course is an in-depth study of the policies and practices of probation and parole. It views such concepts as risk and ethics, and how these are applied on an everyday basis in the field. Various alternatives to incarceration are also explored, in addition to a thorough examination of the discretionary powers of the probation and parole officer. Three class hours a week. Not offered every year

CRJ 124 - Contemporary Corrections (3 credits)

A survey of the evolution of corrections, developed historically, with particular emphasis on United States and Massachusetts practices, including contemporary correctional practices and alternatives to incarceration. Three class hours a week. Not offered every year

CRJ 126 - Corrections Administration (3 credits)

Correctional administration and the evolution of management theory are examined. The corrections environment, the organizational process and ethics and social influences are explored. CRJ 126 provides the student with an overall understanding of the correctional management process. Three class hours a week. Not offered every year

CRJ 128 - Offender Counseling and Rehabilitation (3 credits)

This course explores the dual demands of the correctional system: assisting offenders in establishing lifestyles which conform to the rules of society and protecting the community from harmful activities of offenders under the supervision of the Department of Corrections. The concept of treatment vs. punishment and various treatment modalities are examined. Three class hours a week. Not offered every year

CRJ 160 - Topics in Criminal Justice (3 credits)

A one-semester course on a specific topic or current issue affecting the criminal justice system. Topic to be announced each semester. Three class hours a week. Not offered every year

CRJ 218 - Law Enforcement Management and Planning (3 credits)

Police organization and management practices are examined. Principal topics include: planning and research, principles of organization, direction and leadership, police supervision, budgeting systems, personnel management, labor-management practices and collective bargaining, and patrol administration. Selected contemporary issues are also discussed. Prerequisite: CRJ 101 (formerly CRJ 11). Three class hours a week. Spring.

CRJ 219 - Police and Community Relations (3 credits)

Emphasizing the concept that each human being is unique, this course is an in-depth study of the police role in the community. Police-initiated programs directed toward improving intergroup relations are examined and discussed along with selected issues confronting the police and the public they serve. Maximizing the degree of police/community cooperation and interaction is the primary objective. Prerequisite: SOC 101 (formerly SOC 11). Three class hours a week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4). Fall, Spring.

CRJ 221 - Juvenile Offenders (3 credits)

This course provides for a holistic approach to the study of the many factors that relate to juvenile delinquency. The scope and nature of delinquency, methods of prevention, environmental influences, the juvenile justice system, and juvenile corrections will be among topics examined and discussed. Three class hours a week. Spring.

CRJ 251 - Criminology (3 credits)

The study of the nature of crime, the criminal, and society's approach to the crime problem; the causes of crime; research methods in criminology; the criminal justice system in theory and reality; an introduction to penology. Prerequisite: SOC 101 (formerly SOC 11) or permission of program director. Three class hours a week. Competency met: Social Phenomenon (5.4). Fall.

CRJ 256 - Criminal Investigation (3 credits)

Emphasis is placed on the special techniques most appropriate for particular kinds of investigations, including arson, burglary, robbery, electronic-based crime, homicide, and other crimes. Constitutional aspects of investigative procedures are discussed along with procedures for interviewing and recording statements of witnesses and suspects. Prerequisite: CRJ 101 (formerly CRJ 11). Three class hours a week. Spring.

CRJ 258 - Criminal Procedure (3 credits)

An intensive study and analysis of the United States Constitution and an examination of judicial interpretations of it. Particular attention is placed on the Supreme Court's decisions and impact on criminal justice processes and procedures with respect to arrest, search and seizure, interrogation and confessions, assistance of counsel and freedom of speech. Prerequisite: CRJ 101 and 113 (formerly CRJ 11 and 13). Three class hours a week. Competency met: Ethical Dimensions (7.0). Fall.

CRJ 259 - Introduction to Criminalistics (3 credits)

An introductory course in forensic science with emphasis on the recognition, collection, and analysis of physical evidence. Students participate in practical exercises utilizing appropriate lab equipment and field kits and

investigate simulated crimes and introduce physical evidence at mock trials. Prerequisite: CRJ 113, CRJ 115, and CRJ 258 (formerly CRJ 13, CRJ 15, and CRJ 58). Three class hours a week. Instructional Support Fee applies. Spring.

CSS - College Success Seminar

CSS 101 - College Success Seminar (1 credit)

This course facilitates the new student's transition to college. Students become familiar with the college's resources and begin to make connections with faculty, staff, and support services. By clarifying the values and purposes of higher education, students gain an understanding of the skills, tools, and competencies needed to be a successful college student. As part of this course, students explore and utilize college-based technology resources such as accessBCC and DegreeWorks. Students learn to identify and apply their learning style to academic courses and study skills. Students develop their academic and career goals. Competencies met: Critical Analysis (1.0), First Year Experience (9.0). One class hour per week. Instructional Support Fee applies. Fall, Spring, Summer.

CSS 103 - Career Exploration and Development Seminar (1 credit)

This course encourages the student to learn career decision-making skills through a process of self awareness, individual, and group exercises. The student will explore various career options with the intent on narrowing down specific academic and career goals. Emphasis is placed on gaining knowledge of information resources used in career planning and gaining knowledge of the major themes of career development and choice. One or two class hours a week. Fall, Spring, Summer.

CSS 104 - Job Preparation: Your Credentials (1 credit)

A course in resume and cover letter design. Also includes instruction in job search strategies and interviewing techniques. Students are involved in mock interviewing, learning to dress for success, and appropriate work-world communication skills - everything you need to land the right job. Fall, Spring.

CSS 105 - Technology Tools for College Success (3 credits)

This course is designed to foster success in college by increasing students' information technology skills. Topics include basic computer operation; trouble-shooting simple problems; survey of application types; writing papers with word processors; introduction to uses of spreadsheets, email, chat, and threaded discussion as communication tools; online etiquette; searching/navigating the Internet; assessing the credibility of Internet resources; and using college reference databases. This course is not intended for

Computer Information Systems, Office Administration, or Business Administration majors. Three class hours per week. Instructional Support Fee applies. Fall, Spring, Summer

CUL - Culinary Arts

CUL 100 - Introduction to the College/Culinary Experience

This course facilitates the new Culinary Arts students' transition to college and the Culinary Arts Program. Students become familiar with the college's resources, begin to make connections with faculty, staff and support services and familiarize themselves with the skills and information necessary to succeed both in College in general and, more specifically, the Culinary Arts Program. By clarifying the values and purposes of higher education in general and the Culinary Arts specifically, students gain an understanding of the skills, tools and competencies needed to be a successful college student overall. As part of this course, students explore and utilize college based technology and resources available at BCC. Students learn to identify and apply their learning styles to and develop their study skills for academic and lab based courses. Students explore and expand their career goals. Students are exposed to the kitchen/bakeshop operation and the equipment, hand tools, and basic skills necessary for success in the Culinary Arts Program. Prerequisite: Open to Culinary Arts Students Only. Passing score on the College's Writing, Reading and Arithmetic placement exams or concurrent enrollment in or prior completion of ENG 090 or MTH 011 or RDG 080 or RDG 090. Instructional Support Fee Applies. Three lecture hours per week. Fall, Spring.

CUL 101 - Art Skills for the Culinarian (3 credits)

This course develops skills that allow culinary and baking and pastry arts students to present food in an artistically pleasing manner, digitally record it, and enhance the food service area. The course emphasizes the following skill areas: art skills, which include the creation of three-dimensional plates and platters utilizing the principles of form, function, and color; photography skills, which include the use of a digital camera and image editing software to record images and correct them for improved professional appearance; and ice-carving skills, which include the art of preparing centerpieces, show pieces, and socles to enhance the appearance of food presentation. Art Skills - Five three-hour classes; Photography Skills - 5 three-hours classes, and Ice Carving - 4 Five-hour classes. Instructional Support Fee applies. Fall.

CUL 106 - Art Skills for the Baker (3 credits)

This course prepares students to present breads, cakes, pastries and other bakery-related items for both a la carte and buffet service in an artistically pleasing manner, digitally record the presentations, and enhance the bakeshop/dessert area. The course emphasizes art skills, which include the creation of three-dimensional dessert plates and platters and centerpieces using form, function, and color; photography skills, which include the use of a digital camera and image-editing software to record images and correct them for improving the professional appearance of dessert plates and platters; and ice-carving skills, which include the art of preparing dessert buffet centerpieces, show pieces, and socles for ice creams and sorbets. Three class hours a week for ten weeks; two class hours and three lab hours per week for five weeks. Instructional Support Fee applies. Fall; Day only.

CUL 111 - Essentials of Culinary Arts I (4 credits)

This course covers the procedures and techniques of cooking. It develops basic skills including applicable kitchen safety and sanitation. It continues the introduction of and practical use of commercial kitchen equipment and hand tools as well as essential cooking principles. The course includes stocks, sauces and soups; vegetables and starch products; and cold pantry and breakfast preparation. This course requires participation in evening functions. Students continue to develop their culinary portfolios in this course. Prerequisite: ServSafe certified or concurrent enrollment in CUL 140 (formerly CUL 15). A grade of C- or better or concurrent enrollment in CUL 100. Two class hours and eight lab hours a week. Instructional Support Fee applies. Fall; Day only.

CUL 112 - Essentials of Culinary Arts II (4 credits)

This course is a continuation of CUL 111 and builds on the essentials developed in CUL 111. The course is a practicum in the application of the procedures and techniques of cooking. This course includes meats, poultry and fish. The course focuses on the individual and group preparation and presentation of meals and their components as well as on the skills to assess and critique them. It culminates in a final practical assessment. The course requires participation in evening functions and continuation of the student's personal portfolio. Prerequisite: CUL 111 (formerly CUL 11) with a grade of C- or better, or permission of the program director, and valid ServSafe certification. Two class hours and eight lab hours a week. Instructional Support Fee applies. Spring; Day only.

CUL 113 - Baking Skills for Cooks (2 credits)

This course focuses on the baking skills cooks or chefs working in smaller establishments should possess, including breads and rolls, quick breads, pies, cookies and simple pastries, and basic cake decorating and seasonal

items. Prerequisite: Passing score on the the College's Writing, Reading and Arithmetic placement exams, or concurrent enrollment in ENG 090, or MTH 011, or RDG 080 or 090; ServSafe certified or concurrent enrollment in CUL 140 (formerly CUL 15). One class hour and four lab hours per week. Instructional Support Fee applies. Fall, Spring; Day only.

CUL 121 - Dining Room Functions I (2 credits)

This course introduces students to the proper dining room procedures and the relationship of the dining room to the kitchen. It covers a variety of service styles including American, Buffet, Banquet and Family Style. The course also covers beverage service relative to these types of service. The course requires participation in evening functions. Two class hours a week. Instructional Support Fee applies. Fall; Day only.

CUL 122 - Dining Room Functions II (2 credits)

This course focuses solely on the practical aspect of operating an a la carte dining room. Students develop their front-of-the-house skills by greeting customers, taking and delivering orders, and collecting cash. This course requires evening function participation. Prerequisite: CUL 121 (formerly CUL 13) with a grade of C- or better, or permission of the program director, and valid ServSafe certification. One lecture hour and four lab hours per week. Instructional Support Fee applies. Spring; Day only.

CUL 123 - Mixology and Bar Management (2 credits)

A major focus of this course includes: "Training for Intervention Procedures by Servers of Alcohol" (TIPS), centered around a nationally recognized course, culminating in a standardized exam and certificate. Also covered are proper procedures for a bar setup, the art of drink preparation and service, and an introduction to the history, service and storage of wine. Two class hours a week. Instructional Support Fee. Spring; Day only.

CUL 140 - Sanitation for Culinarians (2 credits)

This course focuses on the safe and sanitary operation of a restaurant and pastry shop and, using the Hazard Analysis Critical Control Point System (HACCP), focuses on the safe and sanitary purchasing, receiving, storing, cooling, and reheating of meats, produce, seafood, and baking ingredients (flours, fruits, dairy products, thickeners) to prevent food borne illness. The course centers on a nationally certified course sponsored by the National Restaurant Association and culminates in a standardized exam and the awarding of the ServSafe certificate. It also meets one of the mandatory requirements for certification in the American Culinary Federation (ACF). Two class hours a week. Instructional Support Fee applies. Fall; Day only.

CUL 151 - Essentials of Baking I (2 credits)

This course teaches the principles of professional baking, including sanitation, safety regulations, and personal hygiene. It also expands on the use and care of the bakeshop utensils and equipment and the knife skills used in baking and pastry production. The course begins to examine the chemistry of baking through the preparation of quick breads, yeast dough, and Artisan breads. The course emphasizes yeast fermentation, ingredient functions, flavors, and bread baking. The course requires two seasonal projects and participation in the evening Culinary Arts functions. Students continue to develop their personal portfolios in this class. Prerequisite: ServSafe certified or concurrent enrollment in CUL 140 (formerly CUL 15). Grade of C- or better in CUL 100 or concurrent enrollment. One lecture hour and four lab hours per week. Instructional Support Fee applies. Fall; Day only.

CUL 152 - Essentials of Baking II (4 credits)

This course is a continuation of CUL 151 and focuses on laminated dough and pâte à choux as an introduction to classical pastries. The course introduces the preparation and use of custards, crème anglaise, and dessert sauces, and emphasizes the mixing methods, shaping, and portioning, filling, baking and finishing of cookies, petit fours, pies, and cakes. The course further emphasizes slicing, filling, and decorating layer cakes with a variety of decorating techniques, including icings and piping. This course requires participation in evening functions and continuation of the student's personal portfolio. It culminates in a final practical assessment which the student must pass with a "Pass" grade. Prerequisite: CUL 151 (formerly CUL 52) with a grade of C- or better or permission of the program director, and valid ServSafe Certification. Two class hours and eight lab hours per week. Instructional Support Fee applies. Spring; Day only.

CUL 153 - Baking Technologies (3 credits)

This course focuses on and examines the principles and functions of ingredients (flours, fats, sweeteners, dairy) used in baking and pastry production. It explores the variables of bakery ingredients and the physical behavior of the product from ingredients through formulation and production. The course uses oral and written reports to emphasize the analysis of the final products. Prerequisite: ServSafe Certified or concurrent enrollment in CUL 140 (formerly CUL 15), and a grade of C- or better or concurrent enrollment in CUL 100. Two class hours and three lab hours per week. Instructional Support Fee applies. Fall; Day only.

CUL 154 - Introduction to Showpieces and Displays (3 credits)

This course explores the design and techniques of contrasting amenities, showpieces, and displays of various

sizes, shapes, and themes, using a variety of media. Students plan, execute, and maintain the Culinary Arts public display area. Students continue to develop their personal portfolio. Prerequisite: CUL 151 and CUL 153 (formerly CUL 52 and CUL 51) with grades of C- or better or permission of program director, and valid ServSafe Certification. Two class hours and three lab hours per week. Instructional Support Fee applies. Spring; Day only.

CUL 211 - Advanced Culinary Techniques I (6 credits)

This course encompasses a wide variety of high-level practical preparation skills in the areas of Garde Manger, Classical French Cuisine, and Cuisine of the Americas. The section on Garde Manger builds on the basic essential skills and applies them at an advanced level to the art of presenting food in a decorative manner. The course also includes various components of the garde manger's skills, including cheese and sausage making, appetizers and canapé preparation, decorative vegetable carving and food smoking, pâtés, galantines, and cold food presentation. The class lessons in the Classical French Cuisine segment reflect the very foundations of formal cuisine, studying and preparing the recipes of Escoffier, Carême, and other early masters. The Cuisine of the Americas' section covers the cooking of North and South America, focusing on the important culinary regions in each area. Prerequisite: CUL 112 (formerly CUL 12) with a grade of C- or better, a "Pass" grade in the Practical Exam and satisfactory progress in the student's personal portfolio, or permission of the program director. Three class hours and twelve lab hours per week. Instruction Support Fee applies. Fall; Day only.

CUL 212 - Advanced Culinary Techniques II (6 credits)

This course applies the skills acquired in CUL 111 and CUL 112. The course applies a variety of International Cuisines studied through classroom lecture and practical work in the kitchen. In addition to the classroom participation in the evaluation of the products prepared, students also prepare food for sale in the Grady Dining Room for lunch one day a week. The course covers Asia, the Mediterranean/Europe, and the African continent. It requires participation in evening functions and continued development of the student's culinary portfolio. Prerequisite: CUL 211 (formerly CUL 31) with a grade of C- or better or permission of the program director. Three class hours and twelve lab hours per week. Instructional Support Fee applies. Spring; Day only.

CUL 216 - The Capstone Experience for Culinarians (3 credits)

This course is the capstone course for Culinary Arts majors and culminates in the presentation of the Senior Recognition Dinner. Students develop a menu, determine the nutritional analysis for the menu, and plan and execute the plate presentations and beverage services. Students

complete their Culinary Arts Personal Portfolio by the conclusion of this course. Successful completion of the practical exam, with a grade of "Pass" is required. Prerequisite: CUL 212 (formerly CUL 32) with a grade of C- or better or concurrent enrollment; or permission of the program director. Three class hours per week. Instructional Support Fee applies. Spring; Day only.

CUL 221 - Advanced Table Service (3 credits)

This course introduces the student to French and Russian service focusing on table side menu preparations. This course culminates in a required public evening function featuring an advanced service style. Prerequisite: CUL 121 (formerly CUL 13) with a grade of C- or better, or permission of the program director, and valid ServSafe Certification. Three class hours a week. Instructional Support Fee applies. Fall; Day only.

CUL 240 - Purchasing for Culinarians (2 credits)

This course focuses on proper purchasing techniques and how to correctly identify, purchase, receive, evaluate and store a variety of perishable and non-perishable products. It introduces students to a variety of foods in various market forms, whose use is further expanded in the Culinary/Baking production labs. Principles of cost control, yield testing, and forecasting are discussed and demonstrated. Two class hours per week. Instructional Support Fee applies. Spring; Day only.

CUL 241 - Foodservice Operations and Career Development (2 credits)

In this course students design a complete food-service or bakery operation. This introduces the student to the information necessary to start and run a successful restaurant and/or bakery. Students develop a concept, business plan, conduct a market analysis, plan a menu, recipe costing, write purchase specifications, and design a facility that can adequately meet the project standards. Students create a yearly income balance statement that includes calculated food cost percentages, labor, and over-head expenses. Final project consists of written job descriptions, job specifications, as well as framework for the orientation and training program for their employees. Resume writing and interview principles are reviewed. Pre- or co-requisite: CUL 216 or 256 (formerly CUL 24 or CUL 67) or permission of the program director. Two class hours per week. Instructional Support Fee applies. Spring; Day only.

CUL 251 - Advanced Pastry Arts I (4 credits)

This course studies the history and background of Classical cakes and tortes from various American and international regions. Students learn to deviate from the classics and create unique desserts, sauces, and garnishes with a variety of flavors, textures, and ingredients. The course emphasizes the plating of desserts created in class. It also covers frozen cakes, ice cream, and sorbet desserts. The

course emphasizes scaling for individual and volume production and a la carte and dessert buffet presentation. Prerequisite: CUL 152 (formerly CUL 62) with a grade of C- or better and satisfactory progress in personal portfolio or permission of the program director. Two class hours and eight lab hours per week. Instructional Support Fee applies. Fall; Day only.

CUL 252 - Advanced Pastry Arts II (6 credits)

This course focuses on decorative work and display pieces. It requires projects in chocolate and pastillage and focuses on the use of pastillage, sugar, and chocolate in showpieces. It also explores candy making and poured, pulled, and blown sugar. Prerequisite: CUL 251 (formerly CUL 64) with a grade of C- or better or permission of the program director. Three class hours and twelve lab hours per week. Instructional Support Fee applies. Spring; Day only.

CUL 253 - The Art of the Cake (3 credits)

This course focuses on the history of decorated cakes such as tiered wedding cakes and theme cakes. Students learn a variety of decorating and finishing techniques using media such as rolled fondant and gum paste. The course also covers the pricing, selling, decorating, and displaying of these cakes. It requires the preparation of a multi-tiered wedding cake and a theme cake. Prerequisite: CUL 152 (formerly CUL 62) or permission of the program director. Two class hours and three lab hours per week. Instructional Support Fee applies. Fall; Day only.

CUL 256 - The Capstone Experience for the Baker (3 credits)

This course is the capstone course for Baking/Pastry Arts. It culminates in the presentation of the bakery products and dessert buffet presentation for the Senior Recognition Dinner. The students develop the bread products, sorbet, chocolates, centerpieces, and dessert items as the menu requires and determine the nutritional analysis for the products. Students complete the Baking/Pastry Arts Personal Portfolio by the conclusion of the course. Successful completion of the practical exam with a grade of "Pass" is required. Prerequisite: CUL 251 (formerly CUL 64) with a grade of C- or better or permission of the program director. Students must have completed or be concurrently enrolled in all course required for graduation or permission of the program director. Three class hours per week. Instructional Support Fee applies. Spring; Day only.

CVC - Cape Verdean Creole

CVC 101 - Elementary Cape Verdean Creole I (3 credits)

Students begin training in the four basic skills: reading, writing, speaking, and aural comprehension. The course also includes an introduction to Cape Verdean culture. This course is for students with no language background. Three class hours and one language laboratory per week. Instructional Support Fee applies. Fall.

CVC 102 - Elementary Cape Verdean II (3 credits)

In this course, students continue training in the four basic skills: reading, writing, speaking, and aural comprehension. Cultural and daily living topics are included. Prerequisite: CVC 101 (formerly CVC 01). Three lecture hours and one language laboratory hour per week. Instructional Support Fee applies. Spring.

CVC 201 - Intermediate Cape Verdean Creole I (3 credits)

This course is a review and continuation of Cape Verdean grammar with additional training in the four basic skills: reading, writing, speaking, and understanding. Readings and discussions are based on cultural topics, contemporary literature, newspaper articles, Internet sources, and video. Prerequisite: CVC 102 (formerly CVC 02). Three class hours and one language laboratory hour per week. Instructional Support Fee applies. Fall.

CVC 202 - Intermediate Cape Verdean Creole (continued) (3 credits)

This course focuses on further grammar review based on readings and composition, with an emphasis on intensive practice of spoken language and more advanced readings from Cape Verdean literature and culture. The course also includes frequent composition and writing exercises. Three class hours and one language laboratory hour per week. Instructional Support Fee applies. Students with concerns about placement should consult the Language Department. Spring

DAN - Dance

DAN 101 - Modern Dance Technique I (3 credits)

A course designed to develop insight into modern dance, both as a medium and as an art form. Extending movement control, body and environmental awareness, and sensitivity to space qualities are covered in the course. Theatre elective. Three class hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0). Fall.

DAN 102 - Modern Dance Technique II (3 credits)

This class is a continuation of DAN 101. The class further explores dance technique beyond the introductory level. Basic warm-ups and across-the-floor combinations become more complex. Emphasis is placed on the acquisition of rhythmic, dynamic, and kinesthetic awareness. The student is expected to demonstrate knowledge of basic dance theory relating to space, time, and energy qualities. A studio performance is given at the end of the semester. Instructional Support Fee applies. Spring

DHG - Dental Hygiene

DHG 111 - Dental Anatomy and Oral Histology (3 credits)

This course is a study of the tooth morphology and adjoining structures of the oral cavity, including an introduction to the study of embryological processes and the microscopic anatomy of the oral cavity. In addition, the classification of different types of occlusion is studied. Prerequisite: Open to DHG students only. Three class hours a week. Instructional Support Fee applies. Fall; Day only.

DHG 113 - Orientation to Clinical Dental Hygiene (3 credits)

This course is an introduction to the theoretical and practical aspects of all major areas of clinical dental hygiene, including dental hygiene process of care, instrument design and use, primary preventive clinical techniques, and patient education. Prerequisite: Open to DHG students only. Two class hours and six clinical hours a week. Instructional Support Fee applies. Fall; Day only.

DHG 115 - Medical-Dental Emergencies (1 credit)

This course emphasizes the team approach to recognize and address the signs, symptoms, and treatment for common medical conditions and emergencies that might occur in the dental office or other facilities where dental hygienists may practice. Prerequisite: Open to DHG students only. One class hour a week. Instructional Support Fee applies. Fall; Day only.

DHG 119 - Head and Neck Anatomy (2 credits)

A study of the structures of the human head and neck. The normal anatomy and physiology of the various systems which are present in the head and neck are described in order to enable the students to better recognize abnormal conditions. The study of the head and neck anatomy as it relates to dentistry is stressed. Prerequisite: Open to DHG students only. Two class hours a week. Instructional Support Fee applies. Fall; Day only.

DHG 120 - Dental Hygiene Theory II (2 credits)

This course is a continuation of theoretical and practical aspects of dental hygiene with emphasis on infection control, pain management, ethical situations related to dental hygiene practice, cultural diversity among patients, and evidence-based clinical decision making. Students study patient management, including the child patient, and non-surgical dental hygiene treatment planning, including fluoride therapy. Prerequisite: DHG 113 (formerly DHG 13). Two class hours a week. Instructional Support Fee applies. Spring; Day only.

DHG 122 - Clinical Dental Hygiene II (2 credits)

This course is a clinical practicum in which the student provides direct patient care that incorporates the principles of instrumentation and the dental hygiene process of care. Emphasis is placed on patient assessment, dental hygiene treatment planning, and implementation of care. Prerequisite: DHG 113 (formerly DHG 13). Nine hours a week. Instructional Support Fee applies. Spring; Day only.

DHG 124 - Oral Radiography (2 credits)

This course is the study of the nature, physical behavior, biological effects, methods of control, safety precautions, and techniques for exposing, processing, mounting, and evaluating oral radiographs, including clinical practice of radiographic techniques. Prerequisite: DHG 113 (formerly DHG 13). Two class hours a week. Instructional Support Fee applies. Spring; Day only.

DHG 126 - Periodontology (3 credits)

This course is a study of the pathology of periodontal disease and the philosophy of periodontal treatments, including both surgical and non-surgical therapy procedures. The course focuses on the etiology, epidemiology, pathogenesis, methods of assessment, diagnosis, and classification of periodontal disease. The course emphasizes the relationship between periodontal health and systemic health and risk factors. Prerequisite: Open to DHG students only. Three class hours a week. Instructional Support Fee applies. Spring; Day only.

DHG 128 - Pharmacology for Dental Hygienists (1 credit)

A study of drugs to familiarize the student with their origin, physical and chemical properties, dosage and therapeutic effects. Special consideration is given to those drugs affecting dental or dental hygiene procedures. Prerequisite: Open to DHG students only. One class hour a week. Instructional Support Fee applies. Spring; Day only.

DHG 230 - Pain Management in Dental Hygiene (1 credit)

This course is a study of the theory of pain management in dental hygiene and dentistry. Topics include general anesthesia, local anesthesia, nitrous oxide-oxygen sedation and topical anesthesia. In addition, the course includes a review of head and neck anatomy; neurophysiology; anesthetic pharmacology; management of local and systemic anesthetic complications; evaluation of the patient; mandibular and maxillary local anesthesia techniques; and infection control and exposure control protocol. Prerequisite: DHG 119, DHG 128 (formerly DHG 19, DHG 28) and sophomore standing. Instructional Support Fee applies. Fall; Day only.

DHG 231 - Dental Hygiene Theory III (1 credit)

This course is a continuation of the theoretical aspects of dental hygiene clinical practice. Emphasis is placed on an in-depth examination of the dental hygiene process of care related to patient assessment, dental hygiene diagnosis, dental hygiene treatment plan, implementation, and evaluation of treatment in relation to comprehensive dental hygiene care. Additional emphasis is placed on ethical decision making in the provision of care, including the treatment of patients with special needs. Prerequisite: DHG 120 (formerly DHG 20) and sophomore standing. One class hour a week. Instructional Support Fee applies. Fall; Day only.

DHG 233 - Clinical Dental Hygiene III (4 credits)

This course is a clinical practicum in which students have an increased number of patient experiences that provide additional experience in the performance of a more complex dental hygiene process of care. Also, on service-learning rotations, students gain additional clinical experience at extramural sites providing care for patients with special needs. In addition, laboratory sessions are devoted to developing techniques in the administration of local anesthesia. Prerequisite: DHG 122 (formerly DHG 22) and sophomore standing. Twelve to fourteen hours a week. Instructional Support Fee applies. Fall; Day only.

DHG 235 - General and Oral Pathology (2 credits)

A study of the diseases of the human body, especially those of concern to the dentist and dental hygienist. Pathological conditions of the oral cavity are examined in detail, emphasizing the comparison of normal and abnormal conditions. Prerequisite: Open to DHG students only. Two class hours a week. Instructional Support Fee applies. Fall.

DHG 237 - Dental Materials (2 credits)

This course is a study of the science of dental materials, including physical, chemical, and biological properties, and the manipulation and care of materials used in the prevention and treatment of oral disease. The laboratory

exercises are designed to illustrate the properties, applications, and uses of selected materials presented in lecture with special emphasis on the materials used within the scope of dental hygiene practice. Prerequisite: Open to DHG students only. Two class hours and one laboratory hour a week. Instructional Support Fee applies. Fall; Day only.

DHG 240 - Dental Hygiene Theory IV (1 credit)

This course is a continuation of the theoretical aspects of dental hygiene practice. Emphasis is placed on legal and ethical dimensions of dental hygiene practice and current state regulations concerning the practice of dental hygiene. Also, the study of patients with special needs continue along with discussion of domestic violence and child abuse. The course prepares students for employment and the attainment of professional goals. Prerequisite: DHG 231 (formerly DHG 31) and second semester sophomore standing. One class hour a week. Instructional Support Fee applies. Spring; Day only.

DHG 242 - Clinical Dental Hygiene IV (4 credits)

This course is a clinical practicum that provides the opportunity for further development of the clinical practice of dental hygiene in preparation for licensure. The focus is on the development of advanced clinical dental hygiene practice where students apply integrated, multi-disciplinary learning and a higher order of critical thinking to ensure the delivery of optimal patient care. In addition, through service-learning rotations, students gain additional clinical experience in the delivery of care for patients with special needs. Prerequisite: DHG 233 (formerly DHG 33) and second semester sophomore standing. Twelve to fourteen hours a week. Instructional Support Fee applies. Spring; Day only.

DHG 244 - Oral Health in the Community (2 credits)

This course presents the methodology by which the dental hygienist plans programs to promote oral health in the community. While learning the principles of program planning, the student conducts a needs assessment and designs oral health programs. Programs are presented and evaluated in service-learning experiences in which students provide oral health education to various populations within the community. Prerequisite: Open to DHG students only. Two class hours a week. Instructional Support Fee applies. Spring; Day only.

DSC - Deaf Studies Career

DSC 221 - Introduction to Speech to Text Support Services in the Deaf Community (3 credits)

This course presents an overview of the transcription and note-taking support services profession for students interested in becoming computer-assisted, speech to text transcriptionists and/or note-takers. Students develop an understanding of, and appreciation for, the support services

professions as course content focuses on the similarities and differences in the roles, responsibilities and aptitudes of a typical support services team. Emphasis is placed on the fundamentals of their vocation, including but not limited to, ethical behavior, professional standards, business practices, consumers and settings, access law, resources and organizations. The course introduces students to the basic principles of the C-Print® software and is supported by training materials developed by the National Technical Institute for the Deaf. The course also examines, and practices the cognitive processes involved with meaning-for-meaning, speech to text transcription. Students begin to apply cognitive skills and C-Print® principles to beginning recorded audio exercises at the word and sentence level. The course also requires students to observe a professional support service provider in an education setting and spend one hour a week in a lab setting. Pre-requisite: C or better in DST 110. Three lecture hours and one laboratory hour per week. Instructional Support Fee applies. Spring.

DSC 225 - Introduction to ASL/English Interpreting (3 credits)

This course presents an overview of the American Sign Language/English interpreting profession for students interested in becoming interpreters as well as students who plan to go on to a related field in the Deaf community. Students develop an understanding of and appreciation for the profession, as course content focuses on the role, responsibilities, and aptitudes of interpreters; the fundamentals of their vocation, including but not limited to ethical behavior, professional standards, business practices, setting, audience, resources, and organizations; and the history of the profession. The course examines various models of the interpreting process. Students begin to analyze and apply models to functional sight translation as well as beginning interpreting exercises. The course also requires students to observe professional interpreters. Three class hours per week. Summer, Fall

DSC 226 - Fundamental Pre-Interpreter Skills (3 credits)

This course provides the foundation of pre-interpreter skills and experiences. Students practice the cognitive skills used in the process of interpreting, such as visualization, prediction, listening/concentrating, dual tasking, memory, abstracting, and closure. Through numerous observations (non-interpreted), they develop and increase their awareness of and appreciation for the vocabulary, environment, and ethical considerations presented in a variety of interpreter settings such as education, human services, medicine, mental health, performance, religion, and substance abuse. Two class hours and one lab hour per week; 20 hours of observation per semester Instructional Support Fee applies. Spring

Corequisite: Co-requisite: ASL 202 and DST 221.

DSC 235 - Speech to Text for the Deaf Community (3 credits)

This course identifies, evaluates, and develops transcription and note-taking competencies needed to provide computer-assisted, speech to text services to the Deaf community. Students process and condense auditory information, expand and build dictionaries, practice editing and formatting techniques, and increase both their typed and keyed words/minute. Course content explores the integration of handwritten notes and graphics with keyed text. Students apply cognitive skills and C-Print® principles to recorded audio exercises at the lecture level, as well as, acquire more advanced technical skills. Students also gain practical experience with condensing and/or summarizing auditory information through a note-taking service learning project. The course is supported by training materials developed by the National Technical Institute for the Deaf. Prerequisite: DSC 221 with a C or better or permission of the program director. Three class hours and one laboratory hour per week. Instructional Support Fee applies. Fall.

DSC 236 - Speech to Text for the Deaf Community Pre-Practicum (1 credit)

This course provides one semester of field-based observations and keying experiences that are integrated into seminar discussions and assignments. Students explore and reflect on the real life challenges and rewards of being a speech to text, support service provider in and out of the Deaf community. Students are required to complete 30 hours minimum of experiences in a variety of settings (on and off campus; in and out of the Deaf community) and to engage in a one-hour, bi-weekly seminar. Students are eligible for the NTID C-Print® certificate upon the successful completion of this class. One-half hour of lecture per week. Fall.

DSC 281 - Speech to Text for the Deaf Community Practicum (1 credit)

This course provides one-semester of introductory field-based experiences providing direct support services for Deaf or Hard-of-Hearing consumer(s) as a transcriptionist/note-taker. Students apply the principles, competencies, and ethics they have acquired to an educational or agency environment. Students must demonstrate their ability to transcribe, summarize, or note-take auditory information, edit and deliver text effectively, and work as a professional part of the support services team. The accompanying seminar provides a forum for students to share reflections, raise questions, and extend their understanding of their future role as a professional in this field. The student is supervised by college faculty and all placements must be approved by the Deaf Studies program coordinator. One-quarter hour of lecture per week and four to six hours of laboratory per week. Instructional Support Fee applies. Spring.

Corequisite: Co-requisite: ASL 102 or permission of the Deaf Studies program coordinator.

DST - Deaf Studies**DST 101 - Introduction to Deaf Studies (3 credits)**

This is the foundation course for Deaf Studies majors. Students survey the socio-linguistic discourse communities of Deaf Studies, the diversity of membership in the Deaf community, technology supported in the Deaf world, and careers/professions involving ASL and Deaf people. Students develop their professional goals, their perspective on Deaf people as both consumer and expert, and their personal role in the Deaf community as member or ally. The course consists of lectures, projects, professional observations, and community service and/or attendance at Deaf events. Students also develop the critical thinking, reading, and writing skills of a Deaf Studies major. Open to Deaf Studies degree and certificate majors, or by permission of program director for non-majors. Three class hours per week as well as outside hours. Competency met: Critical Analysis (1.0), Technical Literacy (8.0). Fall.

DST 110 - Deaf Culture (3 credits)

This course explores the culture of the American Deaf community, focusing on enculturation; values, attitudes and norms; social, political and athletic organizations; the visual and performing arts; folklore and humor; and diversity of membership. The late 19th and 20th century of Deaf experience is studied with specific reference to cultural implications of technology, Deaf education, and (hearing) societal perspectives. Readings, lectures, discussions and videos emphasize the Deaf as a cultural and linguistic minority group. Pre- or co-requisite: ENG 101 (formerly ENG 11). Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Humanities (6.0), Technical Literacy (8.0). Fall.

Technical Literacy - Deaf Studies only.

DST 151 - Deaf History (3 credits)

This course examines the social, political, and cultural forces that brought together Deaf people as a cohesive, American co-culture. The course emphasizes the 19th and 20th century experiences, events, and institutions that have shaped the Deaf Community as we know it today. Deaf people are also studied as unique contributors to the heritage of the United States. Prerequisite: DST 110 (formerly DST 11) with a C or better. Three class hours per week. Competency met: Historic Awareness (5.1), Humanities (6.0)

Every other spring

DST 160 - Topics in Deaf Studies (3 credits)

This is a one-semester course on a specific topic in Deaf Studies. A topic will be announced yearly. Spring

DST 210 - The Deaf Community in Society (3 credits)

This course provides an in-depth study of the nature and needs of the culturally Deaf, non-culturally Deaf, hard-of-hearing, and late-deafened population in the United States. It focuses on the various and diverse levels of needs found in this community which may include communication, education, daily living, support, accommodations, and assistive technology. The course also addresses social and audiological differences as well as past and present educational, advocative, rehabilitative, and political philosophies and policies that affect this group. This course gives special attention to examining societal perspectives for the deaf/hard-of-hearing, and their impact on (and merit to) this diverse community while taking into consideration each cohort's distinctive perception of self and level of need. Prerequisite: DST 110 (formerly DST 11) with a C or better. Two class hours a week, 8-10 hours of community observations (will be expected to travel beyond greater Fall River), and three seminar dates to be announced. Fall.

DST 221 - Introduction to the ASL/English Interpreting Profession (3 credits)

This course presents an overview of the American Sign Language/English interpreting profession for students interested in becoming interpreters as well as students who plan to go on to a related field in the Deaf community. Students develop an understanding of and appreciation for the profession, as course content focuses on the role, responsibilities, and aptitudes of interpreters; the fundamentals of their vocation, including but not limited to ethical behavior, professional standards, business practices, setting, audience, resources, and organizations; and the history of the profession. The course examines various models of the interpreting process. Students begin to analyze and apply models to functional sight translation as well as beginning interpreting exercises. The course also requires students to observe professional interpreters. Three class hours per week. Spring.

DST 222 - Fundamental Pre-Interpreter Skills (3 credits)

This course provides the foundation of pre-interpreter skills and experiences. Students practice the cognitive skills used in the process of interpreting, such as visualization, prediction, listening/concentrating, dual tasking, memory, abstracting, and closure. Through numerous observations (non-interpreted), they develop and increase their awareness of and appreciation for the vocabulary, environment, and ethical considerations presented in a variety of interpreter settings such as

education, human services, medicine, mental health, performance, religion, and substance abuse. Two class hours and one lab hour per week; 20 hours of observation per semester. Instructional Support Fee applies. Spring.

Corequisite: Co-requisite: ASL 202 and DST 221.

DST 251 - Deaf Literature and ASL Folklore (3 credits)

This course surveys the signed and written works of Deaf authors, storytellers, and artists; this course includes both written works (originals and English translations) and American Sign Language works that have been preserved on film or video--often these works defy standard genre classification. Students study and analyze fiction, non-fiction, poetry, drama, memoirs, anecdotes, and tales. Special attention is given to the tradition of storytelling and storytellers in ASL, folklore (which includes original ASL works such as improvisations), success stories, poetry, handshape poetry, ASL films, humor/jokes, and drum songs. Students broaden their understanding of 'literature' through examination of the Deaf cultures' oral tradition, which transmitted, developed and expanded the literature at residential schools, Deaf Clubs, "literary nights" and festivals. All works are considered in a cultural, historical, and political context to develop an understanding of Deaf people as an American co-culture. Prerequisite: DST 110 (formerly DST 11) with a C or better. Competency met: Humanities (6.0) 3 credits. Every other spring.

ECE - Early Childhood Education**ECE 101 - College Success Seminar for Early Childhood Education (1 credit)**

This foundational course is for all Early Childhood Education Degree majors and should be taken in the freshman year or first semester. In this course, strategies and resources that promote general college success are explored and applied to relevant topics in the field of Early Childhood Education. Students begin to reflect on what it means to be an Early Childhood professional, acquire technical competencies needed to be successful in the major, and conduct both academic and internet research. Students engage with course content through an active learning environment that includes discussions, readings, projects and lectures. Critical reading, thinking, and writing are stressed. One lecture hour per week. Fall, Spring, Summer.

ECE 111 - Introduction to Early Childhood Education (3 credits)

This course will introduce the student to the field of early care and education from a philosophical, historical, socioeconomic, and multicultural point of view. Major theories and models of significant early childhood programs will be examined such as Head Start, Froebel's Kindergarten, Montessori, Reggio-Emilia and the

Waldorf. The role of the early care teacher, professionalism, and managing successfully in the workplace will be explored. The course will include field observations of eight hours across the full age span (0 -8) with observations in diverse settings is required as determined by DEEC. Three class hours a week. Competency met: Multicultural Perspective (5.3), Ethical Dimensions (7.0). Fall.

ECE 112 - Observing, Recording, and Analyzing Early Childhood Settings (3 credits)

Fieldwork and classroom presentations/discussions provide students the opportunity to learn, know, and apply a variety of recording techniques, such as narratives (e.g., anecdotal, running record, and journal), time sampling, event sampling, and checklists. Discussions focus on the classroom as a learning community, including the teacher as a learner and leader through reflective practice. Analysis of observations takes into account observer assumptions and theories of child and adult development. Assessment is determined by the quality of in-progress records, discussions, and a final assignment. Co-requisite: ENG 101 (formerly ENG 11). Three class hours per week. Competency met: Critical Analysis (1.0), Written Communication (2.1). Fall, Spring.

ECE 113 - Safe and Healthy Early Childhood Learning Environments (3 credits)

The course promotes an understanding of health and safety factors in both the physical and social-emotional areas. Topics such as sanitation, infectious disease control, food preparation, classroom safety, and the safety of the facility itself form part of the physical aspect. Topics related to the emotional well-being and protection of children from abuse, neglect, isolation, and biases make up the social-emotional area. Students have the opportunity to observe, record, and discuss the strengths and weaknesses of a learning environment in relation to how it meets the needs of the children and families served by that particular community. Three class hours a week. Fall, Spring.

ECE 125 - Social Emotional Development of School-Age Child (3 credits)

This course explores the many facets and contexts of the school age (5-12 years) child's developmental process. Special attention is given to the social and emotional dimensions, including theories of friendship, Stanley Greenspan's stages of emotional development, self esteem, competition, and peer relationships. Three hours of lecture per week. Spring, Summer.

ECE 221 - Guiding Young Children (3 credits)

Practical approaches to guiding young children's behavior are based on a philosophy of problem solving that emphasizes children's abilities and needs. Techniques such as active listening, negotiation, I-messages, and similar

limit-setting methods help children to accept responsibility and build their communication capacity. Solutions to conflicts in early childhood settings take a child-centered anti-bias approach based on building trust and respect for each child and his/her family's cultural background. Prerequisites: ECE 111 and ECE 112 (formerly ECE 11 and ECE 12). Three class hours a week. Fall, Spring.

ECE 222 - Special Needs in Early Childhood (3 credits)

This course focuses on student understanding diverse abilities of children from birth through eight years of age with problems in any of the following areas: physical, social, emotional and intellectual development. Students learn the role of today's teacher in an all-inclusive classroom. The objectives of this course meet DEEC guidelines for certification as lead teacher. Pre- or co-requisite: PSY 252 (formerly PSY 52). Three class hours per week. Fall, Spring.

ECE 223 - Infant-Toddler Development (3 credits)

After a quick review of prenatal development, the course addresses the developmental stages of infants and toddlers (birth through three years) within the context of their family. It explores different areas of development--including emotional, physical, cognitive, social, language, literacy, and behavioral--in the context of relationships. The course discusses infant-toddler care-giving principles and the day-to-day practices as reflected in different families of similar and diverse cultural backgrounds. It emphasizes the characteristics of responsive care giving and high-quality early care and education and the significant relationship between emotional development and thinking. Students learn Greenspan's theory of emotional development and Floortime. Prerequisites: ECE 111 or ECE 112 (formerly ECE 11 or ECE 12). Three class hours per week. Fall.

ECE 232 - Language Arts Across Preschool (3 credits)

Understanding the theoretical foundations and central roll of language arts during the preschool years forms the core of instruction. Language arts include listening, speaking, reading, writing, and thinking. Communication of ideas and information through the language arts adheres to rules that govern the English language, such as phonology, morphology, syntax, and semantics. Students learn strategies to address the diverse needs of young language learners in inclusive settings, to work with parents and families, and to collaborate with professionals in other fields. Prerequisites: ECE 113 and ECE 234 (formerly ECE 13 and ECE 34). Three class hours per week. Fall, Spring.

ECE 234 - Preschool Curriculum Planning (3 credits)

Through a balanced and integrated approach based on multicultural education, students plan activities related to three- and four-year olds' need to self-discover the world

around them. Activity plans include adaptations for inclusion of special-needs children with special attention to individualized education plans (IEPs), strategies for assessment of children's learning, and evaluation of planned activities. Prerequisites: ECE 111, ECE 112 (formerly ECE 11, ECE 12); pre/co-requisite: ECE 222 (formerly ECE 22). Three class hours a week. Fall, Spring.

ECE 236 - Infant-Toddler Curriculum Planning (3 credits)

In this experiential course, students have the opportunity to explore and create activities that allow the infant-toddler to engage actively and discover the world around her/him. Students apply knowledge of infant-toddler development in developing and assessing a curriculum that supports all-around individual development of the infant-toddler. The course encourages the acquisition of skills to document appropriately, display, and describe children's work, and involve parents. Prerequisites: ECE 112 (formerly ECE 12); pre/co-requisite: ECE 223 (formerly ECE 23). Three class hours a week. Fall, Spring.

ECE 238 - School Age Child Care Curriculum Planning (3 credits)

This course centers on creative curriculum planning for children of school age (5-12 years). Curriculum planning is based on observations of children's needs and knowledge of child development. Using the framework of friendships and emotional milestones, students' curriculum plans include crafts, hobbies, music, sports, games, theater, art, and other similar activities. Students develop a curriculum resource file/binder. In addition, students explore strategies for building partnerships with families of the children in the program. Prerequisite: ENG 101 (formerly ENG 11). Three hours of lecture per week. Fall, Spring.

ECE 244 - Parent-Teacher Communications and Partnerships (3 credits)

Students develop knowledge and skills in understanding and building partnerships with parents based on the recognition that families have diverse styles of parenting. Building increased awareness and sensitivity to ethnic, racial, class, abilities, and linguistic issues is key to the affirmation of differences. Students study contemporary models and practices that support the involvement of parents in their child's education. Students learn to use appropriate oral and written communications, discover parents' priorities, and design activities and structures for ongoing collaborations with parents. Prerequisite: ECE 111 (formerly ECE 11). Three class hours per week. Fall, Spring.

ECE 251 - Teaching Practicum I and Seminar I (4 credits)

Students select to work with either infants and toddlers or preschool children in inclusive settings that are approved

by the Department of Early Education and Childcare (DEEC). The group day care services are staffed by a Lead Teacher. During this period, the student demonstrates his/her ability to work as a team member and to develop, implement and evaluate developmentally appropriate activities for small groups of infants/toddlers or preschool children. Students develop important qualities and skills, including the ability to initiate and expand responsive communications with children and to interact in ways that help develop mutuality and trust. The accompanying seminar provides a forum for students to share reflections, raise questions, and extend their understanding of the teacher's responsibility. This student-internship is supervised by college faculty. Prerequisites: Please note different requirements for different early education settings. Infant-Toddler setting: pre/co-requisite ECE 223, ECE 236, ECE 244 (formerly ECE 23, ECE 36, and ECE 44); Preschool setting: pre/co-requisite ECE 222 and ECE 234 (formerly ECE 22 and ECE 34). 150 hours of field experience per semester and seven two-hour seminars per semester on alternating weeks. Instructional Support Fee applies. Fall, Spring.

ECE 252 - Teaching Practicum II and Seminar II- Preschool Setting (4 credits)

Students continue to build upon, consolidate, and expand professional competencies acquired in ECE 251. As they take on a leading role, student-teachers participate in staff meetings; share responsibility for the education of children with special needs; and develop, prepare, and organize activities around a theme. Student-teachers are expected to demonstrate their ability to provide positive guidance to children, to take on responsibility for the physical set up of the classroom, and to implement successfully a developmentally-appropriate integrated curriculum. The 150-hour field experience is complemented by an on-going seminar that focuses on drawing the connections between child developmental theory and teaching practice. The sites selected are DEEC approved facilities, and the supervising teacher-practitioner is lead-teacher certified. Students are encouraged and supported to develop an initial understanding/knowledge of their evolving professional self/role through reflective practice. Evaluation is based on meeting the attendance requirements, the quality of teaching practice, and seminar participation. Final assessment is determined by using multiple sources to inform determination of semester grade, including faculty site-observations, journals, conferences, papers, seminar participation, and a teaching portfolio. Prerequisite: ECE 251 (formerly ECE 51). Co-requisite: ECE 232 or ECE 244 (formerly ECE 32 or ECE 44). 150 hours of field experience and seven two-hour seminars per semester on alternating weeks. Instructional Support Fee applies. Fall, Spring.

ECE 253 - Teaching Practicum II and Seminar II- Infant-Toddler Setting (4 credits)

Students continue to build upon, consolidate, and expand professional competencies acquired in ECE 251. As they take on a leading role, student-teachers participate in staff meetings; share responsibility for the education of children with special needs; and develop, prepare, and organize activities around a theme. Student-teachers are expected to demonstrate their ability to provide positive guidance to children, to take on responsibility for the physical set up of the classroom, and to implement successfully a developmentally-appropriate integrated curriculum. The 150-hour field experience is complemented by an on-going seminar that focuses on drawing the connections between child developmental theory and teaching practice. The sites selected are DEEC approved facilities, and the supervising teacher-practitioner is lead-teacher certified. Students are encouraged and supported to develop an initial understanding/knowledge of their evolving professional self/role through reflective practice. Evaluation is based on meeting the attendance requirements, the quality of teaching practice, and seminar participation. Final assessment is determined by using multiple sources to inform determination of semester grade, including faculty site-observations, journals, conferences, papers, seminar participation, and a teaching portfolio. Prerequisite: ECE 112, ECE 222, and ECE 251 (formerly ECE 12, ECE 22, and ECE 51). 150 hours of field experience and seven two-hour seminars per semester on alternating weeks. Instructional Support Fee applies. Fall, Spring.

ECE 255 - Teaching Practicum II and Seminar II: School-Age Child Care Setting (4 credits)

This course combines the on-site learning experiences in school-age child care settings with a weekly two-hour on-campus seminar. The student must complete a minimum of 150 practicum hours and participate in seminar meetings. The teaching practicum experience requires students to record and interpret observations, maintain journals, plan activities, write reflective papers, and demonstrate an increasing ability to link classroom theory to working with children. Pre- or co-requisite: ECE 125 and ECE 238 (formerly ECE 25 and ECE 38). 150 hours of field experience and seven two-hour seminars per semester on alternating weeks. Instructional Support Fee applies. Fall, Spring.

ECE 260 - Play and Early Childhood Curriculum Planning (3 credits)

Students examine the critical role of play in the young child's social, emotional, and cognitive development with particular reference to Greenspan's theory of emotional development and Ruben's theory on friendships. Preschool curriculum planning is based on MA Guidelines for Preschool Learning Standards and is reflective of anti-bias curriculum principles. Attention is paid to individualizing

instruction to meet the needs of children with different abilities and disabilities including special needs as well as the gifted and talented. Tools for assessment of learning are introduced. Using the inclusionary and integrated approach. Curriculum planning puts the emphasis on emerging literacy and numeracy skills. Prerequisite: ECE 111, ECE 112, and PSY 252 (formerly ECE 11, ECE 12, and PSY 52), all with a grade of C or better. Three lecture hours per week. Fall, Spring.

ECE 261 - Early Childhood Licensure Teaching Practicum (5 credits)

Early Childhood licensure teaching practicum is a capstone experience. The field placement may be in kindergarten or pre-kindergarten for 150 hours followed by 25 hours in grades 1 or 2 classroom in an elementary school setting selected by the Program Coordinator. Students participation evolves from observation to demonstration of competencies (identified by DEEC) to be in-charge of a pre-K or K.G. classroom. Observations and reflections are an integral part of curriculum implementation and teaching practice. As student teachers each one submits weekly journals and participates in seminars integrating theory and practice of child development, curriculum planning, individualized instruction, special needs, anti-bias curriculum, and on-going assessment of self and children's learning. Note: C.O.R.I. and Health Requirement must be met and students must meet with the Program Coordinator the semester prior to enrollment in ECE 261. Prerequisite: ECE 260 and ECE 222 with a grade of C or better (formerly ECE 60 and ECE 22); GPA 2.75. Restricted to Early Childhood Education- Early Childhood Licensure Transfer option students. Seminar meets for two hours on alternate weeks for seven weeks. Five hours of lecture per week. Instructional Support Fee applies. Fall, Spring.

ECE 291 - Day Care Administration (3 credits)

This course is designed to promote an understanding of administrative organization and regulatory issues staffing patterns related to childcare centers. The course investigates the role of the administrator as facilitator, mediator, and resource person in promoting a safe and positive preschool environment. The objectives of this course meet Department of Early Education and Child Care (DEEC) guidelines. Prerequisite: ECE 251 (formerly ECE 51) or permission of program director. Three class hours per week. Spring.

ECE 292 - Supervision and Personnel Management in Early Childhood (3 credits)

This course focuses on basic supervision and leadership styles. Child care supervisors learn how to enrich and mentor staff. It emphasizes techniques in staff analysis and the enhancement of interpersonal communications, organization, and supervisory styles as well as working with parents and the community. This course meets Department of Early Education and Childcare (DEEC)

standards for Director Certification in Early Childhood programs. Prerequisite: ECE 252, ECE 253 (formerly ECE 52, 53). Three class hours per week. Fall

ECN - Economics

ECN 111 - Principles of Economics-Macro (3 credits)

Principles underlying the organization and functioning of the economic system are presented in a broad social context embracing issues that affect business, government, and the community. Particular attention is given to the theory of the determination of the general levels of income, employment, and prices. In addition, contemporary economic issues are presented to reinforce theoretical concepts. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of C or better in RDG 080. Three class hours a week. Competency met: Social Phenomenon (5.4). Fall, Spring, Summer.

ECN 112 - Principles of Economics-Micro (3 credits)

Principles underlying the organization and function of the market economy, including supply and demand, the theory of the firm, resource allocation under conditions of perfect competition, monopolistic competition and oligopoly, the relationship of government and business, pricing, employment of resources, and wages, rents, interests, and profits. In addition, contemporary economic issues are presented to reinforce theoretical concepts. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of 'C or better in RDG 080. Competency met: Social Phenomenon (5.4). Fall, Spring, Summer

ECN 115 - Consumer Economics (3 credits)

Designed to make the student a more intelligent consumer, the course considers basic economic concepts as they relate to the consumer decision-making process. Topics included are consumerism, the dual role of the consumer in our economy, consumer problems, consumer demand, advertising, the budget, credit savings, investing, insurance, housing, fraud and deception in the marketplace, consumer protection, and the future role of the consumer. Three class hours a week. Fall, Spring, Summer

ECN 251 - Money and Banking (3 credits)

Examination and analysis of money, structure and operation of the financial system, monetary theory, central banking, and monetary policy. Three class hours a week. Fall, Spring, Summer

EDU - Education

EDU 220 - Foundations of Education with Teaching Pre-Practicum (3 credits)

This course provides students the opportunity to examine elementary education (grades 1-6). It requires a two-hour seminar and 45 hours of field experience. The seminar includes information on the history of education and its impact on current school systems, structures, and practices, as well as information on curriculum frameworks. The field-based experience integrates topics and issues, including child growth and development, learning theories, diversity, developmentally-appropriate practices, teaching models and approaches, professional teaching standards, and critical issues related to teaching. Prerequisite: completion of 27 credits in the Elementary Education program with a GPA of 2.50 or better. Instructional Support Fee applies. Fall, Spring.

EGR - Engineering

EGR 101 - Introduction to Engineering and Technology (3 credits)

The course introduces students to each of the engineering disciplines within BCC's Engineering and Technology department. Students gain an appreciation of what each of the engineering fields is about, including specific practices associated with each field. Through team projects that emphasize camaraderie, logical thinking, and simple engineering design, students are exposed early to engineering methodologies. The course instills students with the concepts of ethics and professionalism, the need for involvement in professional organizations, and career planning critical to their growth on the way to becoming future engineers. Two class hours and three laboratory hours per week. Fall, Spring.

EGR 102 - Introduction to Sustainable and Green Energy Technologies (3 credits)

This course is designed to introduce students to emerging renewable energy technologies and sustainable building design practices. Both the practical applications and underlying theories are addressed. Topics include: The Construction/Engineering Design and Implementation Process, Green Building Practices, especially those related to Energy Efficiency, Environmental Conservation, and Resource Management, Wind Turbines, Solar Energy, and other forms of renewable energy. Three lecture hours per week. Instructional Support fee applies. Fall, Spring.

EGR 103 - Computer Skills for Engineers and Technicians (3 credits)

This course is an introduction to the personal computer and its application to engineering and technical communication and problem solving. Topics include Windows, email communication, Web-based research, word processing,

computer graphics, spreadsheets, and presentation software. Students develop the computer skills necessary for successful academic and professional careers, including the creation of effective technical messages, reports and presentations using charts, equations, graphs, scanned information, and transferred data, as well as problem solving using integrated flowchart analysis concepts. Three class hours a week in the CAD lab. Instructional Support Fee applies. Competency met: Technical Literacy (8.0). Fall, Spring, Summer.

EGR 111 - Fundamentals of Manual Machining (3 credits)

This course covers the fundamentals of manual machine tool utilization. Topics include milling, turning, knurling, threading, surfacing grinding, tooling, feeds and speeds, blueprint reading, layout, proper tolerancing, metrology, and manufacturing processes. Prerequisite: High School Algebra I and Geometry recommended. Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. Fall

EGR 112 - Automated Machining (3 credits)

This course is a continuation of EGR 111 and covers modern, advanced machining processes using Computerized Numerical Control (CNC) for both milling and turning. It also discusses best practices for safety, tooling, setup and process sheets. Students use industrial software simulations and feeds and speeds databases. Prerequisite: EGR 111 (formerly ETK 41) is recommended. Two class hours and three laboratory hours per week. Instructional Support Fee applies. Spring.

EGR 113 - Introduction to Robotics (4 credits)

This is an introduction to the science of Robotics and is designed for non-engineering and engineering students. Students must understand how scientific innovation can affect their lives either directly or indirectly while researching the history of robotics and the ethical role of robotics in the modern world. Scientific inquiry is applied while building robots and testing design challenges. Students test physical constructs and analyze performance in a systematic and documented process. Physical science and programming are utilized to design and evaluate robots to complete weekly challenges. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0), Ethical Dimensions (7.0). Fall.

EGR 123 - Green Building Practices (4 credits)

This course studies the methods, materials, and equipment currently used in the construction of residential and commercial buildings, roads, and highways. Students learn the proper use, selection, specifications, strength and limitations, fire resistance, and code conformity of basic construction materials and fabrication processes. The

laboratory will include fieldwork and basic laboratory testing procedures. Pre-requisite: Intermediate Algebra competency, or high school algebra II. Three class hours and two laboratory hours a week. Fall.

EGR 124 - Soils and Foundations (3 credits)

This course introduces students to geotechnical engineering. Engineering soil properties, mass/volume relationships, soil classification systems, and site exploration methods are included. In addition, structural foundations are explored. Prerequisite: Introductory Algebra competency or high school Algebra recommended. Three lecture hours a week. Spring.

EGR 125 - Construction Estimating (3 credits)

This course introduces students to common practices used in estimating construction quantities and costs, including materials, labor, equipment, overhead, and profit. Productivity, efficiency, and project scheduling are also included. Prerequisite: Introductory Algebra competency or high school geometry recommended. Three class hours a week. Fall.

EGR 131 - Introduction to Electrical Circuits (4 credits)

This course is an introduction to electrical circuits. It examines physics and laws of voltage, current, and power; series and parallel circuit analysis, including equivalent circuit concepts; magnetic circuits; and electromagnetic induction. This course also introduces students to principles of capacitive and inductive reactance, phase shift and analysis of capacitor and inductor defects. Prerequisite: Intermediate Algebra Competence or high school algebra II. Three class hours and three laboratory hours per week. Instructional Support Fee applies. Spring.

EGR 132 - Electrical Circuits (4 credits)

Students study advanced AC and DC circuit analysis methods, network theorems, and the analysis and principles associated with capacitors and inductors. Phasers, filters, three-phase systems, transformers, motors, the power triangle, and power factor correction are also covered in this course. Prerequisite: EGR 131; pre- or co-requisite: MTH 141 or MTH 171 and MTH 173. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall.

EGR 133 - Computer Configuration and Repair (4 credits)

This hands-on course covers PC components and PC configuration. Students use system diagnostics to analyze and repair PC system faults. The course emphasizes troubleshooting and replacing individual system components such as memory, hard drives, floppy drives, video cards, and modems. This hardware approach provides real-world computer repair and maintenance experience. Three class hours and three laboratory hours a

week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0). Fall.

EGR 137 - Digital Electronics (4 credits)

The course examines number systems with particular emphasis on binary, octal, and hexadecimal counting methods. The course stresses Boolean algebra with function minimization including logic design and logic circuits for all computer elements, including the arithmetic, control, memory, and I/O system sections. Particular emphasis is given to bus-structured microprocessor-based systems. Prerequisite: Intermediate Algebra Competency or high school algebra II. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall.

EGR 140 - OSHA 40-Hour Hazardous Waste Operations and Emergency Response (HAZWOPER) (3 credits)

This course provides educational background and skills required by personnel involved in hazardous waste operations. It includes the required components of the 40 hour off site training requirement for hazardous waste site workers as defined in the Code of Federal Regulations, 29 CFR 1910.120. This level of training is required, by law, for all employees working at a hazardous waste site who will be exposed to hazardous substances, health hazards, or safety hazards. Personnel who will benefit from this course include: equipment operators, general laborers, and others, as well as on-site management and supervisors directly responsible for, or who supervise employees engaged in, hazardous waste operations. Topics covered will include: hazardous waste regulations, chemical, physical, and biological hazards, toxicology, medical surveillance and first aid requirements, selection, use and care of personal protective equipment, proper handling of wastes stored in drums, confined space entry, and other safety procedures. A field mock up exercise will also be conducted. Students completing this course and successfully passing the certification exam given at the end of the course will receive the official OSHA certification of their completion of this course. Three class hours a week. Instructional Support Fee applies. Not offered every year.

EGR 141 - Introduction to Environment (3 credits)

This course is designed to examine the impact of human activities on the natural world in the context of our emerging awareness of the scope of environmental problems and against the background of our understanding of normal ecosystems. The focus will be on topics concerning population, agriculture, energy, air pollution, water resources and waste management. Three class hours a week. Competency met: Scientific Reasoning and Discovery (3.0). Fall.

EGR 151 - Electrical Machinery (3 credits)

This course studies the principles of AC and DC circuits including electromagnetic induction and power factor, AC motor principles including inductive and synchronous type machines and DC series, shunt, and compound wound devices. Motor starting and speed control are also covered from an operational point of view. Prerequisite: Intermediate Algebra competency or high school algebra II. Three class hours a week. Instructional Support Fee applies. Fall.

EGR 161 - Introduction to the Marine Industry (3 credits)

This course provides an overview of the marine industry including marine terminology, tools, equipment, and safety training. Site visits and demonstrations are utilized to familiarize students with a variety of working environment. Spring preparation and repair, Fall lay-up, trailering, yard equipment, and basic boat moving and handling are also covered. This course is offered through a collaborative agreement between The Recreational Marine Trades Program at Massasoit Community College and Bristol Community College. It is primarily an evening and weekend course and may not be available at both institutions. Three hours of lecture per week. Fall, Summer, not offered every year

EGR 162 - Marine Safety (1 credit)

This course is designed to provide students with the knowledge and skills needed to work safely while at sea. Students are trained to respond to various emergency situations at sea and are required to be able to swim and feel comfortable in the water, both in a pool and in the harbor. The course provides training in the use and care of immersion suits and personal floatation devices; firefighting basics; marine radios, including emergency communications and maydays; use of Emergency Position Indicating Radio Beacons (EPIRBs) and flares and other emergency signaling devices; abandon ship and man overboard procedures; STAY rules; Seven Steps to Survival; dock safety; vessel boarding; medical emergencies and evacuations at sea; onboard safety drills; and damage control exercises. Prerequisite: Good health and the ability to swim 50 to 100 meters. The course is conducted in the Woods Hole, MA, area over the course of two days (16 hours total). Instructional Support Fee applies. Spring, Summer.

EGR 171 - Fluid Systems (4 credits)

This subject deals with engineering principles associated with the control and usage of fluids. Particular emphasis is placed on the concepts of work and power and how they apply to the design and troubleshooting of hydraulic and pneumatic devices and systems (circuits). Pumps, compressors, actuators, valves, gages, conductors, and automated equipment are analyzed in both the class and laboratory. The course also covers the use of ISO Fluid

Power Symbols and Standards. Prerequisite: Intermediate Algebra competency or high school algebra II. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall.

EGR 172 - Material Science (4 credits)

A study of the physical, mechanical, and chemical properties of materials. The course places particular emphasis on the interdependency of atomic structure, microstructure, material phase relationships, and solid state reactions to each other and to the modification of these properties. It investigates the use of metals, plastics and advanced materials in economic, sustainable, and reliable design. The laboratory includes metallographic examination using light microscopy and the study of material science principles and treatments of metals. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). Fall.

EGR 183 - Energy Efficiency and Conservation Measures (3 credits)

This course is designed to give students the skills to identify and understand energy efficiency and conservation methods used to reduce energy consumption. Students analyze residential and commercial facilities for opportunities to employ these energy-saving measures. Students become familiar with the use of energy monitoring and measuring equipment used for energy auditing. Students also learn to calculate energy savings and determine environmental impacts of these energy saving methods. Three lecture hours per week. Instructional Support fee applies. Fall.

EGR 190 - Technical Projects (3 credits)

This course guides the student in the design and development of a useful technical project. The student develops a functioning design solution and generates all necessary support drawings and documentation. Three lecture hours per week. Spring

EGR 204 - Engineering Applications of MATLAB (1 credit)

This course continues the study of MATLAB and discusses the built-in commands and functions. It emphasizes the mathematical capabilities of MATLAB to solve engineering problems that students encounter in their first two years of college. The students also learn programming techniques that allow them to develop their own MATLAB application programs containing interactive prompts as well as user-defined graphic outputs. Prerequisite: MTH 214 (formerly MTH 14). One lecture hour and one laboratory hour per week. Instructional Support Fee applies. Spring.

EGR 211 - Programmable Control Systems (4 credits)

This course will provide students with the knowledge of digital systems and the skills required to install, program, operate and troubleshoot automated industrial equipment. It will concentrate on the use of Programmable Logic Controllers (PLCs), robotics and the associated proximity sensors and actuators (hydraulic and pneumatic). Additionally, this course will introduce a variety of automation methods and equipment including microprocessors, vision systems and motor controls. Pre- or co-requisite: EGR 131 or EGR 151 (formerly ETK 19 or ETK 62). Two class hours and three laboratory hours a week. Instructional Support Fee applies. Fall, Spring.

EGR 221 - Surveying I (4 credits)

The study of the theory and practice of plane surveying with specific applications to civil engineering. Topics will include measurement theory and errors, distance measurement, leveling, bearings, azimuths, traverses, area determinations, stadia, topographic surveys, horizontal and vertical curves, and other related topics. Prerequisite: MTH 141 or MTH 173 (formerly MTH 17 or MTH 13). Three class hours and three laboratory hours a week. Instructional Support Fee applies. Fall.

EGR 222 - Surveying II (4 credits)

This course is a continuation of EGR 221 Surveying. It includes topics such as horizontal and vertical curves, control surveys, state plane coordinate systems, boundary and public lands surveys, global positioning systems, volumes, and construction stakeout. This course includes the use of total stations, data collectors, surveying software, and AutoCAD. Prerequisite: EGR 221 (formerly ETK 56). Three class hours and three laboratory hours per week. Instructional Support Fee applies. Spring.

EGR 224 - Elements of Structural Design (3 credits)

This course introduces students to the analysis and design of structural members made of wood, steel, and reinforced concrete such as beams, columns, walls, slabs, foundations and trusses. Three lecture hours per week. Spring

EGR 231 - Electrical Engineering I (3 credits)

Basic electrical theory and techniques of electrical circuit analysis for engineering transfer students. Topics include resistive circuits, independent and dependent sources, analysis methods, network theories, energy-storage elements, RC and RL circuits, second order circuits, sinusoidal excitation and phasers. Prerequisite: MTH 215 (formerly MTH 15) with a C or better and co-enrollment in EGR 233 (formerly ETK 31) Recommendation: Completion of EGR 131 and 132 (formerly ETK 19, 20). Three class hours and one recitation hour a week. Instructional Support Fee applies. Fall.

EGR 232 - Electrical Engineering II (3 credits)

This course continues Electrical Engineering I (EGR 231). Topics include AC steady state power, three-phase circuits, complex frequency, network functions, frequency response, transformers, Fourier series, Laplace transforms, and Laplace transform application. Prerequisite: EGR 231 (formerly ETK 29) with a C or better and co-enrollment in EGR 234 (formerly ETK 33). Three class hours and one recitation hour a week. Instructional Support Fee applies. Spring.

EGR 233 - Electrical Engineering I Laboratory (1 credit)

This course provides experience in experimental techniques, laboratory report preparation, familiarization and use of instrumentation, passive circuit investigations, and computer modeling experiments. Prerequisites: Co-enrollment in EGR 231. Three laboratory hours week. Fall.

EGR 234 - Electrical Engineering II Laboratory (1 credit)

Students gain hands-on experience with experimentation in passive circuit investigations, steady-state and transient analysis, electrical instruments, magnetic and logic circuit investigations, and computer modeling experiments. Prerequisite: Co-enrollment in EGR 232 (formerly ETK 30). Three laboratory hours week. Spring.

EGR 235 - Electronic Theory I (4 credits)

Studies in the theory of semiconductor diodes; bipolar and field effect transistors, including biasing; classes of amplified operation; methods of analysis and design to include Miller's theorem; hybrid parameters; and frequency effects are the focus of this course. Prerequisite: EGR 132 (formerly ETK 20). Three class hours and three laboratory hours per week. Instructional Support Fee applies. Fall.

EGR 241 - Wastewater Technology I (3 credits)

A survey course which introduces the student to the physical and chemical processes associated with water quality, pollution and treatment of liquid wastes. Topics covered will include: basic environmental concerns, hydrology, water quality and pollution, wastewater flow characteristics, collection systems, water monitoring and sampling procedures. The program will also prepare the student for the State Operator's Certification Examination. Three class hours a week. Fall.

EGR 242 - Wastewater Technology II (4 credits)

A continuation of Wastewater Technology I (EGR 241) to prepare the student in the design, operation and maintenance of advanced wastewater treatment facilities. Topics covered will include: environmental concerns, chronic and acute toxicity of waste streams, instrumentation of specialized treatment procedures,

biological and chemical observations with "hands-on" treatment observations. The student will also be expected to attend tours of local facilities (domestic/industrial). The program will also prepare the student for the State Operator's Certification Examination - Intermediate Levels. Prerequisite: EGR 241 (formerly ENV 53). Three class hours a week and two laboratory hours a week. Spring.

EGR 244 - Water Supply and Hydrology (4 credits)

This course prepares students for entry into the field of water supply management and the operation of drinking water treatment facilities. The principles of hydrology associated with groundwater and surface water supply management are studied, including the hydrologic cycle, precipitation type and measurement, aquifer types and groundwater flow measurements, surface water flow measurements, and surface water and well sampling. Students study source water supplies and protection, regulations, physical and chemical treatment processes, and operator safety. This class includes field trips and preparation for taking the State Drinking Water Treatment Plant Operator Certification Examination. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Spring.

EGR 245 - Hazardous Waste/Waste Management (4 credits)

This course examines the various components of the hazardous waste and solid waste management field. Emphasis will be placed on the examination, evaluation, and cleanup of hazardous waste sites as well as on providing an introduction to solid waste management and disposal. Prerequisite: CHM 111 or CHM 113 (formerly CHM 11 or CHM 13). Three class hours and two laboratory hours a week. Instructional Support Fee applies. Fall.

EGR 251 - Statics (3 credits)

This course considers the effects of forces on rigid bodies in two and three dimensions. Students apply engineering concepts of force vectors, moments, and static equilibrium to solve engineering design problems. The course investigates techniques for structural analysis of beams, columns, mechanisms, trusses and shafts. Topics include friction, torsion, centroids, center of gravity, moment of inertia, and shear and moment diagrams. Prerequisites: PHY 101 or PHY 211 (formerly PHY 01 or PHY 11), and MTH 141 or MTH 171 and MTH 173 (formerly MTH 17 or MTH 10 and 13). Three class hours per week. Fall.

EGR 253 - Advanced Statics (1 credit)

This course is to be taken concurrently with EGR 251 and covers advanced rigid body analysis techniques utilizing calculus. Students apply the engineering concepts of force vectors, moments and static equilibrium to solve engineering design problems for common engineering

structures. They use these techniques to solve problems associated with friction, torsion, centroids, centers of gravity, moments of inertia, shear and moment diagrams, and Mohr's Circle. Prerequisite: MTH 215 (formerly MTH 15); Pre- or co-requisite: EGR 251 and PHY 212 (formerly ETK 54 and PHY 12). Two laboratory hours per week. Instructional Support Fee applies. Fall.

EGR 254 - Mechanics of Materials and Structures (4 credits)

In this course, the concepts of stress and strain caused by tensile, compression, shear and bending forces and the associated material behavior are studied. Classical and computer methods are used to analyze beams, trusses, and structures. Students also study torsion, column action and the strength of bolted and welded joints. The design of structural members made of wood, steel, and reinforced concrete is introduced. In the laboratory, students perform testing techniques used to analyze the mechanical properties of materials and evaluate structures. Prerequisite: EGR 251 (formerly ETK 54). Three class hours and three laboratory hours per week. Instructional Support Fee applies. Spring.

EGR 255 - Thermodynamics (3 credits)

This is an introductory course in the fundamentals of classical thermodynamics, covering such topics as the First Law of Thermodynamics, heat engines, the Second Law of Thermodynamics, the internal combustion engine, gas turbines, steam power generation, the Rankin Cycle, and heat transfer. Instructional Support Fee applies. Spring

EGR 261 - Marine Systems (4 credits)

This course introduces the basic components and principles of fluidic, electrical, and mechanical systems used in the marine industry. Topics include hydraulics and pneumatics, the internal combustion engine, and electrical and battery systems. In addition, fuel and ignition systems are presented as well as basic troubleshooting for each system. This course is offered through a collaborative agreement between The Recreational Marine Trades Program at Massasoit Community College and Bristol Community College. It is primarily an evening and weekend course and may not be available at both institutions. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Spring, Summer, not offered every year

EGR 263 - Marine Communication-Navigation Systems (4 credits)

This course covers the installation, operation, and maintenance of electronic communication and navigation equipment typically found on pleasure and commercial vessels. The course begins with the reading of nautical charts and basic navigation to provide students with an understanding of the importance and meaning of information that the electronic navigation and

communication equipment provides. A combination of lecture and hands-on laboratory experiences present and provide practice in the installation and troubleshooting skills required of marine technicians. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Spring, Summer

EGR 264 - Oceanographic Technology (3 credits)

This course is an overview of the use of various types of oceanographic instrumentation and equipment for use in scientific experiments and data collection. The course includes the fundamentals of electronic sensors and instrumentation, the use of various data collection and transmission schemes, and the use of computers and wireless communication for scientific experiments. The course also covers special challenges involved in working in the marine environment including specialized equipment and at sea operations. In addition, the course will cover the use of underwater vehicles including AUVs, ROVs, gliders and towbodies. Three lecture hours per week. Fall, not offered every year

EGR 265 - Marine Outboard Motors (4 credits)

This course covers the various parts and processes involved in installation, repair, and maintenance of outboard engines. Instruction includes the fuel, electrical, lubrication and cooling systems of two- and four-stroke outboards, and both carbureted and injected engines. The course also covers lower units and propulsion, power tilt/trim, tune-up, troubleshooting, and preventative maintenance. This course is offered through a collaborative agreement between The Recreational Marine Trades Program at Massasoit Community College and Bristol Community College. It is primarily an evening and weekend course and may not be available at both institutions. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Fall, Spring, not offered every year

EGR 266 - Marine Inboard Motors (4 credits)

This course covers the theory, design, operation, controls, installation, and maintenance and troubleshooting skills for marine inboard, inboard/outboard, stern drive, and diesel engines. The course presents the design differences among the engines, as well as their various cooling, lubrication, exhaust, gearing, propulsion, transmission, and hydraulic systems. This course is offered through a collaborative agreement between The Recreational Marine Trades Program at Massasoit Community College and Bristol Community College. It is primarily an evening and weekend course and may not be available at both institutions. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Spring, Summer, not offered every year

EGR 267 - Marine Fisheries Resources (4 credits)

This course provides the student with the information and skills required to identify and obtain biological information and samples from marine organisms important to the study of marine fisheries in the northwest Atlantic Ocean. The course includes the study of basic terminology and the basic body forms and structures used to identify the common species of bony fish, cartilaginous fish, marine mammals, sea turtles, invertebrates, and sea birds. The basic biology and ecological significance of these species is addressed as well as the methods of collection of biological information and samples. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Fall

EGR 268 - Fisheries Technologies and Monitoring Techniques (4 credits)

This course is designed to provide students with an understanding of the commercial fishing industry in the northwest Atlantic Ocean from the Gulf of Maine to Cape Hatteras, North Carolina. Students study the various fisheries and gain an understanding of the regulations and management practices that govern them. Student also learn about the various fishing gear and practices used to catch commercial marine fish, crustaceans, and shellfish. The concept of geographic and statistical fishing areas is taught. The collection of samples and data is critical to the management of the industry, and students learn the necessary sampling protocols and the proper completion of various data logs. Three hours of lecture and three hours of laboratory per week. Instructional Support Fee applies. Spring, Summer.

EGR 272 - Strength of Materials (4 credits)

A study of the stresses and strains caused by tensile, compression and shearing forces. The course includes stress strain curves and the mechanical properties of engineering materials and investigates shear and bending moment diagrams and stresses due to beam loading. Students also study the strength of bolted and welded joints, torsion and column action. The laboratory includes the study of the general material testing techniques used to analyze the mechanical properties of materials. Prerequisite: EGR 251 (formerly ETK 54). Three class hours and two laboratory hours a week. Instructional Support Fee applies. Fall.

EGR 282 - Wind Power (4 credits)

This course provides an in-depth introduction to wind as a sustainable form of energy. It examines the history, current applications, and future of wind power. The course looks at the process for siting, developing, constructing, operating, and maintaining wind energy projects of different scales--from home and small commercial turbines to large municipal and utility scale wind farms. In the classroom, students gain a basic understanding of the fundamental science of wind and an up-to-date knowledge

of the equipment and techniques used in industry. While in the laboratory, students develop the hands-on skills necessary to support the safe and effective harnessing of wind power. Prerequisite: EGR 131 or EGR 151 (formerly ETK 19 or ETK 62) or permission of instructor. Three class hours and three laboratory hours per week. Instructional Support Fee applies. Spring.

EGR 284 - Solar Power (4 credits)

This course provides an in-depth introduction to solar energy as a sustainable form of power and how it can be utilized for a variety of energy demand applications in residential, commercial, and municipal buildings. The benefits and limitations of various common solar energy technologies used to produce heat, hot water, and electricity are examined. The course looks at the process of siting, sizing and designing of solar hot water and solar photovoltaic electric systems and how to perform an economic and environmental analysis of proposed systems. In the classroom, students gain a basic understanding of the fundamental science of heat and energy and an up-to-date knowledge of the equipment and techniques used in the solar industry. While in the laboratory, students develop the hands-on skills necessary to evaluate, install and maintain solar power systems. Prerequisite: EGR 131 or EGR 151 (formerly ETK 19 or ETK 62) or permission of instructor. Three lecture and three laboratory hours per week. Instructional Support Fee applies. Spring.

EGR 299 - Engineering Projects (3 credits)

This capstone course allows students to use the engineering skills they have developed to solve an actual engineering design project. Students work onsite with a company's engineering department, participating in all aspects of the design process, from initial identification of the design problem through the implementation of the design solution. Students use a variety of design, evaluation and manufacturing tools to complete this process. Design projects cross disciplines and cover a variety of engineering subject areas, including Civil, Electrical, Environmental, Manufacturing, and Mechanical. Prerequisite: 30+ credits completed in major or prior approval by the instructor. Two class hours and three laboratory hours per week. Spring.

ENG - English**ENG 090 - Basic Writing Skills (3 credits)**

This course is for students who need to improve their ability to express themselves in writing and to accomplish common writing tasks. Basic principles of spelling, punctuation, usage, sentence structure, paragraph and essay development are stressed. Small group instruction supplements classroom activity. Students must take this course before ENG 101 unless exempted by the writing skills test. Prerequisite: passing score on the College's

reading placement test or concurrent enrollment in/prior completion of RDG 080 or RDG 090 (formerly RDG 09 or RDG 10). ESL students may substitute ESL 123 (formerly ESL 23) for RDG 080. Instructional Support Fee applies. Fall, Spring, Summer.

ENG 090 may not be used to meet the General Education English requirement, nor do the credits apply toward a degree. Grade points earned in this course will be included permanently in the student's SPI.

ENG 101 - Composition I: College Writing (3 credits)

This college-level composition course provides students an opportunity to develop their writing through various stages of composing, revising, and editing. In addition, students learn how to formulate and support a thesis using a number of rhetorical strategies, to conduct research, and to integrate a variety of sources according to the Modern Language Association guidelines. Students write in Standard English with consideration given to audience, purpose, and context. Prerequisite: Satisfactory performance on the writing skills test or C or better in ENG 090 (formerly ENG 10). Passing score on the College's reading placement test or concurrent enrollment in/or prior completion of RDG 090 (formerly RDG 10). Three class hours a week. Instructional Support Fee applies. Competency met: Critical Analysis (1.0), Written Communication (2.1) Fall, Spring, Summer.

ENG 102 - Composition II: Writing about Literature (3 credits)

Students read and respond to diverse literary texts while continuing to build on the critical thinking and writing skills developed in ENG 101. This course provides a foundation for the study of literary genres, including poetry, drama, the novel, and the short story. Students apply literary terminology and theory and use evidence to support their responses through a variety of writing assignments. In so doing, they make connections between their lives and the world. Prerequisite: ENG 101 (formerly ENG 11). Three class hours a week. Instructional support fee applies. Competency met: Critical Analysis (1.0), Written Communication (2.1). Fall, Spring, Summer.

ENG 214 - Critical Writing and Academic Research (3 credits)

This course builds on the expository writing and research foundation of ENG 101 with an increased emphasis on critical evaluation of sources in the media, in print, and on the World Wide Web. The course serves to strengthen academic writing through assignments that include essay development, argumentation strategies, and research writing. The culminating project will be a formal, argumentative, 5-8 page research paper that incorporates five or more sources and follows MLA guidelines. Prerequisite: ENG 101 (formerly ENG 11). Three class hours a week. Instructional Support Fee applies. Fall, Spring.

ENG 215 - Technical Writing (3 credits)

This course emphasizes the style of writing used in business and industry. Students will examine and then prepare the kinds of documents called for in these fields, including letters and other correspondence, reports, and proposals, with special attention focused on audience analysis, format and editing. Prerequisite: ENG 101 (formerly ENG 11). Instructional Support Fee applies. Fall, Spring.

ENG 217 - Writings from the Margins of Contemporary American Literature (3 credits)

This course focuses on literature by multicultural/multiethnic writers writing about issues of race, class, gender, acculturation, and other themes emerging from the experience of living on the margins of contemporary American society. Texts and their authors living between two worlds -- African American, Asian-American, Native-American, Hispanic-American, European-American, Middle Eastern-American, and other borders -- are studied. Literary genres include poetry, drama, short fiction, non-fiction, and the novel. Students read, discuss, analyze, and write about the cultural and social impact of being a hyphenated-American on authors and the world they inhabit. Prerequisite: ENG 102 or permission of the instructor. Three class hours a week. Competency met: Multicultural Perspective (5.3), Humanities (6.0) 3 credits Fall, Spring.

ENG 230 - Film (3 credits)

In this introductory course, students apply the language of film, photography, *mis en scene*, movement, montage, and sound, to theories of meaning-making, and aesthetics in movies. Students analyze the dynamics between viewer and image by applying a variety of critical thinking approaches to selected films from within and outside of the Hollywood tradition. Moreover, students explore the ways a film may reflect and influence a society and culture. Topics for reading, writing, and discussion may include masculinity/femininity, sexuality, race, class, ethics, and genre. Four class hours per week to accommodate screenings. Competency met: Humanities (6.0). Fall, Spring.

ENG 233 - Beginning Poetry Writing (3 credits)

An introduction to the craft of poetry via intense practice in writing original poetry and in analyzing poetic techniques employed by notable contemporary poets. Prerequisite: ENG 102 (formerly ENG 12) or permission of instructor. Three class hours a week. Competency met: Humanities (6.0) Spring.

ENG 251 - World Literature I (3 credits)

This writing-intensive seminar introduces students to the origins and evolution of world literature through 1700. Students examine how texts such as "The Epic of

Gilgamesh" and the Bible emerged as products of a society's oral tradition. Students further explore how the oral tradition influenced authors such as Homer, Virgil, Dante, Chaucer, and Milton. Emphasis is placed on poetry, drama, traditional and literary epics, tragedies, fabliaux, satires, and romances as students consider how these texts influenced the development of modern literature.

Prerequisite: ENG 102. Three class hours a week. Fall. 3 credits.

ENG 252 - World Literature II (3 credits)

This writing-intensive seminar introduces students to the evolution of world literature from 1700 to the 21st Century. Representative works of neoclassicism, romanticism, Gothicism, realism, and naturalism are considered. Authors such as Daniel Defoe, Henrick Ibsen, Gaston Leroux, Fyodor Dostoevsky, Thomas Mann, Albert Camus, Elie Wiesel, Toni Morrison, F. Scott Fitzgerald, William Gibson, Salman Rushdie, and Jhumpa Lahari are examined. Emphasis is placed on the rise of the novel, modern theatre, and poetry. Prerequisite: ENG 102. Three class hours a week. Competency met: Global Awareness (5.2), Humanities (6.0) Spring. 3 credits.

ENG 253 - English Literature I (3 credits)

A survey of the seminal authors who wrote in English from the medieval period to the mid-eighteenth century such as Chaucer, Shakespeare, Donne, Milton, Congreve and Swift. Besides the Middle Ages, the Renaissance and the Enlightenment are studied for their generic developments (in comedy, lyric and satire) and their cultural history. Some emphasis on reading aloud. Prerequisite: ENG 102 (formerly ENG 12) or permission of Competency met: Humanities (6.0) Fall.

ENG 254 - English Literature II (3 credits)

Concentrating on Romantic poetry and the novel, this second semester deals with English writers from Wordsworth to D.H. Lawrence. Topics include women and society, individualism versus industrialism, and the novel from Jane Austen through V.S. Naipaul. Periods include the Romantic, the Victorian and the Twentieth Century. Prerequisite: ENG 102 (formerly ENG 12) or permission of instructor. Three class hours a week. Competency met: Humanities (6.0) Spring.

ENG 255 - American Literature Precolonial to 1865 (3 credits)

This course surveys a variety of authors and genres of writing from pre-colonial times through the Civil War. Readings are drawn from works by Native Americans, Spanish, French, and English explorers; Puritans, Revolutionary War leaders, African Americans, Gothic writers, Transcendentalists and abolitionists, and early feminists. Topics for discussion and writing include ways in which both an author's culture as well as historical circumstances, informed the author's work, the work of

other authors, and our understanding of who we are as multicultural Americans. Prerequisite: ENG 102 or permission of instructor. Three class hours a week. Competency met: Humanities (6.0); Multicultural Perspective (5.3). 3 credits Fall, Spring

ENG 256 - American Literature Post Civil War to Present (3 credits)

This course surveys a variety of authors and genres of writing after the Civil War to the present. Readings are drawn from works some considered to be "classics," by Americans of Western European, African, and Native cultures; writers from increasing numbers of immigrant cultures, including Mexican, Eastern European, Asian, and Caribbean, and works reflective of a postwar culture. Topics for discussion and writing include ways in which both an author's culture as well as social and historical circumstances, inform the author's work, the work of other authors, and our understanding of who we are as increasingly diverse multicultural Americans. Prerequisite: ENG 102 or permission of instructor. Three class hours a week. Competency Met: Humanities (6.0); Multicultural Perspective (5.3) 3 credits Fall, Spring

ENG 257 - Contemporary African-American Women's Writing (3 credits)

Students will read short stories, novels, autobiographies, speeches, essays, poems, memoirs, and plays by some of the most celebrated writers in the world today. In reading literature written in the past two decades by and about African American women, students will examine the historical, cultural, and social dimensions of African American women's experiences. These writers - winners of National Book Awards, Pulitzer Prizes, and Nobel Prizes for Literature - raise fundamental issues relevant to men and women of all races and ethnicities. The writings of Maya Angelou, Octavia Butler, Rita Dove, Audre Lorde, Terry McMillan, Toni Morrison, Gloria Naylor, Ntozake Shange, Alice Walker, and others will be explored. Prerequisite: ENG 102 (formerly ENG 12) or permission of instructor. Three class hours a week. Competency met: Multicultural Perspective (5.3), Humanities (6.0) Offered alternate Spring semesters.

ENG 258 - Shakespeare: His Plays (3 credits)

This writing-intensive seminar focuses exclusively on the comedies, histories, and tragedies of William Shakespeare. Historical and biographical contexts are considered as students examine the texts from diverse critical perspectives. Writing assignments included analysis of filmed interpretations, live performances, and/or literary criticism. Students may be required to attend one live Shakespearean performance during the semester. Prerequisite: ENG 102 (formerly ENG 12). Three lecture hours per week. 3 credits Spring.

ENG 259 - Native American Novels (3 credits)

Students will read widely different novels by award-winning writers who touch on common themes and concerns of Native American experience, while simultaneously suggesting the diversity of that experience. These Blackfeet, Cherokee, Cheyenne, Chickasaw, Chippewa, Creek, Gros Ventre, Kiowa, Modoc, and Pueblo writers take control of their own image-making as they explore Native American experiences from before the European invasion to the present. Writers include Michael Dorris, Louise Erdrich, N. Scott Momaday, Leslie Marmon Silko, Gerald Vizenor, James Welch, and others. Prerequisite: ENG 102 (formerly ENG 12) or permission of instructor. Three class hours a week. Competency met: Multicultural Perspective (5.3), Humanities (6.0) Offered alternate Fall semesters.

ENG 260 - Topics in English (3 credits)

This is a one semester course on a specific topic in English. Topics will be announced each semester. Prerequisite: ENG 102 (formerly ENG 12) or permission of instructor. Three class hours a week. Competency met: Humanities (6.0) Not offered every year.

ENG 261 - Topics in English (3 credits)

This is a one semester course on a specific topic in English, which has been given a cultural diversity designation by the College. Topics will be announced each semester. Prerequisite: ENG 102 (formerly ENG 12) or permission of instructor. Three class hours a week. Competency met: Multicultural Perspective (5.3), Humanities (6.0) 3 credits. Not offered every year.

ENG 262 - Tutoring in a Writing Center: A Practicum and Honors Course (3 credits)

This course provides both a theoretical perspective and hands-on experience in the tutoring of writing in a writing center setting. Topics of discussion will cover the full tutoring process, from helping tentative writers generate ideas to providing strategies for working with teacher's comments as well as reflection on the meaning of peer tutoring and the role of writing centers. A considerable amount of time will be spent reading samples of student writing (representing a range of writers' ability and subjects) and responding to them, as well as engaging in role playing scenarios. Students will be expected to apply what they learn to actual tutoring sessions in the college's Writing Center. Prerequisites: ENG 102 (formerly ENG 12). Open to Commonwealth Honors Program students and others with permission of the instructor. Participants will include, but not necessarily be limited to, students currently working in the Writing Center. Instructional Support Fee applies. Competency met: Humanities (6.0) Spring.

ENG 276 - Science Fiction Literature (3 credits)

This writing intensive seminar will introduce students to the genre of science fiction (SF) and the various subgenres associated with it including hard and soft SF, the space fantasy, space opera, comic SF, scientific romance, and cyberpunk through the short story, the novel, film, and other media. Students will focus on the symbolic, psychological, prophetic, and religious dimensions of the genre and understand the role that it plays in addressing political, social, and civic issues from the 1800's to the 21st century. Authors are selected from around the world and from different cultural backgrounds, including Jules Verne, H.G. Wells, Karel Capek, Phillip K. Dick, Ursula K. LeGuin, Douglas Adams, Sakyō Komatsu, and Nalo Hopkinson. Prerequisite: ENG 102 (formerly ENG 12) or permission of the instructor. Competency Met: Multicultural Perspective (5.3) Fall, Spring

ENG 283 - Creative Writing Seminar (3 credits)

Intense practice in writing prose or fiction. This seminar may focus on any of the following according to the instructor's expertise: short stories; longer fiction (novels/novellas); screen writing; biography (including memoir or autobiography) and other writing forms (experimental fiction, graphic novels, hypertext, etc.). A background in writing fundamentals related to the seminar's focus will be included. Readings may be assigned to provide theory and models of the form being written. Prerequisite: ENG 102 (formerly ENG 12) or permission of the instructor. 3 class hours per week. Competency met: Humanities (6.0) Not offered every year.

ESL - English as a Second Language**ESL 012 - Intermediate English Grammar (3 credits)**

This course is designed to prepare students for ESL 122 through an introduction to the basic structures of the English language in both written and spoken forms. ESL 012 does not count toward a degree. Grade points earned in this course will be included permanently in the student's SPI. Prerequisite: Permission of the instructor. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

ESL 013 - Intermediate English Vocabulary and Reading Skills (3 credits)

This course is designed to prepare students for ESL 123 by developing reading vocabulary and reading comprehension skills. ESL 013 does not count toward a degree. Grade points earned in this course will be included permanently in the student's SPI. Prerequisite: Permission of the instructor. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

ESL 014 - Intermediate English Writing Skills (3 credits)

This course is designed to introduce students to the basic patterns of English sentences and to begin paragraph writing in preparation for ESL 124. As part of the final evaluation students must demonstrate their readiness for ESL 124 by an in-class writing sample. A student who completes ESL 014 must complete ESL 124 before registering for ENG 090 or ENG 101 or achieve the required score on the college's writing placement test. ESL 014 does not count toward a degree. Grade points earned in this course will be included permanently in the student's SPI. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

ESL 015 - Intermediate English Conversation Skills (3 credits)

This course is designed to develop students' oral/aural skills in preparation for ESL 125 and to review the basic sound system of English. ESL 015 does not count toward a degree. Grade points earned in this course will be included permanently in the student's SPI. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

ESL 122 - Advanced English Grammar Review (3 credits)

This course is designed to review the basic structures of the English language and to foster mastery of those structures in both written and spoken form. As part of the final evaluation of this course, students will demonstrate proficiency on the ESL Grammar Test. Prerequisite: ESL 012 with a C- or better or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

ESL 123 - Advanced English Vocabulary and Reading Skills (3 credits)

This course is designed to develop students' English vocabulary and reading comprehension skills to prepare the student for college-level work. As part of the final evaluation of this course, students will demonstrate their proficiency on a reading comprehension test. Prerequisite: Completion of ESL 013 with a C- or better or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall, Spring.

ESL 124 - Advanced English Written Expression (3 credits)

This course is designed to prepare students for ENG 090 or ENG 101. As part of the final evaluation, students demonstrate their proficiency through a writing sample. Prerequisite: ESL 014 with a C- or better or permission of the instructor. Three class hours a week.

Instructional Support Fee applies. Competency met: Humanities (6.0) Fall, Spring.

ESL 125 - Advanced English Conversation (3 credits)

This course is designed to develop students' oral/aural skills through the use of group discussion, presentations and pair practice. As part of the final evaluation, students demonstrate proficiency in a ten minute oral interview. Prerequisite: ESL 015 with a C- or better or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

FIR - Fire Science**FIR 111 - Introduction to Fire Protection (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; life safety initiatives. Three class hours a week. (FESHE Approved). Fall, Spring.

FIR 113 - Fundamentals of 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. Fall, Spring (FESHE Approved).

FIR 150 - Fire Investigation (3 credits)

This course will cover the fire/arson problem, responsibility for investigation, laws, motives, insurance, chemistry, cause determination, evidence, interview, reports, court presentation, and fire/arson prevention. Profiles of fire setters will also be studied, including the juvenile fire setter. Three class hours a week. Fall, Spring; Evening/Weekend only.

FIR 157 - Leadership and Command (3 credits)

This course assists fire company officers and potential fire company officers and firefighters for supervisory functions of command, planning, organizing, staffing, directing and fire ground control leadership and command procedures. This course is intended to give the student an insight into being an effective fire company officer with emphasis on leadership qualifications and effective command procedures. Competency met: Ethical Dimensions (7.0) Fall, Spring; Evening/Weekend only.

FIR 158 - Plans Review and Building Codes (3 credits)

This course enables firefighters to read blueprints and to apply provisions of the Building Code to the drawings. It also assists firefighters in recognizing code applications related to fire protection on building plans for new construction and reconstruction of commercial, industrial, and residential buildings. Fall, Spring; Evening/Weekend only

FIR 159 - Building Construction for Fire Prevention (3 credits)

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies. Three class hours a week. (FESHE approved). Fall, Spring.

FIR 170 - Emergency Care I (4 credits)

This is the first part of a two-course sequence that enables the student to take the state of Massachusetts Emergency Medical Technicians Exam. Topics covered under this section include introduction to emergency care, medical/legal issues, basic life support CPR, infection control, anatomy and physiology, lifting and moving patients, airway management, and patient assessments. The class meets twice each week for 4 hours for half the semester. Instructional Support Fee applies. Fall, Spring; Evening/Weekend only.

FIR 171 - Emergency Care II (4 credits)

This is a continuation of FIR 170 covering the following topics: cardiac and respiratory emergencies, diabetic conditions, poisoning/overdoses/environmental emergencies, behavioral emergencies, allergies/anaphylactic shock, obstetrics, bleeding and shock issues, head and spine injuries, trauma skills, pediatric emergencies, and ambulance operations. The class meets twice each week for 4 hours for half the semester. Instructional Support Fee applies. Fall, Spring; Evening/Weekend only.

FIR 216 - Hazardous Materials: Incident Management (3 credits)

This course will discuss the legal responsibilities placed on the fire service by the Superfund Amendment and Reauthorization Act of 1986 (SARA). Topics will focus on the role of the fire service at hazardous material incidents which outline the need for site management and control, hazard and risk analysis, information management and resource control, methods of product control, confinement, and containment. Fire fighter safety principles in regards to training, personal protective clothing and equipment, decontamination procedures and written standard operating procedures will also be discussed. Prerequisite: SCI 116

(formerly SCI 16). Three class hours a week. Fall, Spring; Evening/Weekend only.

FIR 253 - Firefighting Tactics and Strategy (3 credits)

Techniques and procedures of firefighting with emphasis on the fire officer's role at the fire scene. Emphasis is placed on today's incident command system for successful control of firefighting personnel and equipment. Topics of discussion will include: methods of extinguishing fires in different types of buildings, life safety procedures, rekindling prevention, and overall fire ground objectives under the control of the incident commander. Prerequisite: FIR 111, FIR 113, FIR 159 (formerly FIR 11, FIR 13, FIR 59). Three class hours a week. Fall, Spring; Evening/Weekend only.

FIR 254 - Report Writing (3 credits)

Reporting procedures will be presented with emphasis on the use of microcomputers. Word processing will be utilized in the preparation of reports such as NFIRS, investigative and narratives. In addition, business letter and memo writing will be covered. Prerequisite: ENG 101 (formerly ENG 11). Three class hours a week. Fall, Spring; Evening/Weekend only.

FIR 255 - Related Fire Codes and Ordinances (3 credits)

Inspection practices as they pertain to fire prevention, storage of explosive flammables, codes and fire ordinances, examination of heating systems, fire investigation, collection and presentation of arson evidence, arson laws, interrogation of witnesses, and applications of photographs are examined. Students prepare reports and study adjustment of insured losses. Three class hours per week. Fall, Spring; Evening/Weekend only

FIR 256 - Organization and Management of Fire Departments (3 credits)

The course is designed to provide fire officers, and those who aspire to such positions, with a better understanding of supervisory, leadership, and effective management skills specific to the modern fire service. Topics include principles of management, management by objectives, decision making, and management of fireground operations. Three class hours a week. Fall, Spring; Evening/Weekend only.

FIR 260 - Juvenile Fire Awareness (3 credits)

This course introduces students to the growing concern for children who are merely curious about fire, making a cry for help, or engaging in delinquent behavior. Evaluation techniques and intervention alternatives are identified and summarized for classification. Three lecture hours per week. Evening/Weekend only.

FIR 261 - Fire Hydraulics (3 credits)

Hydraulic theory and principles in a classroom setting using formula calculations with reference to fireground rule of thumb application. Topics covered include: principles of water at rest; the theory of water in motion and under pressure; water distribution systems; pump testing and pump capacity; formulas to determine friction loss; and back pressure and forward pressure of water with relevance. Prerequisite: MTH 141 or MTH 111 (formerly MTH 17 or MTH 111). Three class hours a week. Fall, Spring; Evening/Weekend only.

FIR 262 - Fire and Emergency Services Safety and Survival (3 credits)

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Three lecture hours per week. Fall, Spring (FESHE Approved).

FIR 263 - Fire Protection Systems (3 credits)

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Three class hours a week. Instructional Support Fee applies. Fall, Spring. (FESHE Approved).

FRN - French**FRN 101 - Elementary French I (3 credits)**

Beginning training in the four skills: reading, writing, speaking and aural comprehension. An introduction to Francophone culture is included. One hour of laboratory practice is required. Only for students with no language background or one to two years of high school French with a C average. Students with an A or B average are encouraged to enroll in the 102 level. Three class hours and one language laboratory hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall, Spring; Evening/Weekend.

FRN 102 - Elementary French II (3 credits)

A continuation of training in the four basic skills: reading, writing, speaking and aural comprehension. Cultural and daily living topics are included. Prerequisite: FRN 101 (formerly FRN 01) or two years of high school French with an A or B average. Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall, Spring Evening/Weekend.

FRN 201 - Intermediate French I (3 credits)

A review and continuation of French grammar plus additional training in the four skills: reading, writing, speaking and understanding. Readings and discussions based on cultural topics, contemporary literature,

newspaper articles, Internet sources and video.

Prerequisite: FRN 102 (formerly FRN 02) or three years of high school French with a C average. Three class hours and one language lab per week. Instructional Support Fee applies. Competency met: Humanities (6.0) Fall, Spring; Evening/Weekend.

FRN 202 - Intermediate French (continued) (3 credits)

This course is a continuation of FRN 201. Further grammar review based on readings and compositions, and intensive practice of spoken language is included. More advanced readings from Francophone literature and culture are studied. Frequent compositions and written exercises are part of the course. Three class hours and one language lab hour per week. Instructional Support Fee applies. Students with concerns about placement should consult the Language Department. Fall, Spring; Evening/Weekend

GIS - Geographic Information Systems**GIS 101 - Introduction to Geographic Information Systems (3 credits)**

This course introduces students to the concepts required to run Geographic Information Systems (GIS). Topics include a basic understanding of what GIS is; elements of cartography, including scale, projection, coordinate systems, digitizing, geography, and spatial and statistical analysis; GIS capabilities; and case studies. The course introduces students to the ArcGIS software package. Pre- or co-requisite: EGR 103 (formerly ETK 13). Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. Fall.

GIS 102 - Applications of Geographic Information Systems (3 credits)

Geographic Information Systems (GIS) are powerful tools that allow the user to study the relationship among data that can be presented spatially, such as on a map. GIS allows the user to create dynamic electronic maps that can be modified at the user's will to present desired data. Students use the concepts learned in ENV 30 and apply them to projects that will help them gain hands-on experience in the use of ArcGIS software. Students also choose a project where they demonstrate their ability to use GIS to analyze data, create a map, add features to a map, and create a high-quality layout for the presentation of a class project. Prerequisite: GIS 101 (formerly ENV 30). Two lecture hours and two laboratory hours per week. Instructional Support Fee applies. Spring.

GIS 201 - Site Evaluation and GIS (3 credits)

The environmental principles learned in Earth Science will be applied to the evaluation of a site. A series of sites will be chosen and a building project or hazardous material spill proposed on the site. Working in groups, students will survey the site, evaluate groundwater flow patterns,

weather patterns, vegetative cover, soils and topography. All of the information will be mapped into a GIS system. Students will then evaluate the impact of the project or spill on the site evaluating areas of critical environmental concern such as wetlands, wildlife, water supply, flood control, storm damage prevention and many others. Offered evenings only. Prerequisite: EGR 141 (formerly ENV 11). Two class hours and two laboratory hours a week. Instructional Support Fee applies. Fall, Spring; Evening/Weekend only.

GLG - Geology

GLG 101 - Introduction to Physical Geology (4 credits)

An introduction to the study of the Earth as a dynamic, changing planet. The course considers the structure of the Earth, properties of the materials that compose it, the nature of the landscape and processes that have contributed to its development. Also covered are the concept of geologic time, the interpretation of Earth's history, and current problems and recent advances in geology (including the theory of plate tectonics). Students must be able to visualize sequences of events as they occur in space and time. Prerequisite: One year of lab science in high school or one semester of college lab science. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) Spring.

GVT - Government

GVT 111 - U.S. Government (3 credits)

This course is a study of the constitutional, ideological, and cultural factors that influence the political and governmental institutions of the United States. It examines the origin, principles, and provisions of the U.S. and Massachusetts Constitutions; the role of the mass media and public opinion; voting and elections; the institutions of national government; and the Constitutional liberties and rights of citizens. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through an analysis of the U.S. government from its inception to the present. This course aids students in their efforts to understand how power is wielded in society and the responsibilities and rights of the individual in human society. Students also develop an understanding of differing points of view on the same issue and the importance of considering the ramifications of decisions. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09). Three class hours a week. Competency met: Historic

Awareness (5.1), Social Phenomenon (5.4), Ethical Dimensions (7.0) Fall, Spring, Summer.

GVT 112 - Comparative Government (3 credits)

This course is a comparative analysis of the political culture, governmental structure, political systems, and public policies of selected Western and non-Western nations. It examines the historical origin and political culture of each nation, the institutions of government, political parties and elections, and current governmental policies and challenges. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through an analysis of selected Western and non-Western governments. This course aids students in their efforts to understand the principles of group behavior and social organizations, how power is wielded in society, and the responsibilities and rights of the individual in human society. Three class hours a week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0) Spring.

GVT 251 - Urban Government and Politics (3 credits)

This course is an inquiry into the modern urban community and the political problems of city people in the United States. It examines the image of the city in U.S. culture, American political ideology, the heritage of machine and reform politics, voting and elections, the institutions of state and local government, intergovernmental relations between the national, state, regional, and local levels, the evolution of modern urban America, and the challenges and opportunities facing modern urban government. Students develop the ability to think, read, and write critically and analytically and to understand various forms of human interaction through an analysis of urban government and politics from its inception to the present. This course aids students in their efforts to understand how power is wielded in society and the responsibilities and rights of the individual in human society. Students develop an understanding of differing points of view on the same issue and the importance of considering the ramifications of decisions. Three class hours a week. Competency met: Social Phenomenon (5.4), Ethical Dimensions (7.0) Spring.

HCI - Healthcare Information

HCI 106 - Medical Language (3 credits)

This course is an introduction to the language used in the medical and allied health professions. Terms that identify diseases, disorders and conditions as well as diagnostic and treatment procedures are introduced and correlated to the function and anatomy. Three class hours a week. Instructional Support Fee applies. Fall

HCI 110 - Fundamentals of Health Information Technology and Management (2 credits)

This course will provide an introduction to the theory and practice of Health Information Management (HIM). The role, duties, responsibilities and functions of the patient health record and the HIM Department supporting patient health care are taught. The student will summarize and explain the basic healthcare regulations, ethics, and standards of documentation, legal and ethical requirements in the coding profession. Two lecture hours per week. Instructional Support Fee applies. Fall; Spring.

HCI 111 - Introduction to Healthcare Information Management (3 credits)

This course is the first in a series designed to instruct students in theory and principles of health information management technology. The course includes the history of medicine and hospitals, the organization and functions of the health information management department, the organization, content, format of medical record forms, and numbering and filing systems used. The course is offered three hours per week in a hybrid format. One lecture hour and nine laboratory hours per week. Instructional Support Fee applies. Fall.

HCI 122 - Medical Ethics and Jurisprudence (3 credits)

This course focuses on the legal aspects of the medical record. It introduces legal terminology and procedures, the court system, policies and procedures for the control and release of medical information, health care legislation and regulations relating to the maintenance of confidentiality and the appropriate use of medical records, ethical standards for medical record practice, and development of informed consent. Prerequisite: HCI 111 (formerly HCI 11). Three class hours a week. Instructional Support Fee applies. Competency met: Ethical Dimensions (7.0) Spring.

HCI 124 - Survey of Medical Coding and Billing (1 credit)

This course introduces the student to medical insurance coding using the International Classification of Diseases and Current Procedural Terminology codes for physician services and outpatient procedures. Students develop knowledge and skill in working with the physician to receive maximum reimbursement; demonstrating sensitivity in communicating with providers and patients; and applying managed-care policies, third-party guidelines, and billing and collection practices. Prerequisites: HLT 101 or HLT 106, and BIO 115 or BIO 234 (formerly HLT 13, HCI 13, BIO 15, BIO 34). This course runs for seven weeks and includes one lecture hour and three laboratory hours per week. Instructional Support Fee applies. Spring.

HCI 145 - Medical Coding/Billing Externship and Seminar (1 credits)

This course includes integrated instruction between the College and an affiliated healthcare site. The course consists of a weekly seminar and an unpaid externship for students to correlate practice and theory and to develop workplace readiness practices. Students create a portfolio of resumes, experience, short and long term goals and other related examples of job readiness. The class includes 25 hours at an externship site affiliate and 20 seminar hours of lecture and laboratory to be completed at the College. The 25 externship hours are completed in the second half of the semester at an offsite affiliate. Pre- or co-requisite: MAA 204, HCI 237, HCI 239, HCI 242 (formerly MAA 74, HCI 37, HCI 39, HCI 42). Instructional Support Fee applies. Fall, Spring, Summer.

HCI 233 - Retrieving and Reporting Medical Data (3 credits)

This course focuses on the statistical reports created by health information professionals, maintenance requirements of various indexes and registries, data abstracting, entry and retrieval techniques, and exploration of recent reimbursement schemes and their effect on the health information profession. Prerequisite: MTH 119 (formerly MTH 19); co-requisite: HCI 122 (formerly HCI 22). Three class hours a week. Instructional Support Fee applies. Fall.

HCI 235 - Professional Practice Experience I (4 credits)

This course introduces the Health Information Management (HIM) student to entry-level procedures within the HIM profession. The students spend part of the semester mastering functions and learning more advanced functions. This experience occurs on campus in the HIM classroom and computer laboratory utilizing American Health Information Management Association's (AHIMA) Virtual laboratory and classroom lecture for 100 hours, and part of the semester applying these skills in a healthcare organization site affiliated with the HIM program at Bristol Community College for 40 hours. Pre- or Co-requisite: HCI 122 (formerly HCI 22). One class hour and nine hours of clinical placement a week (two days). Instructional Support Fee applies. Fall.

HCI 237 - Human Disease Processes and Procedures (3 credits)

This course presents commonly-encountered diseases, disorders and conditions affecting human body systems. Students study etiology, physiology, tests and procedures used to diagnose the conditions studied. Methods of treating the diseases and disorders are also studied. Prerequisite: BIO 115 or BIO 233/234 (formerly BIO 15 or BIO 33/34) or permission of instructor. Three class hours a week. Fall, Spring.

HCI 239 - International Classification of Disease Coding (3 credits)

This course introduces the characteristics and conventions of the latest version of the International Classification of Disease as used in the United States. Students learn how to use alphabetic indexes and tabular lists to locate precise diagnosis codes to identify diseases, disorders, and conditions for patients in all healthcare settings. Students also learn how to provide procedure codes for hospital inpatients. Prerequisite: HLT 106, and BIO 115 or BIO 234 (formerly HCI 13, and BIO 15 or BIO 34). Pre- or co-requisite: HCI 237 (formerly HCI 37). Three hours of lecture per week. Instructional Support Fee applies. Fall, Spring.

HCI 242 - Coding of Procedures and Healthcare Reimbursement (3 credits)

The primary emphasis of this course is on HCPCS coding, especially the CPT or its successor coding system. Students learn how to use alphabetic indexes and tabular lists to locate exact codes to identify the procedures and services performed by healthcare providers in all types of care settings. Students also learn how codes are processed and communicated to payers for provider reimbursement. Prerequisite: HLT 106, and BIO 115 or BIO 234 (formerly HCI 13, and BIO 15 or BIO 34). Pre- or co-requisite: HCI 237 (formerly HCI 37). Three hours of lecture per week. Instructional Support Fee applies. Spring.

HCI 244 - Information Systems Regulation and Management (3 credits)

This course explores the various roles of the medical record professional through the study of quality assurance and utilization review; the tumor registry; and medical staff committee support functions. Forms design and the Problem Oriented Medical Record are examined as are medical records in long-term care, ambulatory care and mental health facilities. Prerequisite: HCI 233 (formerly HCI 33). Three class hours a week. Instructional Support Fee applies. Spring.

HCI 246 - Professional Practice Experience II (4 credits)

This course is the continuation of HCI 235 and provides advanced practice for the Health Information Management (HIM) student in inpatient and outpatient procedures within the HIM profession. The students spend part of the semester mastering functions and learning more advanced functions. This experience occurs on campus in the HIM classroom and computer laboratory utilizing American Health Information Management Association's (AHIMA) Virtual laboratory for 60 hours, and part of the semester applying these skills in a healthcare organization site affiliated with the HIM program at Bristol Community College for 80 hours. Prerequisite: HCI 233, HCI 235,

HCI 239 (formerly HCI 33, HCI 35, HCI 39) or co-requisite: HCI 242 (formerly HCI 42). One hour of lecture and nine laboratory hours per week. Instructional Support Fee applies. Spring.

HLT - Health**HLT 100 - Central Sterile Processing Technician (4 credits)**

A central sterile processing technician is a medical professional who specializes in stocking, sterilizing, packaging, and preparing the tools and equipment that are used in surgical procedures. He or she is often held responsible for ensuring the cleanliness and safety of operating rooms, tables, and equipment. Central sterile processing technicians may work in a number of different medical settings, including general hospitals, public health clinics, private doctors' offices, and specialized surgical centers. Three hours of lecture per week and three hours of laboratory per week. Instructional Support Fee applies. Fall, Spring, Summer.

HLT 101 - Medical Language Module I (1 credit)

A one-semester, one-credit course to introduce students to the language used in the medical and allied health professions. Word building using medical word roots, prefixes and suffixes is the primary emphasis of the course. Terms that identify diseases, disorders and conditions as well as diagnostic tests and treatment procedures are taught. The terms relate to the function and anatomy of the overall body structure and the musculoskeletal and nervous systems. Pronunciation is emphasized to facilitate the learner's communication with other members of the healthcare delivery team. Prerequisite: High school biology or permission of instructor. One class hour a week. Instructional Support Fee applies. Fall.

HLT 102 - Medical Language Module II (1 credit)

A one-semester, one-credit course to introduce students to the language used in the medical and allied health professions. Word building using medical word roots, prefixes and suffixes is the primary emphasis of the course. Terms that identify diseases, disorders and conditions as well as diagnostic tests and treatment procedures are taught. The terms relate to the function and anatomy of the integumentary, respiratory and cardiovascular/lymphatic systems. Pronunciation is emphasized to facilitate the learner's communication with other members of the healthcare delivery system. Prerequisite: High school biology or permission of instructor. One class hour a week. Instructional Support Fee applies. Spring.

HLT 103 - Medical Language Module III (1 credit)

This course studies the language used in health care professions and builds on content previously learned in

HLT 101 and/or HLT 102. It emphasizes new terms, diseases, conditions, and disorders as they apply to the digestive, reproductive, urinary, and endocrine systems. The course covers related anatomy and physiology, diagnostic tests, treatment modalities, and abbreviations and continues to focus on pronunciation in order to facilitate communication within the healthcare fields. One hour of lecture per week. Instructional Support Fee applies. Fall, Spring, Summer.

HLT 106 - Medical Language (3 credits)

This course is an introduction to the language used in the medical and allied health professions. Terms that identify diseases, disorders and conditions as well as diagnostic and treatment procedures are introduced and correlated to the function and anatomy of the various body systems. Pronunciation is emphasized. Students learn word building, commonly used abbreviations, and the use of medical dictionaries and other reference materials. Three class hours a week. Instructional Support Fee applies. Fall

HLT 108 - Home Health Aide (HHA) (1 credit)

This one-credit course provides additional skills, knowledge, and guidelines for the Certified Nursing Assistant (CNA). There is a review of competencies covered by way of a pre-test and then a review of unmet competencies. There is a pre-test on body systems along with the role of the CNA in reporting and recording (deviations from normal) in skin or mental status during hygienic care. Reporting and recording is discussed along with the body systems. Topics cover the role of the CNA and the HHA, along with the use of assistive devices, the employee-employer relationship, safety, infection control, and communication, ADL's, privacy, dignity and autonomy. There is more work with safety related to adaptive equipment such as hydraulic lifts and wheelchairs along with natural transfer devices and good boy mechanics for the Certified Nursing Assistant. Good nutrition is stressed along with helping the patient who is on a special diet. Meal preparation, special mouth care, and dentition is discussed. Housekeeping and purchasing supplies is also discussed. Prerequisite: Evidence of CNA course completion. High school diploma or GED and satisfactory completion of either the Certified Nursing Assistant or PCA certificate; CORI clearance; current immunizations and report of physical examination; and evidence of liability insurance. One hour of lecture per week and .33 hours of laboratory per week. Fall, Spring.

HLT 111 - Personal Care Assistant (PCA) (5 credits)

The course provides the student with theory, skills, and ethical guidelines to begin a career as a Personal Care Assistant (PCA). Students learn about the type of assistance that a PCA provides. Topics include: PCA employer/employee contractual relationship and safety; infection control; communication skills; activities of daily

living, how to provide physical assistance, the safe use of adaptive equipment, how to provide healthy skin care and comfort measures, while ensuring the privacy and dignity of the client. These competencies are mastered in the laboratory setting. A brief overview of body systems is provided as well as the knowledge needed for supportive care. Prerequisite: High school diploma or GED; CORI check; up to date immunizations and report of physical examination; liability insurance. Four hours of lecture and two hours of laboratory per week, followed by 30 hours of required clinical practicum. Instructional Support Fee applies. Fall, Spring, Summer

HLT 112 - Nurse Aide Training (6 credits)

The course prepares students for employment opportunities in nursing homes, home care, and hospitals. Nurse Aide Training teaches basic nursing skills through classroom lectures, the practice of skills in a fully equipped nursing laboratory, and clinical placements in healthcare settings. Successful completion of this course will allow students to take the state certification examination. Clinical experiences are scheduled days, evenings, and weekends following successful completion of the lecture and laboratory components. Prerequisite: To be eligible to take this course, students must have a high school diploma or GED. Four hours of lecture and four hours of laboratory per week and 30 clinical practicum hours following successful completion of didactic instruction. Instructional Support Fee applies. Fall, Spring, Summer.

HLT 115 - Personal and Community Health (3 credits)

This course helps the student develop standards and principles of good health for the adult based on scientific research. It provides for study in attitudes and practices as they influence effective living, common adult health problems, significant diseases and public health responsibilities, community health and services, and special problems of concern in the area of community health to a democratic society. Prerequisite: A score of 68 or higher on the College placement exam or RDG 090 (formerly RDG 10). Three class hours a week. Fall, Spring, Summer.

HLT 124 - Basic Pharmacology for Health Sciences (3 credits)

This course is designed to familiarize the student with basic medications administered and prescribed in the modern medical office. In class sessions students will learn basic pharmacology, math and dosage calculations for administering routine medications. Lab practice will focus on math calculations and administration techniques. Topics will include terminology, definitions, abbreviations, drug classification, prescription and drug forms. Common drugs used, actions, side effects and adverse drug reactions, immunizations and injections will also be included. Prerequisite: BIO 115 or BIO 154; pre-

or co-requisite: BIO 234 (formerly BIO 15 or BIO 54 and BIO 34). Two class hours and two lab hours a week. Instructional Support Fee applies. Spring, Summer

HLT 131 - Muscle Structure and Function (3 credits)

This course introduces the student to normal human body movement as related to skeletal and muscular systems, while emphasizing the relationship between biomechanical principles of anatomy (structure) and movement (function). The student will learn the anatomy, function, and relationship of human skeletal muscles. Prerequisite: BIO 115, BIO 154 or BIO 233 (formerly BIO 15, BIO 54 or BIO 33; or Pre or co-requisite: BIO 234 (formerly BIO 34). Three class hours per week. Not offered every year.

HLT 140 - Surgical Technology I (7 credits)

This course prepares the student for the role and working environment of the surgical technician in inpatient and outpatient settings; the legal responsibilities and technical skills and activities of the surgical technician; introduction to the functions of the surgical technician in healthcare; the role of a surgical technician; areas of specialization in the field; technical standards; state registration requirements, and employment opportunities. A grade of C or better is required to advance to HLT 141. Prerequisite: ENG 101, BIO 115 or BIO 233/BIO 234; BIO 121. Co-requisite: BIO 239 (formerly ENG 11, BIO 15, BIO 33/34, BIO 21, BIO 39). Four lecture hours and nine laboratory hours per week. Instructional Support Fee applies. Fall.

HLT 141 - Surgical Technology II (7 credits)

This course continues to prepare the student for the role and working environment of the surgical technician in inpatient and outpatient settings in regard to the surgical patient. The use of technology for diagnosing and assessing procedures used for specific conditions and diseases and the required instrumentation for surgical types is presented. Topics include postoperative care and recovery, perioperative pharmacology, environmental hazards, preparing the surgical table for intraoperative procedures, biomechanics, minimally invasive procedures, and use of robotics during surgery. Current trends in surgical technology are expanded. A grade of C or better is required to advance to HLT 142. Prerequisite: HLT 140 with a C or better. Co-requisite: Social Science elective. Three lecture hours and twelve laboratory hours per week. Instructional Support Fee applies. Spring.

HLT 142 - Surgical Technology III (8 credits)

The surgical technology practicum prepares the student for instrumentation for a variety of procedures and more complex surgical cases. Competencies are assessed, HIPPA regulations are reviewed, and students are prepared to take the national certification exam. Students must earn a grade of C in all components to successfully complete this course and program and for eligibility to take the certification examination. Two hours of lecture and 18

clinical practicum hours a week. Prerequisite: HLT 141 with a C or better. Instructional Support Fee applies. Summer.

HLT 144 - Pharmacy Technician I (8 credits)

The course includes an orientation to the role and working environment of the pharmacy technician in inpatient and outpatient settings; the legal responsibilities and technical activities and skills of the pharmacy technician; introduction to the pharmaceutical sciences and functions of a pharmacy technician in healthcare; role of the pharmacy technician, areas of specialization in field, technical standards, state registration requirements and employment opportunities, and preparation for Pharmacy Technician Certification Board (PTCB) certification exam. In addition to the onsite laboratory instruction students must successfully demonstrate entry level skills of the pharmacy technician during a 30 hour clinical supervised by a pharmacist. Five hours of lecture and four laboratory hours per week. Instructional Support Fee applies. Fall.

HLT 162 - Selected Topics in Health Sciences (3 credits)

A one-semester course on a specific topic or a health/medical specialty in the Health Sciences. Course topics will be announced each semester. Prerequisite: to be determined by the course specialty offered. Three to six hours of lecture, and/or two to four hours of lab as specialty requires. Instructional Support Fee applies. Fall, Spring.

HLT 251 - Community Health Problems (3 credits)

A comprehensive study of the scope and magnitude of the problems of maintaining health in a particular segment of the population. Current mental and physical health problems such as tuberculosis, venereal diseases and other diseases that pose a threat to community resources as well as prevention identification, treatment, and rehabilitation are examined. Prerequisite: Sophomore standing. Three class hours a week. Not offered every year.

HON - Honors

HON 260 - Culminating Honors Project (1 credit)

An honors experience open only to students in the BCC Honors Program. A student develops project activities and objectives with a faculty mentor who oversees the project. A contract describing the project must be submitted to the Honors Program for approval. Students are encouraged to present honors projects at appropriate conferences. Each culminating honors project will be unique, focusing on an area of particular interest to the individual student. The number of class meetings per week will vary by contract. Prerequisite: current enrollment in the Honors Program. Fall, Spring.

HON 290 - Honors Seminar in Business and Information Management (3 credits)

This course allows Honors program students from the Business Administration, Computer Information Systems, and Office Administration and other departments to develop projects needed by businesses, industries, and the community. By working in teams on multifaceted projects, students bring their expertise to evaluate a concept and propose a solution involving experts from the college and the community as needed. In this writing-intensive course, the students plan, implement, and/or assess the project. Open to Commonwealth Honors Program students and others with permission of the instructor. Instructional Support Fee applies. Fall, Spring, Summer.

HON 295 - Seminar on Community Leadership (3 credits)

In this interdisciplinary course, students review the scholarly literature on leadership to gain a concise grounding in major leadership concepts and theories, including a contemporary approach for leadership in groups, communities, and organizations. Working in groups, students practice problem-solving strategies and leadership skills by developing a project plan to help a nonprofit organization provide a service needed in the community, leading service-learning students to implement it, and assessing the project and their personal growth using guided-reflection techniques. Prerequisite: Enrollment in the Commonwealth Honors Program or permission of the instructor. Three hours of lecture per week. Competency met: Social Phenomenon (5.4). Spring.

HST - History**HST 111 - The West and the World I (3 credits)**

This course is a comparative study of societies and cultures from prehistory through the Renaissance. It emphasizes the interaction between the West and the world in order to understand the current world. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of C or better in RDG 080 (formerly ENG 10 and/or RDG 10 and RDG 09). Three class hours per week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Social Phenomenon (5.4) Fall, Spring, Summer.

HST 112 - The West and the World II (3 credits)

This course is a comparative study of societies and cultures from the Renaissance to the present. It emphasizes the interaction between the West and the world in order to understand the current world. Prerequisite: a passing score of 68 or higher on the College's Reading placement test

and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of C or better in RDG 080 (formerly ENG 10 and/or RDG 10 and RDG 09). Three class hours per week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Social Phenomenon (5.4) 3 credits Fall, Spring, Summer.

HST 113 - United States History to 1877 (3 credits)

This course is a survey of the American past from the Age of Exploration to the end of Reconstruction. It examines the major forces, personalities, events, and institutions that shaped the American experience through 1877. Topics include the development of colonial society, the American Revolution, the Constitution (Federal and the Commonwealth of Massachusetts), the growth of the new nation, westward expansion, the rise of sectionalism, and the Civil War and Reconstruction era. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the creation and growth of the United States through 1877. The course aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of C or better in RDG 080 (formerly ENG 10 and/or RDG 10 and RDG 09). Three class hours per week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Multicultural Perspective (5.3), Social Phenomenon (5.4), Ethical Dimensions (7.0). Fall, Spring, Summer.

HST 114 - United States History from 1877 (3 credits)

This course is a survey of the American past from 1877 to the present. It examines the major forces, personalities, events, and institutions that have shaped the American experience to the present. Topics include westward expansion, industrialization, urbanization, mass immigration, race relations, and the global role of the United States in the 20th and 21st centuries. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the growth of the United States since 1877. The course aids students in their efforts to understand the principles of group behavior and how power is wielded in society. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of C or better in RDG 080 (formerly ENG 10 and/or RDG 10 and RDG 09). Three class hours per week. Competency met: Historic Awareness (5.1), Global Awareness (5.2), Multicultural

Perspective (5.3), Social Phenomenon (5.4), Ethical Dimensions (7.0). Fall, Spring, Summer.

HST 115 - Twentieth Century Social History-1919 to the Present (3 credits)

This course consists of a critical analysis of the major American domestic values, beliefs, and institutions as they changed over the 20th century with a special emphasis on the post-1945 era. Students develop the ability to use historical information to understand the current state of the U.S. and to explain the social and historical circumstances that led to major initiatives and events of the twentieth century. Students identify the forms of human interaction as they evolved in the increased demands for justice and fairness and the varied responses to the restructuring of the U.S. economy in the post-industrial age. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 and a grade of C or better in RDG 080 (formerly ENG 10 and/or RDG 10 and RDG 09). Three class hours a week. Fall, Spring, Summer.

HST 116 - American Foreign Policy-1898 to the Present (3 credits)

This course provides a critical analysis of the major United States foreign policy trends of the 20th century with an emphasis on the historical roots of the nation's foreign policy and its diplomatic, political, and economic, and military engagements with foreign nations. The issues are discussed in a global perspective and connections between historical and recent events are emphasized. This course aids students in their efforts to understand the principles of group behavior and how power is wielded among nations and how key groups in the U.S. weigh in on foreign policy decisions. Three class hours a week. Fall, Spring, Summer.

HST 162 - Reading in History (1 credit)

A seminar course in which students discuss a topic or topics based on selected readings. Prerequisite: Three credits in HST or AMC. One class hour a week. Competency met: Humanities (6.0) Not offered every year.

HST 164 - The History of Southern New England (1 credit)

This course offers a general overview of the history of Southeastern New England from pre-contact to the present and concentrates on Massachusetts, Rhode Island, and Connecticut with an emphasis on public history (history that is visible to people in their daily lives). Major topics include a consideration of the indigenous peoples of the area, the colonial development of Southeastern New England, the ethnicity of the region, and the importance of the Southeastern New England area to the social, cultural, political, and economic development of the United

States. Students develop the abilities to think, to write, and to read critically and analytically and to understand the various forms of human interaction through a study of the unique history of the southeastern regions of New England. This course also aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. One lecture hour per week. Competency met: Humanities (6.0) Fall, Spring.

HST 220 - Roots of Human Societies (3 credits)

This course is an introduction to the origins and development of human culture from prehistory to the decline of the dominant European and Asian empires in the 4th century. Students learn the spiritual, political, philosophical, technological, and economic systems that laid the foundations for many contemporary global patterns. Three class hours a week. Competency met: Social Phenomenon (5.4), Humanities (6.0). Fall, Spring, Summer.

HST 221 - The People of the Middle Ages (3 credits)

This course examines civilization in Europe and the Middle East, emphasizing the spiritual, intellectual, political, social, and economic forces that shaped these societies. The course begins with the decline and breakup of the Roman Empire in the 4th and 5th centuries and continues to the time of the Renaissance in the 13th and 14th centuries at the beginning of the early modern period. The course uses brief biographical sketches of the peoples of the Middle Ages across the broad social, political, intellectual, and economic spectrum of the period from 476 to 1500 to illustrate this fascinating, challenging, and transitional time in the West and the world. Three class hours a week. Competency met: Social Phenomenon (5.4), Humanities (6.0). Fall, Spring, Summer.

HST 222 - The Age of the Revolutions (3 credits)

This course examines the growth and development of early modern Europe from the Renaissance to 1815 and its relationship to the world. Topics include the Reformation, the world system prior to European hegemony, the results of European exploration and conquest, the settlement of the Americas and its impact on Native Americans, the emergence of slavery, the rise of a European middle class and its conflict with feudalism, the Enlightenment movement and the development of science, and the French Revolution. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction during this key transitional period in human history. The course aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. Three class hours a week. Competency met: Social Phenomenon (5.4), Humanities (6.0). Fall, Spring, Summer.

HST 223 - From the Industrial Age to the Information Age (3 credits)

This course is a one-semester study of the last three centuries of the evolution of Western society and its interactions with the rest of the world. The course begins with and focuses on the development and on-going impact of the Industrial Revolution. The rapid change from a rural, agricultural economy and society to an urban, industrial economy and society provide the framework for studying the various developments that have produced the modern world. The course examines the growth of big business and modern market capitalism, the rapid expansion of the middle class and the growth of Parliamentary democracy, the rise and evolution of the modern nation-state system, the rise of nationalism and other globally organizing ideologies, such as Marxism, Fascism, and mass democracy, within the context of a rapidly evolving foundation of science, technology, and economic development. The course concludes with an examination of the growing militarization of world politics as manifested in two world wars in the first half of the 20th century and the intense ideological competition and conflict since 1945 as reflected in the Cold War and the post-Cold War tensions. Three class hours a week. Competency met: Social Phenomenon (5.4), Humanities (6.0). Fall, Spring, Summer.

HST 226 - Food in History (3 credits)

Everything we eat is the result of the collective human experience: that story is called history. This course begins with the first human groups and continues to the food practices and challenges of the present day. The development of distinctive cuisines in Europe, Africa, Asia, and the Western Hemisphere (including regional North American cuisine) are embedded in the larger story of human experience. What, when, where, and how we eat reflect the geography, climate, religion, social status, and the interaction of cultures through trade, migration, and conflict. Three hours of lecture per week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Humanities (6.0). This course is offered as an elective for students in the Culinary Arts program and for any student who needs to fulfill a humanities distribution requirement. Fall, Spring.

HST 251 - The Social History of American Women (3 credits)

A survey of women's lives in America from the beginning of English settlement to the present. The course considers marriage, family, childbearing and childrearing, work, religion and politics. Readings, lectures, and discussions emphasize the diversity of women's lives according to age, race, ethnicity, social class, and place of residence. Three class hours a week. Competency met: Social Phenomenon (5.4), Humanities (6.0). Fall.

HST 252 - African-American History (3 credits)

This course examines the history, traditions, and culture of African Americans, beginning with African civilizations before slavery, the slave trade, slavery in the United States, and the various stages in the development of African American history. Students use the historical information to understand the current world, to appreciate the richness of beliefs, values, and traditions of people from diverse groups, and to heighten awareness of how power is wielded in society. Three class hours a week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Humanities (6.0). Spring.

HST 254 - Twentieth Century Russian and Soviet History (3 credits)

A survey of Russian, Soviet and post-Soviet political, social, economic and intellectual history from 1890 to the present. Emphasis is placed on the legacy and traditions of the Czarist Empire, on the development of Russian Marxism, on the origins, course and affect of the Bolshevik (communist) Revolution and on the major changes within the former Soviet Union since 1991. Prerequisite: HST 222 or 223 (formerly HST 22 or 23) or by permission of instructor. Three class hours a week. Competency met: Humanities (6.0). Fall.

HST 256 - History of World War II (3 credits)

A one-semester study of the origins, causes, events, and consequences of World War Two (1939-1945). The course will consider the war from a variety of perspectives and will examine the political, diplomatic, military, economic, technological, and intellectual developments related to the war. Three class hours a week. Competency met: Humanities (6.0). Spring.

HST 257 - History of Modern East Asia (China and Japan) (3 credits)

This course is a survey of 19th and 20th century Asian history with a special emphasis on China and Japan. The course focuses on the political, social, economic, and cultural development of China since the Qing dynasty with an emphasis on the development of modern Chinese nationalism and the theory and practice of Maoism; the background and significance of the Meiji Restoration and Japanese modernization, the fall of the Japanese empire, and the emergence of Japan as an economic superpower. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the unique culture of East Asia during the modern period. The course aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. Three class hours a week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Humanities (6.0). Spring.

HST 259 - History of North American Indian Peoples (3 credits)

This course examines the history of the indigenous people of North America from archaic times to the present. Students study the unique culture and civilizations of the Amerindian peoples north of the Rio Grande River before and after contact with other cultures and societies. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the unique cultures of native nations of North America. The course aids students in their efforts to understand the principles of group behavior and social organizations and how power is wielded in society. Three class hours a week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Humanities (6.0). Fall.

HST 260 - Topics in History (3 credits)

A one-semester course on a specified topic or period of history. Topic to be announced each semester. Three class hours a week. Competency met: Humanities (6.0). Not offered every year.

HST 261 - Topics in History (3 credits)

This is a one-semester course on a specified topic or period of history, which has been given a cultural diversity designation by the College. Topic to be announced each semester. Three class hours a week. Not offered every year.

HST 265 - Immigration and Ethnicity in American History (3 credits)

This course examines the cultural, economic, and political significance of immigration in American history. Students study those forces that have fostered immigration to the United States and how mass immigration has created a multi-ethnic, multi-racial, and culturally diverse society. Students develop the ability to think, read, and write critically and analytically and to understand the various forms of human interaction through a study of the creation and growth of the United States. The course aids students in their efforts to understand the principles of group behavior and how power is wielded in society. Three class hours per week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Humanities (6.0). Spring.

HST 266 - Seminar on United States Government and Public History (3 credits)

This course is a study of the unique cultural, historical, and governmental heritage of the United States. It examines the historical origin, the principles and the theories of the U.S. Constitution from its inception to the present as well as the historical role of the mass media and public opinion in the social, political, economic, and intellectual life of the Republic; the evolution of voting and elections over time;

and the Supreme Court decisions that expanded or restricted civil liberties throughout American history. This course helps students understand how power is wielded in society and the responsibilities and rights of the individual in human society. Students develop an understanding of differing points of view on the same issue and the importance of considering the ramifications of decisions. Participation in Service-Learning reinforces course topics and ethical issues. Three lecture hours per week. Fall.

SER - Human Services**SER 101 - Introduction to Social Welfare (3 credits)**

This course provides an overview of social welfare in the United States from two perspectives; the development of major policies and practices from the colonial period to the present and the network of systems and services that constitute social welfare today. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09). Three class hours a week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4). Fall.

SER 120 - Readings and Research in Human Services (1 credit)

This course guides students through the process of searching for and evaluating source material for papers and other research assignments, and provide a framework for the reading and on-going professional education that students face in future internship/job and education settings. Finding, discussing, and critiquing a variety of research sources constitutes a major portion of the course. One lecture hour per week. Note: There are no prerequisites for this course and SER 120 is open to any student in any program. Not offered every year.

SER 212 - Special Topics in Mental Health (3 credits)

This is an introductory course consisting of a specialized lecture series presented by Human Services practitioners. The course is designed to develop the technical competence and the philosophical perspective needed for successful employment in the mental health and retardation field. It examines the field through a sociological perspective focusing on the history of treatment models and the experience of individuals in society up through contemporary times. Emphasis is based on environmental arrangements and teaching strategies that enhance a person's skills and enable an individual to function to the fullest potential. Pre- or co-requisite: PSY 101, SOC 101, SER 291, (formerly PSY 11, SOC 11, SER 91) or permission of the program director. Three class hours per week. Spring.

SER 251 - Principles of Methods of Interviewing (3 credits)

An introduction to the fundamental principles and basic techniques of the interviewing process. The course is conducted in small groups and in the activity-oriented atmosphere of the workshop. Prerequisite: SER 101 and PSY 101 (formerly SER 11 and PSY 51) or concurrent enrollment in PSY 101. Students not in Human Services program must have permission of instructor. Three class hours a week. Instructional Support Fee applies. Spring.

SER 255 - Social Policy Analysis (3 credits)

The tools and methods of public policy analysis are examined to assess and develop social policy options for reducing poverty, improving education, providing healthcare, and examining other pressing social problems. Development of critical thinking skills are strongly emphasized and applied to existing and proposed social policy. Individual and/or group oral policy presentations on student-selected topics are required. Three lecture hours per week. Open to Human Services and other program students. Not offered every year.

SER 260 - Supervision and Leadership in Human Services (3 credits)

This course is designed for current and potential supervisors, specifically in human services settings. Students gain a deeper understanding of self, strengthen time management and conflict management skills, assess different forms of leadership and supervision in human services settings, develop a strong knowledge base of how each human services supervisor fits into the organization, learn how to supervise within a team to better meet responsibilities to the agency, and understand the team process as an integral part of agency dynamics. Pre/co-requisite: SER 291 (formerly SER 91) or permission of the program director. Three lecture hours per week. Not offered every year.

SER 261 - Developmental Disabilities (3 credits)

This course is an introduction to the broad range of developmental disabilities, including mental retardation, autism, Down and Fetal Alcohol Syndromes, neurological and sensory impairments, and other emotional and behavioral disorders. Effective helping and intervention strategies for working with individuals with developmental disabilities is presented as well as the barriers to community integration and the impact on these individuals, their families, and support networks. Special attention is given to the exploration of societal attitudes toward people with developmental disabilities. Students examine their own biases and beliefs toward this population and the possible roles they may play as change agents in society. Pre/co-requisite: PSY 101 (formerly PSY 51) or permission of the program director. Three lecture hours per week. Not offered every year.

SER 290 - Pre-Internship Planning Workshop (1 credit)

In this interactive workshop, students research and select an appropriate agency site for their required Human Services internship. Considerable attention is paid to examining one's own values and motivations, determining preferred work style and setting, and selecting desired client population(s). Actual agency visits and in-person interviews with prospective internship supervisors are required. A significant amount of out-of-class time is needed for interviews, tours, orientations, and/or screening that are an important part of most agency's intern selection process. Pre/co-requisite: SER 251 or SER 261 (formerly SER 51 or SER 61) or permission of the program director. One lecture hour per week. Spring.

SER 291 - Field Experience and Seminar I (5 credits)

Fieldwork placement allows students to gain direct and supervised on-the-job experience in the human services field. Theories relevant to social services are tested in the reality of actual agency practice and are further analyzed in a classroom-based and/or Web-based discussion seminar. All fieldwork placements are arranged with and approved by the program director. Prerequisite: SER 290 (formerly SER 90) or permission of the program director. A minimum of 12 and a maximum of 16 contact hours per week (total - 125 supervised agency hours) in an approved fieldwork agency and up to 2 hours of seminar/discussion each week. Instructional Support Fee applies. Fall.

SER 292 - Field Experience and Seminar II (6 credits)

This course is a continuation of SER 291 and continues the student's agency-based Human Services internship placement and the accompanying classroom-based and/or Web-based discussion seminar. Prerequisite: SER 291 (formerly SER 91) or permission of the program director. A minimum of 12 and a maximum of 16 contact hours per week (total - 175 supervised agency hours) in an approved fieldwork agency and up to 2 hours of seminar/discussion each week. Instructional Support Fee applies. Spring.

HUM - Humanities**HUM 156 - Fundamentals of Interpreting and Translating (3 credits)**

This course presents an in-depth study of the interpreting and translating profession, beginning with the underlying differences between the interpreting and translating process. Students examine various models of the interpreting process for consecutive and simultaneous interpreting as well as the best practices for sight and written translation. The course focuses on both roles of interpreter/translator and the fundamentals of their vocation, including ethical behavior, professional standards, business practices, cross-cultural mediation,

settings, audience, and special populations. Students explore the various professional associations and literature available, pertinent laws, opportunities for further study or employment, and/or the procedures and requisites of credentialing. Prerequisite: ENG 101 (formerly ENG 11). Three class hours per week. Instructional Support Fee applies. Fall, Spring.

HUM 157 - Old Testament (3 credits)

An introductory study of the major books, ideas, and historical context of the Old Testament. Three class hours a week. Competency met: Humanities (6.0). Fall.

HUM 158 - New Testament (3 credits)

An introductory study of the major books, ideas, and historical context of the New Testament. Three class hours a week. Competency met: Humanities (6.0). Spring.

HUM 159 - Azorean Literature in Translation (3 credits)

This interdisciplinary course considers major authors of the Azores, the history of the Islands, and writings by American Consuls and their families. A central theme of these writings is the immigrant experience amid the Azorean diaspora. Authors studied include Onésimo Almeida, José Costa, Francisco Fagundes, Emanuel Félix, Frank Gaspar, Vitorino Nemésio, Eduardo B Pinto, and Katherine Vaz. Readings also include letters, diaries, and memoirs from American Consuls based on Fayal in the nineteenth century. Three hours of lecture per week. Fall, Spring

HUM 160 - The Criminal in Literature and the Arts (3 credits)

This course is an interdisciplinary approach to the study of crime, criminality, and society's reaction to it. Particular attention is directed at the manner in which the criminal is portrayed in literature, the fine arts, and other media. This course presents an opportunity to examine this social problem through the works of such varied writers and artists as Dostoyevsky, Camus, Capote, and others. Three class hours a week. Spring

HUM 172 - Coping with Life and Death (3 credits)

A literary approach to the way humans cope with life and death through writings and the arts, including such writers and artists as Kubler-Ross, Emily Dickinson, Tolstoy, and Woody Allen. Three class hours a week. Competency met: Humanities (6.0). Fall.

HUM 251 - Topics in Humanities and the Arts (3 credits)

A one-semester course on a specified topic or period in the arts, literature, philosophy, or the humanities. Topics or major themes are announced each semester. Prerequisite: ENG 102 (formerly ENG 12). Three class hours a week. Competency met: Humanities (6.0). Fall, Spring.

HUM 252 - Honors Study of Ethnic Cultures in Massachusetts (3 credits)

Using cross-disciplinary modes of inquiry to approach case studies, this course offers students a range of methods and tools for exploring and researching the ethnic and regional history of the Commonwealth and the histories of specific ethnic groups within it. Students examine the following topics: (im)migration; identity, acculturation and assimilation; technology and work; religious identity and practice. This course pays special attention to the experiences of African Americans, Cambodians, Cape Verdeans, French Canadians, Irish, Mi'kmaq, Portuguese, Puerto Ricans, and Wampanoag in southeastern New England. Prerequisite: Open to Commonwealth Honors Program students and others with permission of instructor. Three class hours per week. Competency met: Multicultural Perspective (5.3), Humanities (6.0), Ethical Dimensions (7.0). Spring.

HUM 254 - Civil Rights and Women's Rights Movements: Made in Massachusetts (3 credits)

This course recognizes Massachusetts' significance historically and currently for the movements of African-Americans and women for accessibility, equality, opportunity, and social change. The course studies the development of and division within these "communities," as well as their evolving and divergent concepts of identity and membership, concerns and goals, rhetoric, strategies for organizing and effecting change, leadership and grassroots activism, and institutionalization. Students consider the cultural, social, educational, and legal ramifications of these movements, within and for Massachusetts, and with Massachusetts as model or motivator for the nation. Three class hours per week. Spring

HUM 264 - An Honors Interdisciplinary Seminar on the Holocaust (3 credits)

The Holocaust, or as it has come to be known, the Shoah, is one of the most horrific events in all of world history. Even more than 50 years after the fact, the world continues to struggle with the enormity of this human catastrophe. Nevertheless, a body of writing--both historical and literary--exists that enables us to confront this key moment in world history. This course serves as an introduction to this work. Students gain an understanding of the historical facts, including circumstances leading up to the Holocaust itself and the event's critical aftermath. In addition, students reflect on the role of literature, principally through accounts of that time written by survivors and the children of survivors in the struggle to represent an event that many have described as beyond the limits of language to capture. Three lecture hours per week. Prerequisite: ENG 101 and ENG 102 (formerly ENG 10 and ENG 12). Open to Commonwealth Honors Program students and others with permission of instructor. Competency met: Humanities (6.0); Ethical Dimensions (7.0). Spring.

HUM 275 - Myth in the Human Experience (3 credits)

This interdisciplinary course studies the basic myths that have been part of the human race from time immemorial and their relationship to cultural values, religious beliefs, and great literary works. It examines the role these myths have played in the rites of passage of the human race. The course looks upon myth as an "image language, expressive of metaphysical, psychological, and sociological truth." Not offered every year

HUM 291 - Honors Seminar in Postmodern Studies (3 credits)

This interdisciplinary humanities course introduces postmodern theory as it applies to contemporary popular art, architecture, literature, philosophy, music, film, and the Web. Considered as both a reaction to modernism and an extension of American civil rights and counterculture movements, postmodern texts challenge culturally oppressive notions of Absolute Truth through the practice of deconstruction. Students create a final project that may be showcased at a state-wide conference. Practitioners may include The Beatles, Jorges Luis Borges, Caryl Churchill, Don DeLillo, Jacques Derrida, Matt Drudge, Philip Glass, Michael Graves, Marshall McLuhan, Camille Paglia, Suzi-Lori Parks, Art Spiegelman, and Andy Warhol. Prerequisite: Enrollment in the Commonwealth Honors Program or permission of the instructor. Competency Met: Multicultural Perspective (5.3); Ethical Dimensions (7.0). Three hours of lecture per week. Instructional Support Fee applies. Fall.

HUM 390 - Fieldwork in Interpreting in Portuguese/Spanish (3 credits)

This capstone course provides students with actual field experience in the interpreting/translating field in combination with a one-hour professional development seminar in class. Students spend 90 supervised hours in their pre-approved placements. Students are expected to spend approximately 20 hours shadowing a professional interpreter and 70 hours interpreting/ (sight) translating in a community hospital, medical office, human services agency, legal office, court, or institution. The seminar provides students with a safe environment to analyze and reflect on their experiences, performance and progress as well as to prepare for employment. Fall, Spring; not offered every year.

Prerequisites: For Spanish: ENG 101, HUM 156, SPA 321, SPA 322, SPA 353, SPA 354 with a grade of "C" or better; COM 160 and CRJ 101 or CRJ 113 or MAA 101. For Portuguese: ENG 101, HUM 156, POR 321, POR 322, POR 352, POR 353 with a grade of "C" or better; COM 160 and CRJ 101 or CRJ 113 or MAA 101.

LGL - Legal Studies**LGL 160 - Law Office Technology (3 credits)**

This course is an introduction to the use of computers and legal specialty computer software programs in the contemporary law office and courthouse and the ethical considerations related to the use of technology in the law. The course includes hands on computer exercises using professional software programs frequently used in the law office. Three class hours per week. Competency met: Technical Literacy (8.0). Fall, Spring

LGL 180 - Introduction to Law (3 credits)

This course provides the basic foundation for further legal studies. Topics include the sources of U.S. law, the U.S. court system, the difference between civil law and criminal law, and the differences between substantive law and procedural law. Other topics include an introduction to litigation, torts, contracts, ethics, and legal research. Three class hours per week. Fall, Spring.

LGL 281 - Law Office Procedures (3 credits)

This course emphasizes the administrative duties of the legal administrative assistant. Topics cover professional certification, ethics, oral and written communication, using the Internet for research, working with office equipment and basic office functions of answering the telephone, handling mail, filing, calendaring, and keeping financial records. Microsoft Outlook and Excel are used to develop core-level competencies and prepare the student to take the Microsoft Office Outlook and Excel Specialist certificate exams. Prerequisites: OFC 113 and OFC 117 (formerly OFC 13 and 17) with a grade of C or better or permission of the instructor. Three class hours per week. Instructional Support Fee applies. Spring.

LGL 282 - Legal Document Processing (3 credits)

This course presents the fundamentals of legal document preparation. Students develop the formatting and editing skills needed for processing a variety of both court and non-court legal documents commonly used in law offices. The course develops further keyboarding speed and accuracy. The course requires a minimum keyboarding speed of 40 wpm to pass the course. Prerequisites: OFC 113 and OFC 117 (formerly OFC 13 and 17) with a grade of C or better or permission of the instructor. Three class hours per week. Spring.

LGL 284 - Legal Transcription (3 credits)

This course develops skills in legal transcription, where documents are converted from the spoken word to printed form. Students apply communication skills, problem-solving skills, and technical skills as they learn to transcribe legal documents, correspondence, and instruments using correct formatting, punctuation, and spelling. Prerequisite: LGL 282 and OFC 120 (formerly LAW 82 and OFC 20) with a grade of C or better or

permission of the instructor. Three class hours per week. Instructional Support Fee applies. Spring.

LGL 290 - Legal Studies Seminar (3 credits)

This capstone course prepares students for employment within the legal profession as a paralegal or legal administrative assistant. Skills in oral and written communication, using technology to find a job, problem solving, and working collaboratively will be enhanced. Each student will prepare an employment portfolio highlighting the achievement of program outcomes. Prerequisite: Completion of 12 credits of program courses or permission of the instructor. Three lecture hours per week. Fall; Spring.

LSM - Leisure Service Management

LSM 101 - Introduction to Sport Management (3 credits)

This course explores and analyzes sport and recreation from philosophical, historical, and organizational perspectives. It also introduces the student to the field of sport management, examining professional opportunities available, resume writing, and professional networking in the field. Three class hours per week. Fall.

LSM 123 - Sport as Popular Culture (3 credits)

This course covers a broad range of topics that explore sport as a significant part of popular culture. These topics include the analysis of the production and consumption of sport and leisure as an aspect of contemporary popular culture; the relationship between sport and leisure and the economy, the media, and politics; and the impact of class, race, gender, ethnicity, and nationality. Three class hours per week. Spring.

LSM 231 - Facility Design and Event Management (3 credits)

This course examines the processes for managing sport and event enterprises. It gives specific attention to the design and management of a sport facility as well as the skills and processes associated with administration of a sport event, whether it be participant-centered or spectator-centered. Prerequisite: LSM 101 (formerly LSM 11) or permission of instructor. Three class hours per week. Fall.

LSM 233 - Sport Marketing and Sales (3 credits)

This course provides an in-depth analysis of the various techniques and strategies of marketing and sales in the sport environment. It examines basic marketing and sales concepts with applications to the uniqueness of the sport and leisure industry: event marketing, sponsorship, licensing, sport information, sales and public relations. Prerequisites: LSM 101 and MAR 101 (formerly LSM 11 and MAR 11), or permission of instructor. Three class hours per week. Fall.

LSM 241 - Legal and Ethical Aspects of Sport (3 credits)

This course provides an analysis of the legal and ethical aspects of the sport environment. Topics discussed include negligence; liability; control of amateur, professional, and school sport; violence/crowd control; product liability; risk management; and selected current issues. Prerequisites: LSM 101 and LSM 231 (formerly LSM 11 and LSM 31), or permission of instructor. Three class hours per week. Competency met: Ethical Dimensions (7.0). Spring.

LSM 243 - Budgeting and Financing Sport (3 credits)

This course analyzes financial concepts and theories and their application in the professional, intercollegiate, recreational, and commercial sport environments. Topics include revenues and expenses of professional, intercollegiate and private sport industries; issues impacting these revenues and expenses; budgeting methods; economic impact; fundraising at the intercollegiate level; ownership in sport, and public and private funding for non-profit sport programs. Prerequisites: LSM 101 and LSM 231 (formerly LSM 11 and LSM 31), or permission of instructor. Three class hours per week. Spring.

MAA - Medical Administrative Assistant

MAA 101 - Medical Terminology (3 credits)

This course teaches the basic design of medical terminology as used in academic, business, and health institutions. Applying a unique instructional system of memory technology, the student learns to interpret and understand thousands of complex medical terms using root words, prefixes, and suffixes. Comprehensive presentations of various body systems and anatomical structures provide a powerful foundation for technical language used in medical practices. No previous knowledge of biology, anatomy, or physiology is needed. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

MAA 102 - Medical Transcription (3 credits)

This course includes a unique combination of authentic physician dictation, coordinated readings and exercises by medical specialty, and supplementary information vital to every medical transcriptionist. Dictated reports, including chart notes, consultations, history and physical examinations, emergency room reports, and procedure notes are transcribed using word processing software and state-of-the-art transcription equipment. Student must receive a grade of C or better and obtain a keyboarding speed of 45 wpm to progress to MAA 203. Pre- or co-requisite: OFC 214, MAA 101, and OFC 120 (formerly OFC 14, MAA 70, and OFC 20) with a grade of C or better or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Fall.

MAA 103 - Medical Assisting Administrative Procedures (3 credits)

This comprehensive course prepares Medical Assisting students to perform administrative procedures in the medical office. Students develop skills using computer software to schedule and manage appointments and to execute data management using electronic medical records (EMR). The course also covers telephone techniques, records and office management, managing practice finances, professionalism, medical law, ethics and effective communication with patients and staff. Prerequisite: Medical Assisting students only. Other students interested in Medical Assisting may register for this course with the approval of the instructor or program coordinator. Two lecture hours and three lab hours a week. Instructional Support Fee applies. Fall.

MAA 203 - Advanced Medical Transcription (3 credits)

The course prepares the student for entry-level employment using various medical software programs to strengthen and expand medical transcription skills, to reinforce the techniques of transcribing, and to build transcription speed and accuracy. Prerequisite: MAA 102 (formerly MAA 72) with a grade of C or better and a minimum keyboarding speed of 45 wpm. Three class hours a week. Instructional Support Fee applies. Spring.

MAA 204 - Medical Insurance Forms Preparation (3 credits)

This course provides students with an understanding of medical insurance. It also covers collecting patient information, coding procedures, audit trails, insurance claims, and preparing insurance forms within the scope of HIPAA and medical ethics. Training is provided on a billing/accounting software program. Pre- or co-requisite: CIT 121 or OFC 113 (formerly CIT 11 or OFC 13) or permission of the instructor. Three lecture hours per week. Instructional Support Fee applies. Fall.

MAA 205 - Medical Office Procedures (3 credits)

This course emphasizes the duties required of a medical administrative assistant in an office setting. Students develop critical thinking skills through practice with interactive software, appointment scheduling software, index and filing, office finances, and telephone techniques. The course emphasizes medical standards, medical ethics, and medical law. Students also participate in a job shadow experience. Prerequisite: OFC 113 (formerly OFC 13) with a grade of C or better or permission of the instructor. Three class hours a week. Instructional Support Fee applies. Spring.

MAA 209 - Medical Office Portfolio Development (1 credit)

This course prepares medical office students for employment. Students identify their short- and long-term

goals and work on developing their strengths and minimizing weaknesses. Students attend workshops for career research and dressing for success. Students create a resume, cover letter, and reference list, and practice job interviewing techniques. A comprehensive portfolio is created to include the above topics as well as sample work from various courses taken in their program, activities in critical thinking, communication skills, and current events in job placement. Pre- or co-requisite: MAA 204 or MAA 205 (formerly MAA 74 or MAA 75) or permission of the instructor. One class hour per week. Spring.

MAN - Management**MAN 101 - Principles of Management (3 credits)**

This course emphasizes the global perspective in management principles. The overall objective is to introduce the student to the world of the modern first-line and middle-level manager. The course focuses on the behavioral and functional nature of management and presents contemporary management challenges related to cultural diversity and the global business environment. Three class hours a week. Fall, Spring, Summer.

MAN 152 - Purchasing (3 credits)

A survey of procurement functions, the course deals with definition of function, responsibilities, and relationship to the organization, considering relevant purchasing personnel and assisting them in handling responsibilities. Recommended: MAN 101 and BUS 111 (formerly MAN 11 and BUS 11). Three class hours per week. Fall

MAN 154 - Small Business Management (3 credits)

This course is designed to supply prospective and current small business managers with the essential concepts of starting and operating small businesses. The course includes problems in initiating the business, financial and administrative control, marketing programs and policies, economic, legal, and social relationships. The course discusses case studies involving actual business situations. Recommended: MAN 101 and MAR 101 (formerly MAN 11 and MAR 11). Competency met: Ethical Dimensions (7.0). Fall, Spring, Summer.

MAN 155 - Basic Quality Control (3 credits)

This basic control course will cover the jobs of the quality control function: control of purchased materials, quality during manufacture, outgoing quality, and organization for quality improvement. Prerequisite: Introductory Algebra competency. Three class hours per week. Spring; Evening/Weekend only.

MAN 251 - Human Resources Management (3 credits)

A study of the philosophy and policy considerations that are basic in sound personnel practices. Emphasis is placed on the components of a full human resource management

program including recruitment, selection, training, evaluation, compensation and labor relations. Behavioral science contributions to the personnel function are an integral part of the course. Prerequisite: MAN 101 (formerly MAN 11), with C or better or permission of department chair. Three class hours a week. Spring.

MAN 256 - Inventory/Production Control (3 credits)

This course will cover organizing, forecasting, inventory fundamentals, inventory replenishment, aggregate inventory management, planning/controlling capacity, and scheduling and control of input and output. Prerequisite: Introductory Algebra competency. Recommended: MAR 101 (formerly MAR 11). Three class hours a week. Fall; Evening/Weekend only.

MAN 290 - Managing an Enterprise (3 credits)

This course covers the essential concepts of managing a wide range of for-profit and non-profit enterprises. Course material is presented within the context of a global-operating environment. It includes, but is not limited to, three dimensions of the successful practice of management: managing an existing enterprise, preparing for the future, and managing oneself. Research involving actual organizational situations is used. Completion of ACC 102 and MAR 101 (formerly ACC 12 and MAR 11) prior to enrollment is recommended. Prerequisite: MAN 101 (formerly MAN 11) or permission of the Business Administration department chair. Three class meeting per week. Competency met: Global Awareness (5.2). Fall, Spring.

MAR - Marketing

MAR 101 - Principles of Marketing (3 credits)

This course emphasizes the global perspective in marketing principles. The course presents basic marketing concepts, marketing functions, institutions, policies, and marketing systems as they relate to the challenges of diverse cultures and the global business environment. Three class hours a week. Fall, Spring, Summer.

MAR 114 - Sales Principles (3 credits)

This course focuses on the changing, dynamic nature of professional selling and the people who choose a career in it. The course emphasizes the salesperson, the company and sales techniques. Recommend: MAR 101 (formerly MAR 11) first. Three class hours a week. Fall, Spring.

MAR 253 - Sales Management (3 credits)

The course is designed to provide students with the background that will enable them to be more effective managers at all levels in a firm. Emphasis is placed on the planning function of management involving methods used in sales analysis and planning. Principles of management as they relate to the sales organization are reviewed and

sales management activities involved in maintaining an effective sales force are detailed. Prerequisite: C or better in MAR 101 and MAN 101 (formerly MAR 11 and MAN 11) or permission of department chair. Three class hours a week. Spring.

MAR 255 - Advertising Principles (3 credits)

An introduction to advertising, including types of advertising, planning and preparation of advertising, and evaluation and selection of media. Recommend MAR 101 (formerly MAR 11) first. Three class hours a week. Fall, Spring, Summer.

MAR 256 - Credit Management (3 credits)

Credit and collection policies and procedures are detailed as a departmental responsibility and as they relate to the entire business organization. Types of credit, originating credit, installment accounts and credit sales promotion are emphasized. Prerequisite: C or better in ACC 102 (formerly ACC 12) or permission of department chair. Recommend MAR 101 (formerly MAR 11) first. Three class hours a week. Spring.

MAS - Medical Assisting

MAS 101 - Medical Assisting Clinical Procedures I (3 credits)

This course is an introduction to basic procedures to assist in the examination and treatment of patients in the medical office. Students develop knowledge and skills in standard precautions, infection control, measurement of vital signs, and use and pronunciation of medical terms. Students learn to record medical histories, to assist with general and specialized exams, vision and hearing acuity testing, respiratory testing, displaying a professional image, and to utilize basic principles of applied psychology and medical ethics. Communication is emphasized with respect for individual diversity by incorporating awareness of one's own biases in areas including gender, race, religion, age, and economic status. Pre- or co-requisite: BIO 115 or BIO 234, and MAS 121 (formerly BIO 15 or BIO 54 and MAS 15). Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. Fall; Day only.

MAS 102 - Medical Assisting Clinical Procedures II (3 credits)

This course further develops the student's clinical skills and prepares them to perform a variety of procedures in the medical office or clinic. Students develop knowledge and skills in communication, assessment and triaging, pharmacology, administration of medications, basic principles of nutrition, and basic principles of psychology. Pre- or Co-requisite: BIO 115 or BIO 233/34, MAS 101 (formerly BIO 15 or BIO 33/34, MAS 11) or permission of the instructor. Thirty (30) lecture hours and 45 laboratory

hours per semester. Instructional Support Fee applies. Spring; Day only.

MAS 121 - Medical Assisting Laboratory Procedures I (3 credits)

This course explores the laboratory procedures and techniques used in the modern medical office. The primary focus is on safety, quality assurance, quality control, laboratory equipment, supplies, and CLIA waived tests performed in urinalysis, hematology, and coagulation. The course also includes emergency preparedness, CPR, procurement of specimens, laboratory math, recordkeeping, and effective communication with patients and staff. Pre- or co-requisites: BIO 115 or BIO 234, and MAS 101 (formerly BIO 15, BIO 34 and MAS 11). Two lecture hours and three laboratory hours per week. Instructional Support Fee applies. Fall.

MAS 122 - Medical Assisting Laboratory Procedures II (3 credits)

This course continues to stress protective practices and infection control. It also explores laboratory procedures and techniques in microbiology, serology, immunohematology, and chemistry. Procurement of specimens is emphasized with adaptations based on individual needs (i.e. cultural and environmental), developmental life stages, language, and physical threats to communication. Students learn to screen patient results and executive data management using electronic healthcare records such as the EMR. Prerequisite: BIO 115 or BIO 234 and MAS 101, MAS 121 (formerly BIO 15 or BIO 34 and MAS 11 and HLT 21). This course runs for seven weeks and includes four lecture hours and six laboratory hours per week. Instructional Support Fee applies. Spring; Day only.

MAS 200 - Medical Assisting Practicum and Theory (6 credits)

Students are assigned supervised clinical experiences to practice medical assisting duties and responsibilities learned in class and college laboratories. Various sites are utilized, including medical offices, outpatient clinics, laboratories, and surgical centers. The course includes a weekly seminar to correlate practice and theory and to develop workplace readiness practices. This class includes 160 clinical hours at a clinical affiliate site and 21 seminar hours. Prerequisite: HLT 122, MAS 102, MAA 103, HLT 102, HCI 124 (formerly HLT 22, MAS 12, MAA 71, HLT 15, HCI 24). Twenty-one (21) seminar hours and 160 clinical externship hours; offered in the second half of the semester. Instructional Support Fee applies. Spring.

MAT - Complementary Healthcare

MAT 110 - Introduction to Massage Therapy (2 credit)

This course provides an overview of the field of massage therapy and the philosophies of complementary healthcare. Topics covered include the history of massage, various forms of bodywork, movement techniques, energy balancing, psychotherapy, introduction to Energy Work, Shiatsu, Reiki, Reflexology, Acupressure, sports massage, holistic medicine, natural healing, licensure requirements, education, employment opportunities, and professional organizations. The Standards of Practice and the Code of Ethics for the massage therapist will be discussed. The student is required to receive at least one full body massage by a licensed massage therapist during the semester. Two lecture hours per week. Instructional Support Fee applies. Fall, Spring, Summer.

MAT 111 - Therapeutic Massage I (5 credits)

The course includes the indications, contraindications, and physiological effects of therapeutic massage. Students develop competency in the performance of basic Swedish Massage techniques including effleurage, pétrissage, friction, tapotement and vibration for full body and chair massages. Emphasis is placed on the safe application of these techniques including hygiene procedures and requirements, draping, client assessment, palpation, positioning, and good body mechanics. An in-depth study of the musculoskeletal and neuromuscular systems, fascia layers, and sensory receptors is included. Pre- or co-requisite: MAT 112 (formerly MAT 12). Two class hours and six lab hours a week. Instructional Support Fee applies. Fall, Spring, Summer.

MAT 112 - Musculoskeletal Anatomy for the Massage Therapist (3 credits)

This course provides the student with a comprehensive study of the musculoskeletal anatomy including basic kinesiology. The course presents basic anatomical information as it pertains to massage therapy with emphasis on the origin, insertion, and action of major muscle groups. Pre-requisite or co-requisite: MAT 110, MAT 111 and BIO 115 or BIO 233. One lecture hour and four laboratory hours per week. Instructional Support Fee applies. Fall, Spring, Summer

MAT 113 - Survey of Complementary Healthcare (2 credits)

This course presents an overview of the history, philosophy and approaches of complementary care. The course emphasizes the holistic approach to health as a complement to conventional medicine. The categories covered include: Bodywork, energy balancing, movement techniques, holistic psychotherapy, holistic medicine, and natural healing. Prerequisite: admission to either Complementary Healthcare degree or Therapeutic Massage

certificate programs. Two class hours a week. Instructional Support Fee applies. Fall.

MAT 120 - Therapeutic Massage II (4 credits)

This course emphasizes the techniques of neuromuscular massage, lymphatic massage, deep tissue techniques, and trigger point therapy. Students learn treatment options, specific techniques, procedures, indications and contraindications and the appropriate application of these approaches for various conditions. Theory and treatments for specific conditions are examined. Foundational hydrotherapy applications are explored. Additionally, this course provides students with an understanding of basic medical terminology and the relationship between anatomy and physiology and the practice of therapeutic massage. Research skills are implemented utilizing online and library resources. Research and case study projects solidify critical clinical therapeutic massage skills. Prerequisite: MAT 111, BIO 115 or BIO 233 and Co-requisite of BIO 234 (formerly MAT 11, BIO 15, BIO 33, BIO 34). One class hour and six lab hours a week. Instructional Support Fee applies. Fall, Spring, Summer.

MAT 124 - Massage Therapy Practice Management (2 credits)

This course presents the skills necessary to succeed in therapeutic massage practice. The course covers practice planning, practice development, ethics, practice management, marketing, and the writing of a business plan. Prerequisite: admission to either Complementary Healthcare degree or Therapeutic Massage certificate programs. Two class hours per week. Instructional Support Fee applies. Spring.

MAT 126 - Therapeutic Massage Clinical Procedures (3 credits)

This course focuses on professional practice and community service. One hundred of the 135 course hours are required for supervised clinical practice in the On Campus Massage Clinic. Under direct faculty supervision, students set up and run a clinic at Bristol Community College and provide massage services to clients from the community. Students also provide massage therapy services in the clinic or at community settings for 35 hours. Students gain experience relative to massage office practice, marketing, record maintenance, scheduling, accounting procedures, and compliance with OSHA and HIPAA standards, professionalism and ethics. Prerequisite: ENG 101, MAT 110, MAT 111, MAT 112, and BIO 115 (formerly ENG 10, MAT 10, MAT 11, MAT 12, MAT 13, BIO 15) (Therapeutic Massage Certificate) or BIO 233 (formerly BIO 33) and co-requisites: BIO 234 (formerly BIO 34). Nine laboratory hours per week. Instructional Support Fee applies. Fall, Spring, Summer.

MAT 233 - Eastern Bodywork (3 credits)

This course introduces students to the Oriental and Asian Bodywork approach to the areas of mind/body medicine, its scientific principles, its application to specific diseases, and the physiological mechanisms that connect the brain and nervous system with the hormonal and immune systems. The course addresses therapeutic practices of acupressure in dealing with change, and stress and the utilization of conventional and complementary medicine. Prerequisite: MAT 113, BIO 115, or BIO 233 (formerly MAT 13, BIO 15 or BIO 23); Pre- or co-requisite: HCI 237 (formerly HCI 37). Two lecture hours and two lab hours a week. Instructional Support Fee applies. Not offered every year.

MAT 244 - Therapeutic Massage III (3 credits)

This course covers specialized massage techniques using techniques of clinical decision-making and psychomotor skills to achieve specified outcomes related to the promotion of wellness and the remediation of the impairments, functional limitations, and disability associated with clinical conditions. The course provides students with a conceptual framework and concrete methodology for using massage techniques to achieve specified clinical outcomes. Prerequisites: MAT 120, BIO 115 or BIO 234 (formerly MAT 22, BIO 15 or BIO 234), and HCI 237 (formerly HCI 37). Two lecture hours and six lab hours per week. Instructional Support Fee applies. Fall, Spring, Summer. Not offered every year.

MAT 246 - Special Topics in Therapeutic Massage (3 credits)

This course focuses on a specific advanced topic related to therapeutic massage. Training includes advanced study and application of clinical, complementary, and holistic styles of massage technique. Course topics will be announced each semester. Prerequisite: MAT 120 and MAT 124 (formerly MAT 22 and MAT 24) or permission of the program director. One to two lecture hours and two laboratory hours per week as specialty requires. Instructional Support Fee applies. Not offered every semester.

MED - Clinical Laboratory Science

MED 101 - Introduction to Clinical Laboratory Science (3 credits)

This course explores the nature and scope of clinical laboratory work. The primary focus is the role of the laboratory in the delivery of health care in various settings, emphasizing types of health care facilities, regulatory agencies affecting laboratory operations, responsibilities, duties and professional conduct expected of clinical laboratory technicians, standard precautions, safety in the laboratory, laboratory mathematics and quality assessment, and medical terminology and procurement of blood

specimens. A phlebotomy workshop develops the fundamental skills required to procure and prepare blood specimens for testing. A field trip will be scheduled to a clinical laboratory. Prerequisite: CLS and Phlebotomy students only. Three hours of lecture per week. Instructional Support Fee applies. Fall.

MED 102 - Urinalysis (3 credits)

This course consists of integrated instruction between the College and an affiliated hospital laboratory. The principles and procedures of the routine urinalysis are studied as well as the normal and abnormal physiological functions of the renal system. Prerequisite: MED 101, BIO 154, CHM 115 (formerly BIO 54, CHM 15) with a grade of C or better. Co-requisite: MTH 119, and CHM 116 (formerly MTH 19, and CHM 16). Two hours of lecture and two hours lab per week. At the end of the semester, students will spend one week (30 hours) in an affiliated laboratory. Instructional Support Fee applies. Spring.

MED 105 - Introduction to Histotechnology (3 credits)

The course is designed to provide an understanding of the histological techniques used in the study of human tissue. It includes an overview of basic pathology and malignant disease and the application of histological techniques used in a modern laboratory. Topics also include the structure and functions of cells and organ systems, the study of human cells using light and electron microscopy, processing and handling surgical and autopsy specimens, gross evaluation of tissues, embedding and sectioning of tissues by microtomy, preparation of frozen sections, instrumentation, slide preparation, routine and special staining, safety procedures, quality assurance procedures, and immunohistochemistry applications. The course provides the fundamental background necessary for clinical practice in a modern histology laboratory. Three lecture hours per week. Instructional Support Fee applies. Not offered each year

MED 106 - Histology Techniques I (2 credits)

This is a 45-hour laboratory course taught on campus. The course allows students an opportunity to practice histology procedures and techniques prior to assignment to clinical fieldwork placement. The student performs routine laboratory procedures that simulate the procedures performed in a modern clinical histology laboratory. Forty-five laboratory hours. Instructional Support Fee applies. Not offered every year

MED 107 - Histology Practicum I (7 credits)

The Histology Practicum I course is comprised of 420 hours of clinical fieldwork experience during a 14-week period at one of the affiliating histology laboratories. The student performs routine and special procedures under the direction of a clinical supervisor. Four hundred twenty (420) clinical fieldwork hours. Instructional Support Fee applies. Not offered every year

MED 200 - Hematology (5 credits)

This course consists of integrated instruction between the College and an affiliated hospital laboratory. The theory and practice of routine hematology is studied. Topics include the collection and handling of clinical specimens, the origin, development, and function of human blood cells in health and disease, hemostasis and coagulation, automation, computerization, and quality control. Routine hematology and coagulation testing is emphasized. Prerequisite: MED 102, BIO 239, CHM 116, and MTH 119 (formerly MED 21, BIO 39, CHM 16, and MTH 19) all with a grade of C or better. This course includes 30 hours of lecture and 30 hours of teaching laboratory to be completed at the College during the first half of the fall semester, and 120 hours of clinical laboratory experience at an affiliate hospital laboratory and 6 hours of clinical seminar at the College during the second half of the semester. Instructional Support Fee applies. Fall.

MED 205 - Immunology - Serology (4 credits)

The course introduces theoretical principles of immunology which involve the structure, function and interactions of the immune system. The serological techniques useful in the diagnosis of many diseases are reviewed and performed at the College. Prerequisite: CHM 116, BIO 239, MED 102 and MTH 119 (formerly CHM 16, BIO 39, MED 21, and MTH 19) all with a grade of C or better. This course includes 45 hours of lecture and 30 hours of laboratory. Instructional Support Fee applies. Fall.

MED 206 - Medical Microbiology I (6 credits)

The course consists of integrated instruction between the College and an affiliated hospital laboratory. This is a comprehensive study of both theory and practical aspects of clinical microbiology. Emphasis is placed on the collection and handling of clinical specimens as well as the primary isolation and identification of the most frequently encountered bacteria pathogenic to humans. Other topics discussed include antimicrobial chemotherapy and host resistance. Prerequisite: BIO 239, CHM 116, MED 102, and MTH 119 (formerly BIO 39, CHM 16, MED 21, and MTH 19) all with a grade of C or better. This course includes 35 hours of lecture and 42 hours of teaching laboratory to be completed at the College during the first half of the semester. The clinical laboratory experience consists of 120 hours to be completed at an affiliate hospital laboratory and 6 hours of clinical seminar during the second half of the semester. Instructional Support Fee applies. Fall.

MED 215 - Immunoematology (5 credits)

The course consists of integrated instruction between the College and an affiliated hospital laboratory. Emphasis is placed on the genetic basis and immunological interaction of the major blood group antigens and antibodies. Topics

include compatibility testing, antibody screen and identification techniques, blood donations and transfusion therapy, record keeping and quality control techniques. Prerequisite: MED 205 (formerly MED 34) with a grade of C or better. This course includes 30 hours of lecture and 30 hours of teaching laboratory to be completed at the College during the first half of the spring semester and 120 hours of clinical laboratory experience at an affiliate hospital laboratory and 6 hours of clinical seminar at the College during the second half of the semester. Instructional Support Fee applies. Spring.

MED 216 - Medical Microbiology II (4 credits)

This course is a continuation of MED 206. The microorganisms studied are those which require specialized techniques in both collection and identification. These pathogens include those organisms belonging to the following groups: anaerobic bacteria, mycobacteria, fungi and parasites. Many of the diseases caused by these organisms produce chronic infections that have plagued humanity. Society and traditional social behaviors are explored as they relate to health and disease progression across the globe. Prerequisite: MED 206 (formerly MED 32) with a grade of C or better. This course includes 45 hours of lecture and 45 hours of teaching laboratory at the College. Instructional Support Fee applies. Competency met: Global Awareness (5.2). Spring.

MED 217 - Clinical Biochemistry (6 credits)

The course consists of integrated instruction between the College and affiliate hospital laboratory. The primary focus of the course is the biochemical analysis of blood and body fluids in health and disease. Topics include routine manual and automated testing methods, electrophoreses, safety practices and quality control. Prerequisite: MED 200 (formerly MED 30) with a grade of C or better. The course includes 45 hours of lecture and 30 hours of teaching laboratory to be completed at the College during the first half of the semester, and 120 hours of clinical laboratory experience at an affiliate hospital laboratory and 6 hours of clinical seminar at the College during the second half of the semester. Instructional Support Fee applies. Spring.

MED 218 - Selected Topics in Clinical Laboratory Science (1-3 credits)

This course offers students an opportunity to study a specific topic in Clinical Laboratory Science. Course topics are announced each semester. One to three class hours per week. Instructional Support Fee applies. Not offered each year

MTH - Mathematics

MTH 001 - Developmental Mathematics I (3 credits)

This is the first course in a modularized study of Arithmetic, Algebra, and possibly Intermediate Algebra

(depending on program requirements) to prepare students for college-level mathematics courses. The material in Modules 1-4 are equivalent to MTH 011, modules 5-8 to MTH 021, and modules 9-12 to MTH 031. A minimum of four modules must be completed in this course to earn a passing grade, but students are encouraged to complete as many modules as possible until the prerequisites of their program requirements are met. Three lecture hours and one hour for CAI laboratory. Instructional Support fee applies. Fall, Spring, Summer.

MTH 002 - Developmental Mathematics II (3 credits)

This course is a modularized study of Arithmetic, Algebra, and possibly Intermediate Algebra (depending on program requirements) to prepare students for college-level mathematics courses. The material in Modules 1-4 are equivalent to MTH 011, modules 5-8 to MTH 021 and modules 9-12 to MTH 031. A minimum of four modules must be complete in this course to earn a passing grade, but students are encouraged to complete as many modules as possible until the prerequisite of their program requirements are met. Prerequisite: a grade of CD or higher in MTH 001. Three lecture hours and one CAI laboratory hour per week. Instructional Support Fee applies. Fall, Spring, Summer.

MTH 003 - Developmental Mathematics III (3 credits)

This course is the third course in a modularized study of Arithmetic, Algebra, and possibly Intermediate Algebra (depending on program requirements) to prepare students for college-level mathematics courses. The material in Modules 1-4 are equivalent to MTH 011, 5-8 to MTH 021 and 9-12 to MTH 031. A minimum of four modules must be complete to earn a passing grade in this course, but students are encouraged to complete as many modules as possible until the prerequisites of their program requirements are met. Prerequisite: a grade of CD or higher in MTH 002. Three lecture hours and on CAI laboratory hour per week. Instructional Support Fee Applies. Fall, Spring, Summer.

MTH 011 - Foundations of Mathematics (3 credits)

This course is a study of arithmetic. Topics include: working with whole numbers, fractions, decimals, ratios, proportions, and percents; performing unit conversions; calculating basic statistics and interpreting data; and solving applications of the topics cited above. Prerequisite: MTH 011 is required for all students who score below 60 on the arithmetic placement test. Students who achieve at least one of the following will have demonstrated Arithmetic Competency: successful completion of Module 4 or beyond; or a grade of CD or higher in MTH 011; or a score of 60 or higher on the arithmetic placement exam. Forty-two class hours per semester. Instructional Support Fee applies. Fall, Spring, Summer.

MTH 021 - Foundations of Algebra I (3 credits)

This course is designed for students who need an algebra refresher. The topics included are: operations with signed numbers; evaluating algebraic expressions and formulas; working with polynomials, linear equations and inequalities in one variable; solving word problems, graphing linear equations in two variables; and working with scientific notation. Students who achieve at least one of the following will have demonstrated Introductory Algebra Competency: successful completion of Module 8 or beyond; or a grade of CD or higher in MTH 021; or a score of 72 or higher on the elementary algebra placement exam. Prerequisite: Arithmetic Competency (see MTH 011). MTH 021 may not be used to meet the General Education Mathematics competency, nor does it carry degree credit. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Forty-two class hours per semester. Instructional Support Fee applies. Fall, Spring, Summer.

MTH 031 - Foundations of Intermediate Algebra (3 credits)

This is a second course in algebra. Topics included are: solving first degree equations, inequalities and applications; graphing linear equations and inequalities; factoring algebraic expressions; working with rational expressions and solving equations containing rational expressions; simplifying complex fractions; solving systems of linear equations; working with variation; and performing basic manipulations of functions. Students who achieve at least one of the following will have demonstrated Intermediate Algebra Competency: successful completion of Module 12; or a grade of CD or higher in MTH 031; or a score of 82 or higher on the elementary algebra placement exam. Prerequisite: Introductory Algebra Competency; or a grade of C- or higher in High School Algebra I and in high school Geometry and Arithmetic Competency. MTH 031 may not be used to meet the General Education Mathematics competency, nor does it carry degree credit. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI. Forty-two class hours per semester. Instructional Support Fee applies. Fall, Spring, Summer.

MTH 111 - Technical Mathematics for Fire Science (3 credits)

This course provides the necessary mathematical tools for solving problems encountered in physics, chemistry, and fire science courses. This course or MTH 141 is required of Fire Science students. Topics included are operations with whole numbers, fractions and decimals, percents, ratio and proportion, graphing, powers and roots, basic algebra, basic geometry and measurement, including

metrics. Examples of mathematics applied to fire science are given. Prerequisite: a passing score on the arithmetic placement test or a grade of C- or better in MTH 011 (formerly MTH 1N); a passing score on the elementary algebra placement test and high school Algebra I or MTH 021 (formerly MTH 1N). Forty-two class hours per semester. Instructional Support Fee applies. Fall, Spring; Evening/Weekend only Quantitative and Symbolic Reasoning - Fire Science only.

MTH 119 - Fundamental Statistics (3 credits)

This course provides a survey of statistical methods, with examples taken from sociology, psychology, education, and related fields. A minimum background in mathematics is assumed. Topics include descriptive statistics, measure of central tendency and variability, probability, binomial and normal distributions, estimation, correlation, regression sampling distributions, and hypothesis testing. Prerequisite: Arithmetic Competency; and Introductory Algebra Competency or Intermediate Algebra Competency. Forty-two class hours per semester. Fall, Spring, Summer.

MTH 125 - Modern College Mathematics (3 credits)

This course gives the student a better appreciation and understanding of mathematics with a minimum of algebraic manipulation. Topics may be selected from the following: sets, logic, inductive reasoning, elementary number theory, consumer mathematics, probability, statistics, and number systems. Prerequisite: Arithmetic competency; and Introductory Algebra or Intermediate Algebra Competency. Forty-two class hours per semester. Fall, Spring, Summer.

MTH 127 - Mathematics for Elementary School Teachers I (3 credits)

This course develops understanding of the mathematical content of number and operations at the deep level required for successful elementary school teaching in ways that are meaningful to pre-service elementary teachers. Topics include: place value and arithmetic models; mental math; algorithms; prealgebra; factors and prime numbers; fractions and decimals; ratio; percentage and rates; integers; and elementary number theory. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency. Forty-two class hours per semester. Fall, Spring, Summer.

MTH 128 - Mathematics for Elementary School Teachers II (3 credits)

This course is a continuation of MTH 127. Topics include algebraic reasoning and representation, statistics, probability, geometry, and measurement. Prerequisite: a passing score on the arithmetic placement test or a grade of C- or better in MTH 011; a grade of C- or better in MTH 127 or permission of the instructor. Forty-two class hours per semester. Spring.

MTH 131 - Elements of College Mathematics (3 credits)

Topics for this course include linear, quadratic, exponential and logarithmic functions; break-even analysis; matrix algebra; simplex method of linear programming; and the mathematics of finance. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency. Forty-two class hours per semester. Fall, Summer.

MTH 132 - Calculus with Applications (3 credits)

This course is a continuation of MTH 131. Topics include limits, continuity, differential calculus, applications of differential calculus, integral calculus, and applications of integral calculus. Prerequisite: Arithmetic Competency; a grade of C- or higher in MTH 131 (formerly MTH 31) or equivalent. Forty-two class hours per semester. Spring, Summer.

MTH 141 - Technical Mathematics I (4 credits)

This course provides engineering technicians with the necessary mathematical tools to solve engineering problems. Topics covered are: scientific notation; units of measurement; review of algebra; functions; the trigonometric functions; right angle trigonometry; and vectors and oblique triangles. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency. Fifty-six class hours per semester. Fall.

MTH 142 - Technical Mathematics II (4 credits)

This course is a continuation of MTH 141. Topics included are graphs of the trigonometric functions; radicals; the j -operator; exponential and logarithmic functions; systems of equations; analytic geometry; and additional topics in trigonometry. Prerequisite: grade of C- or higher in MTH 141 (formerly MTH 41). Fifty-six class hours per semester. Spring

MTH 151 - College Algebra (3 credits)

Topics in this course include: operations with radicals; rational exponents; systems of equations and inequalities; quadratic equations; complex numbers; elementary functions; and exponential and logarithmic functions. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency. Forty-two class hours per semester. Instructional Support Fee applies. Fall.

Spring MTH 151 may not be used to meet any General Education competency nor as the Mathematics requirement for any program; however, it may be used as elective college credit.

MTH 160 - Topics in Mathematics (3 credits)

This is a one-semester course on a specific topic in mathematics. Topics are announced each semester that the course is offered. Prerequisite: Arithmetic Competency; and Introductory Algebra or Intermediate Algebra

Competency. Forty-two class hours per semester. Not offered every year.

MTH 171 - Precalculus - Functions (3 credits)

This course is designed to present those topics necessary for the later study of calculus. Topics include: the real number system; relations and functions; logarithmic and exponential equations; and analytic geometry. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency and a grade of C- or higher in MTH 151 (formerly MTH 08) or equivalent. Forty-two class hours per semester. Instructional Support Fee Applies. Fall, Spring, Summer.

MTH 173 - Trigonometry (3 credits)

This course is a study of trigonometric functions. Topics covered include right triangle trigonometry; definitions of the trigonometric functions; graphs of the trigonometric functions; trigonometric identities; the inverse trigonometric functions; solutions to trigonometric equations; vectors; trigonometric form of complex numbers; and the polar coordinate system. Competency met: Quantitative and Symbolic Reasoning (4.0) Prerequisite: Arithmetic Competency; Intermediate Algebra Competency and a grade of C- or higher on MTH 151 or equivalent. MTH 171 should be taken before MTH 173. Forty-two class hours per semester. Fall, Spring, Summer.

MTH 214 - Calculus I (4 credits)

This course is an introduction to calculus and provides students with initial exposure to limits and continuity, the derivative, and differentiation and integration of algebraic, trigonometric, logarithmic, and exponential functions, as well as applications of differentiation. In addition to the four-hour lecture, a one-hour lab is required each week. Prerequisite: a grade of C or higher in MTH 171 and MTH 173 (formerly MTH 10 and MTH 13) or equivalent. Fifty-six class hours and fourteen computer laboratory hours per semester. Instructional Support Fee applies. Fall, Spring, Summer.

MTH 215 - Calculus II (4 credits)

This course is a continuation of MTH 214. Topics covered include: applications of the definite integral; techniques of integration; parametric equations; polar coordinates; and infinite sequences and series. In addition to the four-hour lecture, a one-hour lab is required each week. Prerequisite: a grade of C or better in MTH 214 (formerly MTH 14). Fifty-six class hours and fourteen computer laboratory hours per semester. Instructional Support Fee applies. Fall, Spring, Summer.

MTH 243 - Discrete Structures I (3 credits)

This is the first course in a two-course sequence that presents the topics from discrete mathematics and logic needed in the study of computer science, focusing on

mathematical reasoning, discrete structures, combinatorial analysis, algorithmic thinking, and various applications. Topics include: propositional logic; set theory; methods of proof; basic number theory; recursive definitions; and counting problems. Prerequisite: a grade of C or higher in MTH 171 (formerly MTH 10) or equivalent. Forty-two class hours per semester. Instructional Support Fee applies. Fall; not offered every year.

MTH 244 - Discrete Structures II (3 credits)

This is a continuation of MTH 243, Discrete Structures I. Topics include: advanced counting problems; relations; graph theory; Boolean algebra; and languages and grammars. Prerequisite: a grade of C or higher in MTH 243 (formerly MTH 43). Forty-two class hours per semester. Spring; not offered every year.

MTH 251 - Fundamental Business Statistics (3 credits)

This course serves as an introduction to statistics with applications to business scenarios. Topics include: methods of collecting, tabulating and graphically representing data; measures of central tendency, dispersion, skewness, and kurtosis; basic probability rules; binomial and normal probability distributions; sampling distributions; and estimation. Applications will be stressed throughout the course. Prerequisite: Arithmetic Competency; and Intermediate Algebra Competency. Forty-two class hours per semester. Fall, Summer.

MTH 252 - Statistics for Decision Making (3 credits)

This course demonstrates the use of statistical methods in business decision-making situations. Topics included are: sampling and estimation; hypothesis testing; linear regression and correlation; contingency tables; and statistical quality control. Prerequisite: a grade of C or higher in MTH 251 (formerly MTH 51). Forty-two class hours per semester. Spring, Summer.

MTH 253 - Calculus III (4 credits)

This course is a continuation of MTH 215. Topics include: two- and three-dimensional vectors; vector functions; partial derivatives; multiple integrals; and vector calculus. In addition to the four-hour lecture, a one-hour lab is required each week. Prerequisite: a grade of C or higher in MTH 215 (formerly MTH 15). Fifty-six class hours and fourteen computer lab hours per semester. Instructional Support Fee applies. Fall.

MTH 254 - Ordinary Differential Equations (3 credits)

This course covers the methods of solving ordinary differential equations with applications to engineering and the sciences. Topics include: equations of the first order; higher order equations; power series solutions; and applications. Prerequisite: a grade of C or higher in MTH

215 (formerly MTH 15). Forty-two class hours per semester. Spring.

MUS - Music

MUS 111 - History of Music I (3 credits)

Major forms and styles from the Middle Ages to the present as seen against sociological and cultural backgrounds are studied. The course includes lectures, recordings, live music in the classroom and attendance at concerts. Three class hours a week. Competency met: Humanities (6.0). Fall, Spring, Summer.

MUS 112 - History of Music II (3 credits)

A continuation of the study of major forms and styles from a variety of ethnic cultures, including jazz and popular music throughout the world as seen against sociological and cultural backgrounds. The course includes lectures, recordings, live music in the classroom, and attendance at concerts. Three class hours a week. Fall, Spring, Summer.

MUS 113 - Introduction to Music Theory (3 credits)

This course is a practical introduction to the fundamentals of music. Class work emphasizes ear training, including rhythmic and melodic dictation, and the acquisition of keyboard skills with an emphasis on chords and harmonizing melodies. Some improvisation techniques will also be included. Three class hours a week. Competency met: Humanities (6.0). Fall, Spring.

MUS 114 - Music Theory II (3 credits)

This course is a continuation of Music Theory I. Students study four-part harmony, modulation, 7th chords of all types, appropriate elements of analysis for various musical styles, basic species counter point (first species), voice leading, and two- and three-part forms. Three hours of lecture per week. Spring

MUS 116 - Music for the Child (3 credits)

A practical approach to presenting music to children, including nursery and folk songs, musical games, rhythm bands, simple folk dances and the staging of puppet shows learned through student group performance in class. The student will compile musical materials which can be used in future employment. Three class hours a week. Fall, Spring.

MUS 117 - Sound Design for Multimedia (3 credits)

This hands-on course shows students how sound can be employed to underscore, to provide spatial dimension, to contextualize, to provide emotional dimension, and to provide subtext in media. Students produce soundtracks to visual media. Students are also introduced to outstanding examples of soundtracks and sound designs from the world of cinema, as well as other media. Three lecture hours and one laboratory hour per week.

NUR - Nursing

NUR 100 - Introduction to Professional Nursing (1 credit)

This course provides opportunities for students to explore a variety of factors and issues that influence contemporary nursing practice. These include an introduction to professional nursing practice, historical perspectives of nursing, contemporary models of nursing education and practice, health care delivery systems, and an introduction to Publication Manual of the American Psychological Association (APA) and informatics. Co-requisite: NUR 101 (formerly NUR 11) or permission of the instructor. Students must receive a C (74) or better in NUR 100 and NUR 101 to continue in the program. One class hour a week. Hybrid course. Fall/Spring; Day/eHealth option.

NUR 101 - Fundamentals of Nursing (8 credits)

This course focuses on basic human needs. It emphasizes the care of persons threatened by simple homeostatic deviances that interfere with basic human needs. Students are introduced to the nursing process as they develop basic nursing skills in the college and clinical laboratories. Day, evening, and weekend hours are used for clinical teaching. Students must receive a C (74) or better to continue in the program. Prerequisite: ENG 101, PSY 101, BIO 233 (formerly ENG 11, PSY 51, BIO 33), all with a grade of B- or better; Corequisite: NUR 100. Four class hours and twelve practice hours a week in hospitals and health agencies. Instructional Support Fee applies. Fall; Day/eHealth option.

NUR 102 - Parent-Child Health Nursing (8 credits)

This course focuses on the developmental needs of the growing family during the child bearing and child rearing phases. It emphasizes assisting the members of the growing family to maintain the ability to meet their developmental needs and/or to regain this ability when threatened by homeostatic deviances. Students continue to use the nursing process and to develop basic nursing skills in the college and clinical laboratories. Day and evening hours are used for clinical teaching. Prerequisite: NUR 101 (formerly NUR 11) with a grade of C (74) or better. Pre- or co-requisite: PSY 252, BIO 234 (formerly PSY 52, BIO 34). Four class hours and twelve practice hours a week in hospitals and health agencies. Instructional Support Fee applies. Spring; Day/eHealth option.

NUR 201 - Nursing Care of the Adult I (9 credits)

This course focuses on the nursing care of adults with common health problems. Students apply the nursing process by identifying client problems, selecting interventions and administering care to adults experiencing homeostatic deviances in the areas of food, fluid, and oxygen balance; sexuality; and emotional equilibrium. Day, evening, and weekend hours are used for clinical teaching. Prerequisite: NUR 101 and NUR 102

(formerly NUR 11 and NUR 12) with a grade of C (74) or better, PSY 252 (formerly PSY 52). Co-requisite: BIO 239 (formerly BIO 39). Four class hours and fifteen practice hours a week in hospitals and health agencies. Instructional Support Fee applies. Fall, Day/eHealth option.

NUR 202 - Nursing Care of the Adult II (9 credits)

This course focuses on the nursing care of adults with common health problems. Students apply the nursing process by identifying client problems, selecting interventions and administering care to adults experiencing homeostatic deviances in the areas of food, fluid, and oxygen balance, sexuality, and emotional equilibrium. Day and evening hours are used for clinical teaching. Prerequisite: NUR 201 (formerly NUR 51) with a grade of C (74) or better; BIO 239 (formerly BIO 39). Pre- or co-requisite: NUR 203 (formerly NUR 53). Four class hours and fifteen practice hours a week in hospitals and health agencies. Instructional Support Fee applies. Spring; Day/eHealth option.

NUR 203 - Trends in Nursing (1 credit)

This course provides opportunities for students to explore a variety of factors and issues that influence contemporary nursing practice. These include legal and ethical issues, leadership and management concepts, role transition, community practice concepts, and continued development into the nurse role. Co-requisite: NUR 202 (formerly NUR 52). Students must receive a C (74) or better in NUR 202 and NUR 203 to continue in the program. One class hour a week. Spring; Day/eHealth option.

OFC - Office Administration

OFC 102 - Computer Keyboarding (1 credit)

This course helps students achieve greater efficiency and productivity through touch-method keyboarding. Computer keyboarding software is used to teach the alpha-numeric standard keyboard and to build speed and accuracy. A minimum speed of 20 wpm based on a three-minute supervised timing with three or fewer errors is required to receive a passing grade for this course. One to four hours per week (for a total of 15 hours per semester). Instructional Support Fee applies. Fall, Spring, Summer.

OFC 104 - Computer Keyboard Skillbuilding (1 credit)

This course uses specialized computer software to increase speed and accuracy on the computer keyboard. The course objective is to increase current keyboarding speed by 10+ words per minute while maintaining a 95 percent level of accuracy. One class hour per week. Instructional Support Fee applies. Fall, Spring.

OFC 106 - Introduction to Microsoft Word (1 credit)

In this course, students learn to use Microsoft Word to produce letters, reports, research papers, resumes, and other documents for personal or professional use. This course is not open to Office Administration students. Prerequisite: Minimum keyboarding speed of 20 words per minute, based on a three-minute timing with no more than three errors, or OFC 102 (formerly OFC 02) with a grade of C or better. One class hour per week. Instructional Support Fee applies. Fall, Spring.

OFC 107 - Introduction to Speech Recognition (1 credit)

Learn to use your voice and continuous speech recognition software to create documents and handle application functions without using a computer keyboard. Increase your personal productivity with faster input than that allowed by touch typing; improve writing, reading, and speaking skills by learning to enunciate correctly and speak clearly; and prevent repetitive stress injuries caused by overuse of the computer keyboard. It is recommended that students taking this course and wishing to use the software outside of the course have access to a computer outside the College. Instructional Support Fee applies. Fall, Spring

OFC 111 - Principles of Speedwriting Shorthand (3 credits)

Speedwriting is a shorthand system based on using the alphabet to represent sounds that make up the English language. This course focuses on learning the Speedwriting abbreviation system so students can take notes, build speed, and transcribe dictation spoken at 50 to 70 words per minute. Three class hours per week. Fall, Spring, Summer; Evening only

OFC 113 - Introduction to Microsoft Word (3 credits)

This course focuses on using Microsoft Word to create business documents and develop core-level competencies using Microsoft Office Specialist guidelines. Students apply developing skills to create memos, letters, simple reports, and tables. The course includes intensive speed development drills to increase speed and accuracy. A minimum speed of 30 wpm based on a supervised three-minute timing with three or fewer errors is required to receive a passing grade for the course. Prerequisite: A passing score on the Office Administration department keyboarding placement test or a C or better in OFC 102 (formerly OFC 02). Three class hours per week. Instructional Support Fee applies. Fall, Spring, Summer.

OFC 117 - Introduction to Microsoft Office (3 credits)

Students learn to use a personal computer for personal or professional productivity. Using lecture and hands-on applications, this course presents computer hardware and software at an introductory level. Students learn to use the

Microsoft Windows operating system and become familiar with Microsoft Office suite applications (Word, Excel, Access, PowerPoint, Outlook). Use of the Internet and e-mail is also presented. Prerequisite: OFC 102 (formerly OFC 02) or a demonstrated keyboarding speed of 20 words per minute. Three class hour per week. Instructional Support Fee applies. Competency met: Technical Literacy (8.0). Fall, Spring, Summer.

OFC 120 - Text Editing (3 credits)

Editing and proofreading documents involve more than using the spell check on your computer. This course will review sentence structure, grammar usage, punctuation, capitalization, and number style. Frequently misspelled words and confusing words will also be covered. Students' skills will be enhanced through proofreading and editing business documents. Three class hours a week. Fall, Spring.

OFC 130 - Microsoft Office Word Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to create, edit, and format documents; apply styles and design; use spell checker and thesaurus; create headers, footers, and fields; manage documents; work with basic tables and formulas; use graphics and pictures; create footnotes and endnotes; and create mail merges. Three hours of lecture per week. Instructional Support Fee applies. Fall, Spring, Summer.

OFC 131 - Microsoft Office Excel Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to enter, format, and analyze data; create and work with formulas and functions; and move, export, manage, and integrate data. Three hours of lecture per week. Instructional Support Fee applies. Fall, Spring, Summer.

OFC 132 - Microsoft Office PowerPoint Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to create presentations, as well as to enhance slides with graphics and objects, sound/animation, object linking, and embedding. Students increase their efficiency in developing effective presentations as they create electronic slide shows. Microsoft NetMeeting software is introduced in this course. Three hours of lecture per week. Instructional Support Fee applies. Fall, Spring, Summer.

OFC 133 - Microsoft Office Access Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn to use tables and datasheets, display information in reports from a database, integrate Access with other programs, organize and manage a database, create relationships, create queries, secure and customize Access, and share Access data with other applications. Three hours of lecture per week. Instructional Support Fee applies. Fall, Spring, Summer.

OFC 134 - Microsoft Office Outlook Specialist (3 credits)

This course focuses on practice and preparation for the Microsoft Office Certified Application Specialist exam by providing in-depth training through hands-on applications and critical thinking exercises. Students learn the features of Outlook for email, manage schedules using calendars, manage folders and contacts, organize work using tasks and notes, and customize Outlook using advanced features. Students learn to manage time and information and connect across boundaries. Three hours of lecture per week. Instructional Support Fee applies. Fall, Spring, Summer.

OFC 135 - C-Print Basics (3 credits)

This is an introductory course for the person seeking to use computer technology and C-Print principles to assist deaf or hard-of-hearing students and students with other disabilities in classrooms or other settings. It covers computer basics of file management, word processing, and e-mail. The course is supported by NTID (National Technical Institute for the Deaf) online training and covers an introduction to C-Print training, the abbreviation system, and condensing/summarizing strategies. Speed-building activities promote the development of captioning skill. Prerequisite: a demonstrated keyboarding speed of at least 40 words per minute based on a three-minute timing. Three lecture hours per week. Instructional Support Fee applies. Fall.

OFC 150 - Speech Recognition (3 credits)

This course introduces students to speech recognition and emphasizes its usefulness in improving personal productivity. Students learn to use voice and continuous speech recognition software to create documents without using a computer keyboard. Students improve writing, reading, and speaking skills by learning to enunciate correctly and speak clearly; thus, preventing repetitive stress injuries caused by overuse of the computer keyboard. Three lecture hours a week. Instructional Support Fee applies. Fall, Spring.

OFC 160 - Veterinary Administrative Software I (1 credit)

This course will provide basic skills in locally used veterinary software with emphasis placed on reception, payment, scheduling, and inventory. Pre or co-requisite: ANS 147. One lecture hour per week. Fall

OFC 161 - Veterinary Administrative Software II (1 credit)

This course will provide advanced skills in locally used veterinary software with emphasis placed on processing reports, examining the patient/visit workflow, laboratory workflow, and imaging workflow. Advanced inventory management will be examined. Prerequisite: OFC 160 and pre or co-requisite: ANS 205. One lecture hour per week. Spring

OFC 212 - Speedwriting Dictation/Transcription (3 credits)

This course is a review of the basic principles of Speedwriting with intensive dictation practice to develop speed and accuracy. Speed requirements are 60 to 90 words per minute. Proficiency in producing mailable letters and transcription skills integrating the language arts are developed on IBM-compatible computers. Three class hours and two lab hours a week. Instructional Support Fee applies. Fall, Spring; Evening only

OFC 214 - Advanced Microsoft Word (3 credits)

This course focuses on document mastery and advanced word processing functions using Microsoft Word. Students advance to the expert level of word processing and apply functions to business correspondence, mail merges, memos, tables, complex reports, and newsletters. The course also includes graphic and design enhancement functions, which give students the skills they need to produce professional and appealing documents and business communications. A minimum speed of 40 wpm based on a supervised five-minute timing with five or fewer errors is required to receive a passing grade for the course. Prerequisite: OFC 113 (formerly OFC 13) with a grade of C or better; OFC 117 (formerly OFC 17) with a grade of C or better; or permission of the department chair. Three class hours per week. Instructional Support Fee applies. Fall, Spring.

OFC 215 - Records Management (3 credits)

This course is a comprehensive introduction to the complex field of records management with emphasis on the management of paper and non-paper business records including automated, microimage, and electronic records. It includes the study of filing systems, storage and retrieval procedures, records analysis, and records classification from creation through disposition. Microsoft Access is used to develop core-level competencies and to prepare the student to take the Microsoft Office Specialist

Access Certification exam. Prerequisites: OFC 117 (formerly OFC 17) with a grade of C or better or permission of the department chair. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

OFC 239 - Microsoft Office Specialist Topics (3 credits)

This course offers students the opportunity to take selected courses relating to the Microsoft Office Application Specialist program. The list of courses available for a particular semester is published prior to each semester when the course is being offered. Students select the curriculum they will complete from the published list of options. Students follow the learning criteria for the selected course and receive credit for that course. Three lecture hours per week. Spring, Summer.

OFC 240 - C-Print Captioning Skill Development (3 credits)

This course develops captioning skill using classroom simulated lecture materials. Students learn condensing strategies and develop summarizing skills. The course emphasizes glossary creation and management along with editing and formatting of keyed notes. Prerequisite: OFC 135 (formerly OFC 35) with a grade of C or better. Three class hours per week. Instructional Support Fee applies. Spring.

OFC 245 - C-Print Captioning Practicum (3 credits)

This course provides a one-semester, on-the-job experience for students in the C-Print field. Students spend 15-20 hours captioning either in actual classrooms on campus or in a placement at a remote location. Students also meet for a one-hour, classroom-based weekly seminar. Prerequisite: OFC 135 (formerly OFC 35) with a grade of C or better; pre- or co-requisite: OFC 240 (formerly OFC 40). Instructional Support Fee applies. Spring.

OFC 255 - Executive Office Procedures (3 credits)

Students become familiar with the various duties and responsibilities of an administrative assistant. Emphasis is placed on developing critical thinking skills, interpersonal skills, time management, problem solving, organizational skills, and communication. Students are given an overview of the duties within an office, including scheduling appointments, handling mail, telephone etiquette, corresponding with email, and making travel arrangements. Prerequisite: OFC 113 and OFC 117 (formerly OFC 13 and 17) with a grade of C or better or permission of the department chair. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

OFC 260 - Writing Skills for the Administrative Assistant

This course is designed for the Administrative Assistant in all areas of the workplace. The course will focus on composing business correspondence used in the office and

the ability to produce clear, accurate, and timely written communication. Prerequisite: ENG 101 (formerly ENG 11). Three lecture hours per week. Spring.

OFC 262 - Desktop Publishing Projects and Web Design (3 credits)

Students use an integrated-project approach in a local area network environment in this Office Administration core capstone course. Students create a simulated business and use the Office applications (Word, Excel, Access, PowerPoint, and Publisher) to develop materials associated with their business. Publishing concepts are presented and students develop critical thinking skills in selecting the appropriate software for the required task. The Internet and e-mail are also used. Prerequisite: OFC 214 and OFC 117 (formerly OFC 14 and OFC 17) with a grade of C or better or permission of the instructor. Three class hour per week. Instructional Support Fee applies. Spring.

OFC 264 - Administrative Transcription (3 credits)

Students develop machine transcription skills and integrate language arts principles to produce mailable business documents from dictated material. Students apply communication skills, editing skills and technical skills as they transcribe documents. Specialized dictation focuses on various industries, i.e. hotel, marketing, insurance, media and entertainment, banking, real estate, etc. Students use word processing software and state of the art transcription equipment. Prerequisite: OFC 214 and OFC 120 (formerly OFC 14 and OFC 20) with a grade of C or better or permission of the instructor. Three class hours and two lab hours a week. Instructional Support Fee applies. Spring.

OFC 266 - Administrative Office Management (3 credits)

This course provides a comprehensive introduction to office management principles, critical thinking, and concepts including organizational trends, technology, cultural diversity, and global business ethics. Basic principles of management, problem solving, system thinking, and productivity evaluation are explored. The Microsoft Excel Certification Exam is offered. Prerequisite: OFC 117 (formerly OFC 17) with a grade of C or better or permission of the department chair. Three class hours a week. Instructional Support Fee applies. Fall, Spring.

OFC 294 - Office Administration Colloquium (3 credits)

This seminar course prepares Office Administration students for employment and also enhances their communication skills. It covers researching a career; writing a resume, cover letter, and reference listing; practicing job interviewing techniques; working in teams to solve problems; assessing on-the-job situations; and enhancing professional communication skills. Students

create a portfolio in the course. Prerequisite: OFC 113 (formerly OFC 13) with a grade of "C" or better; OFC 214 (formerly OFC 14) with a grade of "C" or better or concurrent enrollment; permission of instructor. Three class hours per week. Instructional Support Fee applies. Spring.

OFF - Organic Farming

OFF 114 - Organic Farming Practices I (4 credits)

This is the first course of a two-semester sequence focusing primarily on sustainable organic principles and practices. Topics include sustainable agriculture principles and outlook, soil fertility, tillage, and management, composting, crop rotation, cover crops, propagation, weed management, pest and disease control, and season extension techniques. Five hours of combined lecture/lab per week. Competency met: Scientific Reasoning and Discovery (3.0) Instructional Support Fee applies. Fall.

OFF 115 - Organic Farming Practices II (4 credits)

This is the second of a two-semester sequence focusing primarily on sustainable organic principles and practices. Topics include farm management and economics, sustainable crop production for specific annuals and perennials, tree crops/fruits, greenhouse production, small livestock, on-farm processing, and marketing strategies. Some fieldwork is outdoors and there are off-campus trips. Co-requisite: SCI 115 (formerly SCI 15) or permission of the instructor. Five hours of combined lecture/lab per week. Instructional Support Fee applies. Spring.

OFF 116 - Water Acquisition and Conservation (2 credits)

This course is designed to give students an understanding of the science of water, including its chemistry, its movements in the environment, and its use in agriculture. The course introduces students to traditional and alternative ways of accessing water for agricultural use as well as methods to conserve this most precious resource. Two hours of lecture per week. Spring.

OFF 120 - Solar Greenhouse Production (1 credit)

This course is designed to teach students how to construct and maintain a solar greenhouse and to manage the production of food crops using organic techniques that consume minimal fossil fuels. Attention is given to methods that are sustainable by reducing the use of non-renewable sources of energy. This course is designed for students in the Organic Farming program or for the general public. This course is not intended to fulfill any science requirement. One hour of lecture and one hour of laboratory per week. Instructional Support Fee applies. Spring.

Corequisite: Co-requisite: OFF 115 or permission of the instructor.

OFF 122 - Natural Beekeeping Practices (1 credit)

This course is an introduction to the basic principles and practices of natural beekeeping that emphasizes organic methods. The course prepares new beekeepers to understand the basics well enough to begin their own beekeeping as a hobby or small enterprise. Topics include biology and life cycle of honey bees, equipment and supplies, starting a new hive, seasonal hive management, hive pests and diseases, and harvesting and marketing. Students have the opportunity to purchase new hives, equipment, and bees to establish their own hive in the spring. At least one field day will demonstrate installation, feeding, and beginning steps of establishing a new hive. One hour of lecture per week. Spring, Evening/Weekend only.

OFF 123 - Pest and Disease Control (1 credit)

This course focuses on crop pests. Pest control and deterrents are examined as well as identification of pests both large and small. Students are shown how to use safe, organic pest controls and to formulate their own controls. This course cannot be used to satisfy a science requirement. Prerequisite: OFF 114 (formerly OFF 14); co-requisite: OFF 115 (formerly OFF 15) or permission of the instructor. One lecture and one laboratory hour per week. Instructional Support Fee applies. Spring.

OFF 217 - Organic Farming Practicum (Spring) (2 credits)

This spring practicum is comprised of on-farm or field experience that focuses on the typical agricultural practices of the season, including farm planning, soil preparation, plant propagation, season extension, transplanting, record keeping, and livestock care, if available. The specific practices and skills will vary according to the particular host. Approved attendance to relevant professional meetings may also be used as part of the practicum. Students are expected to complete 2 hours of discussion/seminar per week and submit regular reports, a log of their on-site hours and complete a final report. This practicum requires at least 80 hours of supervised fieldwork experience at an approved host site. Prerequisite: OFF 114 or OFF 115 (formerly OFF 14 or OFF 15). Two lecture hours per week and 80 hours of supervised fieldwork per semester. Instructional Support Fee applies. Spring.

OFF 218 - Organic Farming Practicum (Summer) (4 credits)

The summer practicum is comprised of on-farm or field experience that focuses on the typical agricultural practices of the season, including farm management, soil amendments, plant propagation, transplanting, pest and weed control, harvesting, on-farm processing, marketing,

record keeping, and livestock care, if available. The specific practices and skills will vary according to the particular host. Approved attendance to relevant professional meetings may also be used as part of the practicum. Students are expected to complete up to two hours of discussion/seminar per week and submit regular reports, a log of their on-site hours and complete a final report. This practicum requires at least 160 hours of supervised fieldwork experience at an approved host site. Prerequisite: OFP 114 or 115 (formerly OFP 14 or OFP 15). Two lecture hours per week and 160 supervised fieldwork hours per semester. Instructional Support Fee applies. Summer.

OFP 219 - Organic Farming Practicum (Fall) (2 credits)

Offered in the fall semester, this practicum focuses on wrap-up operations, including late harvesting, crop gleaning, crop wintering, soil maintenance and restoration, compost development and maintenance, cleaning, and storage of machinery and tools. OFP 217, OFP 218, and OFP 219 must be taken sequentially within the same year starting with spring, continuing through summer, and ending in fall. Prerequisite: OFP 218 (formerly OFP 18). Four laboratory hours per week. Instructional Support Fee applies. Fall.

OTA - Occupational Therapy

OTA 111 - Introduction to Occupational Therapy (3 credits)

This course provides the foundation of occupational therapy principles and practice, which promote engagement in occupation to support participation in context(s). The foundations, history, and philosophical base of the profession and its personnel are explored. Emphasis is placed on the collaborative role of the Occupational Therapy Assistant and the Registered Occupational Therapist within the larger health care delivery system. The effect of age, gender, race, culture, and environment are discussed. The lab portion of the course provides students with opportunities to clarify their values, learn core values and attitudes, and develop the communication skills and professional behaviors necessary for a career in occupational therapy. The underlying principles of collaboration and lifelong learning are firmly established. Prerequisite: Admission to the OTA program or prior approval of the program director. Co-requisite: BIO 233, HLT 101 or HLT 102 (formerly BIO 33, HLT 13 or HLT 15). HCI 111 or MAA 101 (formerly HCI 11 or MAA 70) may be substituted for this requirement. Two class hours and two laboratory or three clinical hours a week. Instructional Support Fee applies. Fall; Day only.

OTA 117 - Psychosocial Performance (4 credits)

This course explores the role of the Occupational Therapy Assistant in various service delivery models in the

psychosocial area of Occupational Therapy practice. Students learn selected frames of reference, concepts of mental health and mental illness across the life span, and the effects of psychosocial dysfunction on areas of occupation. Client factors, therapeutic interaction concepts and skills, and occupational therapy process and methods are studied. Lab sessions incorporate the theoretical principles presented in lecture. Students learn to analyze activity demands relative to performance skills and contexts in areas of occupation. The therapeutic media component of the lab provides additional opportunities to demonstrate understanding of the meaning and dynamics of occupation by leading and/or evaluating activity groups utilizing purposeful activity. Prerequisite: Admission to the OTA program or permission of the program director. Pre- or co-requisite: PSY 101 (formerly PSY 51). Three lecture hours and two laboratory hours. Instructional Support Fee applies. Fall; Day only.

OTA 121 - Cognitive and Sensorimotor Performance (4 credits)

This course demonstrates how performance skills, performance patterns, context, activity demands, and client factors influence areas of occupation. The course explores the collaborative role of the COTA and OTR in the occupational therapy process. The lab emphasizes therapeutic intervention related to activities of daily living, education, work, play, leisure, and social participation and develops skills in family/caretaker training, environmental adjustments, adaptive equipment, assistive technology, and neuromuscular techniques. Prerequisite: OTA 111 and OTA 117 (formerly OTA 11 and OTA 17). Pre- or co-requisite: BIO 234 (formerly BIO 34). Three class hours and two lab hours a week. Instructional Support Fee applies. Spring; Day only.

OTA 125 - Movement in Human Performance (3 credits)

In this course, students incorporate their knowledge of anatomy and physiology to study muscle groups and their function relative to performing various activities. Clinical application of kinesiology and biomechanics to purposeful activity is explored. Students learn therapeutic applications of activity across the occupational performance areas. Fundamentals of the activity analysis process are emphasized. Prevention, health maintenance, and safety programs are integrated into the course. Students develop competencies in analysis and intervention related to range of motion, muscle testing, orthotics, and prosthetics in the lab. Prerequisite: OTA 111 and OTA 117, BIO 234 as a pre- or co-requisite; or OTA 111 or OTA 117, BIO 233 and permission of the program director (formerly OTA 11 and OTA 17, BIO 34 as a pre- or co-requisite; or OTA 11 or OTA 17, BIO 33). Two class hours and two lab hours a week. Instructional Support Fee applies. Spring; Day only.

OTA 127 - Psychosocial Therapeutic Modalities (4 credits)

In this course, students apply their knowledge of psychosocial performance and use their ability to analyze tasks relative to areas of occupation, performance skills, performance patterns, activity demands, context(s), and client factors to implement intervention plans in mental health and geriatric services. Students develop skills in therapeutic use of self, environment, and purposeful activity. The collaborative OTR/COTA relationship in the Occupational Therapy process is emphasized. The course studies community programming and treatment of populations via site visits and fieldwork opportunities. Students participate in laboratory to study the application and evaluation of advanced psychosocial group process. Prerequisite: OTA 111 and OTA 117 (formerly OTA 11 and OTA 17); or OTA 117 and permission of the program director. Two hours of lecture, two hours of laboratory hours, and three hours of fieldwork. Instructional Support Fee applies. Spring; Day only.

OTA 233 - Common Conditions of Physical Dysfunction (4 credits)

This course is presented in the third semester and builds on the student's foundation in movement in human performance, performance skills, performance patterns, activity demands, contexts, and client factors. Students learn to apply this knowledge to problem solve various therapeutic interventions for specific, commonly referred conditions affecting adults. The COTA role in the occupational therapy process is emphasized. Prerequisites: OTA 121, 125, and 127 (formerly OTA 21, 25 and 27). Three class hours and two lab hours per week. Instructional Support Fee applies. Fall; Day only.

OTA 235 - Professional Practice Skills (4 credits)

This course focuses on the OTA role in the delivery and management of occupational therapy services. It covers departmental operations, supervisory requirements, personnel development and supervision, quality assurance, documentation of OT services, compliance with regulations, reimbursement, and national and state credentialing requirements. Students discuss legal and ethical responsibilities and integrate values, attitudes, and behaviors congruent with the profession of occupational therapy. The lab component provides experience in clinical reasoning, documentation of the OT process of evaluation, intervention planning, implementation and review, and consumer and professional advocacy skills. Students formulate, analyze, and compare interventions through documentation of clients' engagement in occupation. Prerequisite: OTA 121, OTA 125, and OTA 127 (formerly OTA 21, OTA 25 and OTA 27) or prior approval of the program director. Two class hours and two lab hours and three fieldwork hours a week. Instructional Support Fee applies. Fall; Day only.

OTA 237 - Developmental/Pediatric OT Practice (4 credits)

Human development and the occupational therapy process in the treatment of developmental concerns are foundational concepts of this course. Normal development of the infant and child is explored within the context of environmental, community, social, and cultural influences and is compared with delayed development. Students learn pediatric practice skills to address sensorimotor, cognitive, and psychosocial performance. The lab component incorporates theoretical principles and provides opportunities to develop assessment, intervention planning and implementation, and documentation skills. Students demonstrate adaptation of the environment, tools, materials, and occupations to meet the needs of the pediatric population. Prerequisites: OTA 111, OTA 117, OTA 121, OTA 125, and OTA 127 (formerly OTA 11, OTA 17, OTA 21, OTA 25, and OTA 27). Three lecture and two laboratory hours per week. Instructional Support Fee applies. Fall; Day only.

OTA 241 - Level II Occupational Therapy Clinical Practice - A (5 credits)

The student will be assigned to a psychiatric, long term care or alternate agency under the supervision of a Registered Occupational Therapist or Certified Occupational Therapy Assistant. The student will be given the opportunity to apply his/her knowledge and skills to occupational therapy practice in sensorimotor, cognitive and/or psychosocial performance areas. Students will actively participate in a collaborative and supervisory relationship and experience being a part of the rehabilitation team. Pre-requisites: OTA 233, OTA 235, and OTA 237 (formerly OTA 33, OTA 35, and OTA 37). Eight- week, full-time placement. Instructional Support Fee applies. Spring; Day only.

OTA 243 - Level II Occupational Therapy Clinical Practice - B (5 credits)

The student will be assigned to a second clinical agency under the supervision of a Registered Occupational Therapist or Certified Occupational Therapy Assistant. The student will be given the opportunity to apply his/her knowledge and skills to occupational therapy practice in sensorimotor, cognitive and/or psychosocial performance areas. Students will actively participate in a collaborative and supervisory relationship and experience being a part of the rehabilitation team. Pre-requisites: OTA 233, OTA 235, and OTA 237 (formerly OTA 33, OTA 35, and OTA 37). Eight- week, full-time placement. Instructional Support Fee applies. Spring; Day only.

OTA 244 - Seminar in Occupational Therapy (2 credits)

The seminar component addresses practice-related experiences and question. The course provides opportunities to reflect and clarify ongoing fieldwork experiences. The application of didactic knowledge and laboratory experience along with an opportunity for clarification during the seminar component provides integration of the entire four semesters. Pre- or co-requisites: OTA 233, OTA 235, and OTA 237 (formerly OTA 33, OTA 35, and OTA 37) or prior approval of the program director. Two class hours per week. Instructional Support Fee applies. Spring; Day only.

PHL - Philosophy**PHL 101 - Introduction to Philosophy (3 credits)**

An introductory study of some of the most important problems of philosophy, including knowledge and reality, ethics, religious belief, freedom and determinism. Some consideration is given to the development of the Western philosophical tradition from Plato to twentieth century existentialism. Three class hours a week. Competency met: Social Phenomenon (5.4), Humanities (6.0), Ethical Dimensions (7.0). Fall, Spring.

PHL 111 - Introduction to Logic (3 credits)

This course is designed to assist the student in learning the fundamental principles for distinguishing sound arguments from fallacious ones. Arguments are studied as abstract patterns of reasoning and as a particular use of ordinary language. The course is intended not only for the serious philosophy student, but also for students who wish to develop the critical thinking skill needed to formulate sound arguments of their own and to evaluate the arguments of others. Competency met: Humanities (6.0). Fall, Spring.

PHL 152 - Ethics: Making Ethical Decisions in a Modern World (3 credits)

This course presents the various systems which philosophers in the Western World have devised for making ethical decisions. The course examines modern ethical problems, e.g. abortion, divorce, euthanasia, extramarital sex, war, and capital punishment in the light of these systems. It encourages the student to form reasoned solutions to the ethical problems of our day. Three class hours a week. Competency met: Social Phenomenon (5.4), Humanities (6.0), Ethical Dimensions (7.0). Fall, Spring.

PHL 153 - Philosophy of Education (3 credits)

This course is an introductory study of American education. The character and abilities that make a good professional teacher are discussed and educational theorists of Western Civilization are studied. Emphasis is placed on

traditionalist and experimental approaches to modern education. Three class hours per week. Fall.

PHY - Physics**PHY 101 - Technical Physics I (4 credits)**

This is a noncalculus-based introduction to the principles of physics and their applications. Emphasis is placed on understanding through problem solving. This course is not transferable to most four-year engineering degrees. Topics include vectors, Newton's law of motion, work, energy and machines. Pre/co-requisite: MTH 173 or MTH 141 (formerly MTH 13 or MTH 17). Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). Fall.

PHY 102 - Technical Physics II (4 credits)

This is a continuation of PHY 101. Topics include circular motion, hydrodynamics, thermodynamics, optics, electrostatics. Prerequisite: C or better in PHY 101 (formerly PHY 01) and concurrent registration in MTH 142 (formerly MTH 18) or permission of instructor. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). Spring.

PHY 211 - General Physics I (4 credits)

This course and Physics 212 are a one-year calculus-based introduction to the principles of physics and their applications. Emphasis is placed on understanding through problem solving. This course is transferable to four-year engineering degrees. Topics include vectors, Newton's law of motion, work, energy, rotational motion, and simple harmonic motion. Prerequisite: MTH 214 (formerly MTH 14) or concurrent registration in it or permission of instructor. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits. Spring.

PHY 212 - General Physics II (4 credits)

This is the second semester continuation of PHY 211. Topics include the laws of gravity and satellite motion, optics, electromagnetism. Prerequisite: C or better in PHY 211 and MTH 215 (formerly PHY 11 and MTH 15) or concurrent registration in it, or permission of instructor. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0) 4 credits. Fall.

PLB - Phlebotomy**PLB 102 - Principles and Methods of Phlebotomy (4 credits)**

This course explores the history of phlebotomy and related topics necessary for the phlebotomist to work in a clinical

laboratory or other medical setting. A continuation of MED 101, it covers a variety of topics at a more advanced and in depth level, including anatomy and physiology of the vascular system, CPR training/certification, computer applications, arterial/venous and capillary specimen procurement, as well as maintenance of equipment used in specimen collection. Also covered are difficult draws, ECG testing, microbiological specimen processing, blood donor collection, glucose POC testing, and routine computer applications. Prerequisite: MED 101 (formerly MED 10). Open to students enrolled in Phlebotomy Certificate Program only. This course includes 45 hours lecture/lab to be completed at the College during the first half of the semester, and 120 hours of phlebotomy experience at an affiliate agency during the second half of the semester. Instructional Support Fee applies. Spring; Day only.

PLS - Paralegal Studies

PLS 101 - Civil Litigation and Procedure (3 credits)

This course presents an overview of the stages of civil litigation and the rules of civil procedure. Students learn how to gather information and evidence in a civil lawsuit. Students gain a thorough understanding of the discovery process and prepare appropriate discovery materials and respond to discovery requests. Students draft complaints, answers, and motions and file and obtain service of court documents. Pre- or co-requisite: LGL 180 (formerly LAW 80). Three hours of lecture per week. Fall.

PLS 120 - Basic Legal Research (3 credits)

This course presents a practical, hands-on approach to developing basic legal research skills and understanding relevant legal terminology. Students are introduced to a wide array of primary and secondary law resources, first using law books and then moving to electronic resources. Assignments require students to refine their skills by focusing on specific legal issues and finding key points of law. The course emphasizes the use of legal citators and cite checking. Prerequisite: ENG 101, LGL 160, and LGL 180 (formerly ENG 11, LAW 60, LAW 80) with a grade of C or better. Three hours of lecture per week. Spring.

PLS 121 - Family Law and Procedure (3 credits)

This course presents an overview of family law with particular emphasis on the procedural aspects of the marriage contract, property rights of the parties, legal roles of husband and wife, adoption, protection from abuse, alimony, child support, and termination of marriage. The role of the paralegal in a family law office is studied. Pre- or co-requisite: LGL 180 (formerly LAW 80). Three lecture hours per week. Spring.

PLS 230 - Criminal Law and Procedure (3 credits)

This course provides an overview of criminal law and procedures from the perspective of legal practitioners with special focus on the respective rights and duties of the defense and prosecution. It explains the fundamental basis and purpose of criminal law in our society and examines the major categories of crime from the common law through their modern codification. It also covers the development and present state of the law as it applies to arrest, search and seizure, statements by the accused and others, the right to counsel, trial proceedings and issues, sentencing, punishment, and appeal. Prerequisite: LGL 180 (formerly LAW 80). Spring.

PLS 231 - Interviewing and Investigation (3 credits)

In this course students learn the basic skills required in interviewing and investigation. Topics include establishing rapport with the client, questioning techniques (including dealing with a reluctant witness), finding/preserving information, and ethics. Using mock exercises, students will interview and investigate in a variety of legal situations. Prerequisites: PLS 101 and PLS 120 with a grade of C or better. Spring.

PLS 232 - Advanced Legal Research and Writing (3 credits)

This course builds on the legal research and reasoning skills developed in PLS 120. Students are required to apply legal analysis and develop proper writing style by drafting case briefs, legal correspondence, motions and pleadings, and legal memoranda. Students become familiar with other common legal forms and appellate briefs. Three lecture hours per week. Prerequisite: PLS 101 and PLS 120. Fall; Spring.

PLS 234 - Legal Ethics (3 credits)

This course presents the ethical considerations and dilemmas faced by paralegals in their work environment. Students will explore complex ethical issues using case studies, literature, and films. Prerequisites: PLS 101 and PLS 120. Fall.

PLS 235 - Immigration Law (3 credits)

This course presents the immigration and nationality laws of the United States focusing on the administrative agencies involved in administering those laws. Topics include the immigrant selection system, visas, exclusion, removal, change of status, and refugee/asylum status. Special emphasis given to the paralegal's role in working with aliens and preparing major immigration forms. Prerequisites: PLS 101 and PLS 120. Fall.

PLS 240 - Real Estate Law (3 credits)

This course presents substantive law related to real estate property, including types of ownership, purchase and sales documentation, title examination, deed and mortgage

preparation, and closing procedures and documentation. Sample forms including leases, purchase and sale agreements, and closing forms are reviewed and drafted. Pre- or Co-requisite: LGL 180 (formerly LAW 80). Spring.

PLS 241 - Wills, Estates, and Trusts (3 credits)

This course provides a theoretical and practical understanding of the laws of inheritance and estate planning. Students prepare a basic will and trust document and learn the procedure for probate. Estate planning, the role of the probate courts, and basic inheritance issues are explored and discussed. Pre- or co-requisite: LGL 180 (formerly LAW 80). Three lecture hours per week. Fall.

PLS 242 - Business Organization for Paralegals (3 credits)

This course provides an overview of the legal environment of business. Students will concentrate on various legal entities, their advantages, similarities, and differences, and the laws specific to each entity. Students will become familiar with agencies governing businesses and prepare common legal documents. Pre- or Co-requisite: LGL 180 (formerly LAW 80). Fall; Spring.

PLS 243 - Paralegal Internship (3 credits)

This internship places students in a law office or in a law-related setting in corporations, courts, banks, government agencies, etc. to further enhance their paralegal training in a work environment under the supervision of a faculty member and an assigned practicing attorney. Prerequisite: A minimum GPA of 3.0 and sophomore status, and approval of the program director/department chair. Open only to Paralegal Studies students. Fall; Spring.

POR - Portuguese

POR 101 - Elementary Portuguese I (3 credits)

Beginning training in the four basic skills: reading, writing, speaking and aural comprehension. An introduction to Lusophone culture is included. One hour of Laboratory practice is required. Only for students with no language background or one to two years of high school Portuguese with a C average. Students with an A or B average are encouraged to enroll in the 102 level. Three class hours and one language laboratory hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0). Fall, Spring; Evening/Weekend.

POR 102 - Elementary Portuguese II (3 credits)

A continuation of training in the four basic skills: reading, writing, speaking and aural comprehension. Cultural and daily living topics are included. Prerequisite: POR 101 (formerly POR 01) or two years of Portuguese in high school with an A or B average. Three class hours and one lab hour per week. Instructional Support Fee

applies. Competency met: Humanities (6.0). Fall, Spring; Evening/Weekend.

POR 201 - Intermediate Portuguese I (3 credits)

A review and continuation of Portuguese grammar plus additional training in the four skills: reading, writing, speaking and understanding. Readings and discussions based on cultural topics, contemporary literature, newspaper articles, Internet sources and video. Prerequisite: POR 102 (formerly POR 02) or three years of high school Portuguese with a C average. Three class hours and one language lab per week. Instructional Support Fee applies. Competency met: Humanities (6.0). Fall, Spring; Evening/Weekend.

POR 202 - Intermediate Portuguese II (3 credits)

A continuation of POR 201. Further grammar review based on readings and compositions. Intensive practice of spoken language. More advanced readings from Lusophone literature and culture. Frequent compositions and written exercises. Prerequisite: POR 201 (formerly POR 11) or four consecutive years of high school Portuguese with a C average. Three class hours and one language lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0). Fall, Spring; Evening/Weekend.

POR 321 - Portuguese for Interpreters (3 credits)

This course develops Portuguese language skills to ensure oral competency in a variety of interpreting settings. Students refine their extensive Portuguese vocabulary and acquire abilities in terminology research, dictionary usage, and glossary building. Students engage in practical communication activities found in various community settings. This course covers medical terminology and also covers basic terminology used in the fields of human services and education. The course is taught primarily in Portuguese. Prerequisite: Passing score on the oral and written entrance examination for the Portuguese/English Community Interpreting program. Three class hours per week. Competency met: Humanities (6.0). Fall, Spring.

POR 322 - The Portuguese Language in the World: An Introduction to the Lusofonia (3 credits)

This course is a general overview of the Portuguese language in the world: the birth of the Portuguese idiom, the evolution of the language throughout the centuries, and its place in today's society. The instruction focuses on the following basic aspects of the language: the study of the diversity of the communities that speak the language in today's world, which include Portugal (mainland and the islands of The Azores and Madeira), Brazil, Cape Verde, Angola, Mozambique, Guine-Bissau, St. Tome e Principe, and East Timor, and the interpretation of the chronology of this romance language as an organized linguistic system. Special attention is given to the Portuguese

language in immigrant communities. Texts used to study the language include fiction, poetry, critical essays, and audio-visual materials (films, CDs). Prerequisite: POR 321 (formerly POR 21) or permission of the instructor. Three lecture hours per week. Competency met: Humanities (6.0). Fall, Spring; Not offered every year.

POR 352 - Written and Sight Translation for English and Portuguese (3 credits)

This course focuses on the theory, process, and techniques of written and sight translation. Students engage in a variety of hands-on experiences with translation and editing. Materials may include government and other agency forms such as applications; reports; certificates; and school, social service, and medical documents. The course prepares students for practical, community-based translations. Students review the English and Portuguese skills necessary to produce clear and polished written and sight translations. Prerequisite: HUM 156 (formerly HUM 56). Three class hours a week. Fall, Spring.

POR 353 - Interpreting Portuguese/English (3 credits)

This course examines the process of interpreting through hands-on experiences with both Portuguese and English as target and source languages in the process of interpreting. Starting with consecutive interpreting and ending with simultaneous interpreting, students apply interpreter theory, exercise process tasks, and practice fundamental interpreting skills and standards in a variety of simulated settings. Students discuss, develop, and practice strategies to deal with problematic linguistic and cross-cultural situations. Prerequisite: POR 321, POR 322, HUM 156 (formerly POR 21, POR 50, HUM 56). Three lecture hours and one laboratory hour per week. Instructional Support Fee applies. Fall, Spring; Not offered every year.

PSY - Psychology

PSY 101 - General Psychology (3 credits)

This course provides an introduction to the field of psychology, including its history and controversies, its subfields and divisions, its major theorists and theoretical perspectives, and its current state and promise. The focus will be on how we develop across the life span, the biological basis of our behavior, the nature of intelligence and learning, personality, psychological disorders, and how we behave in social situations. The aim is for students to gain an appreciation for the science of psychology and how it can be applied to our own lives. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09).

Three class hours a week. Competency met: Social Phenomenon (5.4). Fall, Spring, Summer.

PSY 165 - Psychology of Learning, Motivation, and Achievement (3 credits)

This course examines the scholarly literature concerning nonintellectual factors related to student success in college and career. The facets covered include the literature on psychological factors, skills, and behaviors that have been found to be positively associated with Grade Point Average (GPA); graduation from college with a baccalaureate degree in a timely manner; and attaining fulfilling work in a professional job upon graduation from college. The relevance of these factors, skills, and behaviors to each student's own success in college and selection of a college major and career is explored through critical analysis and evaluation of them. The primary focus is on factors affecting each student's own learning, motivation, achievement, selection of a college major, and definition of a tentative career path. Another focus is on learning strategies for helping oneself and others become more successful students. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and /or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09). Three hours of lecture per week per week. Fall, Spring, Summer.

PSY 168 - Psychology of Work (3 credits)

This course examines work from a psychological perspective. Students gain insight into the vital link between work and mental health, defined as the capacity to work, play, and love. The fields of industrial, organizational, and personnel psychology are explored. Students dissect major aspects of the work environment: workers, workforce relations, the workplace, and working ways. The course examines scientific methods and findings from culturally diverse, global, and interdisciplinary studies. The course considers external factors that influence work productivity, adaptation, and satisfaction, along with internal factors such as personality, learning, and motivation. The course emphasizes the impact of current trends upon workers (e.g., information technology, telecommuting, socio-economics, collaborations, cultural diversity, and globalization). Students tackle ethical, legal, and psychosocial issues such as harassment, discrimination, conflict, abuse, violence, social injustice, corruption, stress, burnout, and workaholism. The course analyzes workplace dilemmas via cases, examples, and exercises. Students articulate the meaning of work for themselves and others, globally, in terms of mental health. Competency met: Social Phenomenon (5.4), Ethical Dimensions (7.0). Fall.

PSY 252 - Child Development (3 credits)

A study of the development of human behavior from conception to adolescence with special emphasis on childhood. Special attention is given to the physical, social and cultural factors as well as the child's interpersonal relationships. Prerequisite: PSY 101 (formerly PSY 51). Three class hours a week. Fall, Spring, Summer.

PSY 253 - Adolescent Psychology (3 credits)

This course focuses on the development of the adolescent. The major theories regarding adolescents, with emphasis on their attitudes, values, motives, and problems of adjustment are studied. Prerequisite: PSY 101 (formerly PSY 51). Three class hours a week. Spring.

PSY 254 - Psychology of Personality (3 credits)

This course examines various theories of personality and how they have contributed to our understanding of human behavior. Constitutional, physiological, social, and cultural factors in the development of the individual are studied. Emphasis is placed on the normal individual and adjustment to change in terms of ego processes. Prerequisite: PSY 101 (formerly PSY 51). Three class hours a week. Competency met: Social Phenomenon (5.4). Fall, Spring, Summer.

PSY 255 - Abnormal Psychology (3 credits)

This course focuses on a wide range of ways in which personality may become disordered. Emphasis is placed on normal human development as highlighted by psychopathology and on problems of treatment. Prerequisite: PSY 101 (formerly PSY 51). Three class hours a week. Fall, Spring.

PSY 257 - Social Psychology (3 credits)

This course provides in-depth study of interpersonal behavior, focusing on such factors as socialization and personality, attitude formation and change, perception of self and others, interpersonal attraction, "the self-fulfilling prophecy," conformity and deviance, altruism, conflict and aggression, authoritarianism, prejudice, and behavior in groups. The course examines the scientific research in the field and methods of investigating interpersonal behavior. Three class hours a week. Fall, Spring

PSY 258 - Introduction to Behavior Modification (3 credits)

This course is designed to help the student develop an understanding and appreciation of behaviorism in psychology. Emphasis is placed on the various techniques used in a clinical or hospital setting to modify patient behavior. Prerequisite: PSY 101 (formerly PSY 51). Three class hours a week. Fall, Spring, Summer.

PSY 259 - Psychology of Personal Adjustment (3 credits)

This course will provide an opportunity for students to gain insight into their own behavior as well as that of others. Goals for this course include: understanding personal adjustment and growth across the life span, dealing with life changes and developing adequate coping mechanisms for making self-affirming life choices, maintaining health, managing stress, relating to others in social environments, and developing effective interpersonal relationships. Strategies for exploring life options and making effective decisions are emphasized. Importance is placed on the role of beliefs and values in the decision-making process and the problems that arise out of value conflicts. Prerequisite: PSY 101 (formerly PSY 51). Three class hours a week. Competency met: Social Phenomenon (5.4), Ethical Dimensions (7.0). Spring.

PSY 260 - Topics in Psychology (3 credits)

A one-semester course on a specific topic in psychology. Topic to be announced each semester. Three class hours a week. Not offered every year.

PSY 261 - Topics in Psychology (3 credits)

A one-semester course on a specific topic in psychology, which has been given a cultural diversity designation by the College. Topic to be announced each semester. Three class hours a week. Not offered every year.

PSY 262 - Introduction to Thanatology (3 credits)

This course is a survey of the numerous loss experiences in the human condition with special attention to dying issues, the demography of death, grief, funeralization and memorialization. Attention will be given to special types of grief, children's education and afterlife theories. Three hours a week. Fall.

PSY 263 - Honors Seminar in Empowering Women (3 credits)

This course examines the development of women throughout the lifespan as well as the psychological and social barriers that prevent them from achieving their desired life goals. Special attention is given to the cognitive, physical, social, and cultural factors affecting the development of girls and women as well as their interpersonal relationships. The importance of cross-cultural research for interpreting data on women's development is stressed. Prerequisite: Enrollment in Honors Program or permission of instructor. Three class hours a week. Competency met: Global Awareness (5.2). Fall.

PSY 264 - Psychology of Grief (3 credits)

The course is an in-depth experience into the myriad facets of the grieving process. It is designed to enlighten the

student cognitively and affectively about the components, determinants, manifestations and specific reactions of various losses and the consequent grieving process. The differences between normal and unresolved grief, the tasks of grieving and the holistic impact will be addressed. Special attention will be given to traumatic death grief. Three class hours a week. Fall, Spring, Summer.

PSY 266 - Introduction to Grief Counseling (3 credits)

The course focuses on the qualities and skills as well as the functions and goals of the grief facilitator. Pre-need, at need, aftercare intervention and healing techniques will be addressed for a variety of loss experiences. An in-depth analysis of counseling theories will be presented as well as resources for referral counseling. Three class hours a week. Spring.

PSY 267 - Introduction to Gerontology: The Study of Aging (3 credits)

Society as a whole is rapidly aging at an unprecedented rate. Using a multi-disciplinary approach, the aging process is examined from a variety of perspectives, including contemporary biological, psychological, and social theories. Various problems facing today's elders -- and those in care-taking roles for older adults -- are examined, including health, social, economic, political, and other age-related issues. Three hours of lecture per week. Spring.

PSY 269 - Geropsychology (3 credits)

This course offers an in-depth, holistic examination of the biological, emotional, and mental components of the human person in the aging process and how they impact the health, lifestyle, and social life of elders. Special attending is given to Alzheimer disease as well as emotional and personality disorders encountered by elders. Three hours of lecture per week. Fall, Spring.

PSY 270 - Sports Psychology: A Multicultural Approach (3 credits)

The course offers a psychological perspective on sports, emphasizing the experience of those who have broken barriers or seek to. After a general introduction to the field of sports psychology, students read case studies, autobiographical and biographical accounts, and scholarly research related to issues of gender, race/ethnicity, and disabilities. Topics illustrate common psychological concepts such as stereotype threat and identity formation. Prerequisite: PSY 101 (formerly PSY 51). Three lecture hours per week. Competency met: Multicultural Perspective (5.3). Spring.

PSY 271 - Global Leadership (3 credits)

This course provides students the opportunity to identify and develop some of the interpersonal competencies and skills that are important for success as a leader in a global

workforce. Students assess their global leadership potential and identify strengths and areas in need of improvement. They learn needs assessment and project design skills, problem-solving strategies, and team-building skills and practice them while either serving at a non-profit organization in the community or leading peers on a community service project. Students reflect on their service experience and identify some possible projects for which they could apply their education to address social problems in their communities in the future. Three hours of lecture per week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0). Spring.

PSY 295 - Honors Seminar in Community Leadership (3 credits)

In this interdisciplinary course, students review the scholarly literature on leadership to gain a concise grounding in major leadership concepts and theories, including a contemporary approach for leadership in groups, communities, and organizations. Working in groups, students practice problem-solving strategies and leadership skills by developing a project plan to help a nonprofit organization provide a service needed in the community, leading service-learning students to implement it, and assessing the project and their personal growth using guided-reflection techniques. Prerequisite: Enrollment in the Commonwealth Honors Program or permission of the instructor. Three hours of lecture per week. Spring.

RAD - Pre-Radiology

RAD 101 - Orientation to Radiology Technology (3 credits)

This course is designed to provide the student with an overview of the foundations of radiology technology and the practitioner's role in the health care delivery system. It examines the principles, practices, and policies of the educational program; health care organizations; and principles of radiation, health safety, and professional responsibilities of the radiology technologist. Prerequisites: BIO 233, CIT 121, HLT 101, MTH 171, PHY 101 (formerly BIO 33, CIT 11, HLT 13, MTH 10, PHY 01); co-requisites: BIO 234, CIT 122, HLT 102 (formerly BIO 34, CIT 12, HLT 15). Three lecture hours per week. Instructional Support Fee applies. Not offered every year.

RDG - Reading

RDG 070 - Study Skills: Learning How to Learn (1 credit)

This course is designed to help students succeed in college by emphasizing techniques that encourage understanding and retention of course material. Topics include

establishing a proper study environment, listening skills, time management, note taking, reading a textbook, taking examinations, and ways of drawing on personal and environmental resources for academic success. Credit cannot be applied toward a degree. Grade points earned in this course will be included permanently in the SPI. One or two class hour(s) a week. Instructional Support Fee applies. Fall, Spring, Summer.

RDG 080 - Fundamental of Reading Development (3 credits)

This competency-based course provides students with an understanding of their reading strengths and weaknesses. Emphasis is placed on fundamental reading skills: word-analysis, vocabulary development, and reading comprehension. Students practice these skills through group and individual instruction using newspapers, magazines, textbooks, and literature. After completing RDG 080 (formerly RDG 09) with a C - or better, students enroll in RDG 090. Only students who demonstrate competency on a college reading test may waive RDG 090. Credit cannot be applied toward a degree. Grade points earned in this course will be included permanently in the SPI. Two class hours and two lab hours a week. Instructional Support Fee applies. Fall, Spring, Summer.

RDG 090 - College Reading and Learning Strategies (3 credits)

This competency-based course is designed to improve students' critical reading, thinking and learning strategies. Emphasis is placed on the critical reading skills necessary to understand complex college textbook materials: to identify main ideas and supporting details, make inferences, draw conclusions, appreciate figurative language, and analyze and synthesize information. As part of the final evaluation of RDG 090, students must demonstrate competency on a college reading test before enrolling in courses requiring higher order reading skills. Prerequisite: C- or better in RDG 080 or appropriate score on the college's placement test; ESL students may substitute ESL 123 for RDG 080. Three class hours a week. Instructional Support Fee applies. Fall, Spring, Summer.

RDG 090 credit cannot be applied toward a degree. Grade points earned in this course will NOT be included permanently in the cumulative GPA. Grade points earned in this course WILL be included permanently in the cumulative SPI.

RDG 101 - Critical Reading and Thinking: Interdisciplinary and Intercultural Perspectives (3 credits)

This course is intended for students who have completed or who are exempt from RDG 090 who wish to develop critical reading and thinking skills across the disciplines

and gain perspectives on many cultures. Emphasis is placed on the critical reading and thinking skills of analysis, problem solving, identification of supporting evidence and underlying assumptions, logic, and reasoning. Students apply these skills through the reading and discussion of selections chosen from the humanities, social sciences, natural sciences, and contemporary periodicals. Works by African-Americans, Latinos, Asians, and Native Americans as well as European authors are included. This course has been given the cultural diversity designation by the College. Three class hours per week. Instructional Support Fee applies. Fall, Spring.

RMN - Retail Management

RMN 111 - Retail Management - Principles of Buying (3 credits)

Provides the student with a primary understanding of the retail merchandising principles and terminology. Emphasis will be placed on the coordination of store policies and objectives in the planning, acquisition, measurement, and control of inventory. Topics include: an introduction to the crucial negotiating process, the bargaining by the buyer with the vendor to buy goods and services; an awareness of the role of a buyer in relation to other store personnel; facts about the evolution and classifications of retail institutions along with a comparison of various types of retail operations, by ownership, by store-based, and by non-store-based institutions; and a requisite knowledge concerning the impact of technology on relationships in retailing and on the planning, buying, and selling functions. Three class hours per week. Fall.

RMN 112 - Retail Management - Merchandising Strategies (3 credits)

This course is designed to introduce students to retail merchandising principles, terminology, and basic mathematics involved in the operation of a retail enterprise. Computer spreadsheet applications are used to enhance analysis of the store merchandising. Students learn the basic merchandising equations, and become acquainted with various principles, practices, and techniques used in the planning and control of stock. Three class hours per week. Spring.

RMN 114 - Retail Management - Fundamentals of Fashion and Textiles (3 credits)

This course is an introduction to fashion and textiles presenting a history of fashion, a working knowledge of textiles and their development, as well as an understanding of the influences on fashion. Technology and computer applications are examined in relation to the development of today's fashions. This introduction to fashion and textiles includes an understanding of fashion, and a workable knowledge of textiles. An important part of this course is the study of the manner in which fashion products are

conceived, produced, and finally sold to the ultimate consumer. Three class hours per week. Spring.

RMN 115 - Creative Fashion Presentation, Promotion, and Visual Merchandising (3 credits)

The course is designed to introduce students to current concepts of visual merchandising. Topics include visual merchandise planning, interior and exterior displays, the use and importance of mannequins, color, lighting, and fixtures, as well as types of displays. For Fashion promotion, the students learn to prepare and present written fashion information, as well as creative fashion presentations. The students explore methods and techniques of educating the consumer and promoting good design through fashion shows, clinics, or special events. Three class hours per week. Spring.

RMN 116 - Retail and Fashion Merchandising Field Study (3 credits)

In this course, an internship seminar and field study components provide students on-the-job training in retail and serves as a link between the classroom and the business world. The seminar portion utilizes case studies, group discussion, and invites guest lecturers from the retail industry to share their background and knowledge. This course fosters transference of knowledge and skills from academia to the workplace. Students attend a one-hour per week classroom seminar and work 10-15 hours per week in their field of interest. The instructor and employer offer experienced supervision to students during their work-based learning experience. Fall.

RMN 117 - Fundamentals of On-Line Retailing (1 credit)

This course provides students with an introduction to the development of electronic commerce and the basic skills necessary to start and manage a web-based business. Students compare and analyze traditional distribution systems to that of e-commerce. Students assess the direction of Business-to-Business e-commerce and the development of Business-to-Consumer e-commerce. Students analyze changes caused by the growth of e-commerce in relation to traditional retailing, including issues about market research, promotion, legal aspects, security issues, and ethics. Students attend a one-hour weekly seminar. Spring.

RMN 118 - Workshop in Team Development and Managerial Communications (1 credit)

The course emphasizes the development of managerial skills through individual and team participation. Students role-play and participate in workshop activities to improve their communication skills, managerial techniques, teamwork, and leadership abilities. This course integrates aspects of retailing operations along with the skills required to be an effective leader. One class hour per week. Spring.

SCI - Science

SCI 112 - Principles of Ecology (4 credits)

An introduction to basic principles of ecology. The interaction of abiotic and biotic components of ecosystems are discussed as well as the effects of human intervention. Some labs are field trips. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). Fall.

SCI 113 - Physical Science (4 credits)

This course introduces non-science majors to the physical sciences. It focuses on selected topics from chemistry, physics, geology, and astronomy. Students apply scientific method in the laboratory and learn proper laboratory safety. Prerequisite: Introductory Algebra competency or high-school algebra. Three class hours and two laboratory hours per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). Fall, Spring.

SCI 115 - Science and Care of Plants (4 credits)

This course is an introduction to the basic principles of plant science (structure, function, growth requirements, et.) as a basis for consideration of topics of greater practical interest (e.g., horticultural techniques, uses of plants, identifying plants, landscaping). Three class hours and two laboratory hour per week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). Spring.

SCI 116 - The Chemistry of Fire Behavior and Combustion (4 credits)

This course explores the theories and fundamentals of how and why fires start, spread and are controlled. The course includes an examination of the chemical requirements for combustion, the chemistry of fuels and explosive mixtures. Also, the various methods of stopping combustion, and an analysis of the properties affecting fire behavior. Three class hours and three laboratory hours a week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). (FESHE Approved). Fall; Spring.

SCI 117 - History and Philosophy of Science (3 credits)

A survey of the philosophical, political, economic and social underpinnings of science since ancient times. The major focus of the course is on the period since the sixteenth century and on the conceptual framework within which scientists in each age have had to work. Three class hours a week. Competency met: Scientific Reasoning and Discovery (3.0), Global Awareness (5.2). Fall, Spring.

SCI 118 - Science, Technology, and Society: A Chemical Perspective (4 credits)

This course surveys selected chemical principles to serve as a foundation for understanding problems facing contemporary society. Topics include nuclear reactions, energy production and consumption, food production and preservation, toxic chemicals, and water and air pollution. Other topics based on current events may be considered. Three class hours and two laboratory hours a week. Instructional Support Fee applies. Fall.

SCI 119 - Coastal Science (4 credits)

An overview of the physical and biological structure of our southern New England coastline and the factors, including humans, which act on it. Particular emphasis will be given to consideration of the processes which shape the shoreline and to the biology and ecology of the most significant organisms of coastal communities such as salt marshes, sand dunes, rock shores and beaches. There will be several field trips to study local examples of the features and communities discussed. Prerequisite: One year of high school laboratory science or one semester of college laboratory science, preferably biology. Two class hours and one three-hour recitation lab. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). Fall.

SCI 125 - Social and Ethical Issues in Science, Technology, and Health Science (3 credits)

This course will explore the ethical and social issues that scientists encounter during the process of scientific investigation. This course covers topics from many scientific disciplines, including biology, medicine, physics, and astronomy. Students are exposed to the interdisciplinary nature of contemporary scientific investigation and to the ethical dilemmas that can arise when scientific advances have ambiguous implications for improving the quality of life. Class sessions emphasize student discussions and use case studies and written assignments as a format for promoting critical discussions of complex topics. Participation in this course will encourage the student to develop his/her own ethical views regarding science and technology, and will foster awareness of multiple perspectives on ethical issues in the sciences and on the role of scientific integrity in research. Three lecture hours per week. Instructional Support Fee applies. Fall, Spring

SCI 130 - Introduction to Aquaculture (1 credit)

This course serves as an introduction to the science of aquaculture, with heavy emphasis on the understanding of water as an environmentally and economically important factor. Topics include a general overview of the history of aquaculture, the requirements of the typical species cultured in New England, and an investigation into

aquaculture as an entrepreneurial opportunity. The class meets once a week for five weeks. Fall, Spring; Evening/Weekend only.

SCI 131 - Techniques in Aquaculture (2 credits)

This course introduces the student to the skills and techniques necessary for a basic competency in the science of aquaculture. These skills include mathematical computations, graphing, data recording, and analysis, as well as the presentation of a laboratory report. Students learn the history of aquaculture, become familiar with finfish, shellfish, and aquatic plants that are involved in culture, and the subtle differences between aquaculture and mariculture. Students also investigate two types of aquaculture systems, the recirculating system and the pass-through system, and become proficient in the operation and maintenance of these systems. Prerequisite: Introductory Algebra competency or permission of the instructor. High school biology and chemistry recommended. Two class hours a week. Instructional Support Fee applies. Fall, Spring; Evening/Weekend only.

SCI 132 - Aquaculture: Introduction to Principles and Practices (4 credits)

This course provides students with an introduction and overview of the field of aquaculture. Topics covered include basic principles of aquaculture; examples of major animal and plant species cultured in fresh, brackish and marine systems; types of aquaculture systems (open and closed); methods employed in culture systems; aquaculture markets; government regulations; and factors adversely affecting aquaculture systems (diseases, species behavior, etc.). The objective of the course is to provide students with an introduction to the science and technology of aquaculture in preparation for further study or for entry-level jobs in this developing industry. Three lecture hours and three laboratory hours per week. Fall, Spring; Evening/Weekend only.

SCI 240 - Introduction to Oceanography (4 credits)

This course is a study of the inter-relationships among geological, chemical, physical, and biological processes and systems in the world's oceans. Emphasis is placed on methods of collection of oceanographic data as well as its interpretation and significance to the current world problems, including global climate change. The course is designed for students with a strong interest in the marine environment who have some preliminary background in one of the traditional areas of environmental science, namely biology, chemistry, or geology. Although the course does not require advanced mathematical skills, lab exercises may require simple computations, graphing, and map reading. Prerequisite: One semester of a college-level laboratory science with a grade of C or better, or completion of CHM 090 (formerly CHM 10) with a grade of B or better, or permission of the instructor. Three hours of lecture and two hours of laboratory per

week. Instructional Support Fee applies. Competency met: Scientific Reasoning and Discovery (3.0). Fall, Spring, Summer.

SOC - Sociology

SOC 101 - Principles of Sociology (3 credits)

This is an introductory course which presents the basic processes of human interaction and the concepts which describe their operation in everyday life. It studies the impact of culture, how we learn and conform to culture, and why deviance occurs. Principles of group behavior and social organization are viewed in the context of American culture and subcultures. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09). Three class hours a week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0). Fall, Spring, Summer.

SOC 212 - The Sociology of Social Problems (3 credits)

This course focuses on the structure and dimensions of social problems confronting populations both in the United States and across the globe. Emphasis is placed on the problems of global poverty, work and unemployment, gender and racial inequities, environmental degradation, crime and drug addictions, disease and health care delivery, civil conflicts, and terrorism. The course attempts to understand the social structural causes of these problems and explores potential solutions. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09). Three class hours a week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0). Fall, Spring, Summer.

SOC 216 - Food, Famine, and Farming in the Global Village (3 credits)

This course analyzes the social-structural forces that shape the global food system with particular focus on societal problems emanating from the fossil-fuel-based, industrial agricultural model that now dominates world-wide food production, distribution, and consumption. Areas covered include an historical overview of subsistence strategies, the Green Revolution, threats to food security and water access, first-world obesity and third-world famine, the impact on food systems due to climate change and fossil fuel depletion, population swells, food-based social movements, and alternative food systems. Three hours of lecture per week. Fall.

SOC 226 - Sustainability and Humankind's Future: Life on a Tough New Planet (3 credits)

This course focuses on fundamental sustainability problems confronting humankind in the face of climate change, peak oil, resource depletion, species extinction, and societal collapse. Areas covered include social structural conditions driving overshoot; threats to natural systems; population and Earth's carrying capacity; the political economy of globalization; complexity and systemic collapse; systems analysis; transitioning to post-carbonism; and transitional sustainability movements. Three lecture hours per week. Spring.

SOC 251 - Marriage and the Family (3 credits)

This course attempts to give the student a realistic view of marriage. It explores marital expectations, mate selection, patterns of intimate communication, and problems of adjustment, showing how different societies influence these behaviors. Attention is given to the changing patterns of sex roles and family in American society today. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09). Three class hours a week. 3 credits Fall, Spring, Summer

SOC 252 - The Sociology of Human Relations (3 credits)

This course explores the social-structural, social-psychological, and socio-political dimensions of human relations evolving in the midst of rapid social transformations occurring throughout the contemporary world. Focus is placed on the changing character of human relations within the context of work, family, and civil society as traditional social patterns give way to globalization. Potential developments of future societies and patterns of interaction are explored. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09). Three class hours a week. Competency met: Global Awareness (5.2), Social Phenomenon (5.4), Ethical Dimensions (7.0). Fall, Spring, Summer.

SOC 254 - Alcohol Use and Abuse (3 credits)

This course provides the student with a basic understanding of the nature of alcoholism and the problems it generates for alcoholics and their families. It also analyzes the kinds of social pressures that affect the development of alcoholism. Students are introduced to text materials and audiovisual presentations on the subject and participate in actual visits to agencies such as halfway

houses and detoxification units that provide services to alcoholics and their families. Three class hours a week. Spring.

SOC 255 - Social Psychology (3 credits)

This course provides in-depth study of interpersonal behavior, focusing on such factors as socialization and personality, attitude formation and change, perception of self and others, interpersonal attraction, the self-fulfilling prophecy, conformity and deviance, altruism, conflict and aggression, authoritarianism, prejudice and behavior in groups. The course will examine the scientific research in the field and methods of investigating interpersonal behavior. Prerequisite: SOC 101 (formerly SOC 11). Three class hours a week. Competency met: Social Phenomenon (5.4), Ethical Dimensions (7.0). Not offered every year.

SOC 256 - Race Relations (3 credits)

This course provides an examination of the realities and causes of racial inequality in jobs, incomes, schooling, crime, families, the media, and housing. The course investigates the nature and effects of racial stereotyping and the negative effect of racism on the majority as well as minority groups. Considerable attention is placed on historical and current efforts to combat racial inequality. The primary focus of the course is on contemporary forms of racism in the United States. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 10). Three class hours a week. Competency met: Multicultural Perspective (5.3), Social Phenomenon (5.4), Ethical Dimensions (7.0). Fall.

SOC 257 - Social Issues in Loss (3 credits)

This course is designed to address social issues which are impacting loss experiences such as divorce and single parenting problems, child abuse, aging issues and losses, pet death, disability, disfigurement, disenfranchisement, rape, alcoholism, unemployment, euthanasia and new trends in technology which are bringing about new losses. The ethnic, cultural and religious customs and traditions which are employed to deal with loss will also be discussed. Three class hours a week. Competency met: Multicultural Perspective (5.3), Ethical Dimensions (7.0). Fall, Spring, Summer.

SOC 258 - Topics in Sociology (3 credits)

This is a one-semester course on a specific topic in sociology. Topic to be announced each semester. Three class hours a week. Not offered every year.

SOC 261 - Topics in Sociology - Diversity (3 credits)

A one-semester course on a specific topic in sociology, which has been given a cultural diversity designation by the College. Topic to be announced each semester. Prerequisite: SOC 101 (formerly SOC 11). Three class hours a week. Competency met: Multicultural Perspective (5.3). Not offered every year.

SOC 262 - Social Issues in Aging (3 credits)

This course actively engages the student with a myriad of issues in the aging process with on-site programs at service agencies and presentations by senior care representatives. An in-depth study of the social trends effecting lifestyles examines such issues as senior living arrangement, health care programs and benefits, senior organizations and community services, elder abuse and seniors as victims of crime, stress factors, legal and end-of-life issues as well as profiles of the three aging stages with specific concerns and required responses. The course also examines career opportunities for senior assistance and guidelines for care management. Three lecture hours per week. Fall, Spring.

SOC 263 - Senior Life - Choices and Challenges (3 credits)

This course offers an in-depth examination of a variety of resources available for seniors to live a healthy, happy, and satisfying life. The student is introduced to the numerous community organizations, activities, and educational opportunities that can engage seniors. The course addresses the new challenges of grandparenting, lifestyles, technology, and anti-aging therapies as well as preparation modes for the baby-boomer generation. The course includes a fun activity of role playing senior values and interests and a "Life Review" project of a selected family senior. Three hours of lecture per week. Fall, Spring.

SPA - Spanish

SPA 101 - Elementary Spanish I (3 credits)

This course offers beginning training in the four skills: reading, writing, speaking and aural comprehension. An introduction to Hispanic culture is included. One hour of laboratory practice is required. Only for students with no language background or one to two years of high school Spanish with a C average. Students with an A or B average are encouraged to enroll in the 102 level. Three class hours and one language lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0). Fall, Spring; Evening/Weekend.

SPA 102 - Elementary Spanish II (3 credits)

A continuation of training in the four basic skills: reading, writing, speaking and aural comprehension. Cultural and daily living topics are included. Prerequisite: SPA 101 (formerly SPA 01), or two years of high school Spanish

with an A or B average. Three class hours and one lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0). Fall, Spring; Evening/Weekend.

SPA 201 - Intermediate Spanish I (3 credits)

A review and continuation of Spanish grammar plus additional training in the four skills: reading, writing, speaking and understanding. Readings and discussions based on cultural topics, contemporary literature, newspaper articles, Internet sources and video. Prerequisite: SPA 102 (formerly SPA 02) or three years of high school Spanish with a C average. Three class hours and one language lab per week. Instructional Support Fee applies. Competency met: Humanities (6.0). Fall, Spring; Evening/Weekend.

SPA 202 - Intermediate Spanish II (3 credits)

A continuation of SPA 201. Further grammar review based on readings and compositions. Intensive practice of spoken language. More advanced readings from Hispanic literature and culture. Frequent compositions and written exercises. Prerequisite: SPA 201 (formerly SPA 11) or four consecutive years of high school Spanish with a C average. Three class hours and one language lab hour per week. Instructional Support Fee applies. Competency met: Humanities (6.0). Fall, Spring; Evening/Weekend.

SPA 213 - Spanish for Spanish Speakers (3 credits)

This course offers a review and continuation of Spanish grammar plus additional training in the four skills--reading, writing, speaking, and understanding--for Hispanic bilingual students whose main language is Spanish but whose dominant and school language is English. This course includes readings and discussions based on the cultures and voices of the major Hispanic groups in the United States: Mexican-Americans, Puerto Ricans, and Cubans. It presents high-interest topics through a variety of narrative styles, voices, registers, and genres. Students practice spelling and grammar as well as study false cognates, Anglicisms, and idiomatic expressions. The course is taught in Spanish. Prerequisite: SPA 102 (formerly SPA 02) or three years of high school Spanish with a "C" average, or permission of the instructor. Three lecture hours and one laboratory hour per week. Fall

SPA 214 - Spanish for Spanish Speakers (continued) (3 credits)

This course offers a review and continuation of Spanish grammar plus additional training in the four skills--reading, writing, speaking, and understanding--for Hispanic bilingual students whose main language is Spanish but whose dominant and school language is English. The course includes readings and discussions based on the cultures and voices of Spain and Latin America involving such topics as human rights, feminism,

and technology. It presents high-interest topics through a variety of narrative styles, voices, registers, and genres. Students practice spelling and grammar as well as study false cognates, Anglicisms, and idiomatic expression. The course is taught in Spanish. Prerequisite: SPA 213 or SPA 201 (formerly SPA 13 or SPA 11) or permission of the instructor. Three lecture hours and one laboratory hour per week. Spring

SPA 321 - Spanish for Interpreters (3 credits)

This course develops students' Spanish language skills to ensure oral competency in a variety of interpreting settings. Students refine their extensive Spanish vocabulary and acquire abilities in terminology research, dictionary usage, and glossary building. Students engage in practical communication activities found in various community settings. This course covers medical terminology and basic terminology used in the fields of human services and education. The course is taught primarily in Spanish. Prerequisite: SPA 202 (formerly SPA 12) or permission of the instructor. Three hours of lecture per week. Fall, Spring.

SPA 322 - The Spanish Language in the World (3 credits)

This course is a general overview of the Spanish language in the world: the birth of the Spanish idiom, the evolution of the language throughout the centuries, and its place in today's society. The instruction focuses on the following basic aspects of the language: the study of the diversity of the communities that speak the language in today's world and the interpretation of the chronology of this romance language as an organized linguistic system. Special attention is given to the Spanish language in immigrant communities. Texts used to study the language include fiction, poetry, critical essays, and audio-visual materials (films, CDs). Prerequisite: SPA 321 (formerly SPA 21) or permission of the instructor. Three lecture hours per week. Fall, Spring.

SPA 351 - Advanced Spanish Literature I (3 credits)

This course is a detailed study of a major work or works of Spanish and Latin American authors. Prerequisite: SPA 202 (formerly SPA 12) or equivalent. Three class hours per week. Not offered every year.

SPA 352 - Advanced Spanish Literature II (3 credits)

This course is a detailed study of a major work or works of Spanish and Latin American authors. Prerequisite: SPA 202 (formerly SPA 12) or equivalent. Three class hours per week. Not offered every year.

SPA 353 - Spanish/English Interpreting (3 credits)

This course examines the process of interpreting through hands-on experiences with both Spanish and English as target and source languages in the process of interpreting. Starting with consecutive interpreting and

ending with simultaneous interpreting, students apply interpreter theory, exercise process tasks, and practice fundamental interpreting skills and standards in a variety of simulated settings. Students discuss, develop, and practice strategies to deal with problematic Spanish and cross-cultural situations. Pre- or co-requisite: SPA 354 (formerly SPA 54). Three lecture hours per week. Fall, Spring.

SPA 354 - Written and Sight Translation for English and Spanish (3 credits)

This course focuses on the theory, process, and techniques of written and sight translation. Students engage in a variety of hands-on experiences with translation and editing. Materials may include government and other agency forms such as applications; reports; certificates; and school, social service, and medical documents. The course prepares students for practical, community-based translations. Students review the English and second-language skills necessary to produce clear and polished written and sight translations. Prerequisite: HUM 156 (formerly HUM 56). Three hours of lecture per week. Fall, Spring.

SSC - Social Science

SSC 101 - Introduction to Geography (3 credits)

This course is an introductory, one-semester study of the physical, cultural, and regional patterns of the Earth's surface. The course stresses fundamental geographic concepts within a study of the relationship of the physical environment and human actions over time. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or better in RDG 080 (formerly RDG 09). Three class hours a week. Fall, Spring, Summer.

SSC 217 - Technology and Society (3 credits)

This course examines the economic, political, social, and environmental impacts of technological development on the modern world. Topics include the role of technology in job loss and creation, the role of fossil fuels in the advance of civilization, energy dependence, technological transfer between nations, the inventive process, the control of technology, biotechnology, and the development of weapons of mass destruction. Students develop the ability to think, read, and write critically and analytically and to understand how technological change is connected to human behavior and how power is wielded within society. Prerequisite: a passing score of 68 or higher on the College's Reading placement test and a passing score of 3 or higher on the College's English placement test; or concurrent registration in ENG 090 and/or RDG 090 (formerly ENG 10 and/or RDG 10) and a grade of C or

better in RDG 080 (formerly RDG 09). Three class hours per week. Competency met: Global Awareness (5.2), Ethical Dimensions (7.0). Fall, Spring, Summer.

SSC 260 - Topics in Social Science (3 credits)

This is a one-semester course on a specific topic in Social Science. Topics to be announced each semester. Three class hours a week. Not offered every year.

THE - Theatre

THE 101 - Introduction to the Theatre (3 credits)

This is a fundamental course designed to acquaint students with all phases of theatre. Students are involved in the basics of script analysis, directing, acting, definition of terms, a brief history, playwriting, and several aspects of play production. This course is designed as a sampling of these different elements. Competency met: Humanities (6.0), Ethical Dimensions (7.0). Fall; Day only.

THE 112 - Actor's Workshop (3 credits)

This course consists of exercises which are designed to train the actor in preparation for stage performance. Theatre games and exercises to develop concentration, relaxation, memory, flow, articulation, projection, spatial awareness, and stage presence will provide the basis of this class. Movement and improvisation will develop the actor's sense of discovery and range of flexibility. One three-hour class a week. Competency met: Humanities (6.0). Fall; Day only.

THE 113 - Scene Study (3 credits)

Designed to prepare the actor to work with the actual text of a play. Scenes will be analyzed from the actor's point of view for meaning and interpretation, character development and emotional preparation and clarity of performance. Scenes will be performed in class. One three-hour class a week. Competency met: Humanities (6.0). Spring.

THE 114 - Playwriting (3 credits)

Through a progression of exercises, the student will develop skills in the craft of writing for the stage. Techniques for character development, authentic dialogue, dramatic conflict, scene building, stage composition, and movement in space and time will be taught. All work will be read aloud and discussed. Some work will be acted. Students are expected to produce written work. Theatre elective. One three-hour class a week. Competency met: Humanities (6.0). Spring; Day only.

THE 115 - Director's Workshop (3 credits)

In this course, students will analyze plays from a director's point of view. Rehearsal and organizational procedures will be discussed from script to performance. Working

techniques, scene building, blocking and movement, use of space, point of view, and interpretation will provide the student with necessary skills. Directed scenes will be presented in class and/or in studio theatre. Students will be expected to direct scenes. Theatre elective. One three-hour class a week. Competency met: Humanities (6.0). Spring; Day only.

THE 116 - Acting for the Camera (3 credits)

Although the foundation of acting is the same for the stage as it is for the screen, the actor needs specific techniques to adapt to the demands of video and film. This course addresses specific conditions necessary to acting for the camera. In-class exercises combined with practical experience acting in front of the camera form the basis of the class. One three-hour class per week. Fall; Day only.

THE 117 - Theatre History - The Early Years (3 credits)

A survey of the development of theatre and of drama from the earliest beginnings through 1660, providing the student with a knowledge of growth of the theatre as an institution. There is a special focus in this course on the contributions of the performer, designer, and writer, and on the interest and perspectives of the audience. Theatre elective. Competency met: Humanities (6.0). Fall; Day only.

THE 118 - Theatre History - The Modern Years (3 credits)

A continuation of THE 117 that covers the development of the physical stage, drama, and theatre arts from 1660 to the present, including Restoration theatre and the establishment of national theatres. This course has a special focus on the contributions of the performer, designer and writer and on the interests and perspectives of the audience. Theatre elective. Competency met: Humanities (6.0). Spring; Day only.

THE 119 - Attending the Play (3 credits)

This course is designed for those who wish to acquire a basic understanding of how to view a play and is intended for the general student population. Students attend various types of productions ranging from college theatre to community theatre to professional theatre, followed by in-class discussion. Performing artists, theatre designers, technicians and related theatre personnel are invited to discuss their particular area of production. Students also read about and discuss theatre in its various forms. Three class hours a week. Additional time is required for attending plays. For non-theatre majors. Not offered every year.

THE 120 - Costume Design for the Stage (3 credits)

This workshop covers the basics of formulating costume designs for stage productions. Students will learn to analyze texts, research styles, render drawings, choose

fabrics, and prepare finished costume designs. Character analysis, sewing and alteration techniques and accessorizing will be discussed. Emphasis will be placed on BCC's mainstage productions for hands-on experience. One three-hour class a week. Competency met: Humanities (6.0). Not offered every year.

THE 121 - Voice Production (3 credits)

Fundamentals of vocal training, concentrating on relaxation and exercise techniques to free the voice, center breathing, expand vocal range, strengthen projection, express emotion, refine articulation, and to focus the voice into the resonating and amplifying areas of the body. Techniques to maintain vocal health during production will also be taught. One three-hour class a week. Competency met: Humanities (6.0). Fall.

THE 122 - Theatre Rehearsal and Performance (Fall) (4 credits)

This hands-on course, designed to bring the actor onstage for a public performance, focuses on artistic areas of the rehearsal process. Students develop advanced acting technique by performing before an audience for an extended run, sometimes also going to other local stages. Once the play is decided, students must audition for parts. The course explores play analysis, character development, and cultural/historical setting. The final project includes a written analysis of the student's own work in relation to the production and a study of one specific aspect of the production. The course involves additional rehearsal time. It may be taken again as THE 123. Competency met: Humanities (6.0). Fall.

THE 123 - Theatre Rehearsal and Performance (Spring) (3 credits)

This hands-on course, designed to bring the actor onstage for a public performance, focuses on artistic areas of the rehearsal process. Students develop advanced acting technique by performing before an audience for an extended run, sometimes also going to other local stages. Once the play is decided, students must audition for parts. The course explores play analysis, character development, and cultural/historical setting. The final project includes a written analysis of the student's own work in relation to the production and a study of one specific aspect of the production. The course involves additional rehearsal time. It may be taken again as THE 122. Competency met: Humanities (6.0). Spring.

THE 124 - Script Analysis (3 credits)

Particularly aimed at Theatre students but open to the general population, this course develops skills in reading for stage interpretation. Unlike a literature course, this course enables students to translate the written word into action, character building, the architecture of plot, the development of the director's vision, the development of design ideas, and the creation of style. Directed toward

both the Technical and the Artistic Theatre options, this is a required course in both areas. Three class hours per week. Competency met: Humanities (6.0). Fall, Spring.

THE 125 - Sound Design and Production (3 credits)

This course provides a hands-on foundation in the practical and artistic use of sound to support theatre and visual arts productions. It focuses on the development of sound-scapes, the use of technical equipment in the production of sound, and the translation of visual, emotional, and written ideas into supportive sound environments. It explores sound production from various sources: natural sound, technically-produced sound, composition from natural objects, and musical instruments. Students produce projects specifically suited to theater and visual arts. Three class hours and two laboratory hours per week. Fall, Spring.

THE 127 - Scenic Design (3 credits)

This course gives students a basic understanding of scenic design for the stage. It includes hands-on work in such areas as knowledge and application of safety rules, use of tools and equipment, basic carpentry skills, design and preparation of scale models, analysis of text for design, translation of artistic concept to stage areas, and spatial relationships. Three lecture hours per week. Fall.

THE 128 - Lighting Design (3 credits)

This course gives students a basic understanding of lighting design for the stage. It includes hands-on work in such areas as knowledge and application of basic safety rules; use of tools and equipment; basic knowledge of electricity; basic knowledge of lighting instruments and their specific applications; preparation from text of lighting plot; and translation of artistic concept to illumination, intensity, color, angle focus, and actualization. Three lecture hours per week. Spring.

THE 132 - Theatre Production (Fall) (4 credits)

This is a hands-on course where the student experiences all aspects of technical production and focuses specifically on one or two areas. Students work backstage in one or two of several theatrical areas such as set construction, lighting, sound, costume, mask-making, props, and/or running crews for two shows per semester. The student may have the opportunity to design or apprentice under the designer in addition to working tech. The course requires additional rehearsal time. Students must prepare to put in extra hours working on their respective projects. Work in more than one area may be required from each student depending on the show and the availability of additional help. The course may be taken again as THE 133. Three class hours and three laboratory hours per week. Competency met: Humanities (6.0). Fall.

THE 133 - Theatre Production (Spring) (4 credits)

This is a hands-on course where the student experiences all aspects of technical production and focuses specifically on one or two areas. Students work backstage in one or two of several theatrical areas such as set construction, lighting, sound, costume, mask-making, props, and/or running crews for two shows per semester. The student may have the opportunity to design or apprentice under the designer in addition to working tech. The course requires additional rehearsal time. Students must prepare to put in extra hours working on their respective projects. Work in more than one area may be required from each student depending on the show and the availability of additional help. The course may be taken again as THE 132. Three class hours and three laboratory hours per week. Spring.

THE 134 - Puppet/Mask Workshop (3 credits)

This is a hands-on course exploring design techniques, materials, and practical stage use in creating masks and puppets for the theatre. Students create masks and puppet characters in different styles. A variety of construction and design techniques are explored. Students learn historical contexts stemming from ritual, dance, and theatrical performance. Movement and staging is emphasized. Opportunity for work to be applied for stage productions is offered. Three hours of lecture per week. Fall, not offered every year.

THE 135 - Stagecraft (Fall) (2 credits)

This is a hands-on course designed to give students a practical and theoretical understanding of the tools and techniques used in the technical building of a stage production. Students gain experience by working backstage on crews concerned with set construction: basic carpentry, electric, painting, lighting, sound, costume, props, and stage management. Students learn to use Vectorworks, a basic computer drafting program used in scenic design. Students are required to work on tech crews for both the Studio Theatre and Main Stage productions, two shows per semester. Students spend 10 to 15 hours a week working backstage. Students also attend a one-hour weekly seminar to learn practical skills. The course may be taken again as Stagecraft (Spring). One class hour and 10 to 15 hours per week working backstage. Fall.

THE 136 - Stagecraft (Spring) (2 credits)

This is a hands-on course designed to give students a practical and theoretical understanding of the tools and techniques used in the technical building of a stage production. Students gain experience by working backstage on crews concerned with set construction: basic carpentry, electric, painting, lighting, sound, costume, props, and stage management. Students learn to use Vectorworks, a basic computer drafting program used in scenic design. Students are required to work on tech crews for both the Studio Theatre and Main Stage productions, two shows per semester. Students spend 10 to 15 hours a

week working backstage. Students also attend a one-hour weekly seminar to learn practical skills. The course may be taken again as Stagecraft (Fall). One class hour and 10 to 15 hours per week working backstage. Spring.

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Lecturers / Clinicians: Dental Hygiene Program

Joseph Areias, D.M.D.
Mitchell Block, D.M.D.
Kathleen Brodil, RDH
David Fiaschetti, D.D.S.
James C. Goff, D.M.D.
Marshall Montgomery, D.M.D.
Robert Pavao, D.M.D.
Les R. Prasad, D.D.S.
Esther Wilkins, D.M.D.

Lecturers: Clinical Laboratory Science Program

Claire Almeida, CLS
Nancy Chadbourne, MT (ASCP)
Kelly Medonca, M.S., CLS, MT (ASCP) SM
Eleanor Mullane, M.S., MT (ASCP)
Marlene Plathe, MT (ASCP)
Richard Rose, MT, M.S.
Barbara Zanin, MT (ASCP)

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Jack P. Hudnall, President Emeritus; A.B., Colorado College; M.A., Columbia University; B.Ed., Washington State University

Professors Emeriti

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COLLEGE PRIORITIES

Mission Statements

The Massachusetts Department of Higher Education, which governs the 29 state-assisted public colleges and the university, coordinated an effort to develop mission statements for the system and for community colleges as a whole and charged each college with developing a statement to reflect its strengths and distinctive characteristics.

Mission of the Massachusetts System of Public Higher Education

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

Mission of the Community Colleges

The 15 Massachusetts community colleges offer open access to high quality, affordable academic programs, including associate degree and certificate programs. They are committed to excellence in teaching and learning, and provide academic preparation for transfer to four-year institutions, career preparation for entry into high demand occupational fields, developmental coursework, and lifelong learning opportunities.

Community colleges have a special responsibility for workforce development and through partnerships with business and industry, provide job training, retraining, certification, and skills improvement. In addition, they assume primary responsibility in the public system for offering developmental courses, programs, and other education services for individuals who seek to develop the skills needed to pursue college-level study or enter the workforce.

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

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

Bristol Community College

As the leading resource for education and workforce development in southeastern Massachusetts, Bristol Community College provides programs that promote individual opportunity and the region's economic health. Our programs offer a strong foundation in liberal arts and sciences; career-ready education in health sciences, engineering and technology, and business; and comprehensive developmental education and adult literacy services; delivered in a learner-centered, supportive community. The College also develops active partnerships with business and industry, preK-12, colleges and universities, and social service agencies to maintain relevance and effectiveness of all credit and noncredit programming. We value and respect diversity within the College and the world. Bristol Community College prepares well-rounded learners for employment and for life.

Statement of Core Values

Bristol Community College supports the following Statement of Core Values as an expression of its shared beliefs and as a foundation on which to build student success and the practice of lifelong learning.

Learning

- Foster commitment to lifelong learning and personal growth through general and career-specific education
- Place the needs of learners first
- Facilitate student success by reducing barriers to educational access
- Provide support services and a physical environment that foster student success

Excellence

- Promote initiative, creativity, innovation, leadership, and outstanding performance in our educational programs and in student performance
- Practice the highest standards of teaching and learning
- Advocate and model teamwork, cooperation, and collaboration
- Improve institutional effectiveness through continuous assessment

Integrity

- Provide an environment that fosters respect, fairness, responsibility, trust, and honesty
- Maintain a governance structure that encourages shared decision making, transparency, and collegiality
- Provide stewardship and accountability to all constituents

Diversity

- Respond to the evolving educational needs of a diverse community
- Incorporate the diverse life experiences, achievements, and contributions of all members of our community into the college culture

Community

- Support cultural enrichment and advance economic partnerships throughout our community
- Collaborate with regional, educational, health and social service, and business organizations to strengthen our community.